

## Job Description

**Job Title** – *Ministry Assistant*

**Hours** – Not to exceed 40

**Reports to** – Local Director

**Location** – Child Evangelism Fellowship of SC, Inc. Greater Pee Dee Chapter

### Qualifications:

1. Believes and signs *CEF* Statement of Faith and manifests a Christ-controlled and disciplined life
2. Has a burden and vision to reach lost children with the Gospel
3. Can multi-task and is a self-starter; flexible
4. Has a gift for teaching adults and a love for teaching children
5. Must see this as a mentoring role which requires adequate time praying for, working with, strengthening and encouraging *GNC* Team Leaders and Coordinators.
6. Complete TCE training—IOT is preferred (desires training and improvement)
7. Strong computer skills especially with Word, Publisher, PowerPoint, and Excel

### General Responsibilities:

1. Meet all *CEF* state and national requirements
2. Support *CEF* through prayer and financial giving
3. Assist with fundraising activities (Fellowship Dinner, golf tournament, challenge grants, etc.)
4. Promote the ministry
5. Oversees and mentors the church team leaders and volunteers of each *GNC*
6. Work under the direction of the *CEF* Local Director in whatever capacities needed

### Responsibilities:

#### Training:

1. Assist with training and development (*GNC* training events, CYIA, CMC, TCE, etc.)
2. Mentor new and existing Good News Clubs and assist with teaching and training as needed
3. Maintain the quality of club programs by at least once-a-semester *GNC* evaluation visits.
4. Work with each *GNC* leader at the end of each school year to assure restart of the club the following year.
5. Assist with development of training modules to meet the needs of churches, volunteers, and the growing ministry
6. Assist with the strategy of adding additional after-school and community clubs
7. Assist with processing applications and enforcing procedures associated with the *CEF* Child Protection Policy
8. Be familiar with all *CEF* materials

### Communication:

1. Assist clubs in finding short notice, fill-in club workers from the local area.
2. Assist with planning for follow-up and church involvement
3. Foster an atmosphere of prayer: gather prayer concerns, praise reports, and stories from the field
4. May act as a liaison between the church sponsoring the *GNC*, the school, and the local *CEF* office
5. Assist in preparing donor communications
6. Communicate with all *GNC* Leaders at least twice per month
7. Encourage workers in service (letters, prayer cards, email, etc.) and towards additional training
8. Assist in volunteer appreciation (brunch, open house, quarterly devotional, etc.)
9. Assist in maintenance of the *CEF* database to ensure integrity in the information.

### CYIA:

1. Assist in recruitment of CYIA summer missionaries
2. Assist in encouraging church involvement/schedule 5-Day Clubs
3. Mentor and teach as needed with CYIA training, demo club preparation, practicum schedules, and assignments

*This is not a contract of employment and may be amended or canceled at any time, with or without the incumbent's agreement.*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_