

Child Evangelism Fellowship of NC • Western Piedmont

WE ARE NOW HIRING

Ministry Coordinator Position

Full Time • Starting Rate: \$12 per hour

The Ministry Coordinator is charged with responsibilities in three general areas which include the Good News Club® ministry, teacher training, and Christian Youth in Action®. This includes but is not limited to developing and executing plans that will meet the needs of and further these ministries.

All staff is also required to participate in support raising activities.

Qualifications

1. Is a born again Christian with a willingness to share that faith with others.
2. Is in full agreement with the CEF Statement of Faith and Doctrinal Protection Policy.
3. Must pass a criminal background check as required by CEF Child Protection Policy.
4. Is interdenominational in spirit and able to work with other believers in CEF.
5. Believes in the possibility and necessity of children being saved by faith in Christ alone.
6. Is willing and able to raise needed financial and prayer support.
7. Is able to effectively communicate and relate to teens and college age students.
8. Demonstrates leadership ability and is able to perform requirements of the job.
9. Is self-motivated and organized, able to work independently and solve problems that may arise in the course of ministry.
10. Is willing to train volunteers in different aspects of club along with other staff members.
11. Possesses administrative and organizational skills.
12. Has good written, verbal and public speaking skills.
13. Has general knowledge of and experience with technology (i.e. OneDrive, PowerPoint, Publisher, Word, and Excel)



Accepting applications from June 10th - July 31st, 2021.

A member of our personnel committee will contact you once your application has been reviewed.

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RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO

General:

- Complete certification at Children's Ministries Institute within the first several years of employment.
- Submit accurate monthly reports to supervisor.
- Attend staff and board meetings as needed.
- Attend CEF conferences for further training.

Christian Youth in Action® ministry:

- Recruit and interview new CYIA missionaries (ages 12-19).
- Keep communication with CYIA missionaries throughout the year to keep them informed on how they can be involved in the current ongoing ministry.
- Schedule and lead training workshops for CYIA missionaries.
- Schedule and assign CYIA missionaries to various 5-Day Clubs® throughout the summer.
- Transport and assist CYIA missionaries as they teach in club.
- Assist CYIA missionaries with fundraising for their personal support.
- Maintain accurate 5-Day Club reports through the summer.

Good News Club® ministry:

- Assist with establishing new clubs:
 - Work with the Superintendent to insure all school policies and regulations are being met.
 - Meet with the Principle to set details for the club.
 - Communicate with the Team Leader on what actions need to be taken.
 - Ensure that each school has the needed staff to conduct club.
 - Train volunteers so they are well equipped to teach their club.
 - Along with a training team, teach the first two weeks of Good News Club® at the new site.
- Visit, evaluate, and encourage active Good News Clubs.
- Secure required paperwork from volunteers, ensuring every worker is properly screened before serving at their location.
- Conduct training workshops for teachers and workers.
- Communicate with volunteers to keep them informed.
- Create needed training tools, resources, and forms.
- Be ready and able to assist Team Leaders when questions arise.

Apply here: <https://fs26.formsite.com/cefusa/apply-usa/index.html>

Visit www.cefwesternpiedmont.com for more ministry information

For questions, contact our office:

Donna Bennett 704-871-2424 Ext. 302

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