

Ministry Coordinator Job Description

Job Title: Full-Time Ministry Coordinator (40 hours/week) Salary: \$36,000
Reports to: Local Director in Mansfield, OH 419-756-7799, daletbaer@aol.com
Location: Child Evangelism Fellowship® of Morrow, Ashland, Richland, Crawford and Knox Co.
(CEF® of MARCK)

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. Has the ability to multi-task and is a self-starter, flexible
4. Has a gift for teaching adults and a love for teaching children.
5. Has strong computer skills in Word, Publisher, PowerPoint, and Excel
6. Has a balanced approach to Christian living in a daily walk with God, family, local church and ministry.

General Responsibilities:

1. Fulfilling the purpose of CEF with excellence
2. Implementing and accomplishing the plans and objectives of the state board.
3. Following the policies and procedures of the national and state organization
4. Completing CEF of USA training or working toward that goal.
Ex. Children's Ministries Institute (CMI) in Warrenton, Missouri or online training
5. Planning, executing and supervising aspects of the CEF of MARCK ministry.
6. Supporting CEF of MARCK through prayer, personal giving and raising finances for the ministry.
7. Assisting the CEF of MARCK team in vision setting and work to accomplish goals.

Specific Responsibilities:

1. Assists in developing and achieving strategic plan
2. Pursues aggressively the primary ministries of CEF which are Good News Clubs® and 5-Day Clubs®. Secondary ministries are Fair Ministry and Party Clubs.
3. Establishes and oversees the ministries of CEF of MARCK as designated by the local director. This would involve encouragement, counsel, direction, and leadership development of volunteers through training and workshops.
4. Promotes the ministries of CEF of MARCK by networking with churches, GNC teachers/leaders, schools, etc.
5. Incorporates diligently THE PLAN (Church-Partnership Manual) when developing ministry opportunities and promoting the opportunity to churches to become great commission churches through partnership with CEF.
6. Recruits qualified volunteers.
7. Assists in the regular training programs offered by CEF of MARCK and the Quick Start Training for church partnerships.
8. Submits monthly reports to the local director by the 4th of the following month.
9. Attends local committee meetings, state staff meetings and CEF Conferences.

I have received and read a copy of this job description and agree to comply with this job description, as well as the USA Operations and Policy Manual.

Ministry Coordinator's Signature

Date

Local Director's Signature

Date

State Director's Signature

Date

NOTE: For more information about this position, call CEF of MARCK Local Director, Dale Baer (419-756-7799)
Website: www.CEFMARCK.ORG

As a religious organization, CEF is permitted and reserves the right to prefer employees or prospective employees on the