

Children's Ministry Specialist Job Description **CEF of Klamath-Lake**

Title: Children's Ministry Specialist

Employer: *Child Evangelism Fellowship* of Oregon, Inc., Klamath-Lake Chapter

Employee:

Immediate Supervisor: Klamath-Lake CEF Local Director and Board

Hours Required: 15-20 hours per week

Effective Date:

Position Requirements

1. Professing Christian able to sign the CEF Statement of Faith.
2. Living a Biblical lifestyle and maintaining a good Christian witness.
3. Willing to abide by the policies of CEF.
4. Having experience in ministry to children.
5. Proficient in general computer skills.
6. Able to work well with other staff, volunteers, local board, and public.
7. Able to work well with people of varying ages and backgrounds.
8. Having a high level of written and verbal communication skills.

General Responsibilities

Assist the local director and staff in planning, leading, and conducting direct ministry to children in the local chapter.

Specific Responsibilities

Under the direction of the CEF local board and local director:

Communication:

1. Plan Good News Clubs in coordination with local director and staff.
2. Communicate with churches, schools, and volunteers to establish clubs.
3. Recruit volunteers to form Good News Club teams.
4. Oversee and assist club leaders with administration of clubs.
5. Gather statistics from each club and submit online report to Headquarters monthly.
6. Answer phone calls and emails as necessary.
7. Submit a monthly report to the local board.

Training:

8. Assist with Teacher Training Classes and other training events.
9. Provide hands-on training to Good News Club teams.
10. Lovingly evaluate volunteers and coach them as needed.
11. Serve as a staff member at CYIA Training School and participate as needed in teaching.

Ministry:

12. Prepare teaching materials for ministry events.
13. Lead teams and teach Good News Clubs.
14. Substitute in Good News Clubs as needed.
15. Lead teams and teach *5-Day Club* along with *CYIA* students as needed.
16. Evaluate *CYIA* students and give constructive feedback to students and to the director.
17. Recruit volunteers and serve in fair ministry.
18. Maintain The Mailbox Club ministry.
19. Plan and teach party clubs in coordination with director and staff.
20. Participate in other CEF-sponsored ministries as opportunities arise.

Other:

21. Complete office work related to ministry needs.
22. Participate in church presentations as requested.
23. Perform other duties as assigned.

The following information is provided in accordance with the USA Operations and Policy Manual Sections 400.14 and 400.15, the CEF of Oregon Compensation Statement, the CEF of Klamath-Lake committee meeting minutes and the CEF of Oregon Employee Handbook. In addition to my wages as stated in my Compensation Statement, I concur with my work schedule as part time (15-20 hours per week) at the rate of [rate TBD] per hour. Travel expenses will be covered by mileage reimbursement or credit card. Other benefits and guidelines are as described in the Employee Handbook. The number of hours may increase or decrease at the discretion of the state board or local committee. I have read my job description, agree to the requirements thereof, and have received a copy.

Signed _____ Date _____