

Local Director Job Description

Child Evangelism Fellowship® of Klamath-Lake

Position Qualifications

As the developer of volunteers and other leaders and the face of the local chapter, the local director must:

1. Be a professing Christian able to sign the *CEF*® Statement of Faith.
2. Live a consistently Biblical lifestyle and maintain a good Christian witness.
3. Possess Biblical leadership qualities as found in 1 Timothy 3 and Titus 1.
4. Demonstrate love for Christ, the souls of children, and prayer.
5. Be willing to abide by the policies of *CEF*.
6. Be a continual learner, relevant, and a strategic thinker.
7. Demonstrate understanding of how to build and lead a diverse team.
8. Be able to lovingly work with other staff, the local board, and the public.
9. Love and value the local church and other Christian organizations as ministry partners.
10. Have organizational, vision-casting, mentorship, and evaluation skills.

General Responsibilities

Fulfill the purpose of *Child Evangelism Fellowship* by executing and accomplishing the vision of the state board and USA Ministries in the oversight of all aspects of the local chapter.

Specific Responsibilities

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

Ministry:

1. Recognize prayer as the foundation of ministry and lead by example in developing, implementing, improving, and growing an effective local prayer program.
2. Pursue church partnerships which will fulfill the purpose of *CEF* to evangelize, disciple and establish children in the local church, as well as build the ministry of the local church.
3. Identify, enlist, equip, develop, and encourage others to become an effective multi-staff team serving God in the local chapter of *CEF*.
4. Be involved in a minimum level of direct ministry with children to maintain an understanding of today's child and to adequately evaluate the effectiveness of *CEF* programs.
5. Be able to identify youth who are potential *CYIA*™ students and personally participate in *CYIA* as assigned by state leadership for the success of the state and local *CYIA* program.
6. Establish, develop, and improve ministry effectiveness throughout the entire chapter.

Leadership:

1. Work with the local board in providing vision and strategic plans for evangelizing and discipling all children within the chapter, striving to establish them with local churches.
2. Meet regularly with and lead local ministry staff and volunteers, providing encouragement, counsel, and direction.
3. Assist local ministry staff and volunteers in developing and evaluating their ministry goals.
4. Work with the local board in raising sufficient funds for the ministry.

5. Regularly assess all subordinate ministry staff; develop leadership skills in ministry staff, volunteers, and summer missionaries or interns.
6. Develop, oversee, and continually evaluate the teacher training program for growth and effectiveness.

Administration:

1. Ensure that all *CEF* policies and procedures are followed and that proper governance is maintained.
2. Keep accurate and complete records of all personnel, ministry, and other chapter activities.
3. Work with the local board to develop and submit an annual budget for state board approval.
4. Ensure that all reports, minutes, communications, money, and donor receipts are submitted as required in a timely manner.
5. Communicate regularly, clearly, and accurately about the chapter condition to the state director and local board.
6. Attend all state office-sponsored meetings as requested by the state director or board.
7. Perform other duties as assigned by the state director or local board.