

Ministry Coordinator

Full-Time

TITLE: Ministry Coordinator

EMPLOYER: Child Evangelism Fellowship of Wisconsin, Southeast Chapter

EMPLOYEE:

IMMEDIATE SUPERVISOR: Good News Club Director

GENERAL RESPONSIBILITIES

Under the leadership of the Good News Club Director, the Ministry Coordinator works with an assigned group of local churches to assist them in launching and maintaining a successful Good News Club outreach.

SPECIFIC RESPONSIBILITIES

Good News Club Project Manager

- Mentor the church's key contact (help them understand the program, facilitate a visit to a current Good News Club, answer their questions)
- Assist Area Representative in scheduling and conducting a vision-casting meeting and/or church presentation as needed
- Lead church through research and brainstorming process to identify target school
- Assist in identifying team coordinator and lead Bible teacher
- Assist in training the team coordinator and team
- Schedule and attend organizational meeting
- Work with Good News Club Director to assign mentors to the team

Good News Club Liaison

- Report status of the club to GNC Director and Area Representative on a quarterly basis
- Keep coordinator informed of mandatory meetings and share information if they are unable to attend
- Keep team members informed of available training
- Ensure team compliance with Child Protection Policy and Worker's Compliance Agreement
- Ensure that stats are being reported to the CEF office monthly
- Visit one team meeting per year
- Visit the club twice per year to evaluate and encourage
- Assist in recruiting new team members as needed
- Be available to encourage, answer questions, and pray for the team
- Assist in leading quarterly Good News Club curriculum workshops