

## **Local Director** (Job Description)

JOB TITLE: Local Missionary Director

EMPLOYER: Child Evangelism Fellowship® of \_\_\_\_\_  
(Name of Local Chapter)

PRESENT EMPLOYEE:

IMMEDIATE SUPERVISOR: Local Committee (when in session) and State Director

### GENERAL RESPONSIBILITIES

The local director is responsible for:

- fulfilling the purpose of Child Evangelism Fellowship
- executing and accomplishing the plans and objectives of the local committee and state board
- overseeing all ministry within the local chapter

### SPIRITUAL RESPONSIBILITIES

#### Spiritual Living

The local director should demonstrate a balanced approach to Christian living in:

- a daily walk with God
- family
- local church
- ministry

### SPECIFIC RESPONSIBILITIES

#### Ministries Supervision

1. Is responsible for the development and implementation of an effective process for individuals to pray knowledgeably for the outreach of CEF® to the child in the local chapter.
2. Aggressively pursues primary ministries that fulfill the full purpose of *CEF* through continual promotion within the sphere of his influence.
3. Has direct ministry contact with children through *CEF* sponsored programs.
4. Is responsible to promote the Christian Youth In Action® (*CYIA*<sup>™</sup>) ministry by recruiting summer missionaries and seeking to use them year round.
5. Oversees all *CEF* related ministries in the local chapter.
6. Promotes further opportunities to serve—Summer Missions, Student Thunder and other *CEF* ministries.
7. Participates in the *CYIA* program as assigned by the state director.

Leadership Development

1. Develops with the local committee and effectively communicates the vision and written strategic plan for the evangelization and discipleship of all children within the local chapter and oversees the implementation of that plan.
2. Strives to develop and establish ministry among the children in unreached cities, towns and neighborhoods within the local chapter.
3. Recruits people to do the work of the ministry (both paid and volunteer).
4. Meets regularly with paid and volunteer staff members to provide encouragement, counsel and direction.
5. Aids paid and volunteer staff members in developing and evaluating their ministry goals.
6. Encourages the local committee to take advantage of committee training opportunities available.
7. Works with the local committee to raise sufficient funds to accomplish the plans and objectives laid out by the local committee.
8. Provides assistance and training to paid staff members as they seek to raise sufficient funds for their ministry.
9. Follows the policies and procedures of the state and national organizations and sees that all staff members and volunteers are adhering to the policies.
10. Does routine employee appraisals with all paid staff members.
11. Works with paid staff members and volunteers helping them develop leadership skills.
12. Oversees (and teaches if necessary) the teacher training program and provides the necessary training for the staff to perform the job well.

Administrative Responsibilities

1. Actively promotes the ministry of *CEF* within the local chapter through church and individual presentations, newsletters, etc.
2. Works with the budget committee to develop an annual budget at the beginning of the fiscal year for approval by the local committee.
3. Submits the budget of the local chapter to the state director for state board approval.
4. Ensures that all reports, minutes, communications and moneys are forwarded to the proper offices in a timely manner.
5. Sends out thank you notes and ensures that receipts are mailed in a timely manner.
6. Communicates accurately and in a timely manner with the state director and local committee.
7. Attends all local director meetings sponsored by the state office.
8. Performs other duties as assigned by the committee and/or state director.

I have read and agree to comply with this job description as well as the USA Organizational Manual.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date