



Child Evangelism Fellowship of Hawaii®

99-419 Hoio Place, Aiea, HI 96701-3528

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cef@kidspot.org

***CYIA* Coordinator** **Job Description**

OVERVIEW:

***CYIA*® is a training outreach opportunity for teens and college students to learn to evangelize and minister to children in Hawaii. The program includes a period of practical training in June, preparing students for ministry and a closer walk with God. Throughout the summer these young people teach *5-Day Clubs*®, day camps, and *Camp Good News*® as well as other opportunities. In addition to the summer ministry, young people are mentored and given opportunity to serve the Lord during the school year.**

QUALIFICATIONS:

- 1. Is born again and has the assurance of salvation with a willingness to share that faith with others.**
- 2. Is growing spiritually with a good testimony in all realms of life (home, neighbors, church, etc.).**
- 3. Is actively involved in a local church.**
- 4. Is in full agreement with the *CEF* statement of faith and doctrinal protection policy.**
- 5. Is interdenominational in spirit and able to work with other believers in *CEF*.**
- 6. Believes in the possibility and necessity of children being saved by faith in Christ alone.**
- 7. Feels called of God to work with *CEF*.**
- 8. Is a team player and functions well in a group.**
- 9. Has good written, verbal and public speaking skills.**
- 10. Has basic computer skills.**
- 11. Is self-motivated, organized and able to motivate people.**
- 12. Is able to effectively communicate and relate to teens and college age people.**
- 13. Demonstrates leadership ability and able to perform requirements of the job.**
- 14. Must pass a criminal background check as required by *CEF* Child Protection Policy.**
- 15. Has or will take at least one year of Bible training. (May be able to test out.)**
- 16. Successfully complete the *Children's Ministry Institute*.**
- 17. Successfully complete an internship program.**
- 18. Willing and able to raise needed financial and prayer support.**

Reaching and teaching Hawaii's Children for Christ

CYIA Coordinator Job Description continued

RESPONSIBILITIES:

- 1. Develop with the State Director and effectively communicate the vision and written strategic plan for *Christian Youth in Action*® (*CYIA*) ministry in the state.**
- 2. Oversee the *CYIA* training in cooperation with the State Director.**
- 3. Establish and maintain year-round opportunities for *CYIA*ers to engage in *CEF*® ministries reaching and teaching children.**
- 4. Be responsible to develop and maintain a relationship with youth that will encourage their spiritual development and interest in *CEF* as a career opportunity.**
- 5. Mentor key young people in their spiritual walk and Christian service.**
- 6. Develop and assist youth mentoring youth with regular contacts and accountability.**
- 7. Provide oversight for the ministry of the youth during the summer.**
- 8. Plan and implement opportunities for the *CYIA*ers to have social and spiritual development through planned activities during the entire year (as well as summer).**
- 9. Develop advertizing and promote the ministry in such a way youth around the state will know about the opportunities available with this ministry.**
- 10. Recruit personnel needed to assist in the operation of this ministry.**
- 11. Regularly relate prayer and praise to the prayer Chairperson.**
- 12. Promote the programs and ministries of *CEF* with individuals and churches.**
- 13. Cooperate fully in projects, ministries and programs maintaining open communications with the State Director.**
- 14. Promptly handle the administration involved with *CYIA* as necessary including correspondence, phone calls, reports, filing, record keeping etc.**
- 15. Be responsible for maintaining *CEF* standards, procedures and policies including Child Protection and Worker's Compliance Agreements.**
- 16. Send thank you notes and receipts to support team monthly.**
- 17. Correspond monthly with your personal support team .**
- 18. Promote the financial program of *CEF* helping to raise needed funds for ministry.**
- 19. Submit a proposed budget for the ministry to the State Director by November.**
- 20. Raise and maintain personal financial support as budgeted by the State Board and maintain a close relationship with this support team. Submit support team mailing list to State Office.**

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**If interested or you want additional
information please contact
CEF of Hawaii
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