



Child Evangelism Fellowship of Hawaii®

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

(808) 488-1828 + 847-1828

cef@kidspot.org

Local Director **Job Description**

OVERVIEW:

The *CEF Local Director* is the staff member responsible for the oversight and vision casting for the ministry of reaching and teaching children from Christ on a specific island or county in Hawaii. This individual will help develop resources and Christians necessary to carry out the ministry of *CEF* in that given area. Current positions open are Oahu, Big Island, Maui County and Kauai soon.

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. Be a strategic thinker and able to analyze and plan ministry.
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.

**If interested or you want additional
information please contact
CEF of Hawaii
Dr. John Dekle, State Director
808-488-1828
cef@kidspot.org**

CEF Local Director Job Description continued

RESPONSIBILITIES:

1. Develop with the State Director and effectively communicate the vision and written strategic plan for the evangelization and discipleship of the children in the area.
2. Oversee the primary ministries of *CEF* including *Good News Club*®, *5-Day Clubs*®, *CYIA*®, *Camp Good News*® and party clubs.
3. Establish ministry to reach unreached children throughout their respective island or county.
4. Recruit personnel (i.e. teachers, hostesses, helpers, counselors, summer missionaries, prayer partners, etc.) to work in the ministry.
5. Establish and maintain an effective prayer program in coordination with the State Prayer Chairperson so people can pray knowledgeably.
6. Maintain a visitation program with individuals and churches to promote the ministry and keep the Christian public informed.
7. Promote the programs and ministries of *CEF* with individuals and churches and keep the Christian public informed regarding *CEF*.
8. Present *CEF* in the local churches that can doctrinally work with *CEF*. Develop and maintain good communications with churches and pastors or key leaders. Keep the ministry of *CEF* church related as much as possible.
9. Set up and promote a regular Teacher Training Class program and other specialized training.
10. Actively engage in the *CYIA* training and ministry.
11. Teach a *Good News Club* or other *CEF* ministry with children to keep up-to-date.
12. Cooperate fully with the State Director in projects, ministries and programs and maintain open communications with him.
13. Promptly handle the administration involved in *CEF* as necessary including correspondence, phone calls, reports, filing, record keeping and other office duties.
14. Be responsible for maintaining *CEF* standards, procedures and policies including Child Protection and Worker's Compliance Agreements.
15. Send thank you notes and receipts to support team monthly.
16. Write and mail a monthly newsletter for *CEF* and for personal support team.
17. Promote the financial program of *CEF* helping to raise needed funds for ministry.
18. Submit a proposed budget for the ministry to the State Director by the end of Oct..
19. Raise and maintain personal financial support as budgeted by the State Board and maintain a close relationship with this support team.
20. Submit to the State Office and maintain a support team mailing list.

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Reaching and teaching Hawaii's children for Christ