



DRAFT COPY! Subject to change!

Job Title	Ministry Site Coordinator		
Employee's Name			
Supervisor's Name & Title	TBD Area Director		
Date Prepared	4/30/18	Date Modified	4/30/18
Department	TBD	Division	TBD
Location	Various	FT/PT Status If PT, include hours/week.	Volunteer or Part Time
FLSA Status (To be completed by HR)		Job Grade (To be completed by HR)	

Position Purpose	<p>The Ministry Site Coordinator, under the leadership of the Area Director, will be primarily responsible for the YFC ministry that takes place in a school and/or community; referred to in YFC as a Ministry Site. This includes direct student ministry as well as the development of volunteer teams, community relations, fund development, and participation in YFC staff events.</p> <p>Key areas of this position include, but are not limited to:</p> <ul style="list-style-type: none"> - If a new ministry site, working with the ministry director and area director to determine what ministry model should be adopted for that particular site. - Leading the ministry at your ministry site using the RMA's. - Recruiting, training and empowering a team of volunteer ministry leaders who will build Christ Sharing Relationships with lost kids at your site through the use of the RMA's. - Encouraging your volunteer team in their responsibilities. - Work with your Area Director to ensure your team receives the training they need to be effective ministers. - In conjunction with the ministry area and chapter wide training - provide training and coaching as needed for your ministry site - Building a strong financial base of support for your YFC ministry site. - Building relationships with leaders in both the secular and church community who have a desire to partner with YFC. - Being an active part of the YFC staff team. Participate in chapter wide events such as staff meetings, trainings and development events.
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Estimated % of Time	Essential Job Functions and Duties
50-60%	Building a team of volunteers to lead ministry as well as working directly with young people. (This could be split into two different line items, but the point is; it should be done together, with your team. As the leader you would be modeling it. We need to make sure this is clear)
10-15%	Fund Development - Individual fund development and some chapter wide events.
10-15%	Administrative - Reporting, staff meetings, etc.
5-10%	Community relations - Building relationships with churches and other partners in the community.
5-10%	Flex Time
Fundraising Responsibilities	All YFC employees have a responsibility to raise funds for the mission of YFC. You will be given the opportunity to be involved in the development functions of WSYFC. These opportunities could include fund raising events, circle of influence/YFC donor contacts, and other opportunities as provided.
Spiritual Responsibilities	<p>Because the overriding religious purpose and mission of Youth for Christ USA is to communicate and introduce the Gospel of Jesus Christ to young people and their families, and in that regard to make, educate, and encourage life-long disciples of the Lord Jesus Christ, it is very important that you as an employee in the movement of Youth for Christ be recognized as an associate minister of the Gospel.</p> <p>As an employee of Youth for Christ and an associate minister of the Gospel, YFC expects all employees to:</p> <ul style="list-style-type: none"> • Seek God's guidance and wisdom, through prayer and meditation, for the organization as a whole as well as for specific ministry initiatives. • Participate and lead regular times of prayer, devotion and worship as a regular aspect of your role within YFC. • Teach and preach from the Holy Bible at YFC staff meetings, conferences, camps and events. <p>Additionally, YFC employees will have an opportunity to be commissioned or licensed as a minister of the Gospel through the established Youth for Christ process, and/or ordained by an outside body recognized by Youth for Christ USA. As such, the following additional responsibilities of a spiritual nature will apply to this position:</p> <ul style="list-style-type: none"> • Perform sacramental functions such as the taking of communion and leading times of corporate prayer, confession and praise.

JOB DESCRIPTION

	<ul style="list-style-type: none"> Perform and lead religious ceremonies such as weddings, baptism and funerals when called upon by staff and other members of the YFC community.
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EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB

Job Requirements/Specifications	
Knowledge & Skills	Aware of the needs of young people in your school / community. Ability to build relationships with church, school and civic leaders in the community. Have experience or the ability to learn how to work with young people in a non-Christian setting. Have the desire to see young people come to know Christ as their personal savior.
Education & Experience	Preferred ministry experience working with middle and/or high school aged young people. Experience leading a team. Must agree and adhere to YFC's Statement of Faith, Standards of Conduct, and Safety Standards.
On the Job Training	YFC has several training resources available to our staff. This includes a large online video training library, in-person training several times a year and phone consulting with leaders from across the country.
Equipment & Software Utilized	PC or Mac Computer, Office Suite, Gmail & various online applications.
Travel Requirements	Various trips and events with students as scheduled, annual staff retreat, regional staff conference and other trainings that may become available.
Scope of Authority:	
Manages Budget	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> X If yes, which budgets? Is given a budget for the ministry site to manage in tandem with the area director.
Supervisory Responsibilities (#of individuals)	You are responsible for volunteer team at your ministry site, with the help of the area director and administrative support team.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.