



Since 1937

**CEF**  
CHILD EVANGELISM  
FELLOWSHIP®  
*Reaching children worldwide®*

August 1, 2009

Re: Ministry Candidate Search  
DIRECTOR – CEF of Greater Houston

Child Evangelism Fellowship (“CEF”), a worldwide organization, is “*an evangelical, Bible-centered mission whose purpose is to evangelize boys and girls with the Gospel of the Lord Jesus Christ and to establish (disciple) them in the Word of God and in a local church for Christian living*” (CEF® USA Organization Manual). CEF of Greater Houston is a chapter organized under the authority of the State Board of CEF East Texas, Inc., which in turn is under the direction of CEF USA Ministries.

The Committee overseeing the ministry of the Greater Houston Area Chapter is seeking qualified candidates to fill the full-time position of Local Director, responsible for overseeing all ministry within the local chapter area which encompasses all of Greater. Attached is the Local Director Job Description as well as the Qualifications required, both as presented in the CEF USA Organization Manual. Enumerated in the Qualifications attachment are 16 items applicable to all CEF Staff in general, as well as 9 additional qualifications specifically applicable to the Local Director position.

The Committee also suggests that the successful candidate will have:

- a clear call from God to this particular ministry and be able to effectively articulate that call to the Committee;
- demonstrable leadership and organizational skills required to mold the organization to meet the chapter’s objectives and to effectively motivate the staff and volunteers to achieve the goals of the ministry;
- a creative, entrepreneurial focus fostering the generation of new ideas for solving problems and overcoming barriers to ministry expansion;
- highly effective and persuasive communication skills necessary to:
  - a. convey the benefits of CEF ministry to Senior Pastor contacts in order to create numerous new church partnerships,
  - b. get the CEF message across to individuals, businesses and churches in order to significantly increase fundraising activities and results.

All inquiries and expressions of interest should be directed to Benny L. Sanders, Chairman of the Committee, CEF of Greater Houston.

Benny L. Sanders, Chairman  
P.O. Box 38294  
Houston, TX 77238-8294  
(832) 797-3373

**CEF of Greater Houston**

**901 Pinemont • Houston, TX 77018 • Web: <cefhouston.org>**

## **LOCAL DIRECTOR** (Job Description)

JOB TITLE: Local Director, CEF of Grater Houston

EMPLOYER: Child Evangelism Fellowship® of Greater Houston

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™) 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.

## R-42a

### 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 evaluation 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. Follow 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 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 and 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.

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Signature

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Date

## QUALIFICATIONS

### 400.2 Staff

#### 400.2.1 Qualifications

1. Is a team player and functions well in a group.
2. Has good written, verbal and public speaking skills.
3. Has basic computer skills (Microsoft Office Suite recommended).
4. Is self-motivated, organized and able to motivate people.
5. Demonstrates leadership ability.
6. Must pass a criminal background check as required by the USA Child Protection Policy (see 200.3.7).
7. Meets the specific qualifications necessary to perform the requirements of the job description.
8. Is willing to raise support.
9. Is born again, has the assurance of salvation and is willing to give a testimony of his salvation before the other members.
10. Has a good testimony at home, on the job and in his neighborhood and local church as reflected by both speech and conduct.
11. Is actively involved in a local church.
12. Is doctrinally sound, agreeing with the Statement of Faith and Doctrinal Protection Policy and annually signing the Workers Compliance Agreement (see R-7).
13. Is interdenominational in spirit (see 200.1.3), i.e., willing to work with other believers in accordance with the Workers Compliance Agreement.
14. Believes both in the possibility and necessity for children to be saved from sin by coming to a saving knowledge of Jesus Christ.
15. Feels called to serve in this ministry.
16. Has learned to trust the Lord for victory, wisdom and guidance.

### 400.5 Local Leadership

#### 400.5.1 Definition

The local director is the leader of the chapter; his focus is on building the ministry and team to reach the children (see job description, R-42).

#### 400.5.2 Qualifications of a Local Director

In addition to meeting the general qualifications (see 400.2.1) for all staff workers, the local leadership must:

1. Demonstrate leadership characteristics.
2. Be skilled in analysis and planning.
3. Be a strategic thinker.
4. Be able to take initiative.
5. Be able to direct the work of others.
6. Have good people skills.
7. Be organized.
8. Have vision and be able to communicate it to others so they will become involved in the ministry.
9. Be able to resolve conflict.