



YOUTH FOR CHRIST®

MASON-DIXON | GIVE LIFE TO
YOUR STORY

Job Description

Employee Name: TBD

July 1, 2021– June 30, 2022

Title: **Chief Ministry Officer**

Objective: Reporting to the Executive Director, the Chief Ministry Officer is responsible for leading the ministry functions of the organization in line with M-DYFC's strategic goals. In this role, the primary focus will be to partner with and support the Executive Director by ensuring all activities are operating efficiently and effectively.

The Chief Ministry Officer is a professional position that requires:

- spiritual and organizational leadership skills
- the ability to work with and empower other people
- communication skills
- a heart for reaching young people with the gospel
- the ability to minister to youth through evangelism and discipleship within the context of the YFC program and methodology.

Responsible to: Executive Director
Salary: \$ TBD
Required Hours: 40 hours per week minimum

Staff Initial's: _____

Supervisor Initial's: _____

Primary Responsibilities: 1. **Events/Trips**

The Chief Ministry Officer will be responsible for the oversight of the ministry trips and retreats, including monitoring budgets, ensuring safety, and that the YFC mission remains the focus.

2. **Administration**

- The CMO will oversee chapter ministry, as designated by the ED, and help develop ministry growth in communities throughout the Mason-Dixon YFC area.
- The CMO, in cooperation with the ED, will oversee ministry operations by ensuring that all aspects run smoothly and efficiently. This will be done while supporting the organization's goals and objectives, evaluating ministry department finances, approving all new projects, and approving all procedures.
- The CMO will oversee some non-traditional ministries as agreed upon with the ED.
- The CMO will work with the ED to develop the ministry department budgets, as well as work with the ED, Board of Directors, and Administrative staff in developing the annual budget.

● 3. **Staff Development**

- The CMO will lead the process of recruiting, selecting, training, placing, and supervising staff to do the work of the ministry in various schools, neighborhoods, and communities throughout the M-DYFC service area.
- The CMO will be responsible for ensuring that all YFC employees follow all procedures and processes in order to become an employee, as well as maintaining employee status and position.
- The CMO will use the following guiding principles:
 1. YFC Statement of Faith
 2. Employee Handbook
 3. Safety Standards
 4. Standards of Conduct: Living The Life of a Leader
 5. YFC's Standards and Best Practices
- The CMO will be responsible for the training and professional development of all staff.
- The CMO will make sure every staff member is adhering to all YFC policies and procedures,

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including, but not limited to, training, credentialing, and participating in Regional and National conferences and events.

4. Fund Raising

- The CMO will work with the ED and the staff in the development and maintenance of a local funding base. The CMO is also expected to raise funds, the amount of which will be determined by the ED.
- The CMO will be fully engaged and enlist the support of all ministry staff, whether paid or volunteer, in the designated fund-raising events throughout the year. The CMO will make it a priority to attend and execute all of these events.

5. Community Relations

- The CMO will serve as an advocate of youth evangelism in the community.
- The CMO will see that M-DYFC and its mission have visibility in the community
- The CMO will see that M-DYFC works in a cooperative manner with churches and other youth evangelism organizations.

6. Ministry Effectiveness

- The CMO will ensure that all aspects of the Mason-Dixon ministry will demonstrate the values and objectives of the YFC movement and ensure that we demonstrate quality with integrity that honors God and His Kingdom.
- The CMO will continue to stay committed to the Mission of M-DYFC.

Spiritual Responsibilities:

The overriding religious purpose and mission of Mason-Dixon Youth for Christ is to communicate and introduce the Gospel of Jesus Christ to young people, and, in that regard, to make, educate, and encourage life-long disciples of the Lord Jesus Christ. It is very important, therefore, that the CMO, as an employee in the movement of Youth for Christ, be recognized as an associate minister of the Gospel.

As an employee of Mason-Dixon Youth for Christ, and an associate minister of the Gospel, YFC expects all employees to:

Staff Initial's: _____

Supervisor Initial's: _____

1. Seek God's guidance and wisdom, through prayer and meditation, for the organization as a whole, as well as for specific ministry initiatives.
2. Participate and lead regular times of prayer, devotion, and worship as a regular aspect of an employee's role within YFC.
3. Teach from the Holy Bible at YFC staff meetings, conferences, camps, and events.

TBD Name _____ Date _____
Chief Ministry Officer

Gary Grecco _____ Date _____
Executive Director

Staff Initial's: _____

Supervisor Initial's: _____