

## **Ministry Job Description: GEMS Club Coordinator**

**GEMS** stands for **G**irls **E**verywhere **M**eeting the **S**aviour. It is a ministry devoted to providing a Bible-based, Christ-centered program for girls that result in personal growth and prepares them for Christian service. Club nights consist of Bible lessons, badge work, crafts, snacks, fun, and friendship.

### **Goal of Position**

The mission of GEMS Girls' Clubs is to help bring girls into a living, dynamic relationship with Jesus Christ. To do this well, it's important that there is good leadership and organization by someone able to coordinate various responsibilities.

### **Responsible to**

Church Council or CYDC.

### **JOB DESCRIPTION**

The GEMS Club Coordinator has three primary responsibilities:

#### ***Administrative***

- \* Help recruit counselors and ensure they are trained and equipped to fulfill their roles.
- \* Develop a club schedule/calendar with all planned events and activities
- \* Develop and oversee the club budget
- \* Order supplies
- \* Fulfill club membership requirements with Service Center (forward Club dues, ensure annual offering is scheduled and funds forwarded, provide updated counselor list)

#### ***Leadership***

- \* Foster the development of warm, caring and supportive relationships among counselors
- \* Model dynamic faith

#### ***Communication***

- \* Support parents in their role as primary faith nurturers of their children with on-going communication and hosting events that create opportunities for families to make memories together ie: father-daughter and/or mother-daughter nights, banquets, etc.

To accomplish the above, the Club Coordinator should do the following:

1. Establish for counselors and review periodically the mission of GEMS Girls' Clubs. Understand that the mission of GEMS Girls' Clubs includes two equally important components:
  - o Evangelism - to bring girls into a living relationship with Jesus Christ.
  - o Discipleship - to teach girls how to grow in their Christ-likeness - to act justly, to love mercy, and to walk humbly with our God.
2. Determine the number of girls you expect to attend and the approximate number of counselors that will be needed (one counselor for every six to eight girls).
3. Recruit counselors - ask them to join the team! Remember: personal invitations work best!
4. Determine the money that will be needed to operate the club and how it will be generated. Draft a budget and develop plans for fundraising if necessary. Submit your budget to your church's leadership for accountability.

5. Order club curriculum, new theme materials, catalogs, child and counselor protection guidelines, and other promotional and training materials to share at your counselor meetings.
6. Prepare a draft of your club's annual calendar including club dates, special event dates, counselor meeting/gathering dates, and dates of any counselor training events being offered.
7. Solicit funds and arrange for all counselors to attend training opportunities available through GEMS: area-wide fall and spring workshops, Regional Retreats, and the Annual Counselors' Leadership Conference. (See Club Coordinator guide for more information.)
8. Prepare for and conduct the first organizational meeting of counselors to include a variety of team building activities. Plan and conduct additional meetings to build relationships and for growing together as counselors and sisters in Christ.
9. With counselors, discuss becoming a Sister Club to a cross cultural, needy club or a club in a third world country.
10. Plan an exciting opening night for all the girls and counselors.
11. Complete ministry requirements for active club status:
  - Return Subscription Renewal Forms for SHINE brightly and Sparkle magazines to the Grand Rapids Service Center by August 1st. (Adjustments to an order may be made at any time after that date.)
  - Return corrected and updated copy of the Counselor List to the Service Center by September 30.
  - Collect club dues and send to Service Center by November 15.
  - Meet with the leadership of your church and ensure that an offering is scheduled for NEXT YEAR for the international ministry of GEMS Girls' Clubs and the Form for Scheduling Annual Offering is completed and returned to the Service Center by November 15.
  - Ensures that this year's annual offering is sent to the Service Center before December 31
12. Keep counselors well equipped with supplies throughout the year and remind them that they may order materials directly from the Service Center at any time.
13. Keep parents informed throughout the year of your club's activities and invite their participation.
14. With input from counselors, plan and conduct special "family events"; special badge award ceremonies, GEMS Sunday service (with Pastor), closing night celebration for girls and year end celebration for counselors.
15. Attend Annual Counselors' Leadership Conference with counselors.
16. Pray regularly for the girls, the counselors, the parents of the girls, and the international ministry of GEMS Girls' Clubs.

**Time required:**

Two to three hours a week during the GEMS season, plus additional time in the Spring and Summer preparing for the following year, plus additional time to plan extra events, plus additional time to plan for fundraising, plus additional time to fundraise, organize and attend GEMS annual conference. Or, if unable to attend the conference to organize additional leadership training and encouragement.

**Length of commitment**

The main responsibility of a GEMS Club Coordinator is to provide leadership and organization to your church's GEMS program. It is a position that is very detail oriented and is best suited to someone willing

to take this role for more than a year or two. Additionally, the role is about developing relationships with counselors and that too warrants a longer commitment. So a preference for the Club Coordinator is that she commits to serving for at least three years.

### **Training Provided**

In order to develop people in their ministry role it is important that the GEMS Club Coordinator is provided with training. In all likelihood the person taking on this responsibility will have been part of the GEMS program for a year or two as a regular counselor and so specific training for this position would not require the same training as a counselor. The best person to provide the training would be the outgoing Club Coordinator. Additional training would of course be available from the GEMS Training Manager in the Grand Rapids office.

### **Qualifications or special skills**

As someone who is nurturing children in their faith as well as developing meaningful relationships with counselors, it's vital that a GEMS Club Coordinator take care of herself spiritually, spending time in scripture, prayer and worship. Additionally, the Club Coordinator should have great organizational and relationship skills, is a team player with the ability to communicate well, is flexible, has a positive attitude, loves working with children, and knows how to have fun, laugh and enjoy life.

Lastly, the church is not just a place of worship and where ministry programs happen, but also a place of safety and trust. Parents will want to know that not only are their children being cared for spiritually, but also that they are in a safe environment. As such, those serving in any children's ministry program will be required to provide a current police background check.

### **Benefits to this position**

In your role as a GEMS Club Coordinator, you will likely experience some different challenges, but you'll also be blessed in abundance. Here are some things you can expect:

- *Help young girls in their faith development*
- *Help young girls understand what it means to be a godly woman*
- *Growth in your own faith*
- *Affirmation of your gifts*
- *Develop lasting friendships with your counselors and see them grow in their leadership capacity*
- *Develop relationships with parents from the girls who attend your club.*
- *Joy in seeing God at work through the GEMS ministry*

*Information provided for this document was taken from the [GEM's website](#)*

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