

# **Caribbean Youth Network, Inc.**

## **Ministry Coordinator Job Description**



**The need:** Throughout the Bahamas there is a growing youth crisis. Currently, the need for effective youth and campus ministry is at a crucial level with the nation's next generation hanging in the balance. Our desire is to serve alongside local leaders with a heart for sharing the love of Jesus Christ. Through planting new ministries, partnering with existing ministries and networking likeminded believers together, we believe that by God's grace these young people can be saved and transformed into the Christian leaders of tomorrow. To meet this objective the CYN is in need of full-time missionary staff with a heart for youth and campus ministry.

**Ministry Purpose:** To coordinate the development of a community based, Christ-centered, relational youth ministry.

**Geographic Location:** In general The Bahamas, but the specific location will be determined during the discernment process.

### ***Serving local ministry plant (Bahamas Youth Network)***

1. Work alongside Bahamas Youth Network leaders in the areas of evangelism/outreach, discipleship, leadership development, camping, etc.
2. Recruit and train local Bahamas Youth Network leadership in relational, Christ-centered youth ministry
3. Promote the organizational development and indigenization of local ministry
4. Assist local ministry in fundraising and development of fundraising strategies
5. Oversee the general direction of the Bahamas Youth Network ministry

### ***Partnering with established ministries***

1. Develop and nurture partnerships with other like-minded people, organizations and churches.
2. Identify needs and creative ways to work together with partner ministries and organization.
3. Facilitate the sharing of resources, the offering of training opportunities, and the coordinating of joint ministry ventures

### ***Networking with established ministries***

1. Network among established youth ministries for the purpose of joint outreach, discipleship, and training.
2. Network with US based ministries that desire to meet needs overseas through the sending of short term mission teams; help to host these teams where appropriate
3. Raise annually salary and operating budget from personal contacts, churches, and foundations

### ***Qualities of a Ministry Coordinator***

1. A healthy and growing relationship with Jesus Christ
2. An ability to live a disciplined spiritual life
3. A healthfulness in personal relationships, emotional, mental, and physical aspects of life
4. A willingness to participate in spiritual community with staff and volunteers
5. A love for teenagers
6. A passion to share the Gospel of Jesus Christ
7. An ability to train leadership
8. Competent communication and administrative skills

**Time Commitment:** Three year minimum



**CARIBBEAN YOUTH NETWORK, INC.**

**MISSIONARY STAFF APPLICATION**

# **CARIBBEAN YOUTH NETWORK MISSIONARY STAFF APPLICATION**

Date \_\_\_\_\_

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Nationality \_\_\_\_\_

Home Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email Address \_\_\_\_\_

Position of Interest, please select one:

Short-term internship, two year internship, or Area Director

## **EDUCATION AND WORK EXPERIENCE**

List any diplomas or certificates of education that you have received including their dates: \_\_\_\_\_  
\_\_\_\_\_

What courses did you study? \_\_\_\_\_

What formal theological training have you received? \_\_\_\_\_

What are your long term educational goals? \_\_\_\_\_

Have you received any other specific training? \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ If yes, by whom? \_\_\_\_\_

Give a brief description of your responsibilities. \_\_\_\_\_

## **CHRISTIAN EXPERIENCE**

*Please attach your answers from this section to the application.*

1. Give a brief account of your conversion and your current relationship with the Lord Jesus Christ.
2. Provide a personal statement of faith. Please include your doctrine of the Scripture, God, Jesus Christ, the Holy Spirit, the Church, as well as any other theological matters that you think are relevant to your faith. (Limit to 3 pages or less)
3. Provide an explanation of your call to international missions.
4. What church do you attend?
5. What is your history of Christian service? Please be detailed and specific.

## REFERENCES

Give the names and information for three personal references. Please do not include members from your family. We prefer references from work, church, school, or the ministry you participate in.

1. Name \_\_\_\_\_  
Occupation \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

2. Name \_\_\_\_\_  
Occupation \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

3. Name \_\_\_\_\_  
Occupation \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

# Caribbean Youth Network, Inc.

## Faith and Conduct Policy

### Mission Statement with Goals and Objectives

**Mission Statement:** Our purpose is to serve as an international mission organization fostering the planting, partnering, and networking of relational, Christ-centered youth ministry to the ends that youth can be introduced to the Gospel and grow into a mature relationship with Christ.

#### Specific Goals and Objectives

1. To *plant* relational, Christ-centered, community based youth ministry on islands throughout the Caribbean by:

- a.) Praying for young people and youth ministry development throughout the Caribbean
- b.) Responding to invitations from communities interested in youth ministry
- c.) Reaching out to communities regardless of their social, ethnic or cultural background
- d.) Living in the communities where this organization seeks to minister
- e.) Building trusting relationships within the community in order to identify and understand others in their thinking, actions, methods, and world-views
- f.) Identifying, training and empowering leaders
- g.) Training leadership teams in spiritual leadership, relational ministry, evangelism, discipleship and camping
- h.) Reaching out to disinterested and unchurched youth by providing regularly scheduled events and camping opportunities where they can hear the Gospel in a language they can understand
- i.) Building personal relationships with youth
- j.) Modeling an exemplary lifestyle that reflects the Lordship of Jesus Christ
- k.) Sharing the Gospel with youth
- l.) Offering opportunities for young people to receive Christ as their personal Lord and Savior
- m.) Loving people regardless of their response to Christ
- n.) Committing to invest in relationships with these young people for the long haul; through the post-high school years and on into adulthood
- o.) Discipling teenagers who have responded to the Gospel and are seeking to follow Christ
- p.) Creating student leadership and college leadership teams to help young people discover their gifts and reach their full God-given potential
- q.) Always having the goal of creating a three-fold indigenous ministry (self-funding, self-governing, self-propagating)
- r.) Assisting local leaders in the development of suitable places to conduct their ministry
- s.) Introducing youth to the broader Body of Christ through involvement in a local church

2. To *partner* with Caribbean youth organizations in order to serve them through any of the following ways:

- a.) Providing air travel for ministry related purposes (camping, conferences, board meetings, training, etc.)
- b.) Providing boat travel for ministry related purposes
- c.) Providing financial assistance to youth organizations to further their ministry goals
- d.) Providing training for directors, staff and volunteers
- e.) Providing spiritual direction for directors, staff and volunteers
- f.) Providing volunteer mission teams
- g.) Providing missionary staff
- h.) Offering professional advice and consultation in the areas of ministry related ventures, fundraising, and organizational development
- i.) To function as a supply line for overseas youth ministries

- j.) To facilitate support and aid for youth who are poor, orphaned, or abandoned by family
  - k.) To facilitate assistance for students to further educational achievement and advancement
3. To facilitate the **networking** of like-minded youth organizations for the purposes of:
- a.) Bringing isolated communities of youth ministry leaders together for encouragement, exposure, and equipping
  - b.) Bringing youth from different organizations, communities, and islands together for evangelistic camps, retreats, events, etc.
  - c.) Bringing youth from different organizations, communities, and islands together for discipleship camps, retreats, events, etc.
  - d.) Bringing college students and adults together for leadership training and planning
  - e.) Building healthy relationships, mutually benefiting from each other's spiritual gifts, and exchanging resources and ideas

## **Statement of Faith**

*Preamble:* Those persons participating in the mission of the Caribbean Youth Network shall be in agreement with its desire to make known the Gospel of Jesus Christ. All directors, officers, staff and volunteers shall be in agreement with the following Statement of Faith.

*We believe:*

1. That the Scriptures of the Old and New Testament are the divinely inspired and infallible Word of God, and that they are the supreme authority on all matters of faith and conduct.
2. In God, the loving Creator who eternally exists in three persons: Father, Son, and Holy Spirit.
3. That God created Adam and Eve, they sinned, and as a result, all people are born into a sinful state. Humankind is born guilty before their Creator. The consequences of sin are physical and spiritual death, otherwise known as separation from God. Human beings can do nothing on their own to merit the favor of God or reconcile themselves to God.
4. Jesus Christ died for our sins, according to the Scriptures, as an atoning and substitutionary sacrifice. On the third day, according to the Scriptures, he rose bodily from the dead. He is seated at the right hand of the Father, continuing to rule as Lord over all and interceding for us as our Great High Priest.
5. All who believe in Jesus Christ are justified and adopted into His family on the ground of His life of perfect righteousness and death on the cross. By the grace of God, believers are restored into a right relationship with God and granted eternal life, thus having assurance of salvation.
6. That the Holy Spirit renews our hearts, compelling us to repent of our sins and confess Jesus as Lord. The Holy Spirit operates in the sanctification of believers, and empowers Christians for service in furthering the Kingdom of God.
7. That Christ established a visible church, which under the Spirit and Word, has been summoned to preach the Gospel, disciple believers, administer the sacraments, to relieve human need, and to strive for social justice.
8. That God's redemptive plan will be consummated by the bodily return of Christ to raise the dead, judge all men and establish His glorious kingdom.

## **Indigenous Policy for Missionary Activity**

*Preamble:* In an effort to further the cause of Christian missions with excellence and faithfulness to Biblical principles all directors, officers, staff and volunteers shall be in agreement with the following indigenous policy:

To further the purpose and goals of the Caribbean Youth Network, the independence and sovereignty of the organizations that it plants and partners with will be recognized and respected. Further, this organization is committed to teaching and practicing the indigenization methods of ministry development. These methods include self-support, self-governance, self-propagation, and contextualization. This organization affirms that the indigenization process begins when a ministry is first conceived and is further catalyzed by the actions and decisions of the mission agency. Because of the direct correlation between the long term effectiveness of a ministry and the extent to which it has been indigenized, the Caribbean Youth Network maintains the primary importance of all operation, control, finances, etc. being placed into the hands of qualified national leaders. When no such leaders exist it is the responsibility and objective of the Caribbean Youth Network to identify, train and equip such leaders.

## **Sexual Misconduct Policy**

*God's people have been called to the highest standards of sexual morality and conduct. This is particularly important for those in ministry. Young people place great trust in their leaders. That trust must never be violated by the staff or volunteers of this ministry. Cases of sexual misconduct have profound effects on victims as well as offenders. Therefore, we have developed this sexual misconduct policy as the Caribbean Youth Network's policy and course of action for all persons involved. Every attempt has been made to address both the biblical and legal concerns.*

### **What We Affirm:**

The Caribbean Youth Network's understanding of appropriate sexual conduct comes from the Scriptures which affirm intimate sexual activity between married heterosexual partners. The biblical narrative also reserves intimate heterosexual activity exclusively within the context of the marriage covenant.

The teaching of the creation narratives (Genesis 1–2) is clear that God created humankind as male and female in the image of God in order to reflect the glory of God to the rest of creation (Genesis 1:26–27).

The conclusion which the Scriptures draw from this creation purpose for sexual conduct is that men and women are to engage in intimate sexual activity with each other exclusively in the context of the heterosexual marriage covenant (Genesis 2:23–25). In the Gospels, Jesus affirms this creation purpose by citing the creation narratives in His dispute with the Pharisees over the nature and purpose of marriage (Matthew 19:5; Mark 10:7–8).

The Scriptures are also clear that sexual activity outside of these creation purposes is a rejection of the divine creation purpose to reflect the glory of God to the creation.

As in all things, we believe in the forgiveness of sin and loving all unconditionally. We want to continue to minister to those engaged in sexual misconduct but will not condone this behavior.

It is critical to the Caribbean Youth Network's mission and ministry that all the Caribbean Youth Network's staff and volunteers conform to the highest standards of sexual morality and conduct. In their work with the Caribbean Youth Network and in their private lives, the Caribbean Youth Network's staff and volunteers shall not engage in any relationship or activity which constitutes sexual misconduct, including but not limited to the following:

1. Sexual relations or activities with any person outside of the marriage covenant.
2. Sexual relations or activities which constitute sexual offenses as defined by the law
3. Any other sexual relations or activities which are contrary to the theological and moral affirmations of the Caribbean Youth Network's ministry.

**Reporting Procedures:**

Due to the sensitive nature of sexual misconduct and out of concern for the safety and privacy interests of all involved, the Caribbean Youth Network requires that when staff or volunteers become aware or have reasonable cause to suspect that another staff or volunteer is engaging in sexual misconduct, the staff or volunteer must report such misconduct immediately and in strict accordance with the following procedures. If uncertain as to whether or not a behavior is misconduct, consult with the President of the Caribbean Youth Network's board.

1. The staff or volunteer must immediately provide an accurate and verbal report of all relevant details to the immediate supervisory or next line supervisor of the volunteer or staff person suspected of sexual misconduct. If the staff or volunteer has a concern that the matter might not be adequately reported by such supervisor, he or she may contact the President of the Caribbean Youth Network's board.

2. Any supervisor who receives a report of possible sexual misconduct must then: Immediately contact the President of the Caribbean Youth Network's board of directors. Provide them with a verbal account of the report received from the staff or volunteer. Until a course of action is developed the appropriate supervisor, staff and volunteers with knowledge of the sexual misconduct must refrain from:

1. Contacting the person alleged to have engaged in sexual misconduct.
2. Investigating the case, or discussing the details of the case with any person other than the appropriate supervisor/board members, as described above.

**Background Questionnaire**

(Page 1 of 2 Submit with application)

Yes No

- 1. Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations)? You will need to answer "yes" if you have entered into a plea agreement, including a deferred sentence or deferred judgment arrangement, in connection with a criminal charge. If you have been convicted of such an offense, please attach a statement or explanation including nature of offense, date, court where conviction was entered and any other relevant information.
- 2. Have you ever been charged with a sexual offense, crime of violence or offense relating to children? If you have been charged with such an offense, please attach a statement or explanation, including nature of offense charged, date, law enforcement agency making the charge and any other relevant information.
- 3. Have you ever been reported to a social services agency, law enforcement authority, child abuse registry or similar organization regarding abuse or misconduct involving children? If so, please provide a description of the circumstances and name and address of the entity receiving the report.
- 4. Have you ever been subjected to expulsion, reprimand or other discipline by a church, denomination or other religious organization? If so, please describe the

circumstances and provide the name and address of the church, denomination or religious organization involved.

- 5. Have you ever been dismissed from employment by any employer, including or other charitable and religious organizations, following an allegation of sexual misconduct or other immoral or inappropriate behavior or conduct? If so, please describe the circumstances and provide the name and address of the employer.
- 6. Have you ever been the subject of an investigation or allegation of sexual misconduct, sexual harassment or other immoral behavior or conduct involving adults or children? If so, please describe the circumstances and provide the name and address of the employer, educational institution, church or other organization where the investigation, review or complaint occurred.

If you live in a state whose law exempts you from answering any of questions 1 through 6 above, you need not answer such question(s). For example, in certain states, such as Colorado, Illinois, Ohio, Oklahoma or Rhode Island, if you are the subject of a conviction or arrest contained in a sealed or expunged record, you may respond “no” to question No. 1 as to such a conviction or arrest. Also, as a further example, if you lived in a state which exempts you from providing arrest information, such as Michigan, Illinois, New York, Rhode Island, Washington (state) or Wisconsin, do not answer question No. 2.

By signing below, you agree that, if you become an employee or volunteer leader of the Caribbean Youth Network, and become involved in criminal proceedings or other circumstances that would cause your answers to any of the questions above to change, you will immediately notify, and provide a complete description of the circumstances to the President of the Caribbean Youth Network

## **Background Questionnaire**

(Page 2 of 2 Submit with application)

If you check “yes” to any question above, we ask that you provide a complete explanation of the circumstances. If you feel there are any extenuating circumstances, such as your age at the time, please let us know. In order to provide a full explanation of an affirmative response, you may attach additional pages to this questionnaire. The Caribbean Youth Network will evaluate what you have written and may ask you to provide additional information. In addition, the Caribbean Youth Network may determine that it needs to conduct an investigation and may require your assistance with this. While checking “yes” to any of the questions above will not result in automatic disqualification or termination from the Caribbean Youth Network, the Caribbean Youth Network may determine that an affirmative response would make an individual unfit for service or association with the Caribbean Youth Network’s ministry. In all cases, the Caribbean Youth Network reserves the right to determine, at its discretion, what action should be taken. If any of your responses or information provided on this form are untruthful or inaccurate, the Caribbean Youth Network may determine that you are no longer qualified to be associated with the ministry in any capacity.

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_

### **Faith and Conduct Acknowledgment:**

I have carefully read, believe in and agree to support the Caribbean Youth Network’s Statement of Faith, Mission Purpose Statement and Indigenous Policy.

I have read, understand and agree to abide by the Caribbean Youth Network's Sexual Misconduct Policies. I realize that failure to comply could result in immediate suspension or discharge from the Caribbean Youth Network and/or disciplinary action.

I authorize the Caribbean Youth Network, in its discretion, to conduct a background check, which may include contacting previous employers, educational institutions, churches and other organizations with which I may have been involved, as well as a check of records of criminal arrests and convictions and civil judgments involving sexual assault, child abuse and molestation, sexual harassment, incidents of violence and other unlawful conduct.

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_

Submit both a hard copy and an electronic copy of the CYN application along with attachments and background questionnaire to:

**Caribbean Youth Network**  
**P.O. Box 27047**  
**Pittsburgh PA, 15235**

**Gabe Swing**  
**Recruitment Director**  
**Gabeswing@gmail.com**