

Spanish Eastern District
of the
Assemblies of God

SEDYOUTHMINISTRIES



Rev. Rafael Reyes, Superintendent
Rev. Dr. Nicanor Gonzalez, Liaison
Rev. Elly Marroquin, DYD
Rev. Gaspar Valle, Asst. DYD
Mrs. Michelle Rivera, DYAO
MC Evelyn Acosta, DYFO

213 Old Tappan Road
Old Tappan, NJ 07675
Office 917.731.6024
www.seduth.com

Job Description

Administrative Officer

- ❖ Reports to the Sectional Representative
- ❖ Participates in all district activities, including but not limited to the following:
 - District Youth Rallies, Regional Events, Retreats, Meetings, etc.
- ❖ In cooperation with Sectional Representative coordinates the sectional activities and calendar for the section.
- ❖ Issues the Sectional telephone directory
- ❖ Maintains filing system of all correspondence and past activities
- ❖ Along with the Sectional Representative schedules meetings and prepares the agenda and minutes of such meeting
- ❖ Along with the Sectional Representative coordinates all Sectional hotel reservations and the promotion of all the different District and Sectional events, including but not limited to collection of money and notifications
- ❖ Maintains active communication with local leadership
- ❖ Assists Sectional Representative in the visiting of local churches promoting Youth Ministries as well as cooperating and stimulating local youth

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Job Description

Ambassadors in Mission (AIM)

- ❖ Reports to the Sectional Representative
- ❖ Participates in all district activities, including but not limited to the following:
 - District Youth Rallies, Regional Events, Retreats, Meetings, etc.
- ❖ Promotes evangelistic activities such as: dramas/plays, concerts, track attacks, rallies, visiting of nursing homes, shelters, and other activities
- ❖ Coordinates sectional participation in Thanksgiving and Christmas food and toy drives
- ❖ Promotes involvement in missionary trips
- ❖ Maintains active communication with local leadership
- ❖ Assists Sectional Representative in the visiting of local churches promoting Youth Ministries as well as cooperating and stimulating local youth

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Job Description

Assistant Sectional Representative

- ❖ Reports to the Sectional Representative
- ❖ Participates in all district activities, including but not limited to the following:
 - District Youth Rallies, Regional Events, Retreats, Meetings, etc.
- ❖ Assists Sectional Representative in coordinating sectional activities and calendar for the section
- ❖ Assists in developing programs/activities to promote spiritual and numeric growth of the section
- ❖ Oversees, but is not limited to the following: A.I.M., Youth Alive, F.I.R.E., PK's, Fine Arts, Speed the Light, etc.
- ❖ Assists Sectional Representative in the visiting of local churches promoting Youth Ministries as well as cooperating and stimulating local youth

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Job Description

Fine Arts (FA)

- ❖ Reports to the Sectional Representative
- ❖ Participates in all district activities, including but not limited to the following:
 - District Youth Rallies, Regional Events, Retreats, Meetings, etc.
- ❖ Coordinates sectional participation in the Fine Arts Festival twice a year, thus promoting talents with the youth and evangelism of those not saved
- ❖ Ensures the festival arrangements are coordinated, i.e., ordering trophies, certificates, preparing judges, etc.
- ❖ Maintains active communication with local leadership
- ❖ Assists Sectional Representative in the visiting of local churches promoting Youth Ministries as well as cooperating and stimulating local youth

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Job Description

Financial Officer

- ❖ Reports to the Sectional Representative
- ❖ Participates in all district activities, including but not limited to the following:
 - District Youth Rallies, Regional Events, Retreats, Meetings, etc.
- ❖ In cooperation with Sectional Representative coordinates the sectional budget.
- ❖ With the authorization of the Sectional Representative coordinates fundraising events
- ❖ Maintains accurate records of all income and expenses, books must be in order at all times
- ❖ Submits quarterly reports of debits and credit to sectional staff and District Financial Officer
- ❖ Along with Sectional Representative devises investments of sectional funds
- ❖ Keeps records of all dues submitted by local churches and sends these to the District Financial Officer
- ❖ Motivates and reminds the local churches of their duties regarding tithing and dues
- ❖ Maintains active communication with local leadership
- ❖ Assists Sectional Representative in the visiting of local churches promoting Youth Ministries as well as cooperating and stimulating local youth

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Job Description

Fervent Intercessors for Rapid Evangelism (F.I.R.E.)

- ❖ Reports to the Sectional Representative
- ❖ Participates in all district activities, including but not limited to the following:
 - District Youth Rallies, Regional Events, Retreats, Meetings, etc.
- ❖ Promotes and coordinates evangelistic activities such as retreats, vigils, and “See you at the Pole”
- ❖ Coordinates the sectional participation of the prayer chain and distributes the prayer calendar to each local church
- ❖ Ensures that each local church has fulfilled their responsibilities in the present prayer before the Lord
- ❖ Maintains active communication with local leadership
- ❖ Assists Sectional Representative in the visiting of local churches promoting Youth Ministries as well as cooperating and stimulating local youth

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Music Director

- ❖ Reports to the Sectional Representative
- ❖ Participates in all district activities, including but not limited to the following:
 - District Youth Rallies, Regional Events, Retreats, Meetings, etc.
- ❖ Promotes worship and praise in all sectional activities
- ❖ Must set aside time to practice songs and be capable/able to create an atmosphere that will inspire the Youth to go before the presence of God
- ❖ Maintains active communication with local leadership
- ❖ Assists Sectional Representative in the visiting of local churches promoting Youth Ministries as well as cooperating and stimulating local youth

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Job Description

Sectional Representative

- ❖ Reports to the District Youth Director and Sectional Presbyter
- ❖ Participates in all district activities, including but not limited to the following:
 - District Youth Rallies, Regional Events, Retreats, Meetings, etc.
- ❖ Coordinates sectional activities without conflicting with district calendar and distributes the sectional calendar to each church.
- ❖ Develops programs/activities to promote spiritual and numeric growth to the section
- ❖ Invites dynamic speakers with the approval of the Presbyter to motivate the youth
- ❖ Oversees the sectional staff and local leaders
- ❖ Visits local churches promoting Youth Ministries as well as cooperating and stimulating local youth
- ❖ Represents the National Leadership, Spanish Eastern District and District Youth Director in all events and activities.

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Speed the Light (STL)

- ❖ Reports to the Sectional Representative
- ❖ Participates in all district activities, including but not limited to the following:
 - District Youth Rallies, Regional Events, Retreats, Meetings, etc.
- ❖ Promotes fundraising activities with the approval of the Sectional Representative
- ❖ Coordinates sectional participation of a STL goal
- ❖ Collects local churches funds/pledges
- ❖ Maintains active communication with local leadership
- ❖ Assists Sectional Representative in the visiting of local churches promoting Youth Ministries as well as cooperating and stimulating local youth

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Youth Alive (YA)

- ❖ Reports to the Sectional Representative
- ❖ Participates in all district activities, including but not limited to the following:
 - District Youth Rallies, Regional Events, Retreats, Meetings, etc.
- ❖ Actively promotes Jesus Christ in school campuses
- ❖ Seeks to establish a Youth Alive Coordinator in each local church
- ❖ Is a catalyst for the formation of Christian clubs in schools
- ❖ Trains/mentors others in order to expand the ministries in other school campuses
- ❖ Maintains active communication with local leadership
- ❖ Assists Sectional Representative in the visiting of local churches promoting Youth Ministries as well as cooperating and stimulating local youth