



YWAM Saint Lucia

– Job Description Handbook –

For Internal Use | Staff, Volunteers, Leadership & Recruits



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INTRODUCTION

This Job Description (JD) Handbook provides a unified reference for most of the roles within YWAM Saint Lucia. It establishes expectations, supports accountability, and ensures alignment with our mission to know God and make Him known. Each JD includes responsibility areas, required competencies, spiritual expectations, and recommended time commitments. This handbook is meant to be reviewed annually and updated as ministries grow.

It's purpose is to:

- Provide clarity and accountability.
- Ensure consistency in ministry operations.
- Guide recruitment, training, and evaluation.
- Empower staff and volunteers for effective service.

Each JD may be printed individually when needed and combine to pages 1 to 5 and 25 to 26 for Individual Volunteers or staff.

1. ORGANIZATIONAL OVERVIEW

1.1.YWAM Global

Youth With A Mission (YWAM) is an international, interdenominational Christian movement dedicated to knowing God and making Him known. YWAM operates in over 1,000 locations across more than 180 countries, engaging people of all ages in evangelism, training, and mercy ministries.

YWAM is a decentralized global network, meaning each location – including YWAM Saint Lucia – develops its own vision, ministries, and leadership structures in response to local needs and God's leading. While autonomous in operations, all YWAM locations are united by:

- YWAM's 18 Foundational Values, which shape our culture, priorities, and decision-making.
- Relational accountability, expressed through regional eldership and leadership circles that foster spiritual health, collaboration, and mutual support.

This structure allows YWAM to remain flexible, innovative, and responsive to the Holy Spirit while maintaining a shared identity rooted in biblical principles and global mission.

1.2.YWAM Saint Lucia

Operations started in 2012. YWAM Saint Lucia at the moment focuses, among others, on the following:

- Discipleship emphasizing children and youth
- Community transformation
- Leadership development

- Family restoration
- Outreach across Saint Lucia and beyond

2. CORE GENERAL EXPECTATIONS FOR ALL ROLES

All YWAM Saint Lucia workers (staff or volunteer), regardless of position or responsibility, are expected to:

2.1. – Spiritual Life & Conduct (Common to All Roles)

All staff, volunteers, and leaders at YWAM Saint Lucia are expected to:

- Maintain a consistent personal devotional life (Scripture reading, prayer, worship).
- Participate faithfully in community spiritual rhythms, including staff worship, intercession, and gatherings.
- Seek to grow in Christlike character, demonstrating humility, integrity, purity, patience, teachability, and servant leadership.
- Listen to and obey the Holy Spirit, practicing discernment and submitting decisions to God.
- Model a godly (Christ-centered) lifestyle inside and outside ministry settings, representing YWAM values in conduct, speech, and relationships.
- Engage in reconciliation and conflict resolution according to biblical principles (Matthew 5:23-24; 18:15-17).
- Uphold YWAM Saint Lucia's safeguarding, child protection, and ethical standards as part of spiritual integrity.
- Pray regularly for the ministry, the nation, and the people we serve as part of personal and communal mission.
- Maintain accountability and healthy relationships with leaders, mentors, or peers for spiritual and personal growth.
- Demonstrate hospitality, generosity, and love, reflecting Christ in all interactions.

2.2. Team & Ministry Values

- Support the vision and mission of YWAM Saint Lucia.
- Maintain unity, humility, and respect for diversity.
- Follow safe ministry practices and child protection guidelines.
- Honor authority and leadership.
- Uphold boundaries and safeguard safety and other required policies.

2.3. Professional Conduct

- Communicate clearly and respectfully.
- Complete tasks with excellence and punctuality.

- Follow reporting structures and deadlines.
- Protect confidential information.
- All volunteers or working with minors or sensitive community must comply with YWAM safeguarding policy¹

2.4. Community Lifestyle

- Represent YWAM values inside and outside ministry settings.
- Participate in community duties as needed (fellowship, hospitality, cleaning, outreach).
- Prioritize any steps toward conciliation in the event of a conflict
- Give a chance for offense or misunderstanding occurring during commitment at YWAM to be solved in accordance with biblical principles in Matt 18: 15-17 / Matt 5:23-24

2.5. Finance and Support Consideration

All volunteers and staff raise their own financial support to cover personal expenses, considering that throughout YWAM worldwide, no staff or volunteers receive a salary from the organization. Instead, most of our team members sustain their financial needs through personal funds or partnerships with friends, family, churches, or other structures that may commit to support their ministry.

Although YWAM normally encourages **Full-time**² commitment, especially for core leadership and ministry roles, In certain circumstances, part time staff may engage in other forms of employment due to their unique calling, practical ministry requirements, or financial considerations but in such case external employment must not conflict with ministry responsibilities, availability, or missions focus.

Staff and volunteers are recommended to budget the funds raised for personal support while considering health and social insurance as well as ministry fees. Those who utilize ministry facilities or resources are expected to provide a contribution called “volunteer fees/participant fees” to assist with ministry costs and accommodation.

3. JOB DESCRIPTIONS

The majority of these positions are active but provisionally covered by someone, while others are in need of committed volunteers or staff willing to assume and develop them. Some expected or planned roles may not yet be fully operational due current limitations (such as staffing or ministry development stage).

The following roles families grouping are just mean to outlines our major functional clusters.

¹ safeguarding policy = ywam Child protection policy should be read and signed

² Full-time = Commitment of 35–45 hrs/week

3.1.Roles Families Grouping:

A. Ministry & Discipleship

Focus: Spiritual formation, Outreach, and community engagement.

B. Training & Education

Focus: Training, spiritual education, and skills development:

C. Operations & Facilities

Focus: Logistics, hospitality, and physical infrastructure

D. Administration & Strategic Support

Focus: Organizational management, finance, communications, and digital systems

E. Safety & Risk Management

Focus: Physical safety, emergency preparedness, and safeguarding Roles:

F. Volunteer & Staff Care

Focus: Support and development of volunteers and staff

A. Ministry & Discipleship

A.1. — Evangelism & Compassion Ministry Coordinator

a. Role Title

Outreach Coordinator

b. Reports To

Ministry Coordinator / Base Leader

c. Role Summary

Coordinates all incoming outreach teams and leads local evangelism and compassion initiatives throughout Saint Lucia.

Plan, publicized, execute, debrief, evaluate International outreaches ventures.

d. Key Responsibilities

- Communicate with team leaders and sending organizations.
- Plan and Lead local evangelism outreach.
- Plan and lead and coordinate, Prayer Walks, **prayer station** ministry.
- Plan and lead and coordinate community outreach involving mercy ministry, charity, food distribution (**soup kitchen**) or community project.
- Organize logistics such as transportation, meals, and equipment.
- Debrief teams, gather feedback, and document testimonies.
- Ensure outreach activities follow safety and child protection protocols.

e. Required Skills & Competencies

- Strong communication and cross-cultural skills.
- Organized and adaptable.
- Passion for evangelism and discipleship.

f. Spiritual Expectations

- Models boldness in sharing the gospel.
- Leads teams spiritually during outreach.
- Lives with compassion, humility, and courage.

g. Time Commitment

Full-time¹ preferred.

¹ Full-time = Commitment of 35–45 hrs/week

A.2. - Outreach Coordinator

a. Role Title

International Outreach Leader (for DTS or Short-Term Teams)

b. Reports To

DTS Leader / Training Coordinator

c. Role Summary

Leads students or mission teams during the outreach phase, coordinating ministry activities, logistics, discipleship, safety, and cultural engagement.

d. Key Responsibilities

- Plan outreach activities, ministries, and schedules.
- Ensure spiritual discipleship and pastoral support of team members.
- Manage team logistics (travel, meals, lodging).
- Liaise with host contacts, churches, and partners.
- Ensure safety, compliance, and risk management.
- Gather and dispatch Information on travel (visa, medical, budget)
- Lead prayer, worship, evangelism, and ministry opportunities.

e. Required Skills & Competencies

- Experience in cross-cultural ministry.
- Strong leadership, problem-solving, and communication skills.
- Ability to guide a team spiritually and practically.
- Adaptability in challenging environments.
- Must have successfully completed a DTS.

f. Spiritual Expectations

- Provides spiritual leadership on outreach teams.
- Leads devotions, prayer walks, evangelism, and ministry reflection

g. Time Commitment

full-time¹ (2-3 months per outreach cycle).

¹ Full-time = Commitment of 35-45 hrs/week

A.3. — Public School Ministry Coordinator

a. Role Title

Public School Ministry Coordinator

b. Reports To

Ministry Coordinator / Base Leader

c. Role Summary

Coordinates Christian clubs, mentorship programs, assemblies, and outreach in Saint Lucia's public schools.

d. Key Responsibilities

- Build relationships with schools, principals, and teachers.
- Coordinate mentorship programs, devotions, and values education.
- Train volunteers and youth leaders for school engagement.
- Organize follow-up programs outside school hours.
- evaluate the feasibility of after-school programs
- Ensure activities follow government guidelines and school policies.

e. Required Skills & Competencies

- Good communication with youth and educators.
- Responsible, reliable, and organized.
- Must uphold Child Protection Policy.

f. Spiritual Expectations

- Represents Christ respectfully in public institutions.
- Prays for students, teachers, and school communities.

g. Time Commitment

Part-time¹; often aligned with school hours.

¹ Part-time = Commitment of 10 –25 hrs/week

A.4. — Mobilization Coordinator

a. Role Title

Mobilization Coordinator

b. Reports To

Base Leader

c. Role Summary

Promotes YWAM Saint Lucia to potential recruits, volunteers, partners, and churches. Helps people take their next step into missions involvement.

d. Key Responsibilities

- Represent and present YWAM at churches, schools, and events.
- Connect with potential staff, volunteers, students, and teams.
- Prepare mobilization materials and sign-up processes.
- Recruit participants
- Maintain communication and follow-up with interested individuals.
- Strengthen local partnerships and awareness of opportunities.

e. Required Skills & Competencies

- Relational and speaking skills.
- Ability to communicate vision clearly.
- Organized follow-up and database management.

f. Spiritual Expectations

- Demonstrates enthusiasm for missions as a spiritual calling.
- Prays for new recruits, teams, and ministry expansion.

g. Time Commitment

Part-time¹ or full-time².

¹ Part-time = Commitment of 10 –25 hrs/week

² Full-time = Commitment of 35–45 hrs/week

A.5. — Children's Ministry Leader

a. Role Title

Children's Ministry Leader

b. Reports To

Ministry Coordinator / Base Leader

c. Role Summary

Leads discipleship programs for children ages 4-12 with a focus on safety, creativity, and spiritual growth.

d. Key Responsibilities

- Lead and coordinate Kids Clubs and discipleship programs.
- Develop lesson plans, crafts, and age-appropriate teaching.
- Assign and oversee volunteer roles during programs.
- facilitate the training of volunteers in child protection and teaching methods.
- Maintain attendance, follow-up, and parent communication.

e. Required Skills & Competencies

- Creativity and ability to teach children.
- Patient, joyful, and safety-minded.
- Must sign and uphold YWAM Child Protection Policy.

f. Spiritual Expectations

- Models the love of Jesus with gentleness and joy.
- Prays for children and families, creating a spiritually safe environment.

g. Time Commitment

Part-time¹ or full-time².

¹ Part-time = Commitment of 10 –25 hrs/week

² Full-time = Commitment of 35–45 hrs/week

A.6. — Youth Ministry Leader

a. Role Title

Youth Ministry Leader

b. Reports To

Ministry Coordinator / Base Leader

c. Role Summary

Leads discipleship programs for teenagers (13-17) and young adults (18-30) through mentorship, teaching, outreach, and community engagement.

d. Key Responsibilities

- Teach, mentor, and disciple youth and young adults.
- Organize youth clubs, campus outreach, and small groups.
- Plan camps, retreats, and follow-up programs.
- Train youth leaders and volunteer facilitators.
- Maintain safety and child protection standards.
- Engage parents, churches, and schools where needed.

e. Required Skills & Competencies

- Strong mentoring and relational skills.
- Understanding of youth development.
- Ability to teach biblically and practically.
- Must sign and uphold YWAM Child Protection Policy.

f. Spiritual Expectations

- Models Christlike behavior to youth.
- Leads devotions, prayer, and biblical teaching in youth gatherings.

g. Time Commitment

Part-time¹ or full-time².

¹ Part-time = Commitment of 10 –25 hrs/week

² Full-time = Commitment of 35–45 hrs/week

A.7. — Juveniles at Risk Ministry Coordinator

a. Role Title

Juveniles at Risk Ministry Coordinator

b. Reports To

Ministry Coordinator / Base Leader

c. Role Summary

Leads ministry outreach, discipleship programs, and personal mentoring for youth in the Juvenile Detention Centre. This Include ministry to BTC¹ and Transit Home²

d. Key Responsibilities

- Coordinate weekly visits, Bible studies, and mentorship sessions.
- Build trusted relationships with staff, youth, and facility personnel.
- Maintain strict confidentiality and safety procedures.
- Develop strategy to Provide follow-up support after youth leave the centre.
- Prepare resources, lessons, and materials as needed.

e. Required Skills & Competencies

- Strong emotional maturity and stability.
- Ability to work in sensitive environments.
- Understanding of trauma-informed ministry.
- Must uphold Child Protection Policy.

f. Spiritual Expectations

- Models Christlike compassion within sensitive environments.
- Prays regularly for youth and healing in their lives.

g. Time Commitment

Part-Time³ possible; but consistent weekly involvement required.

¹ BTC = stand for Boys Training Centre (a Government run juvenile reformation centre in Saint Lucia) in house on the same campus Juvenile delinquent and socially at risk teen boys

² The transit Home : Also know as girls transit home is a Government run Social reformation centre for girls and younger(often less than 9) boys

³ Part-time = Commitment of 10 –25 hrs/week

A.8. – Sports Ministry Coordinator (Emerging Role)

a- Role Title: Sports Ministry Coordinator

b- Reports To: Ministry Coordinator / Base Leader

c- Role Summary:

Leads sports-based outreach, discipleship, and youth development programs. Uses sports as a tool for evangelism, mentorship, and community-building, particularly among teens and young adults.

d- Key Responsibilities

- Develop weekly/seasonal sports programs (football, volleyball, athletics, etc.).
- Facilitate training sessions, tournaments, and outreach events.
- Build relationships with schools, community centers, and local clubs.
- Recruit, train, and coordinate volunteer coaches.
- Integrate biblical principles and discipleship moments into sports activities.
- Ensure safety standards, equipment management, and field scheduling.
- Track attendance, outcomes, testimonies, and spiritual impact.

e- Required Skills & Competencies

- Experience in coaching, youth work, or team leadership.
- Strong interpersonal skills and ability to motivate youth.
- Basic sports injury prevention and safety awareness.
- Organized and able to manage equipment and schedules.

f- Spiritual Expectations

- Models Christlike sportsmanship and integrity.
- Leads prayer, devotionals, and relational discipleship through sports..

g- Time Commitment

Part Time¹ or full-time² depending on program scale; minimum 6-12 months.

¹ Part-time = Commitment of 10 –25 hrs/week

² Full-time = Commitment of 35–45 hrs/week

A.9. – Coaching / Mentorship Coordinator *(Emerging Role)*

a- Role Title: Mentorship & Coaching Coordinator

b- Reports To: Ministry Coordinator / Base Leader

c- Role Summary:

Builds and oversees mentoring relationships for youth and young adults. Trains volunteers to walk alongside individuals in spiritual growth, life skills, emotional support, and personal development.

d- Key Responsibilities

- Recruit, train, and supervise mentors/coaches.
- Develop mentoring guidelines, tools, and safeguarding protocols.
- Match youth with appropriate mentors.
- Provide mentor support, check-ins, and development meetings.
- Coordinate group mentoring events, life-skills classes, and workshops.
- Track disciple growth, milestones, and testimonies.

e- Required Skills & Competencies

- Strong relational and pastoral abilities.
- Understanding of youth development and trauma-informed care.
- Organizational ability to coordinate multiple volunteers.
- Good communication and conflict-resolution skills.

f- Spiritual Expectations

- Facilitates prayer and Scripture reflection with mentors and mentees.
- Models spiritual maturity in relational discipleship.

g- Time Commitment

Part-time¹ or full-time²; minimum 1-year commitment recommended.

¹ Part-time = Commitment of 10 –25 hrs/week

² Full-time = Commitment of 35–45 hrs/week

A.10. – Halfway Home Coordinator (Planned Role)

a- Role Title: Halfway Home / Reintegration Coordinator

b- Reports To: Ministry Coordinator/ Base Leader

c- Role Summary:

Oversees a residential reintegration program for youth transitioning from detention, crisis, or vulnerable situations. Provides structure, discipleship, life skills, and community rebuilding support.

d- Key Responsibilities

- Establish program structure, house rules, and daily/weekly routines.
- Provide one and one Discipleship followup
- Provide pastoral care, conflict resolution, and mentorship.
- Coordinate life skills classes (cooking, budgeting, communication, etc.).
- Manage intake assessments, progress tracking, and reintegration goals.
- Maintain household safety, cleanliness, and community atmosphere.
- Liaise with social services, justice officials, families, and churches.
- Supervise house volunteers or "house parents."

e- Required Skills & Competencies

- Strong pastoral care and youth support skills.
- Emotional maturity and conflict management abilities.
- Understanding of trauma and reintegration needs.
- Household management and organizational skills.

f- Spiritual Expectations

- Provides devotional guidance in the household.
- Models stability, holiness, and a Christlike home environment.

g- Time Commitment

Full-time¹ residential or near-residential involvement recommended; minimum 1-2 years.

¹ Full-time = Commitment of 35–45 hrs/week

A.11.— Intercession & Worship Coordinator

a. Role Title

Intercession & Worship Coordinator

b. Reports To

Base Leader

c. Role Summary

Strengthens and cultivates the prayer and worship culture on the base, raising up musicians and intercessors.

d. Key Responsibilities

- Lead regular worship sessions and intercession times.
- Mentor musicians, singers, and prayer leaders.
- Coordinate worship nights, prayer chains, or fasting initiatives.
- Support spiritual atmosphere during programs and events.

e. Required Skills & Competencies

- Musical or intercession leadership experience.
- Ability to disciple.
- Sensitivity to the Holy Spirit.

f. Spiritual Expectations

- Leads worship and intercession sessions.
- Mentors musicians and prayer team members in spiritual maturity.
- Models a lifestyle of worship and purity.

g. Time Commitment

Part-time¹ or full-time².

¹ Part-time = Commitment of 10 –25 hrs/week

² Full-time = Commitment of 35–45 hrs/week

A.12. — Ministry & Base Director

a. Role Title: YWAM Base Leader

b. Reports To: Leadership Team / Board / Regional Leadership

c. Role Summary:

The Ministry & Base Leader provides holistic leadership for the YWAM base, integrating spiritual oversight, strategic direction, and ministry coordination. This role ensures alignment with YWAM values, oversees all ministries and staff, mentors leaders, and fosters a healthy, Spirit-led culture. It combines high-level vision with practical ministry execution, ensuring sustainable operations and impactful outreach.

d. Key Responsibilities

. Key Responsibilities

- Provide leadership & vision for the base, model integrity & servant leadership.
- Oversee all ministries, staff teams, & projects to ensure alignment with Y values.
- Mentor ministry leaders and disciple volunteers, youth, and emerging leaders.
- Lead strategic planning, evaluation, and goal-setting for base-wide impact.
- Ensure ministry quality through curriculum standards, safety protocols, and program coordination.
- Manage partnerships, HR processes, conflict resolution, and financial sustainability.
- Represent YWAM locally and internationally, while pioneering new ministries and submitting leadership reports.

e. Required Skills & Competencies

- Proven leadership in missions, ministry, and organizational management.
- Strong mentoring, communication, and relational skills.
- Strategic planning and problem-solving abilities.
- Experience with youth/children's ministry and community outreach.
- High emotional and spiritual maturity.
- Ability to manage multicultural teams and complex operations.

f. Spiritual Expectations

- Provides spiritual oversight and covering for the base.
- Leads corporate worship, intercession, and times of seeking as needed.
- Models servant leadership, spiritual maturity, and integrity in all decision-making. hearing God's voice, and spiritual discernment.
- Disciples ministry leaders and volunteers.
- Ensures ministry environments remain spiritually healthy
- Fosters a culture of spiritual growth and Spirit-led ministry across all programs.

g. Time Commitment

Full-time¹ long-term² missionary commitment.

¹ Full-time = Commitment of 35–45 hrs/week

² **Long-Term** (3+ years, up to lifetime)*: Career commitment, like full-time staff or ministry pioneering—emphasizes ongoing impact, leadership, and full reliance on God's provision for enduring work.

B. Training & Education

B.13.– DTS Leader (Planned Role)

a- Role Title: DTS Leader

b- Reports To: Ministry coordinator and Base Leader

c- Role Summary:

Oversees DTS program, Plan with other DTS leaders if more than one school is running on campus. Ensures that training is spiritually transformative, administratively strong, and aligned with UofN and YWAM international standards.

d- Key Responsibilities

- Develop program curriculum, course calendars, and training outcomes.
- Recruit, onboard, and support speakers and facilitators.
- Oversee student applications, interviews, and pastoral preparation.
- Manage all UofN registrations, transcripts, and reporting.
- Provide discipleship, pastoral care, and conflict resolution for students.
- Oversee outreach-phase logistics (housing, ministry locations, teams, finances).
- Conduct post-graduation follow-up and integration into local ministries.
- Ensure compliance with YWAM's DTS Centre and global training guidelines.

e- Required Skills & Competencies

- Strong administrative and pastoral leadership ability.
- Clear communication skills, cross-cultural sensitivity.
- Experience in discipleship, mentoring, and training environments.
- Ability to create and maintain schedules, budgets, and reporting systems.

f- Spiritual Expectations

- Models DTS spiritual values: hearing God's voice, repentance, servant leadership.
- Provides discipleship and pastoral care for students.
- Leads intercession and worship within the school.

g- Time Commitment

Full-time¹; despite the fact that the the ywam DTS run for 5 months it includes responsibilities like recruiting participants and post-program follow-up. A mid-term² commitment duration of at least 8 to 12 months is generally allow at assistance level roles. while Senior leader who are called to develop the vision of more than a single DTS on the long-term³ a minimum of 2 years commitment will be recommended.

¹ Full-time = Commitment of 35–45 hrs/week

² **Mid-Term** (6 months to 2-3 years)*: Deeper apprenticeship, such as internships or associate roles—focuses on sustained ministry, team integration, and discerning long-term fit, often with some training required.

³ **Long-Term** (3+ years, up to lifetime)*: Career commitment, like full-time staff or ministry pioneering—emphasizes ongoing impact, leadership, and full reliance on God's provision for enduring work.

B.14. - DTS Staff

a. Role Title: Discipleship Training School (DTS) Staff

b. Reports To: DTS Leader / Base Leader

c. Role Summary: Supports the discipleship, mentoring, and practical needs of DTS students throughout lecture phase and outreach, contributing to the overall spiritual atmosphere of the school.

d. Key Responsibilities

- Provide pastoral care and one-on-one discipleship.
- Facilitate small groups and student mentoring.
- Assist with administrative tasks, scheduling, and hospitality.
- Participate in teaching, worship, intercession, and community life.
- Support outreach preparation and logistics.
- Model YWAM values and lifestyle to students.
- Be prepared to be in all the class and on outreach with students.

e. Required Skills & Competencies

- Must have successfully completed a DTS.
- Ability to mentor and disciple young believers.
- Strong relational and communication skills.
- Flexibility and willingness to serve in varied tasks.

f. Spiritual Expectations

- Leads small groups, devotions, intercession, 1:1 discipleship, and prayer ministry.

g. Time Commitment

Full-time¹ for the duration of the DTS extended to Recruitment and training time before the program (5-6 months).

¹ Full-time = Commitment of 35-45 hrs/week

B.15. – Seminars/workshop Training Coordinator (Emerging role)

a- Role Title: Training Coordinator

b- Reports To: Ministries coordinators/Base Leader

c- Role Summary:

Coordinates all non-DTS training schools such as MDTS, Seminars, Workshop, missions conference, children's ministry staff training, Leadership Training etc. Supports YWAM Saint Lucia's long-term development as a training campus.

d- Key Responsibilities

- Identify training needs based on community and ministry vision.
- Develop short courses, seasonal workshops, or multi-week schools.
- Recruit instructors and manage training logistics.
- Oversee participants registration, communication, and pastoral support.
- Ensure alignment with biblical foundations and UofN standards when applicable.
- Promote programs through media, churches, and partner networks.
- Track learning outcomes and program impact.

e- Required Skills & Competencies

- Training development and facilitation ability.
- Strong organization, communication, and time management.
- Ability to work with diverse instructors and participants groups.
- Administrative and project planning abilities.

f- Spiritual Expectations

- Leads prayer, worship, and discipleship environments.
- Integrates biblical worldview into training design and content.

g- Time Commitment

Part-time¹ or full-time² depending on schedule; minimum 1 year.

¹ Part-time = Commitment of 10 –25 hrs/week

² Full-time = Commitment of 35–45 hrs/week

B.16. — Inductive Bible Study Coordinator

a. Role Title

Inductive Bible Study Coordinator

b. Reports To

Base Leader / Ministry Coordinator

c. Role Summary

Leads, organizes, and equips participants for inductive Bible study programs, courses, or community groups.

d. Key Responsibilities

- Organize study schedules, sessions, and materials.
- Teach inductive study skills (Observation, Interpretation, Application).
- Mentor participants and small-group leaders.
- Coordinate digital and printed resources.
- Ensure doctrinal integrity and YWAM values in teaching.

e. Required Skills & Competencies

- Strong Bible knowledge and teaching skills.
- Experience with inductive study methods.
- Ability to disciple and encourage others.
- Show discipline & commitment reading and Studying the Bible

f. Spiritual Expectations

- Study, apply and teaches Scripture faithfully through inductive methods.
- Models passion for God's Word and spiritual humility.

g. Time Commitment

part time¹ or full-time² depending on course cycles.

¹ Part-time = Commitment of 10 –25 hrs/week

² Full-time = Commitment of 35–45 hrs/week

B.17. – Skills / Training Coordinator (Planned Role)

a- Role Title: Youth Skills & Vocational Training Coordinator

b- Reports To: Ministry Coordinator / Base Leader

c- Role Summary:

Develops and oversees practical vocational training for young people (carpentry, hospitality, digital media, sewing, small business skills, etc.). Focuses on empowerment, job readiness, and mentorship.

d- Key Responsibilities

- Identify relevant vocational tracks based on local needs and youth interest.
- Develop curriculum and hands-on training modules.
- Network with relevant structure for training accreditation (TVET, etc...)
- Recruit skilled volunteers, mentors, and trainers.
- Maintain a safe workshop/classroom space and equipment.
- Track student progress and provide personal development coaching.
- Connect youth to internships, apprenticeships, or employment pathways.
- Incorporate biblical values, servant leadership, and work ethics into training.

e- Required Skills & Competencies

- Background in vocational education, trades, or youth development.
- Strong organizational and curriculum design abilities.
- Ability to mentor at-risk or vulnerable youth.
- Safety-conscious and able to maintain workshop standards.

f- Spiritual Expectations

- Integrates biblical worldview into practical skill development.
- Models diligence, integrity, and godly work ethic.

g- Time Commitment

Part-time¹ or full-time²; 1-year minimum preferred.

¹ Part-time = Commitment of 10 –25 hrs/week

² Full-time = Commitment of 35–45 hrs/week

C. Operations & Facilities

C.18.— Kitchen Coordinator

a. Role Title

Kitchen Coordinator

b. Reports To

Hospitality & Logistics Coordinator / Base Leader

c. Role Summary

Oversees meal planning, preparation, and kitchen organization to serve staff, volunteers, and visiting teams.

d. Key Responsibilities

- Plan menus, manage food inventory, and oversee meal preparation.
- Maintain kitchen cleanliness and food safety standards.
- Coordinate volunteer cooks and meal teams.
- Manage shopping lists and budget for kitchen supplies.
- Support hospitality for teams, events, and trainings.

e. Required Skills & Competencies

- Basic cooking or kitchen management experience.
- Strong organization and cleanliness.
- Able to lead volunteers in a friendly, clear manner.

f. Spiritual Expectations

- Models joyful servanthood as a spiritual act of hospitality.
- Prays over meals and hospitality ministry when appropriate.

g. Time Commitment

Part-time¹ or full-time² depending on season.

¹ Part-time = Commitment of 10 –25 hrs/week

² Full-time = Commitment of 35–45 hrs/week

C.19.— Housekeeping & Facilities Coordinator

a. Role Title

Housekeeping & Facilities Worker / Coordinator

b. Reports To

Hospitality & Logistics Coordinator / Base Leader

c. Role Summary

Maintains cleanliness, order, and readiness of all facilities, including bedrooms, bathrooms, and shared spaces.

d. Key Responsibilities

- Clean and maintain buildings, rooms, and bathrooms.
- Prepare guest rooms for visiting teams or events.
- Track cleaning supplies and request replenishments.
- Support campus readiness for ministries or gatherings.

e. Required Skills & Competencies

- Attention to detail and cleanliness.
- Ability to work independently.
- Good stewardship of resources.

f. Spiritual Expectations

- Models stewardship and gratitude as worship.
- Promotes peaceful and orderly spaces that reflect God's character.

g. Time Commitment

Part-time¹ or full-time² depending on need.

¹ Part-time = Commitment of 10 –25 hrs/week

² Full-time = Commitment of 35–45 hrs/week

C.20.— Maintenance & Grounds (Developing/Emerging Role)

a. Role Title

Maintenance & Grounds Worker / Coordinator

b. Reports To

Operations Leader / Base Leader

c. Role Summary

Ensures the upkeep, safety, and improvement of buildings, equipment, and outdoor spaces on the campus.

d. Key Responsibilities

- Perform basic repairs, carpentry, painting, or technical fixes.
- Maintain lawns, gardens, and outdoor facilities.
- Inspect buildings for damage or safety issues.
- Coordinate external contractors when needed.
- Steward tools and workshop resources.

e. Required Skills & Competencies

- Experience in maintenance, construction, or groundskeeping.
- Practical problem-solving skills.
- Basic knowledge of tools and safety practices.

f. Spiritual Expectations

- Demonstrates stewardship by caring for property and creation.
- Works with integrity and diligence as unto the Lord.

g. Time Commitment

Part-time¹ or full-time².

¹ Part-time = Commitment of 10 –25 hrs/week

² Full-time = Commitment of 35–45 hrs/week

C.21. -Logistics & Transportation Coordinator

a. Role Title

Logistics & Transportation Coordinator

b. Reports To

Base Leader or Operations Director

c. Role Summary

Oversees transportation, movement of teams, supplies, and logistical support for YWAM Saint Lucia's programs, events, and daily operations.

d. Key Responsibilities

- Coordinate transport for outreach teams, staff, and visitors.
- Ensure maintenance, cleanliness, and readiness of ministry vehicles.
- Plan and assist with airport pickups/drop-offs and field trips.
- Support logistics for events, workshops, and community programs.
- Manage schedules and communicate transportation needs clearly.
- Maintain vehicle records and fuel logs.
- Ensure compliance with local traffic laws and safety procedures.
- Collaborate with hospitality and operations teams for smooth coordination.

e. Required Skills & Competencies

- Strong organizational and planning ability.
- Valid driver's license and clean driving record.
- Good communication and teamwork skills.
- Reliability and punctuality.
- Basic mechanical knowledge (a plus).
- Ability to handle pressure and unexpected changes.

f. Spiritual Expectations

- Serve with humility, joy, and a heart for hospitality.
- Reflect God's love through practical service.
- Remain calm, patient, and flexible in challenging situations.

g. Time Commitment

Part-time¹ or full-time². depending on base activity

¹ Part-time = Commitment of 6 –25 hrs/week

^{2 2} Full-time = Commitment of 35–45 hrs/week

C.22. – Campus Hospitality & Logistics Coordinator (Anticipated Position)

Note: These systems are being implemented progressively as facilities develop.

a. Role Title

Campus Hospitality & Logistics Coordinator

b. Reports To

Base Leader /

c. Role Summary

Ensures a welcoming, well-organized, and hospitable environment for all visitors, outreach teams, students, and guests.

d. Key Responsibilities

- Organize housing assignments, meals, transportation, and airport pickups.
- Prepare bedrooms, meeting rooms, and ministry spaces.
- Support visiting teams, speakers, and volunteers.
- Maintain inventory of linens, cleaning supplies, and hospitality resources.
- Provide advance room and space scheduling for staff and guests.
- Oversee cleanliness, order, and readiness of facilities used by guests.

e. Required Skills & Competencies

- Strong organization and hospitality mindset.
- Ability to coordinate multiple moving parts.
- Good communication and customer-care skills.

f. Spiritual Expectations

- Models servanthood, joy, and hospitality as ministry.
- Prays for guests and maintains a welcoming spiritual atmosphere.

g. Time Commitment

Part-time¹ or full-time².

¹ Part-time = Commitment of 6 –25 hrs/week

^{2 2} Full-time = Commitment of 35–45 hrs/week

C.23. — Event Coordinator (Anticipated Position)

a. Role Title : Event Coordinator

b. Reports To: Ministry Coordinator / Base Leader

c. Role Summary

Event Coordinator plans, organizes, evaluates events (such as Love Feasts, Fellowship Gatherings, Prayer Luncheons, fundraisers, seasonal programs, campus specials etc) to embody YWAM values, foster community & hospitality, advance ministry, connect staff/volunteer/partner coordination. etc...

d. Key Responsibilities

Event Planning & Coordination

- Develop annual event calendars with Base Leadership and suggest concepts, themes, tied to goals.
- Build timelines, checklists, task assignments, and coordinate with ministry leaders, hospitality, kitchen, communications, and logistics teams.

Operations & Logistics

- Reserve venues, seating, décor, equipment, technical needs; organize meals, refreshments, hospitality elements. Manage catering, servers, set-up, ushers, ensure safety, order, smooth transitions

Budgeting & Administration

- Prepare event budgets and track expenses.
- Coordinate sponsorships, donations, or in-kind contributions when needed.
- Ensure proper documentation, receipts, reporting for fundraising-related events.

Communication

- Collaborate with Communications & Media on promotions, flyers, announcements; provide updates, manage RSVPs, registrations, guest follow-ups

Evaluation & Improvement

- Conduct post-event reviews with teams.
- Collect feedback from participants, volunteers, and leaders.
- Prepare short evaluation reports to improve future events.

e. Required Skills & Competencies

- Strong organizational/planning skills; multitask/deadline management;
- communication/teamwork; budgeting; creative themes/décor/program flow;
- Detail-oriented; hospitality; delegation; digital familiarity (advantage).

f. Spiritual Expectations

- Maintain Christ-centered character (humility, integrity, servant leadership);
- pray for God's direction/presence in events; foster spiritual unity

g. Time Commitment

- **Part-time or full-time**, depending on event frequency and season. (During major events, evening or weekend availability may be required.)

C.24.– Agri Project Coordinator (Planned Role)

a- Role Title: Agriculture & Sustainability Coordinator

b- Reports To: Operations / Base Leader

c- Role Summary:

Leads agricultural training, food production, and campus sustainability initiatives. Develops small-scale farming projects that serve discipleship, community impact, and long-term base sustainability.

d- Key Responsibilities

- Develop a small pilot Agricultural unit or garden project
- Plan, and maintain gardens, greenhouse projects, or small scale livestock.
- Train youth or volunteers in sustainable farming techniques.
- Manage tools, irrigation, composting, seedling production, etc.
- Work with the Skills Training Coordinator and other training program to Integrate agricultural lessons into discipleship and outreach programs.
- Coordinate community gardening workshops or campus agriculture clubs.
- Track yields, production schedules, and sustainability goals.

e- Required Skills & Competencies

- Knowledge of farming, gardening, permaculture, or agro-ecology.
- Hands-on problem-solving and equipment maintenance ability.
- Strong organizational and planning skills.
- Ability to teach clearly and motivate young participants.

f- Spiritual Expectations

- Models stewardship of creation as worship.
- Integrates prayer and Scripture into agricultural training.

g- Time Commitment

Part-time¹ or full-time² depending on project scope; minimum 9-12 months.

¹ Part-time = Commitment of 10 –25 hrs/week

² Full-time = Commitment of 35–45 hrs/week

D. Administration & Strategic Support

D.25. - Office Manager

a. Role Title: Office Manager

b. Reports To: Base Leader

c. Role Summary: The Office Manager ensures the smooth, efficient, and organized functioning of the YWAM Saint Lucia administrative office. This role oversees daily operations, communication systems, documentation, scheduling, office supplies, and coordination between departments and ministries. The Office Manager creates a welcoming, professional environment that supports staff, students, volunteers, and visitors while maintaining high standards of order, integrity, and administrative excellence.

d. Key Responsibilities

- Oversee daily administrative operations and front-desk functions.
- Manage office communication: phone, email, messages, and visitor greetings.
- Maintain organized filing systems (digital and physical).
- Coordinate scheduling for meetings, appointments, and shared spaces.
- Support HR and onboarding processes for new staff and volunteers.
- Ensure office supplies, equipment, and materials are stocked and maintained.
- Assist with document preparation: reports, memos, letters, and forms.
- Maintain administrative calendars, deadlines, and internal reminders.
- Support ministry departments with logistics and communication.
- Uphold confidentiality and data protection standards.
- Ensure a clean, orderly, and welcoming office environment.

e. Required Skills & Competencies

- Strong organization and multitasking abilities.
- Excellent communication—written, verbal, and interpersonal.
- Proficiency in email, spreadsheets, word processing, and simple digital tools.
- High level of professionalism, discretion, and reliability.
- Ability to prioritize tasks and solve problems quickly.
- Attention to detail and accountability.
- Friendly, hospitable, and service-oriented attitude.

f. Spiritual Expectations

- Demonstrates integrity and humility in administrative service.
- Participates faithfully in worship and intercession rhythms.

g. Time Commitment

This can take over 20 hours weekly preferably full-time¹(in full ministry season)..

¹ Full-time = Commitment of 35–45 hrs/week

D.26. - Partnership & Development Coordinator

a. Role Title

Partnership & Development Coordinator

b. Reports To

Base Leader

c. Role Summary

Responsible for leading and managing YWAM Saint Lucia's fundraising efforts and donor engagement strategies. This role strengthens financial sustainability through campaigns, grant coordination, and fostering long-term relationships with donors and partners.

d. Key Responsibilities

- Develop and implement annual fundraising strategies and campaigns.
- Build and maintain relationships with donors, churches, and partner organizations.
- Manage donor communications, appreciation, and reporting.
- Organize fundraising events and donor appreciation gatherings.
- Oversee donor tracking systems and maintain database records.
- Coordinate storytelling (photos, videos, testimonies) that communicates ministry impact.
- Support and work with the Grant Officer for funding opportunities.
- Provide financial projections and updates for campaign performance.

e. Required Skills & Competencies

- Strategic planning and organizational skills.
- Strong interpersonal and written communication.
- Event coordination experience.
- Proficiency in donor management systems and reporting.
- A warm, professional, and relational demeanor.

f. Spiritual Expectations

- Trust in God's provision and lead with faith.
- Honor generosity as worship and spiritual partnership.
- Walk in humility, gratitude, and integrity in financial matters.

g. Time Commitment

Can be structured as a Part-time¹ or full-time² role depending on need. but in general about 20 hours/week

¹ Part-time = Commitment of 10 –25 hrs/week

² Full-time = Commitment of 35–45 hrs/week

D.27.- Base Accountant

a. Role Title: Accountant

b. Reports To

Base Leader/leadership team/Board of trustees
/ Base Leader

c. Role Summary

Supports financial operations by assisting with bookkeeping, data entry, receipts, payments, and general accounting tasks.

d. Key Responsibilities

- Record income, expenses, and donations.
- Maintain accurate financial records by preparing, organizing, and managing all income and expense documentation, including donation receipts, invoices, payroll records, ledgers, and financial statements to ensure transparency and accountability.
- Assist with budgeting and monthly reports.
- Support cash management and reconciliations.
- Maintain organized and up-to-date financial files for regular reporting.

e. Required Skills & Competencies

- Training or experience in accounting, finance or administrative process.
- Attention to detail and accuracy.
- Integrity and confidentiality with financial data.
- Familiarity with simple accounting software (preferred).

f. Spiritual Expectations

- Upholds integrity and prayerful stewardship.
- Models faithfulness in small things.

g. Time Commitment

Can be Part-time¹ or full-time² but may require 8-12 hours weekly for the specific role..

¹ Part-time = Commitment of 10 –25 hrs/week

² Full-time = Commitment of 35–45 hrs/week

D.28. - Grant Writing & Reports Coordinator

a. Role Title

Grant Writing & Reports Coordinator

b. Reports To

Fundraising & Development Manager

c. Role Summary

Researches, writes, and submits grant applications and ensures timely reporting for awarded grants.

d. Key Responsibilities

- Identify grant opportunities that match ministry goals.
- Write compelling proposals and narratives.
- Prepare budgets and supporting documents.
- Manage deadlines and submission schedules.
- Submit interim and final grant reports.
- Maintain grant files and compliance calendars.

e. Required Skills & Competencies

- Strong writing and research abilities.
- Ability to translate ministry vision into clear proposals.
- Understanding of budgeting and reporting.
- Detail-oriented and deadline-driven.

f. Spiritual Expectations

- Seek God's guidance in funding strategies.
- Reflect honesty and integrity in all submissions.

g. Time Commitment

Part-time¹ could require 10-15 hours weekly.

¹ Part-time = Commitment of 10 -25 hrs/week

D.29. - Data Entry & Inventory Officer

a. Role Title

Data Entry & Inventory Officer

b. Reports To

Operations Manager / Finance Manager

c. Role Summary

Maintains accurate data records and manages inventory systems for supplies, equipment, and ministry resources.

d. Key Responsibilities

- Enter financial, program, and administrative data.
- Maintain updated inventory of equipment and supplies.
- Track usage, shortages, and restocking needs.
- Support asset tagging and property documentation.
- Maintain organized digital and physical records.

e. Required Skills & Competencies

- Strong attention to detail and accuracy.
- Basic computer and spreadsheet knowledge.
- Reliable organizational and record-keeping skills.

f. Spiritual Expectations

- Steward resources with diligence and accountability.
- Model integrity and orderliness as expressions of worship.

g. Time Commitment

6-10 hours weekly.

D.30.— Communications & Media Coordinator

a. Role Title

Communications & Media

b. Reports To

Base Leader

c. Role Summary

Promotes the mission and impact of YWAM Saint Lucia through storytelling, media creation, digital communication, and branding.

d. Key Responsibilities

- Manage social media platforms, website updates, and newsletters.
- Capture and edit photos and videos in line with child safety policies.
- Design posters, brochures, and print materials.
- Content & Storytelling Lead
- Produce resources to support fund raising and donor communication in partnership with the Partnership & Development and Mobilization Coordinator.
- Document testimonies, events, and ministry impact.

e. Required Skills & Competencies

- Photography/videography or media design skills.
- Good writing and communication.
- Creativity and attention to detail.

f. Spiritual Expectations

- Ensures testimonies, photos, and stories are communicated with spiritual sensitivity.
- Upholds dignity and God-honoring representation in all media.

g. Time Commitment

Part-time¹ or full-time².

¹ Part-time = Commitment of 10 –25 hrs/week

² Full-time = Commitment of 35–45 hrs/week

D.31. — IT & Digital Support

a. Role Title

IT & Digital Support Coordinator

b. Reports To

Base Leader / Communications Leader

c. Role Summary

Provides technical and digital support for staff, media, online platforms, and internal systems.

d. Key Responsibilities

- Maintain computers, printers, Wi-Fi, and digital equipment.
- Assist staff with email, file management, and productivity tools.
- Support digital security and data protection.
- Help with website updates when required.
- Maintain backups and troubleshoot issues.

e. Required Skills & Competencies

- Basic IT troubleshooting and software knowledge.
- Organized and patient with non-technical users.
- Problem-solving ability.

f. Spiritual Expectations

- Uses technology ethically to support ministry.
- Models patience, humility, and servant-hearted support.

g. Time Commitment

Part-time¹ or full-time².

¹ Part-time = Commitment of 10 –25 hrs/week

² Full-time = Commitment of 35–45 hrs/week

E. Safety & Risk Management

E.33. - Child Protection / Safeguarding Officer

a. Role Title: Child Protection & Safeguarding contact person

b. Reports To: Base Leader / Member Care Coordinator

c. Role Summary: Ensures the safety and protection of all minors and vulnerable individuals participating in YWAM Saint Lucia programs. Oversees implementation of safeguarding policies, conducts training, monitors compliance, and responds to concerns or incidents in alignment with international safeguarding standards and YWAM values.

d. Key Responsibilities

- Develop, update, and enforce Child Protection & Safeguarding policies.
- Conduct mandatory safeguarding training for staff, volunteers, and visiting teams.
- Oversee screening and background checks for all personnel involved with minors.
- Serve as the primary contact for safeguarding concerns, reports, or investigations.
- Maintain confidential records and incident documentation.
- Evaluate ministry environments to ensure safe practices.
- Coordinate with local authorities when required.
- Promote a culture of vigilance, accountability, and protection.

e. Required Skills & Competencies

- Strong understanding of child protection principles and YWAM International protocol
- Ability to handle sensitive information with confidentiality.
- Clear communication, training, and conflict resolution skills.
- Experience with youth or vulnerable populations (preferred).
- Discernment, empathy, sound judgment under pressure.

f. Spiritual Expectations

- Upholds biblical justice, protection of the vulnerable, and spiritual discernment in safeguarding decisions.
- Pray for and promote emotional and spiritual well-being of beneficiaries.

g. Time Commitment

full-time¹ or Part-Time² a commitment of 10–15 hours weekly (may increase during active programs or investigations).

¹ Full-time = Commitment of 35–45 hrs/week

² Part-time = Commitment of 10 –25 hrs/week

E.34. - Campus Security Coordinator (Anticipated Position)

a. Role Title: Campus Security Coordinator

b. Reports To: Operations Manager / Base Leader

c. Role Summary: Maintains a safe and secure environment on the YWAM Campus by overseeing security protocols, monitoring campus activity, and coordinating safety-related procedures for residents, visitors, and equipment.

d. Key Responsibilities

- Implement and monitor campus security procedures.
- Conduct regular property checks and identify risks.
- Supervise gate/entry access and visitor protocols.
- Maintain incident logs and security documentation.
- Oversee emergency response readiness.
- Coordinate with police or emergency services when needed.
- Support security for events and visiting teams.

e. Required Skills & Competencies

- Awareness of safety protocols and risk assessment.
- Ability to remain calm and decisive in emergencies.
- Strong observation and reporting skills.
- Integrity and reliability.

f. Spiritual Expectations

- Models spiritual vigilance, peace, and trust in God while ensuring physical safety.
- Pray over the property and foster a welcoming, secure atmosphere.

g. Time Commitment

Part-time¹ depending of on going ministry activity.

¹ Part-time = Commitment of 10 –25 hrs/week

E.35.- Emergency Preparedness coordinator (Anticipated Position)

a. Role Title: Emergency Preparedness & Response coordinator

b. Reports To: Operations Manager / Base Leader

c. Role Summary: Develops and oversees emergency response plans, training, and systems to ensure preparedness for natural disasters, medical emergencies, and other crisis situations. this responsibility can expand to facilitate ywamSL response in extending assistance to the community in case of emergency

d. Key Responsibilities

- Develop evacuation plans and emergency response protocols.
- Conduct regular emergency drills for staff, students, and visitors.
- Maintain first aid kits, fire extinguishers, and emergency supplies.
- Train team members in basic first aid and disaster response.
- Coordinate communication systems for crisis situations.
- Liaise with local disaster management authorities.

e. Required Skills & Competencies

- Knowledge of emergency management principles.
- Strong planning and organizational skills.
- Ability to communicate calmly during crises.
- First aid/CPR certification (preferred).

f. Spiritual Expectations

- Models faith-filled calm leadership in crises and prays for wisdom in prevention.
- Encourage trust in God while prioritizing responsible preparedness.

g. Time Commitment

Part -time¹ but may be full time² in case of response to community emergency (hurricane etc...).

-

¹ 1 Part-time = Commitment of 10 –25 hrs/week

² 2 Full-time = Commitment of 35–45 hrs/week

F. Volunteer & Staff Care

F.36.— Volunteer / Short-Term Staff

a. Role Title

Volunteer / Short-Term¹ volunteer

b. Reports To

Assigned Ministry Leader / Base Leader

c. Role Summary

Supports YWAM Saint Lucia through hands-on ministry, outreach, or operational assistance for 2-24 weeks or longer when defined.

d. Key Responsibilities

- Assist in Kids Ministry, Youth Ministry, Outreach, Media, Hospitality, or Administration.
- Follow guidance from ministry leaders.
- Respect child safety and safeguarding requirements.
- Participate in staff worship, intercession, and team life.

e. Required Skills & Competencies

- Flexible, teachable, and willing to serve.
- Able to work in a team and multicultural environment.
- Child-related volunteers must sign Child Protection Policy.

f. Spiritual Expectations

- Displays spiritual teachability and willingness to grow.
- Participates actively in base worship and intercession.

g. Time Commitment

Short-Term, 2-12 weeks (or as arranged) or Long-Term² + part-time³

¹ **Short-Term** (1 week to 6 months)*: Exploratory service, like missions trips or DTS outreach—ideal for testing your calling, meeting immediate needs, and building skills without long-haul ties.

² **Long-Term** (3+ years, up to lifetime)*: Career commitment, like full-time staff or ministry pioneering—emphasizes ongoing impact, leadership, and full reliance on God's provision for enduring work.

³ Part-time = Commitment of 10 –25 hrs/week

F.37.- Member Care Coordinator

a. Role Title: Pastoral Care Leader

b. Reports To: Base Leader / Ministry Coordinator

c. Role Summary: Provides emotional, spiritual, and relational support to staff, students, and volunteers, ensuring a healthy, Christ-centered community life.

d. Key Responsibilities

- Offer one-on-one encouragement, prayer, and mentorship.
- Facilitate conflict resolution and relational reconciliation.
- Lead small groups, devotionals, and spiritual support spaces.
- Monitor the well-being of team members and raise concerns when needed.
- Support orientation and integration of new staff or students.
- Maintain confidential pastoral records where appropriate.

e. Required Skills & Competencies

- Strong interpersonal and listening skills.
- Compassion, discretion, and emotional maturity.
- Basic counseling or pastoral training (preferred).
- Ability to foster unity and healthy communication.

f. Spiritual Expectations

- Provides prayer ministry, spiritual counseling, and pastoral support to staff.
- Uphold spiritual covering for staff, students, and programs.

g. Time Commitment

Part-Time¹ but can also be Full-Time².depending on the demand

¹ Part-time = Commitment of 10 –25 hrs/week

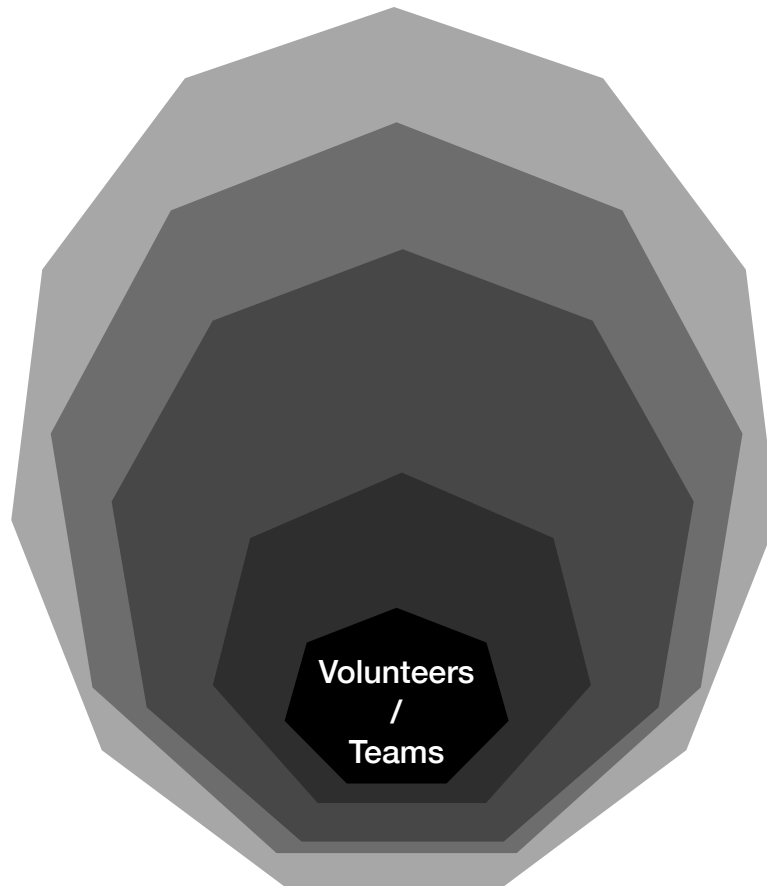
²Full-time = Commitment of 35–45 hrs/week

4. STRUCTURE

4.1. Organizational Structure

Volunteers/Teams → Ministry Leaders → Ministry Coordinators → Base Leader →
Leadership Team → Local Board + Regional eldership

4.2. Accountability Structure/Circle



5. REVISION PROCESS & APPROVALS

This handbook is reviewed annually and updated as ministries grow or when real need arise.

5.1. Revision History

Version 1.0	created in 2013	
Version 1.1	publish in 2017	Main review, addition of provisional roles
Version 1.2	publish in 2025	Main review, addition of more provisional roles and refinement of Job description
Version 1.3	December 2025	Main review, more refinement in the form of grouping roles families, footnotes and appendix references, merging Ministry Coordinator roles to Base Leader

5.2.Potential Roles Merge consideration

Roles	Recommended Merge	New Role Name
Outreach Leader + Evangelism & Compassion Coordinator		Outreach & Compassion Ministry Coordinator
Youth Ministry Leader + Public School Ministry Coordinator		Youth & Schools Ministry Coordinator
Juvenile Detention Coordinator + Halfway Home Coordinator		Youth Reintegration Ministry Coordinator
Campus Security + Emergency Preparedness		Campus Safety & Emergency Preparedness Coordinator
Office Manager + Data Entry/Inventory Officer		Office & Administrative Systems Manager
Grants + Partnership Development (optional)		Donor Relations & Grants Manager
Communications + IT (optional)		Digital & Communications Support

CONCLUSION

YWAM Saint Lucia exists because God has called us to partner with Him in transforming lives, families, and communities. Every role in this handbook—whether teaching a child, leading worship, maintaining the campus, or coordinating outreach—carries spiritual significance.

As we serve, may we continually seek the Holy Spirit's direction, value one another deeply, and maintain a posture of humility and obedience. This handbook will evolve as our ministries grow, but our foundation remains: to love God wholeheartedly and to serve people with compassion and excellence.

May those who read this document be equipped, encouraged, and empowered to take their place in God's mission for this nation. Whether "spiritual" or "practical," all we do should be done with wholehearted devotion, recognizing that our ultimate accountability is to God

*"Offer your bodies as a living sacrifice, holy and pleasing to God—this is your true and proper worship."*¹

*"Serve wholeheartedly, as if you were serving the Lord, not people."*²



¹ Romans 12:1

² Ephesians 6:7

APPENDIX

Most is not all the document in appendix can be download from the following webpage :

<https://ywamsl.org/ressources#ywamintlresources>

YWAM Foundational Values and core belief :

<https://irp.cdn-website.com/0bbbb05f/files/uploaded/YWAM%2BFoundational%2BBeliefs%2BValues%2Bsep%2B2018.pdf>

YWAM Term and Condition of Service :

<https://irp.cdn-website.com/0bbbb05f/files/uploaded/YWAM%20SAINT%20LUCIA%20SERVICE%20AGREEMENT%202022.pdf>

YWAM International Child Protection Policy :

<https://irp.cdn-website.com/0bbbb05f/files/uploaded/YWAM%20INTERNATIONAL%20CHILD%20PROTECTION%20POLICY.pdf>