

## **DIRECTOR OF CHILDREN MINISTRY**

### **Job Summary:**

Provide direction/leadership for Children Ministry.

Establish and execute spiritual programs/activities from nursery age to grade 5.

Must be a committed follower of Jesus, whom God calls to care for children in the context of a Chinese Church in America.

Must be proficient in the English language, preferably can also speak Mandarin.

Qualifications include a baccalaureate degree and at least three years of experience in Childrens Ministry preferred.

### **Detailed Job Responsibilities:**

- A. Design ministry guidelines and overall curriculum for Children Ministry.
- B. Key Areas of Ministry:
  1. Preaching and teaching in Children Worship, Sunday School, Friday Program, and other activities as needed
  2. Build and lead a Children Ministry team which includes the Children Ministry Deacon/Deaconess to work together to establish group leadership for Children Ministry
  3. Select, evaluate, revise, design, and monitor the curriculum for Children's Ministry, including but not limited to Children Worship, Sunday School, Nursery, Preschool, Friday Program, and Vacation Bible School.
  4. Recruit, train, supervise, and coordinate coworkers for Children Ministry.
  5. Monitor facility needs and safety of the environment for Children Ministry
  6. Communicate plans and needs of Children Ministry with parents, Church Council, and Congregation.
  7. Coordinate the activities of Children's Ministry with activities of Adult, English, Youth and other Church Ministries.
  8. Work with Youth Minister/Pastor to facilitate the transition of children in the Children's Ministry to the Youth Fellowship
  9. Oversee the budget and expenses of Children Ministry
  10. Attend regular Staff meetings

### **Supervision and Accountability**

The Director of Children Ministry will work under the supervision of the Senior Pastor, unless otherwise designated by the Board of Elders. Annual Review will be conducted by the Senior Pastor and reported to the Elder Board.

### **Applicants should provide the following information to:**

**[cgcm-searchcommittee@googlegroups.com](mailto:cgcm-searchcommittee@googlegroups.com)**

- Resume sent to
- Philosophy and vision of Children Ministry
- Personal testimony of faith
- Audio or video recordings of teaching to children if available.