

ABOUT THE POSITION

Purpose:

The Children's Ministry Director will provide leadership to equip the families of Chinese Evangelical Church (CEC) for everyday faith. We want every child (birth through 5th grade) to know that they are deeply loved by God, that God's Word is true and profitable, and to love being a part of God's family, the church. The Children's Director is responsible for the oversight and development of staff and takes ministry initiatives for the Children's Ministry areas of the church.

Primary Responsibilities:

1. Direct and advocate for CEC children's ministry. Work with pastoral staff to develop a vision of CEC Children Ministry and provide guidance on continual development and improvement of the ministry; to reach the goal that every child is loved, celebrated, and lives in a relationship with Jesus.
2. Develop, shepherd and manage the Children's Ministry's teachers and volunteers. Lead children's ministry's team through recruiting, regular team rallies, coaching, training, and providing resources to them. Mentor teachers by leading/role-modeling teaching, which includes hands on teaching. Monitor classes and provide teachers/volunteers with feedback and guidance. Facilitate fellowship between teachers/volunteers and grow relationships between teachers/volunteers/parents. Create opportunities for apprenticeship and leadership growth for youth helpers. Develop and oversee a strategy/volunteer base to assist children with special abilities or needs
3. Plan and conduct children's ministries including
 - a. Friday Night Children Fellowship
 - b. Kids Church on Sunday
 - c. Children Sunday School
 - d. Vacation Bible School
 - e. Special whole church meetings' children program (such as Mission conference, Thanksgiving sharing, Once a year whole church prayer meeting)
4. Administer the children ministries such as ordering teaching materials, maintaining teacher and helper rosters, records of attendance, check in and check out and registrations. Ensure that every teacher/volunteer has the tools, curriculum, and training they need each week to be successful. Ensure that the physical facilities and classrooms are properly maintained. Take precautionary safety measures: Facilities, ministry guidelines, first aid training.

5. Attend Deacon/Pastor meetings, Working creatively and collaboratively with Chinese Pastor, English Pastor and Youth Director.
6. Provide a warm, friendly and learning environment for children and families
7. Connect the children and families together, better connect children's ministry and other ministries.
8. Combined positions (e.g. husband and wife) for both Children director and Youth Pastor is also available (please ask).

Qualifications and Skills:

- Language: Fluent in English. Ability to speak Mandarin is a bonus
- Degree: Bachelor/Master or biblical degree or training related to children ministries.
- Experience: At least 3 years' experience in children's ministry in a leading and teaching role. Familiarity with Asian-American cultures preferred. Experience with Awana program will be a plus.
- Energetic, warm and able to share the love of Jesus to children and their families.
- Agree with CEC's statement of faith (<https://www.en.cechurch.org/our-beliefs>)
- Able to design a strategic and engaging model of Children's Ministry

Hours:

- Full Time Position. Will consider well qualified candidates who can only work part time.

Reports to:

- Deacon of Children Ministries

Any interested candidate, please send a copy of your resume with your contact information to cec.children.dir.search@gmail.com