

CHILDREN'S MINISTRY ASSISTANT DIRECTOR

(Approved 11.3.2023)

Principal Function

The Children's Ministry (CM) Assistant Director (AD) is a full-time ministry position under the supervision of the CM Director (CMD) or CM Minister/Pastor (CM M/P) (in the absence of CMD or CM M/P, the CM AD will be supervised by the CM BOE supervisors) and working with the CM supervisors and leading the CM deacons. The CM AD is responsible for assisting the CMD or CM M/P by working with the leadership team in planning, developing, and leading the Children's Ministry to further the mission and vision of the Children's Ministry through Sunday Children programs, nursery and preschool, Friday Night Awana, Summer VBS, and other CM ministries. CBCM may provide a continual development plan (such as pay for seminary degree or certificate) for the CM AD to grow into the CMD or CM M/P.

CBCM Children Ministry Background Information:

CBCM was formed in 1976 and currently numbers approximately 750 adults plus 70 teens and 60 children. CBCM has two campuses with multiple language groups:

- Rockville campus: Mandarin, Cantonese, and English congregations.
- Gaithersburg campus: Mandarin and English congregations

Responsibilities

1. Assist the CMD or CM M/P in leading all children's programs at CBCM from newborn to 5th grade. This includes Nursery, Children's Worship, Children's Sunday School, Awana, Children's Choir and Vacation Bible School, etc.
2. Assist in recruiting and scheduling CM coworkers such as teachers, volunteers, and coordinators.
3. Assist with supply gathering, setup, breakdown and organizing for various CM programs.
4. Assist in teaching children's classes, adult Sunday School classes and new teacher training.
5. Foster open communication and good relationships with children, volunteers, parents, and staff.
6. Be present and active in CM programs on Sunday and Friday and during special Children programs.
7. Work with the CMD or CM M/P and the CM Lead Deacon to plan and schedule CM related programs and special events.
8. Edit and organize curriculum for CM worship, Sunday school, and AWANA programs.

9. Communicate with volunteers and bring back feedback to the CM leadership team for changes and improvements.
10. Take the lead on planning and executing the Friday AWANA program as the AWANA commander.
11. Learn how to help with creating social media contents and manage church CM social media account.
12. Keep updated on the latest materials, methods, practices, and legal issues related to children's ministry by attending conferences and/or taking classes. Continue to study and grow in knowledge and practical ministry strategies current with culture, trends, and societal changes.
13. Regularly participating in church functions such as worship, cell group, prayer meetings, etc.
14. Attending the Board of Deacons meetings and pastoral staff meetings.
15. Perform other duties as requested by the supervisor, i.e. the Senior Pastor.

Qualifications

1. A mature believer with an authentic and growing walk with Christ.
2. At least two years of direct experience working with children in a leadership position.
3. A bachelor's degree from an accredited college/university.
4. A calling to work in children's ministry in a predominantly Chinese church.
5. Has good organization skills and pays close attention to detail.
6. Has a working knowledge of social media and current technologies involving children, their education and safety.
7. Humble servant attitude. Team player – Ability to work with children, coworkers, parents, deacons, pastors, elders, and staff.
8. A person of integrity- above reproach in Christian life and conduct.
9. Has good communication skills with parents of children and is able to work on multiple tasks and is flexible and hard working.
10. A passion and calling to evangelize and disciple children and support parents in their primary role of making their home a discipleship center.
11. Can relate well and engage children effectively in formal and informal contexts.
12. Fluency in English is required; the ability to also converse effectively in Mandarin is preferred.
13. Must agree with all the tenets of the CBCM statement of faith.