

CHILDREN'S MINISTRY DIRECTOR

(Approved 11.3.2023)

Principal Function

The Children's Ministry (CM) Director is a full-time ministry position under the supervision of the Senior Pastor. The CM Director is responsible for all children's programs from newborn to 5th grade in both the Rockville and Gaithersburg* campuses of CBCM (*For Gaithersburg campus it will be more of an advisory role); the needs of these programs and how they are run differ between the two campuses. The CM Director is responsible for defining and sharing the CM's vision to CM leadership team, parents, volunteer coworkers, pastoral staff and other leaders.

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. Provide leadership for 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.
2. Recruit (ensuring background checks are completed), train, support, and schedule CM coworkers such as teachers, volunteers, and coordinators.
3. Develop and train leaders within the CM (including CM deacons).
4. Supervise and mentor the CM assistant director, deacons, and interns.
5. Cultivate open communication and good relationships with children, volunteer coworkers, parents, and staff.
6. Teach children classes and parenting classes.
7. Meet with families as needed to provide care, support, and guidance and to help parents understand their role in developing the spiritual life of their children.
8. Welcome new families and keep a database of ministry families and volunteers.
9. Prepare the annual budget and monitor departmental expenses.
10. Select/evaluate curriculum and teaching materials to be used in all CM ministries.
11. 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.
12. Work closely with the Youth Director/Pastor to transition children from the Children's Ministry to the Youth Ministry when they enter 6th grade.
 13. Regularly participating in church functions such as worship, cell group, prayer meetings, etc.
 14. Attend the Board of Deacons meetings and pastoral staff meetings and provide up-to-date information about the CM ministry.
 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 three years of children's ministry experience in a leadership position as either a volunteer or paid church staff.
3. A bachelor's degree from an accredited college/university and a seminary certificate in Children Ministry related field is required (a seminary degree or a bachelor's degree in a related field would be a plus).
4. A calling to work in children's ministry in a predominantly Chinese church.
5. A passion and calling to evangelize and disciple children and support parents in their primary role of making their home a discipleship center.
6. Can relate well and engage children effectively in formal and informal contexts.
7. Proven ability to recruit, develop and retain volunteers and develop leaders.
8. Has a working knowledge of social media and current technologies involving children, their education and safety.
9. Humble servant attitude. Team player – Ability to work with children, coworkers, parents, deacons, pastors, elders, and staff.
10. A person of integrity- above reproach in Christian life and conduct.
11. Strong administrative and organizational skills; able to multitask effectively.
12. Effective writing and communication skills.
13. Fluency in English is required; the ability to also converse effectively in Mandarin is preferred.
14. Must agree with all the tenets of the CBCM statement of faith.
15. The ability to be creative and strategic in planning and implementing the mission and vision of the CM, while being firmly rooted in sound biblical and theological doctrines.