

# CHILDREN'S MINISTRY INTERN

## Principal Function

The Children's Ministry (CM) Intern is a full-time paid ministry position (Approximately 40 hrs/week) under the supervision of the CM supervisors and mentoring by a coach assigned by BOE and following the lead of CM Lead deacon. The CM Intern is responsible for 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, Friday Night AWANA, Summer VBS and help with nursery and preschool.

The CM Intern will typically follow a ministry development and nurturing plan described below.

- It is our intention to develop ministry staff from within CBCM whenever possible.
- We want to recognize the spiritual gifts in our members and encourage their desire to serve in full-time ministry.
- We are committed to invest in the growth and development of our members and our staff.
- When it works out well, we would prefer to hire our interns to become our permanent staff, subject to our staffing needs at the time and the Lord's leading for the intern.
- If needed and deemed appropriate by us, we would assist with the tuition for the intern to gain seminary training in a related field (Family ministry, Early childhood development, elementary school, or special education)

## Responsibilities

1. Manage record including update, file, retain, and properly discard children's and family's records according to the church policies, oversee and conduct the background check for all teachers and volunteers, and maintain accurate rosters of children, parents, volunteers, and teachers.
2. Organize curriculum/teaching materials including be the account holder for various publishers, purchase quarterly Sunday school/worship curriculum if needed, and coordinate with the deacons and deaconesses to make sure all Sunday teachers have the right curriculum before each quarter starts.
3. Performing other administrative tasks including supervise and prepare the voucher for "Subsidized Childcare" program, make room reservation for all CM activities, send the CM bulletin announcement to the church secretaries, design poster/flier for CM activities, attend CM meetings and take minutes, maintain the cleanness of the supply room and classrooms.
4. Follow up with CW & SS teachers for them to taking the weekly attendance and entering count using the online Google sheet ([online.](#)) and sending out reminder to teachers for them to write and mail birthday cards to their students.

5. Take the lead in AWANA planning and coordination.
6. Take the lead in VBS planning and coordination.
7. Working with the CM deacons in selecting teaching and training materials for Children and Teachers.
8. Working with the CM deacons in connecting with the parents in ways and channels for parents to know more about CM work and how to get involved.
9. Working with the CM deacons to lead and coordinating parenting support training to help parents to be better skilled in raising and discipling their children.
10. Working with the CM deacons to lead in CM teacher and coworker training.
11. Assist in recruiting and scheduling CM coworkers such as teachers, volunteers, and coordinators.
12. Assist with supply gathering, setup, breakdown and organizing for various CM programs.
13. Assist in teaching children's classes, adult Sunday School classes and new teacher training.
14. Foster open communication and good relationships with children, volunteers, parents, and staff.
15. Be present and active in CM programs on Sunday and Friday and during special Children programs.
16. Work with the CM Lead deacon to plan and schedule CM related programs and special events.
17. Edit and organize curriculum for CM worship, Sunday school, and AWANA programs.
18. Communicate with volunteers and bring back feedback to the CM leadership team for changes and improvements.
19. Participate in church functions such as worship, cell group, prayer meetings, etc.
20. Attend all CM related meetings.
21. Attend the Board of Deacons meetings.
22. Perform other duties as requested by the supervisor.

## **Qualifications**

1. A mature believer with an authentic and growing walk with Christ.
2. Must agree with all the tenets of the CBCM statement of faith.
3. Above reproach in Christian life and conduct.
4. A calling to work in children's ministry in a predominantly Chinese church.
5. Actively model friendship evangelism among children.
6. At least one year of direct experience working with children in a leadership position.
7. Sense of calling to disciple children and support parents in their primary role of making their home a discipleship center.
8. Has good communication skills with parents of children and is able to work on multiple tasks and is flexible and hard working.
9. A bachelor's degree from an accredited college/university.
10. Fluency in English is required; the ability to also converse effectively in Mandarin is preferred.

11. Has good organization skills and pays close attention to detail.
12. Humble servant attitude. Team player – Ability to work with children, coworkers, parents, deacons, pastors, elders, and staff.
13. Has a working knowledge of social media and current technologies involving children, their education and safety.
14. Continue to study and grow in knowledge and practical ministry strategies current with culture, trends, and societal changes.