

# CHILDREN'S MINISTRY MINISTER/PASTOR

(Approved 11.3.2023)

## Principal Function

The Children's Ministry (CM) Minister/Pastor (M/P) is a full-time ministry position under the supervision of the Senior Pastor. The CM M/P is responsible for providing leadership, vision, and direction that creates a life-giving atmosphere of vibrant and enticing discipleship and evangelism for the children, parents, and children's ministry team. The CM M/P will manage the church-wide direction of Children ministry including both Rockville and Gaithersburg\* campuses (\*For Gaithersburg campus it will be more of an advisory role). This oversight includes direct responsibility for all Children related ministries including but not limit to the following: Sunday Children worship and Sunday School, infant and toddler programs, Friday Night Awana and children fellowship, and Summer VBS and other special events and programs.

The CM M/P's main ministry focus is with children from infancy through 5th grade and their parents. The CM M/P's primary role is to: 1) Develop, manage, and lead programs that minister to young children and their families through education, activities, and counseling; and 2) Recruit, train, and mobilize volunteer coworkers for CM.

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. Oversee all children's programs at CBCM from newborn to 5th grade including managing departmental deacons, staff, interns, and volunteers. This includes Nursery, Children's Worship, Children's Sunday School, Awana, Children's Choir and Vacation Bible School.
2. Oversee in recruiting (ensuring background checks are completed), training and scheduling CM coworkers such as teachers, volunteers, and coordinators.
3. Develop a dynamic leadership team of staff and volunteers through providing resources and training and implementing appreciation strategies.
4. Cast the vision for a vibrant Children's Ministry that will allow kids to experience God, not just learn about Him, in a relevant and relational way.
5. Supervise and mentor the CM assistant director, deacons, and interns.

6. Cultivate open communication and good relationships with children, volunteers, parents, and staff.
7. Teach children classes and parenting classes. Speak from the pulpit when needed.
8. 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.
9. Welcome new families and keep a database of ministry families and volunteers. Oversee the annual budget and monitor departmental expenses.
10. Research and oversee in selecting/evaluating 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 6<sup>th</sup> 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 and keep the senior pastor informed of CM staff accomplishments, challenges, and plans at all times.
16. Create a strategy for reaching and assimilating new children and families and develop an active outreach ministry to preschoolers, elementary children, and their families.
17. To encourage and motivate the children in a growing commitment and connection to the body of Christ and an expanding contribution to the mission of Christ.
18. Train, staff and implement ministries for children with special needs and their families.
19. Develop and implement policies for the safety and security of children, including but not limited to effective use of check-in and check-out technology.

## **Qualifications**

1. A mature believer with an authentic and growing walk with Christ.
2. A minimum of five years of children's ministry experience in a leadership position is required.
3. A seminary degree in a related field is required.
4. A calling to work in children's ministry in a predominantly Chinese church.
5. A passion to evangelize and disciple children and support parents in their primary role of making their home a discipleship center.
6. Proven ability to recruit, develop and retain volunteers and develop leaders.

7. Has a working knowledge of social media and current technologies involving children, their education and safety.
8. A humble servant attitude and a life-time proactive learner. A team player – Ability to work well with children, coworkers, parents, deacons, pastors, elders, and staff.
9. A person of integrity- above reproach in Christian life and conduct.
10. Strong administrative and organizational skills; able to multitask effectively.
11. Effective writing and communication skills.
12. Can relate well and engage children effectively in formal and informal contexts.
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.