

Children's Ministry Director Job Description

Summary

Chinese Evangelical Church of Portland (CEC) is seeking the Lord's provision for a spiritually-driven Children's Ministry Director who is passionate about discipling children, equipping families, and nurturing spiritual growth in a multi-congregational, multi-lingual church community. The Children's Ministry Director will use his/her experience to oversee all aspects of our children's ministry, ensuring that children receive age-appropriate teaching and support to grow in their faith, and in a way that is doctrinally aligned with our core beliefs and church vision. This person will use a team-building approach to partner with parents, volunteers, and church staff to demonstrate Christ-like love to kids and parents and create a safe, engaging, and biblically-centered environment for children.

Key Responsibilities

The responsibilities of the Children's Ministry Director include but are not limited to:

1. Direct and advocate for CEC Children's Ministry. Work with the elder team to develop a vision for Children's 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 coworkers.
 - Lead the Children's Ministry team through recruiting, coaching, training, and providing resources to become effective teachers in the ministry.
 - Mentor teachers by leading/role-modeling teaching, which includes hands-on teaching. Monitor classes and provide teachers with feedback and guidance.
 - Facilitate fellowship between teachers and help them build relationships with parents/students as well.
3. Build partnerships with the Youth Ministry and work alongside the youth pastor. Mentor and build up youth leaders for apprenticeship and leadership.
4. Develop and oversee a strategy to assist children with special abilities or needs.
5. Plan and conduct all programs for Children's Ministry.
 - Kids Friday Night Fellowship (7:30pm - 9:00pm)
 - Kids Sunday School (9:30am - 10:30am)
 - Kids Church (11:00am - 12:20pm)
 - Vacation Bible School
 - Mission Conference for kids

- Special Events (Easter, Christmas, baptisms)
- 6. Organize a quarterly service project for families to be involved in.
- 7. Take on administrative responsibilities such as:
 - Ordering curriculums for the different programs
 - Ordering classroom supplies
 - Creating classroom rules
 - Updating toys/books/furniture in the classroom
 - Managing the teachers rotation schedule
 - Sending out weekly emails to teachers regarding their responsibilities for the week
 - Sending out a monthly newsletter to parents regarding ministry details
 - Providing teachers with quarterly training (including first aid/safety training)
 - Maintaining a clean and safe environment for our children by setting up appropriate rules/guidelines for the Children Ministry's facilities
 - Updating children/parents information and following up with new families
- 8. Attend recurring meetings with the pastoral team, working creatively and collaboratively with the Chinese Ministry pastor, English Ministry pastor, Youth Ministry pastor, and elders.
- 9. Manage the Children's Ministry budget, ensuring efficient use of resources for events, curriculum, and supplies.

Qualifications

1. A personal, mature relationship with Jesus Christ and a deep commitment to living out and sharing the Gospel
2. Strong passion for children's ministry and cultivating a lifetime of discipleship to Jesus in the hearts of our children and families
3. Doctrinal alignment with CEC's mission, vision, and values
4. Gifted teacher who can create and implement engaging, age-appropriate teaching methods for the spiritual development of children
5. Ability to work in a team environment in various contexts: church leadership, ministry coworkers, families, community, etc.
6. Ability to recruit, train, and manage volunteers effectively
7. Background check clearance (or willingness to complete upon hire)

Preferred Skills/Traits

1. Experience with contemporary children's ministry curriculum and tools in a church environment
2. Bilingual (Mandarin/English)
3. Ability to use media and technology to enhance ministry
4. Ability to organize and lead children's events and outreach programs