

CHINESE BIBLE CHURCH OF GREATER LOWELL (CBCGL)

POSITION TITLE: Minister/Director of Children's Ministry, full or part time

POSITION SUMMARY: Lead and manage all spiritual and educational programs and activities related to the Children's Ministry at CBCGL. Reach children to reach families and community with Gospel and life-transforming Biblical truth. This position reports to the Senior Pastor or Council Chair of CBCGL if the Senior Pastor is not available.

Description of Responsibilities:

- **Vision and leadership:**
 - Has Jesus' heart for children with a focus on serving them to point them to Christ
 - Provide leadership and encouragement to the co-worker team and serve as a model for co-workers and children
 - Refine the vision for Children's Ministry in collaboration with the Children's Ministry Deacon
- **Teaching and Preaching:**
 - Preach in Children's worship on Sunday Mornings
 - In charge of selection and implementation of Sunday school curriculum
 - Oversee design and development of Friday children's fellowship activities, as well as activities of VBS and other special events
 - Provide necessary training to co-workers for Sunday school, Friday fellowship, VBS and special events
 - Teach in Sunday school, Friday fellowship, VBS or other educational activities as needed
- **Communication:**
 - Inform and coordinate with volunteers and parents of Children Ministry to ensure effective and timely communication
 - Communicate with other CBCGL ministries and parents to ensure timely information flow and feedback
- **Planning:**
 - Initiate and lead all phases of strategic planning
 - Review and propose budgetary and facility planning as needed
 - Review and propose any safety and security related measures and policy as needed
- **Administration:**
 - Develop processes for effective ministry operations.
 - Recruit and build up children's ministry volunteer team.
 - Oversee Friday children's fellowship activities
 - Oversee VBS and other annual special events/activities

Requirements and Expectations:

- Exhibit a strong and growing personal faith and commitment to Jesus Christ and the Church
- Love children, and exhibit a calling, passion and love for serving children
- Fully embrace CBCGL's vision, values, and statement of faith

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- Is a Self-starter, disciplined, have strong leadership skills and deep organization/administration skills to serve in children's ministry
- Possesses strong interpersonal skills with the ability to maintain healthy relationships with children, parents, coworkers and volunteers
- Is proficient in the English language

The following are preferred from the candidate, though not required:

- Have an understanding of native Chinese and Chinese-American cultures
- Have 3 or more years of experience serving in a similar capacity
- Is proficient in the Chinese (Mandarin) language
- Is proficient in the use of PC/Microsoft Office programs or equivalent
- Have a Master degree from a Christian college with early childhood education background is highly desirable.

GENERAL EXPECTATIONS FOR ALL EMPLOYEES OF CHURCH:

- Servant attitude towards God, leaders, other team members, the church, and guests
- A desire and ability to work as a team and cooperate with others to meet stated goals
- Be punctual and attend all required events and activities
- Follow directions and leadership of supervisor.
- Communicate openly and honestly with supervisor and staff about needs, problems, and ideas for improvement
- Solve and resolve problems in a resourceful, Christ-like manner
- Agree to abide by doctrinal tenets of the church as described in the bylaws

CONTACT

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