

ECBC Children's Ministry Director Job Description

PURPOSE

The role of the Children's Ministry is to provide leadership, development, and direction for the Children's Ministry leaders and workers as it pertains to the vision, mission, and strategy of Emmanuel Chinese Baptist Church.

QUALIFICATIONS and EXPECTATIONS

- Have a personal relationship with Jesus Christ, evidenced by action, attitude, and behavior. Maintain personal spiritual development through Bible reading, prayer, and daily walk with God.
- Be an active member of Emmanuel Chinese Baptist Church and fully embrace the mission and vision of the church, and adopt the Baptist Faith and Message 2000 statement.
- Have a passion for children and mentor them to grow maturity in faith.
- Provide direct oversight to all Children's Ministries (birth - 6th grades).
- Use appropriate judgment in the areas of discretion, sensitivity, and confidentiality.
- Have a cooperative and healthy relationship with ECBC pastors, co-workers, and volunteers.
- Preferably have a college degree in Christian Ministries, Biblical Studies, or a related field; or experienced in directing children ministry for 5 years and above.
- Be fluent in spoken and written English (fluency in Mandarin Chinese is preferred but not required).
- Competency with basic computer software (Word, Excel, PPT) and the capacity to learn new software.
- Be able to exhibit professionalism with a well-groomed, conservative and clean appearance.

JOB DUTIES

Including but not limited to:

- Provide vision, direction, training, and oversight for all Children's Ministry coworkers.
- Grow and develop coworkers and programs including Children's Sunday School, Friday Night Children Fellowship, Vacation Bible School, and Special Events.
- Work with Education Committee to review, purchase, and oversee all curriculums for Children's Ministries.
- Recruit, train, pray for, involve, and do background checks for all new Children's Ministry coworkers.
- Teach and visit classes for evaluation and teacher support to address any issues of concern.
- Support and work with all ministries of the church.
- Create and manage Children's Ministry budget with direction from Senior Pastor and/or Finance Committee.
- Organize and stock resource room and/or classrooms with necessary supplies.
- Communicate consistently with parents, train parenting skills, and equip them to teach biblical worldview to their children.
- Promote Scripture memorizing, prayer, and personal Bible reading.
- Ensure the Children's Ministry information on the church website is accurate and up-to-date.
- Participate in workshops, seminars, and conferences as needed at ECBC or outside of ECBC.
- Work closely with the Youth Leaders to assure smooth transition of the children to youth ministry.
- Develop and maintain safe environments for children.
 - Recommend facility improvements to ensure safety
 - Create and enforce necessary rules for safety and security (such as check-in/check-out system)
 - Collect information on children with food allergies
- Attend weekly staff meeting and monthly coworkers meeting on behalf of Children's Ministry Team.
- Be responsible to and works under the supervision of the Senior Pastor.

WORK SCHEDULE

A part-time or full-time position depending on availability and the experience or skillset of the candidate

PAY

1. Yearly salary for full-time position: \$37,000-\$50,000 (commensurate with skills and experience)
2. Hour rate for part-time position: \$20-\$24 per hour.

APPLICATION

Submit Resume, personal salvation testimony, and minimum of 2 academic, professional, or vocational references by email (ECBC@ECBCKC.ORG), or at 10101 England Drive, Overland Park, KS 66212
Visit website: www.ECBCKC.org for full job description