

# DIRECTOR OF CHILDREN'S MINISTRY

## **Purpose:**

Serve as a staff member within ECBC's congregation by working with a committed leadership to nurture children (birth through 6th grade) and their family in the love and grace of Jesus Christ. Ignite a desire for a genuine relationship with Christ within children and their families, and then equip these children for their spiritual growth. Encourage and equip parents to develop a biblical worldview in their children. Promote Scripture memorizing, prayer, and personal Bible reading as well as provide opportunities for ministry leadership, outreach to the community, and connection to mission field. Teach a Bible based curriculum and encourage a Biblical based life style among the children.

## **Duties and Responsibilities:**

1. Recruit, train, and coordinate volunteers for Children's Ministry (CM) classes, events, worship services, and ECBC programs. Work cooperatively with all ECBC staff and volunteers.
2. Provide a Christ-centered, warm, friendly, and learning environment for children and families.
3. Exercise wisdom and apply child development knowledge that best meets the needs of ECBC children in curriculum selection, training, discipline, classroom grouping, etc.
4. Communicate the needs of the CM program to other departments and church leaders as appropriate. Organize, set up and stock classrooms with necessary supplies.
5. Coordinates health, hygiene, and safety protocols for CM.
6. Work with Building Committee for maintenance/repairs improvement necessities.
7. Teach and visit classes for evaluation and teacher support to address any issue or emergency.
8. Assist Pastor(s) with young families, in order to focus on children activities and participate in the life and worship of the Congregation
9. Visit young church families involved in CM to counsel parents with any issues with their children.
10. Attend weekly staff meeting and monthly coworkers meeting on behalf of CM Team.
11. Create and effectively manage the CM Team's budget.
12. Coordinate childcare and CM program during for ECBC sponsored events (e.g. Vacation Bible School, Revival Meeting, Harvester, etc.)
13. Lead and participate as leader of CM Team at monthly coworkers meeting.
14. Report to pastors, deacon committee, and coworker counsel as leader of CM Team.
15. Perform other duties related to CM as assigned by the Senior Pastor.

## **Personal Qualifications:**

1. Born again Christian with positive, personal, active, and growing relationship with God through Jesus Christ
2. Willing to transfer membership to ECBC
3. Energetic, warm, and able to share the love of Jesus to children and their families
4. Comfortable with visiting church families involved in CM
5. Able to keep up with activities such as holding infants, watching over toddlers, etc.
6. Passion for mentoring children and their families

## Professional Qualifications:

1. Graduated with or currently pursue in a degree from a seminary or a Bible college. A degree from an accredited theological seminary institute is preferred.
2. Preferably have an educational background in Christian Ministries, Biblical Studies, or a related field
3. Adhere to Southern Baptist Biblical theology, program, and mission of Emmanuel Chinese Baptist Church.
4. Have clearance of criminal background check.
5. Abide by all personnel policies of ECBC.
6. Be fluent in spoken and written English – preference given to those fluent in spoken and written Mandarin Chinese too.
7. Possess skills in Microsoft Office.
8. Be able to keep confidentiality
9. Be able to exhibit professionalism, demonstrated by: a well-groomed appearance, conscientious work ethic, able to work at a fast pace within a variety of settings and circumstances, with composure and flexibility.

## Work Schedule:

1. A part-time or full-time position depending on availability and the experience or skillset of the candidate (Flex time allowed, consistent with assigned duties)
2. Mandatory attendance on Sunday

## Experience:

1. Church, Christian Education, and/or children ministries experience preferred

## Pay:

1. Commensurate with skills and experience

\*\*Submit Resume, personal salvation testimony, and minimum of 2 academic, professional, or vocational references by email ([office@ECBCKC.org](mailto:office@ECBCKC.org)), or at 10101 England Drive, Overland Park, KS 66212\*\*

Visit website: [www.ECBCKC.org](http://www.ECBCKC.org) for full job description.