

Chinese Christian Union Church
Children's Ministry Director

If interested, contact: Dr. Tat Tsang at doctat@aol.com

CCUC
2301 S. Wentworth Avenue,
Chicago, IL 60616
312-842-8545
Church website: www.ccuc.net

Title:

Children's Ministry (CM) Director

Scope:

Coordination of children's ministry, ages 3 through 6th grade – for entire Sunday program, (approximately 150-200 children)

Spiritual Gifts:

Leadership, Shepherding, Teaching, Administration, Encouragement

Responsibilities:

The CM Director is responsible to assist the pastors by developing a healthy, high quality children's program that will:

- a. Attract new families to our church;
- b. Lay a strong spiritual foundation for our children;
- c. Care for and shepherd lay workers in the CM.

Specific responsibilities include, but are not limited to:

Ministry Direction and Leadership

- Provide vision and set direction for CM in line with the overall CCUC visions
- Set age-appropriate goals, Bible curriculum and learning objectives for all areas of CM ministries for children ages 3 through 6th grade and set up processes to assess students spiritual formation
- Establish and implement safety and security policies for children at church and on field trips
- Coordinate CM activities according to church calendar and in support of church activities
- Monitor and evaluate CM programs and volunteer staff
- Assist pastors in strategic outreach of children and their families with follow-up
- Plan and direct creative CM programming to meet curriculum objectives
- Provide a clear channel of communication with parents/caregivers of CCUC children
- Oversee CM budget and the coordination of facilities for CM

Shepherding and Leadership Development

- Set up guidelines for training and criteria for selection of teachers/worship leaders/CM support personnel
- Establish and develop CM volunteer staffing model with job descriptions for each position
- Identify, recruit and train volunteers to serve in their “gift based” ministries
- Develop and implement procedures for tracking volunteers and children
- Build CM community where staff and volunteers can sharpen and encourage one another
- Shepherd(i.e. support, nurture, and lead) a team of CM coordinators who in turn shepherd others so all CM lay leaders are personally cared for within an appropriate span of care

Expectations

As a member of the CCUC Pastoral Staff, this individual is expected to:

1. Model and teach the mission and values of CCUC Children’s Ministry
2. Maintain a close spiritual walk with God and a godly lifestyle
3. Participate as a team player on the staff
4. Minister with a commitment to excellence for the glory of God
5. Foster a positive family life (as applicable)

Accountability

The Children’s Ministry Director is accountable to the English pastoral staff members (to be determined).

1. Monthly reports are to be submitted to the English pastoral staff member (to be determined) on the 1st of each month.
2. Attend weekly staff meetings

Qualifications

1. A clear testimony of personal salvation and evidence of a strong commitment to Jesus Christ.
2. Have one of the followings:
 - a. Bachelor degree with five or more years of children ministry experience (6th grade and under).
 - b. Bachelor degree from a Christian college with two or more years of children ministry experience.
 - c. Master degree of Christian Education with one or more years of children ministry experience.
3. Ability to work as a team player and submit to authority.
4. Ability to teach and communicate creatively and effectively.
5. Ability to motivate and train others.
6. Ability to organize and plan.
7. Calling to ministry to children and the ability to interact dynamically with them.
8. Fluent in English (Mandarin or Cantonese desired)