



# BAY AREA CHINESE BIBLE CHURCH

## Announces an Employment Opportunity as CHILDRENS DIRECTOR

**HOURS:** Sunday, Monday-Saturday with one weekday off.

**REPORTS TO:** This exempt position reporting to the senior leader/pastor.

**PURPOSE:** To serve the church by developing, coordinating and administering a comprehensive and expanding educational ministries program for children (infant through 5th grade) of the church and the surrounding community and providing leadership to and supervision of staff members and volunteers involved in this ministry.

### REGULAR DUTIES:

1. Recruit, train, support, and motivate volunteers for leadership in children's ministry programs including nursery
2. Review and select curriculum materials and educational tools for all children's ministry programs.
3. Develop and coordinate short-term parenting classes.
4. Attend regular staff meetings
5. Recruit junior helpers to serve with the class teachers/mentors
6. Involve in Level 52 Friday night fellowship for 4<sup>th</sup> and 5<sup>th</sup> grade children

### PERIODIC DUTIES:

7. Develop, implement, and coordinate programs for community children (Vacation Bible school, etc.)
8. Maintain an accurate inventory of equipment and supplies, purchase supplies as needed
9. Establish departmental goals and objectives by prioritizing related programs, managing the use of facilities, planning an appropriate budget, delegating tasks and evaluating progress regularly

### OCCASIONAL/IRREGULAR DUTIES:

10. Attend board(s) meetings as a resource and for informational purposes
11. Meet with nursery staff & TTPS for the support (if needed)
12. Substitute class teacher or nursery workers
13. Work with other members of the program staff to provide a well-rounded program of teaching, music and recreation for the children of the church
14. Teach Children Baptism Class

### CHURCH-WIDE MINISTRIES:

15. Coordinate Children's Combined Worship (once a month), & Children's Choir (twice a month)
16. Supervise Sunday School Administrative Staff
17. Assign Sunday school classrooms for English, Cantonese, Mandarin Sunday school classes
18. Represent the church at our school ministry events and community events.
19. Coordinate Baptism Class, & English M classes (Membership Class, Ministry Class, ..etc.)
20. Encourage junior helpers and the older generations to serve together in the context of "Growing Young"

To apply, complete the Employment Application on our website, <https://bacbc.org/careers>  
or contact Human Resources at [HROFFICE@bacbc.org](mailto:HROFFICE@bacbc.org)



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21. Manage the training requirements for church volunteers who work with minors: Coordinate with the Live Scan Fingerprint vendor, maintain Live Scan Fingerprint Record and mandated reporting records

### **PARENTING:**

22. Visitation (children and parents); Counsel with children and their parents

23. Reaching out to parents while serving with their children

### **QUALIFICATIONS:**

- Minimum of 2 years' experience working with children (infant to 5<sup>th</sup> grade)
- A Master of Arts or higher from a reputable seminary a plus, equivalent experience considered
- Evangelical Christian commitment and lifestyle consistent with our Articles of Faith
- Willing to do discipleship

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