

# WEST HOUSTON CHINESE CHURCH

## JOB DESCRIPTION

**TITLE:** Children's Minister / Director

**REPORTS TO:** English Pastor

**RELATES CLOSELY WITH:** Pastoral Staff, Church Council, Parents, Volunteers, Children

**SUPERVISES:** N/A

**HOURS:** Full Time Salaried requiring working on weekends

**OBJECTIVE:** West Houston Chinese Church is seeking a spiritual leader to lead its children ministry, a person with a passion for God and a genuine love for children. This ministry currently has more than 100 volunteers and works with over 150 children from newborn to 5<sup>th</sup> grade.

### **RESPONSIBILITIES:**

#### **1. Leadership**

- Refine and cast children's ministry vision to staff, teachers, and other ministries.
- Disciple, train, and develop children's ministry deacon, coordinators, and teachers.
- Advocate for the children's ministry to the Pastoral Staff Team.
- Collaborate with other ministries to coordinate special program opportunities.
- Update church council with children's ministry events and decisions.
- Remain current on trends, teaching methods, materials, promotional ideas, and other children's ministry techniques.

#### **2. Sunday School Program**

- Oversee the development and implementation of classes and execute curriculum efficiently.
- Recruit and retain teachers for the Sunday children's program.
- Study and understand the spiritual and developmental needs of children.
- Plan teachers' retreat, appreciation, and annual teacher training events.

#### **3. Children's Special Programs**

- Lead special children's programs (Easter, Mother's and Father's Day performances, Infant dedication).
- Coordinate and provide resources for all children's programs for church-wide events (prayer meetings,
- Good Friday program, church retreats, missions conference, Christmas evening service, etc.)
- Develop new children programs as needed within our church and the greater community.

#### **4. Caring Ministry**

- Meet with children and families as needed to help provide care, support, or guidance.
- Care for children's ministry leaders and volunteer workers.
- Send regular updates on the ministry and prayer requests to teachers and parents
- Assist in educating adults about parenting and children issues.

#### **SKILLS/QUALIFICATIONS:**

1. Minimum 3-5 years of children ministry experience required (preferably in a church setting)
2. Christian College or seminary degree preferred
3. Collaborative team player who can work with a multi-cultural staff and environment.
4. Self-starter who can independently lead an entire ministry, its staff, and volunteers.
5. Capable of handling multiple tasks at the same time with strong organizational, people, and communication skills
6. Agrees with WHCC statement of faith (<https://www.whcchome.org/en/about/beliefs/>)

#### **BENEFITS:**

This position is full time and includes a competitive benefits package (which includes health, dental, and term life insurance as well as a 403B retirement package). The position includes a continuing education budget and time set aside for individual, developmental study. Licensing will be granted so full tax benefits may be taken.