



Raleigh Chinese Christian Church

9266 Chapel Hill Road

Cary, NC 27513

Phone: (919) 834-3815

[www.raleighccc.org](http://www.raleighccc.org)

## **DIRECTOR OF CHILDREN MINISTRY RESPONSIBILITIES AND QUALIFICATIONS**

Please send or email completed application\* to:

Tom Wan

Chair, Children Director Search Committee

Raleigh Chinese Christian Church

9266 Chapel Hill Road

Cary, NC 27513

Email: "Tom Wan" <[south2026@gmail.com](mailto:south2026@gmail.com)>

## Directions to the Applicant

Thank you for your interest in the Director of Children Ministry position, To apply for the position please complete the following documents and submit them to Tom Wan, Chair, Children Director Search Committee, either by physical mail or email at the above address. All of the required documents may be found on the [www.raleighccc.org](http://www.raleighccc.org) website, the “Right Now” tab on the toolbar and “Staff Search” link.

Please complete the following documents:

- Standard of Conduct and Belief Statements
- Children Director Candidate Self-Assessment Questionnaire

In addition, include:

- Your resume
- A statement on your philosophy of ministry (one page)

**NOTE:** The selected applicant will be asked to complete a job application and undergo a background and drug screen as part of the application process.

<b>Director of Children Ministry</b>			
Position Title	Director of Children Ministry	Position Supervised by	Overseeing Elder
Position Time	Full-time	Position Category	Staff

**Job Description**

Raleigh Chinese Christian Church, located in Cary, North Carolina in the greater Research Triangle Park area, is looking for a preferably experienced and energetic Children’s Director to direct the work of the children ministry that currently approaches 150 children each Sunday.

**Qualifications**

The candidate, preferably with a bachelor’s degree from a bible college with a major in biblical studies or Christian education, or a liberal arts degree in childhood education, must agree with the Christian belief and values set forth in the Church Constitution. The candidate shall possess a high level of spiritual, emotional, and mental maturity and stability; demonstrate genuine love and care for children; show positive interest in their development and growth in the Christian life; possess good administrative, organizational and time management skills; and the ability to:

- Communicate passion and love for Jesus Christ to the church in general and children in particular
- Minister to children in ways applicable to their various stages of child development
- Provide insights into and strengthen the children ministry through mutual understanding, love, commitment and lasting relationships in order to better serve Him together as one unified family
- Provide leadership guidance to develop and to train children ministry teachers and core leaders
- Work collegially with others and to communicate clearly in both written and verbal formats.
- Musical gifts to teach Children Choir and ability to communicate in Mandarin to parents and coworkers would be advantageous but not required.

**Responsibilities and Duties**

1. Serve as the chair of the Children Ministry committee, lead the committee to plan and execute for various children programs and activities in the context of fulfilling the church vision and mission.
2. Ensure the Children Sunday School teaching materials are appropriate and taught effectively.
3. When needed, interact with parents and provide trouble-shooting and parenting advice based on Biblical values.
4. Recruit and train brothers and sisters to serve in the Children department.

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5. Organize/provide teacher training (group or one-on-one) classes to further develop existing teachers or to prepare newly-recruited teachers.
6. Serve as the liaison between the overseeing elder and the Children department to promote open communication and church unity.
7. Ensure all committed children programs are executed as planned. Please refer to the matrix (next page) for the current list of committed and optional programs and activities.
8. Apply and implement standards to ensure children's safety and to meet requirements of the law.
9. Work with youth group leaders to transition children to youth programs.
10. Maintain office and visitation schedule.

**Marital Status**

The pastoral staff applicant can be married or single but not divorced or have never been divorced (Luke 16:18; Mark 10:11-12; Church Policy).

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## Current Committed and Optional Programs and Their Respective Activities

1	Sunday School Program:	<ul style="list-style-type: none"> <li>Nursery Program</li> <li>Preschool Program Age 2-5</li> <li>Elementary Program Age 6-12</li> <li>Children Worship</li> <li>Curriculum review</li> <li>Teachers assistance &amp; coworkers calling, training, mentoring and caring</li> <li>Classroom arrangement &amp; design</li> <li>Special need children and parents connection</li> </ul>
2	Special Events	<ul style="list-style-type: none"> <li>Easter Sunday combine worship: Elementary school combined worship</li> <li>Children Sunday school graduation and promotion ceremony</li> <li>Fall Festival Activities</li> <li>Christmas Candle Night Service</li> </ul>
3	Vacation Bible School (VBS)	<ul style="list-style-type: none"> <li>Whole week long full-day summer program for children</li> </ul>
4	AWANA Program	<ul style="list-style-type: none"> <li>Friday night children program</li> </ul>
5	Optional Special Events	<ul style="list-style-type: none"> <li>Chinese New Year Celebration</li> <li>Easter Egg Hunt Activities</li> <li>Thanksgiving Activities</li> </ul>
6	Optional Special program:	<ul style="list-style-type: none"> <li>Children Choir /musical</li> <li>Children Symphony</li> <li>Children Skit and Puppet Show</li> </ul>
7	Children Library	<ul style="list-style-type: none"> <li>Support and manage</li> </ul>
8	Church wide special meeting's children program	<ul style="list-style-type: none"> <li>Evangelistic meeting</li> <li>Mission month meeting</li> <li>Support Triangle area other church's meeting (as appropriate)</li> </ul>