

Children Director/Minister

Austin Chinese Church

11118 Dessau Road, Austin, Texas 78754

(512)339-9675, personnel@austinchinesechurch.org

<http://austinchinesechurch.org>

Position:

Full-time Children Director/Minister as part of the Austin Chinese Church Pastoral Team.

Background:

Austin Chinese Church (ACC) is a non-denominational Christian church whose members mainly consist of Chinese Americans and Chinese immigrants. ACC was established in 1982 and has grown to three congregations (Mandarin, English and Cantonese) at the main campus and one multi-site campus with Mandarin and English congregations. ACC currently has approximately 150 children in the Children Ministry (infant to 5th grade). ACC Children Ministry consists of Sunday programs (nursery, children worship and children Sunday school), Friday programs (AWANA and special children summer program), VBS and other special events. In response to the continual growth of the Children Ministry, we are seeking a seminary-trained and experienced Children Director/Minister who can further develop our Children Ministry.

Job Descriptions:

The Children Director/Minister will work under the direction of a pastor assigned by the Elder Board and is accountable to the Elder Board. The Children Director/Minister is to direct, oversee and support the Children Ministry **at the main campus only**. Some of the specific duties include the following items.

1. Direct and oversee the planning, development, and integration of the Children Ministry programs such as Friday AWANA and Sunday Promiseland, VBS, etc. Specifically, the Director/Minister should engage the following activities:
 - A. Develop a team of staff and coworkers. (Note: at ACC Children Ministry, a “coworker” refers to a volunteer who serves at any capacity.
 - B. Develop and lead plans to recruit coworkers.
 - C. Communicate to the parents consistently.
 - D. Oversee the caring of the children.
 - E. Oversee the facility and supply usage by the Children Ministry.
 - F. Work with lay leaders to develop and manage the Children Ministry budget.
 - G. Work closely with the Youth Pastor to ensure a smooth transition for children to the Youth Ministry.
 - H. Partner with fellowship coordinators and cell group leaders in events and program scheduling, especially during seasonal breaks of AWANA to ensure a smooth operation of these fellowship and cell groups.
 - I. Maintain a safe and welcoming environment for children.
2. Teaching and Discipleship
 - A. Train and support the Children Ministry team of staff and coworkers.
 - B. Develop and oversee children teaching curriculum and activities. The goal is to bring children to Christ and have a healthy connection and later transition to the Youth Ministry as they grow.
 - C. Ensure coworkers utilize innovative and age-appropriate teaching methods to communicate biblical truth to children.
 - D. Train and partner with parents in growing their children’s relationship with Jesus Christ.

Qualifications:

1. Beliefs:

- A. The Director/Minister must agree with ACC's Statement of Faith and fully embrace the vision, values, and position papers of ACC.
- B. The Director/Minister should have a clear calling from God for pastoral ministry and in Children Ministry.

2. Testimony:

- A. The Director/Minister's testimony should be in accordance with 1 Peter 5:1-4 and 1 Timothy 3:1-7.
- B. The Director/Minister's action, attitude and behavior should serve as evidence of a growing relationship with Jesus Christ.

3. Education:

For the Director:

- A. The Director must have at least a Bachelor degree from an accredited college or university.

For the Minister:

- A. The Minister must have at least a Master's degree from an accredited seminary.
- B. The Minister's degree is preferably in Children Ministry.

4. Experience:

- A. The Director/Minister should have at least 3 years of children ministry leadership experience.
- B. The Director/Minister should have proven experience in growing and motivating teams in children-related ministry.
- C. The Director/Minister should have successful experience in recruiting coworkers.
- D. The Director/Minister should have experience in effectively working with parents.

5. Culture:

- A. The Director/Minister must be fluent in English.
- B. The Director/Minister must be willing and able to relate to individuals and families of multicultural backgrounds.

6. Competences:

- A. The Director/Minister should have the passion to minister to children and cultivate growing faith in children and their parents.
- B. The Director/Minister should have proven leadership in managing and guiding a team of staff and coworkers.
- C. The Director/Minister should have strong interpersonal skills to effectively communicate with children, parents, the children ministry team, and church leadership.
- D. The Director/Minister should have the ability to cast visions and goals, manage strategies, and make plans to/ implement the set goals.
- E. The Director/Minister should possess the skills to create or modify educational contents and tailor activities for children.
- F. The Director/Minister should be capable of teaching children of different ages, training coworkers, and partnering with the children's parents.
- G. The Director/Minister should have the willingness and ability to learn and incorporate up-to-date and leading-edge teaching skills in ACC Children Ministry.
- H. The Director/Minister should have a servant's heart.
- I. The Director/Minister should be knowledgeable of child safety policies and procedure.

7. Additional Qualifications:

Marital Status:

- A. Married with children.
 - (1) The Director/Minister's marriage serves as a living testimony of the Director/Minister's emotional maturity and accountability.

(2) The Director/Minister's spouse supports the decision to minister at ACC and also agrees with ACC's Statement of Faith.

B. The Director/Minister is knowledgeable about and sensitive to reaching out to Chinese Americans and other minority families with connections to the cultures and/or their experiences in North America.

C. The Director/Minister can be fluent in Chinese.

Contact: If interested, please contact Personnel Committee, email at personnel@austinchinesechurch.org, or phone at 512-339-8675.