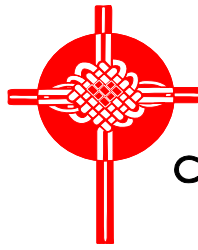




2011

建立基督的身體

Building up the Body of Christ



印城華人教會
Chinese Community Church of Indianapolis

CCCI Children's Pastor Job Description

Qualifications

1. Demonstrate that you are a growing and mature Christian, showing evidence of Christ-like attitude in words and deeds.
2. Have a solid knowledge of Scripture and have the ability to teach.
3. Have the ability to equip leaders and possess experience in administration and demonstrate good organizational skills.
4. Have the ability to evangelize. Have experience in evangelism and discipleship of children.
5. Be passionate about ministry to children and families.
6. Possess an appreciation of both Chinese and American cultures, and be open to learning more about both of these cultures.
7. The candidate must have a 4-year degree of Christian education (emphasis in Children's Ministry) or Elementary education.
8. Have been an experienced teacher to children in a local church. Additional school teaching experience would be helpful.
9. Demonstrate competence in the interpretation and teaching of the Scriptures, theological concepts, history of the church, and current issues.

Character Traits to Possess

1. Faithful (or Fear God).
2. Honest (or Trustworthy).
3. Teachable.

Children's Ministry Mission Statement

The Children's Ministry of CCCI exists to help children develop a relationship with God through Jesus Christ and grow as His disciples in the power of the Holy Spirit. We seek to do this through three main avenues:

1. Building relationships with the children that will allow us to effectively model the Christian life for them.
2. Teaching the Bible—the Word of God—so that the children will understand, remember, believe, and apply it.
3. Training and motivating the parents to regularly minister to their children at home.

Job Description Summary of Children's Pastor

Overall Leadership:

- Team building
 - The CP is accountable to the CCCI Deacon Board and Senior Pastor.
 - Develop a strong Children's Ministry team through recruiting, training, inspiring, motivating, and supporting volunteers and leaders.

- Conduct background checks on prospective children's ministry volunteers.
 - Appoint coordinators for each area of the ministry. Train those coordinators to manage their teams well and to have an effective system for last-minute substitutes.
 - Give recognition and support to all persons in the teaching ministry
 - Support programs for teachers to assess their competence and to improve skills.
 - Work with coordinators and teachers to develop annual goals and budget
 - Provide support and resources for teachers.
 - Provide opportunities for professional development for teachers.
 - Promote a caring community among staff of children ministry.
- Strategy
 - Establish and implement vision for growth and direction of Christ-centered children's programs (Age 0-6th Grade).
 - Coordinate special events and seasonal opportunities as needed. This includes coordinating childcare for all church events as needed.
 - Meet regularly with the ministry leaders of Sunday School, Awana, and Chinese School to discuss recent trends and future growth.
 - This new minister will be teaching one of the classes for youth as a connection to the ministry of youth. At this part, he or she would be working together with youth director and under the department of Christian education.
 - Attend seminars and workshops in order to gain skills in Children's Ministry.
 - Equip teachers for their effective serving in the ministry
 - Provides infrastructure for teachers about classroom management
 - Encourages teachers through observation and specific feedback
 - Seeks to inspire teachers to maximize children's learning
 - Oversee the implementation of effective discipline
 - Provide regular supervision for teachers and coordinators.
 - Periodically check in with teachers regarding the progress of their annual goals.
- Communication
 - Establish good communication between all CCCI children's programs.
 - Gives high priority to Children Christian education as an integral part of the total church program.
 - Participate in weekly staff meetings and prayer meetings.
 - Prepare a monthly pastoral report for the Elder and Deacon Board meetings, and participate in these meetings.
 - Prepare a monthly bulletin insert informing the congregation of major developments in the children's ministry.
 - Prepare a weekly e-mail for the parents of Sunday School children.

Outreach to children and families

- Establish and maintain a process for new families to assimilate into the CCCI children's ministry.
- Coordinate with the leaders of Awana and the Chinese School to reach out to non-churched children and families. Gain firsthand knowledge of these programs through active participation.

- Network with parachurch children's ministry organizations such as Child Evangelism Fellowship.
 - Lead, plan, coordinate, and promote additional outreach events, such as Vacation Bible School.

Discipleship to children and families

- Children
 - Develop and implement a discipline system for Children's Ministry.
 - Assist in the development of educational goals and their implementation.
 - Make sure that the Children's Ministry uses curriculum and educational tools that teach Biblical truths and principles that are appropriate for various developmental levels.
 - Teach the Discipleship Class for children wishing to get baptized.
 - Conduct an annual process of collecting Spiritual Growth Observations from the Sunday School team regarding each child. Make sure that the parents receive these observations, and give the parents general recommendations for how to understand and use them.
 - Partner with other CCCI leaders on church-wide initiatives such as the Family Bible Reading Plan.
- Co-workers and Parents
 - Personally visit families, and/or oversee others who visit them. These visits should be proactive and in response to concerns. Sometimes the CP would visit alone; sometimes he would go with another member of the pastoral team or ministry leader.
 - Establish office hours for parents to make appointments for communication and consultation.
 - Help children ministry leaders discover and develop their spiritual gifts and abilities.
 - Be available for speaking, leading, consulting, and encouraging outside of the church.
- Personal Testimony
 - Seek, by personal example and precept, to inspire children and teachers in Christian faith and living.
 - Clearly articulate to all constituents the purpose of God through the ministry of Christian education.