

**Chinese Independent Baptist Church of Oakland**  
**280 8th Street**  
**Oakland, California 94607**

### **CHILDREN'S CHRISTIAN EDUCATION DIRECTOR**

#### **About the position:**

We are seeking a Children's Christian Education (CE) Director who will provide leadership for the Church's Children's Ministry Programs (ages birth through 5<sup>th</sup> grade). This Director would provide leadership and direction for both the Cantonese and English speaking CE ministries and in the future, a Mandarin speaking CE ministry. The purpose of the CE program is to develop caring relationships with children and their families; facilitating their growth in faith and involvement in the church; planning and implementing God centered educational programs; and recruiting, supporting and training of volunteers. The Children's CE Director oversees all children's ministries (e.g. Children's Sunday School, Beginner Church, Children's Church, Nursery, etc...). This position includes oversight of existing ministry teams of volunteers.

The successful applicant would join our existing Pastoral Staff and report to the Congregational Pastors and the Deacon board. This position may be either full-time or part-time.

#### **Qualifications/experience/training:**

1. A Bachelor's degree, preferably in Christian or General Education
2. Three (3) years of experience in CE or a related field
3. Demonstrated ability to lead, coordinate and care for a large staff of leaders, teachers and helpers.
4. Experience in the development and/or selection of class curriculum across multiple age groups.
5. Able to converse in English and Cantonese. Mandarin would be a plus.

#### **Duties:**

1. Work with Children's Ministry leaders to ensure programs are tailored for the specific needs of each age group and/or language.
2. Select CE curriculum and ensure that its use at each level of spiritual development connects to the next level (including transition to youth program).
3. Regularly communicate with ministry teams and parents to develop a clear partnership in the children's discipleship and spiritual formation.
4. Develop an outreach program to ensure that families in the surrounding area (Oakland Chinatown) become familiar with the church's children's programs.
5. Recruit, train, and nurture volunteers for Sunday morning and other programs.
6. Work with Children's Ministry leaders, Pastors & Deacons to cooperatively plan, direct and implement:
  - o Programs for children, including Vacation Bible School (SEC)
  - o Special seasonal programs (Cantatas, special music, etc...)
  - o Outreach events for the community
7. Manage the annual budget for Christian Education
8. Ensure that Childcare programs, including Nursery and Toddlers, are properly staffed and operated.
9. Actively conduct regular staff meetings and attend Church Council meetings.
10. Consistently engage in self spiritual and professional growth.

Applicants understand and agree with the Statement of Faith and Positions held by the Chinese Independent Baptist Church of Oakland.

#### **Please send resume to:**

Steve Mok: [ssmok@pacbell.net](mailto:ssmok@pacbell.net)