



Job Title: Children's Ministry Director

Reports To: Senior Pastor

Position Type: Part-Time or Potential Full Time

Location: Chinese Baptist Church dba Beacon Hill Church – Seattle, WA

Contact: Please send resumes to Nicholas Tom at christianedu@seattlecbc.org. Resumes are being accepted until April 30, 2025.

Church Summary:

Chinese Baptist Church dba Beacon Hill Church first opened its doors in 1896. We are a church located in the Beacon Hill neighborhood of Seattle, WA. We have a multi-generational congregation with approximately 250 members. The vision of our church is "Big Church Small Church making disciples." Big Church meets on Sundays and our small churches meet weekly on weekdays. Our church aspires to make disciples by helping people to STAND (Serve, Train, Adore, Neighbor, and Disciple).

Job Summary:

The Children's Ministry Director is responsible for developing, leading, and overseeing all aspects of our church's ministry for children (typically ages 0-11). This role involves creating a welcoming, engaging, and spiritually nurturing environment that promotes Christian growth and understanding for children. The director will work closely with church leadership, volunteers, and families to foster a ministry that reflects the church's mission and values.

Key Responsibilities:

- **Program Development and Oversight:**
 - Design, implement, and oversee weekly and special programming for children, ensuring content aligns with biblical teachings.
 - Develop age-appropriate curricula, activities, and resources that foster spiritual growth, understanding, and fellowship.
 - Plan and organize events such as Vacation Bible School (VBS), holiday programs, and family outreach events.



- **Leadership and Volunteer Management:**
 - Recruit, train, and coordinate a team of volunteers for children’s ministry programs and activities.
 - Ensure all volunteers meet church policies and safety requirements, including background checks and child safety training.
 - Encourage and mentor volunteers, providing support and resources to help them succeed in their roles.

- **Family and Community Engagement:**
 - Cultivate relationships with parents and families, offering support, resources, and guidance in their children’s faith development.
 - Serve as a primary point of contact for families and provide regular updates on children’s ministry events and initiatives.
 - Foster connections between children’s ministry and other church programs to encourage a cohesive faith journey.

- **Administration and Safety:**
 - Manage the children’s ministry budget, including purchasing supplies, resources, and planning for events.
 - Maintain a safe, clean, and welcoming environment in all children’s ministry spaces.
 - Ensure adherence to child protection policies and health/safety guidelines for all ministry activities.
 - Perform other ministerial and staff duties as directed by the Senior Pastor.

- **Potential Full Time Responsibilities:**
 - Design, implement, and oversee weekly and special programming for youth (6th through 12th grade), ensuring content aligns with biblical teachings.
 - Oversee and run special events (about quarterly) such as small church seminars, service projects, outreach events, holiday programs, week-long retreats (youth to adult) etc.



Qualifications:

- **Education:** Bachelor's degree in education, ministry, or a related field (or equivalent experience).
- **Experience:**
 - Prior experience in children's ministry, education, or childcare.
 - Strong organizational skills with experience managing programs and volunteers.
 - Proven ability to relate well to children and families.
- **Skills and Characteristics:**
 - Become a member, along with family, of Beacon Hill Church and fully embrace the mission, values and vision of the church, attending and participating in scheduled events.
 - A personal and growing relationship with Jesus Christ and a commitment to living out a Christian faith.
 - Excellent interpersonal and communication skills.
 - Creativity, enthusiasm, and a passion for sharing the gospel with children.
 - Ability to work well with church staff, parents, and volunteers in a team-oriented environment.

Hours and Compensation:

- This is a part-time position with a potential full-time option, with hours that include weekends and occasional evening events.