



## Job Description

<b>Job title</b>	<i>Program Lead of Children's Ministry (Early Childhood Division)</i>
<b>Congregation</b>	<i>Young Life Development Ministry (YLD)</i>
<b>Reports to</b>	<i>YLD Pastor-in-Charge</i>

### Congregation Summary

In partnership with families, the YLD Ministry aims at nurturing a solid and authentic faith in the young generation to become life-followers of Jesus Christ.

### Purpose of the Position

Together with the Children's Ministry staff team including YLD PIC, Children's Pastor, other Program Leads and Ministry Assistants, the CMEC Program Lead coordinates the development and implementation of Christ-centered and dynamic programs for children from newborn to Sr. Kin. in the Early Childhood Division. Another goal is to align CMEC programs with all YLD ministries for students up to Grade 12, and in particular for a smooth transition to Elementary Division of Grade 1 to 6.

### Job Summary

To provide leadership in programming; volunteer development, empowerment and supervision; operational procedures and partnership with parents to cultivate the spiritual growth of children at RHCCC and to reach out to those in the community with the love and gospel of Jesus Christ.

### Responsibilities

- A member of the Children's Ministry staff team in providing overall direction, goal-setting and operational procedures of all children's ministries.
- Oversee early childhood programming and support CMEC Lead Pastor in development, review, evaluation and selection of curriculum materials and educational tools.
- Support CMEC Lead Pastor to recruit, train, retain, support, empower and provide shepherding care to volunteers serving in the Early Childhood Division.
- Work closely with the Children's Ministry staff team to provide children program in special events including Good Friday, Hallelujah Party, Mission Conference, Christmas Eve, crusade/ evangelistic meetings, children summer camps.

- Attend and actively participate in YLD committee monthly meeting, weekly YLD staff meeting and related ministry team meetings.
- Work with the Children's Ministry staff and lay-leader teams in overseeing facilities and developing the right venue(s) for various ministries to take place.
- Ensure the appropriate safety and security procedures are followed in accordance to RHCCC "A Plan to Protect" policy and guidelines.
- Work with the Children's Ministry staff team to develop and oversee annual calendar and ministry budget.

#### **Qualifications**

- Mature and growing Christian with a passion in winning children for Jesus Christ;
- Commitment to RHCCC and YLD vision, mission and values including the overall direction of "Family & Church Partnership";
- RHCCC member or planning to be a member;
- Early childhood education preferred with knowledge of children's developmental stages, ministry models, and selection of curriculum/programming resources;
- Ability to plan strategically and develop programs to meet the spiritual needs of children both inside and outside of the church;
- A team player with strong interpersonal, communication, organizational and administrative skills; and able to relate well with parents;
- Experience in children work in church or similar settings, ministry experience at RHCCC is an advantage;
- Fluency in English and Cantonese, knowledge in Mandarin is an advantage;
- Strong computer skills are imperative (MS Windows, Word, Excel, and PowerPoint), Chinese typing an advantage;
- Proficiency in the use of standard office tools;
- Be conscious of the need for confidentiality;
- Be willing and able to work at a fast pace within a variety of settings and circumstances, with composure and flexibility;
- Demonstrated ability to support a large number of volunteers is preferred assets.

#### **Working Conditions**

- Require to serve on Sunday mornings and afternoons concurrent to Cantonese, English and Mandarin adult worship services (day off on Monday)
- May require to attend meetings during weekday evenings and weekends.

<b>Approved by:</b>	<i>Paul Ting, CAO</i>
<b>Date approved:</b>	<i>July 11, 2017</i>
<b>Reviewed:</b>	<i>July 11, 2017</i>