

Job Title: Interim Children's Ministry Assistant (Newton Campus)
Job Type: Part-Time; 8-10 hours
Employer: Boston Chinese Evangelical Church
Location: Newton, Massachusetts
Available: Immediately

Church Description:

Boston Chinese Evangelical Church (BCEC) founded in 1961 with an initial mission to reach Chinese immigrants in the Boston area with the Gospel and love of Jesus Christ. For over six decades, BCEC has expanded to include not only the immigrants but also individuals from all backgrounds. Today, we gather in six congregations using three languages (English, Cantonese, Mandarin) each Sunday and midweek ministry activities across two campuses in Boston's Chinatown and Newton, all for the purpose of worshipping God, edifying each other, and sharing God's Good News to our communities.

Newton Campus Children's Ministry Description:

We aim to offer a safe and loving environment to nurture children into Christ-followers. About 30-40 children ranging from nursery to 5th grade regularly attend various programs such as children's worship, Sunday school, and the nursery. Our community outreach events in the past include Vacation Bible School and a Christmas Party.

Ministry Responsibilities:

1. The Interim Children's Ministry Assistant, under the guidance of the Newton Pastoral staff, will oversee and coordinate the Children's Ministry at the Newton Campus.
2. Collaborate with the Newton pastoral staff to establish a ministry philosophy for all children's programs that aligns with BCEC's overall vision and mission.
3. Coordinate volunteer schedules for Sunday programming, particularly nursery, pre-K, and elementary
4. Support and resource Coworkers for the Friday Evening Children's Program.
5. Recruit, train, and support volunteers to lead and serve in the various Children's Ministry departments
6. Coordinates safety protocols for Children's ministry
7. Participate in staff meetings and other church events as appropriate
8. Participate as a team player and support other staff as needed

Hours Breakdown

- Staff meetings (2 hours)
- Teaching Preparation (2 hours)
- Coordinating volunteers and ministry leaders (2 hours)
- Ministry on Friday and Sunday (3-4 hours)

Ideal Candidate Qualifications:

1. At least 2 years' experience in serving in children's ministry, preferably in a local church context
2. Passionate about serving children and families
3. Heart for discipleship, outreach, and evangelism
4. Mature Christian character
5. Theological training (undergraduate or Seminary level) preferred
6. Agrees to adhere to the BCEC Constitution, Statement of Faith, mission, vision and values of BCEC
7. Ability to adapt and use technology, including virtual collaboration and media tools.
8. Strong skills in teaching, leadership, management, administration, and communication
9. Languages spoken: English (required), Mandarin and/or Cantonese (preferred)
10. Proven experience and effectiveness working in cross-cultural context (While most of the children speak English, many of their families and our volunteers come from Chinese immigrant backgrounds.)
11. Prior ministry experience in New England is preferred but not required

Application Process

Please include the names and contacts of two references with your application. Upon review of your resume, we will request a submission of two letters of reference.

Please send a cover letter and résumé by email to:

Personnel Deacon
Boston Chinese Evangelical Church
Email address: bod.personnel@bcec.net

For Further Information: Visit our website at www.bcec.net/jobs

Note: Since this is an interim role, the position will conclude once the Director of Children's Ministry is hired, allowing for a one-week overlap for a smooth transition.