



**Job Title:** Director of Children's Ministries (Newton Campus)  
**Designation:** Full-Time (40 hours)  
**Employer:** Boston Chinese Evangelical Church (non-denominational)  
**Location:** Newton, MA

---

### **Church Description**

Boston Chinese Evangelical Church (BCEC) was 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 seven 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 70 children ranging from nursery to 5th grade regularly attend various programs such as children's worship, Sunday school, Friday night, and the nursery. Our community outreach events in the past include Vacation Bible School and a Christmas Party.

### **Ministry Responsibilities**

1. Under the direction of the Pastors and working with the other pastoral staff, the Newton Campus Children's Ministry Director will be responsible for developing a vision and strategy for discipleship within children's ministry that works in conjunction with the vision and ministry of the BCEC
2. Provide oversight and planning for all aspects of Children's Ministry programming including nursery, worship for Pre-K and Elementary, Sunday School, Friday night, and outreach events
3. Recruit, train, and support volunteers to lead and serve in the various Children's Ministry departments as well as outreach events
4. Select, adapt, and implement curriculum to meet programming objectives
5. Develop and implement programs to equip parents/families to disciple their children
6. Coordinates safety protocols for Children's ministry
7. Participate in staff meetings and other church events as appropriate
8. Partner with other pastoral staff for church-wide programs, operations, and coordination, including the Cantonese and Mandarin congregations at the Newton Campus as well as Chinatown English Ministries
9. Participate as a team player and support other staff as needed

### **Ideal Candidate Qualifications**

1. At least 2 years experience in leading, designing, and developing 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).
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

**Benefits:** Benefits include Health insurance, Dental insurance, Vision insurance, Life and Disability insurance, 403B, Paid Time Off and Flexible Spending Account.

### **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](mailto:bod.personnel@bcec.net)

For Further Information: Visit our website at [www.bcec.net/jobs](http://www.bcec.net/jobs)