

## **Job Title: Children Ministry Coordinator**

Church Name: Chinese Community Church of Washington D.C.

Location: Washington, D.C.

Denomination: Non-denominational Christian Church

Job Type: Part-time

### **About Our Church:**

[Chinese Community Church of Washington D.C.](#) is a Christ-centered, multi-lingual, multi-generational church community located in Washington D.C.'s Chinatown. Established in 1935, CCC serves both English- and Chinese-speaking congregants, with a mission to know Christ and make Him known. The church offers bilingual worship services, weekly Bible study groups, and community outreach programs. CCC core values are rooted in Christ-centered worship, global and local missions, discipleship, intergenerational and intercultural fellowship, and service to God and others.

### **Position Overview:**

The Children Ministry Coordinator provides leadership, vision, and oversight for nursery and children's ministry programs (birth-Grade 6). This creates a spiritually nurturing environment where children and teens can grow in their faith, engage in community, and be equipped to live as disciples of Jesus Christ. This role ensures that children are nurtured in a safe, engaging, and Christ-centered environment, both during Sunday and through discipleship/fellowship opportunities.

### **Qualifications:**

- A personal relationship with Jesus Christ and a clear calling to church mission
- Bachelor's college degree
- Experience working with children in a ministry or children setting ( 2–5 years experience preferred)
- Experience in administration

### **How to Apply:**

Please send the following to [cccsearchcommittee@cccfdc.com](mailto:cccsearchcommittee@cccfdc.com):

- Cover letter
- Resume
- Statement of faith
- 3 references with contact information

## **Key Responsibilities:**

### **Program Leadership**

- Plan, coordinate, and implement children's ministry programs (e.g., Sunday School, nursery, children's church, VBS, seasonal events).
- Organize and teach age-appropriate lessons that support the spiritual formation of children.
- Introduce and evaluate curriculum, ensuring it aligns with church beliefs and mission.

### **Volunteer Management**

- Recruit, train, schedule, and support volunteers and teachers.
- Ensure all volunteers complete background checks and necessary training.
- Foster a culture of encouragement and excellence among the children's ministry team.

### **Safety & Administration**

- Establish and maintain safety policies, including check-in/check-out procedures and emergency protocols.
- Oversee nursery and children's ministry supplies, resources, and budget.
- Maintain attendance records and communicate with parents regarding upcoming events, policies, or concerns.

### **Communication**

- Serve as a liaison between church leadership and the children's ministry.
- Regularly communicate with parents to build relationships and inform them of ministry opportunities.
- Welcome new families and follow up
- Promote children's and/or family-oriented events through bulletins, email, website, and social media.