

Community Baptist Church of San Jose (CBCSJ) is seeking a **Children's Director** to shepherd and lead our ministry to children (nursery through 5th grade). We are a bilingual(Chinese & English), multi-generational church committed to helping families grow in Christ and raising the next generation to know and follow Jesus.

Position: Children's Director

Status: full-time

Reports to: Senior Pastor

Location: Campbell, California

About the Role

The Children's Director provides leadership, administrative oversight, and relational care for all children's programs at CBCSJ.

This includes Sunday programs, Friday evening activities, volunteer development, organize Easter outreach, and summer Vacation Bible School.

We are looking for someone who loves Jesus, loves children, and can build a healthy, safe, and engaging ministry environment.

Key Responsibilities

Leadership

- Plan, coordinate, and oversee all children's ministry programs (nursery–5th grade).
- Select and implement age-appropriate, Christ-centered curriculum.
- Create a welcoming, safe, and spiritually nurturing environment for children and families.

Volunteer Development

- Recruit, train, schedule, and support volunteers and teachers.
- Provide ongoing encouragement, resources, and accountability for ministry teams.

Family Partnership

- Communicate regularly with parents and equip them as primary disciplers of their children.
- Build strong relationships with families and support them through various life stages.

Administration & Safety

- Maintain ministry schedules, rosters, and records.
- Ensure compliance with CBCSJ's child safety policies and background checks.
- Coordinate with church staff for facilities, supplies, and event planning.

Special Events

- Lead or support events such as VBS, seasonal celebrations, family workshops, and outreach programs.

Salary Range

- **\$60,000 – \$80,000 annually (full-time)**
- *Final compensation will be determined according to experience, ministry background, and responsibilities assigned.*

Benefits (Full-Time)

- Medical insurance coverage (church-sponsored health plan)
- Paid Time Off and holidays
- Professional development support (conferences, training, ministry resources)
- Retirement contribution

Qualifications

- **Education:** College degree preferred in Education, Child Development, Bible, or equivalent Ministry experience.
- A born-again Christian with a growing, mature relationship with Jesus Christ.
- Experience working with children in a church or educational setting.
- Strong communication and organizational skills. Ability to lead, encourage, and develop volunteers.
- Heart for multicultural and bilingual ministry (English required; Chinese helpful).
- Alignment with CBCSJ's mission, values, and statement of faith.
- Familiarity with safety protocols and child protection best practices.

How to Apply

Please submit the following to [churchoffice@cbsj.org/**Peter Kwan**]:

- Resume
- Brief testimony and ministry statement
- Two references (one pastoral)