



TRINITY GRACE CHURCH
三一恩典堂

**Trinity Grace Church: Children's Minister (Full-Time)
Qualifications and Job Description**

Church Overview:

Trinity Grace Church (TGC) is a medium-sized, non-denominational church located in Highland Park, IL, with an average attendance of 230–270. We are composed of three congregations: Cantonese, English, and Mandarin. Our Children's Ministry serves children from Nursery (0–2 years), Toddler (2–4 years), PreK–K (4–5 years), Grades 1–2 (6–7 years), and Grades 3–5 (8–10 years).

We seek to be a church that is steadfast in truth, sacrificial in grace, and sowing seeds of faith — all for the glory of God. We are intentional in engaging both directly and indirectly in global missions. In 2019, we planted TGC-NW in a nearby suburb.

Application Requirements:

Applicants must align with TGC's Statement of Faith, Vision, and Values and become regular attendees of TGC. Given the nature of pastoral work, flexibility in work hours is expected.

This is a full-time, salaried position with benefits. Applications will be accepted until the position is filled. Please submit a resume, list of references, and an optional cover letter to: jobs@trinity-grace.org

Position Summary:

Provide leadership and oversight for a comprehensive and vibrant ministry that nurtures children (birth through 5th grade) in the love and truth of Christ.

Education/Experience

- At least 3 years of leadership experience in Children's Ministry. Experience in Asian-American church settings is preferred.
- BA/BS degree with a focus in Children and Family Ministry or Christian Education is preferred. Lay applicants with significant (5 years or more) experience leading Children's Ministry programs will also be considered for this position.

Qualifications and Skills:

- Exhibit Christ-like character and leadership as outlined in 1 Thessalonians 2:1–12; 1 Timothy 3:1–7; Titus 1:5–9; and 1 Peter 5:1–4.
- Passion for ministering to children from diverse, multicultural backgrounds.
- Effective interpersonal and communication skills.
- Ability to lead, manage, and encourage Children's Ministry teams.
- Culturally sensitive and able to engage with leaders and parents from various backgrounds.
- Capable of training and mentoring both adult and youth leaders.
- Detail-oriented, organized, and able to multitask.
- Team-oriented and collaborative with other church ministries.

Responsibilities and Duties:

- Responsible for the development and implementation of Children's Ministry programming for the spiritual formation of children and equipping parents to fulfill their calling as the primary spiritual leaders of their children.
- Establish, train and lead a Children's Ministry Team responsible for planning the children's activities
- Develop an outreach vision for the Children's Ministry consistent with the overall vision of Trinity Grace Church.
- Oversee infants and children's programs on Sunday mornings as well as activities for children during the week/evenings related to church-wide programs for adults.
- Work closely with pastoral staff, especially with the youth pastor, for smooth transition of the 5th graders to the youth program.
- Manage the children's ministry budget, safety policies and maintain ministry records
- Select and develop curriculum materials and educational tools
- Carry out any other ministry-related responsibilities as assigned.

Additional Details:

Ministry Load: 40 hours per week

Accountability: The position is under the supervision of the Lead Pastor and reports to the TGC Board of Elders.

Benefits available:

- Health, dental, and vision insurance
- 403(b) retirement plan
- Life insurance

Application Deadline: Open until filled

Submit applications to: jobs@trinity-grace.org

Note: TGC reserves the right to revise duties and responsibilities as necessary.