



Queens Herald Church, C&MA

宣道會基導堂

65-15 164th Street, Fresh Meadows, NY 11365

Director of Education

QHC is seeking a Director of Education to lead its education-related ministries, including Children Sunday School, Children Summer Camp and other education-related program(s) that QHC Governance Board may decide to develop. The candidate must have a Bachelor of Arts in Education or possess a valid NYS teacher certification with at least 3 years of experience in leading and supervising children's programs in a church setting. He/she must have sound theological knowledge.

Profile of OHC's Director of Education:

- Title: Director of Education
- Classification: Full-time/exempt
- Reports to: Senior Pastor (or the Elder Team if the Senior Pastor position is vacant)
- Location: Fresh Meadows, NY
- Compensation & Benefits: \$60,000–64,000 per annum with competitive benefits for the area
- Position Summary: The Director of Education shall lead, supervise and develop QHC's education-related ministries, such as Children Sunday School, Children Summer Camp and other education-related program(s) that QHC Governance Board may decide to develop.
- Position Functions & Requirements
 - ❖ Children Sunday School
 - Cast and communicate a clear vision for the children's ministry that aligns with the overall mission and values of the church.
 - Oversee all aspects of ministry operations, including (but not limited to) volunteer recruitment and training, child safety and care, program development and coordination, family engagement, administration, organization, and budgeting.
 - Provide spiritual leadership and model Christlike character for teachers, children, and their families.
 - Care for, support, and empower members of the Children Committee, fostering their growth and development in ministry.
 - In collaboration with the Children's Sunday School Committee, search, plan, and implement age-appropriate curriculum that is biblical, engaging, relevant, and consistent with church doctrine, helping children grow in their faith.
 - ❖ Children Summer Camp
 - Plan, develop and implement program and curriculum in alignment with the church's mission. Provide and create a space for gospel presentation for students, families and camp staff.
 - Form Children Summer Camp core team of required personnel in planning process and develop teamwork culture.

- Apply and ensure all certificates and licenses are updated and under appropriate personnel in the core team to meet DOH requirements.
 - In charge of all aspects of operations, including but not limited to, registration and promotion, staff recruitment and training that meet DOH requirements, facilities up to code for DOH, student safety, administration and organization, and budgeting.
 - Provide care, support and coaching for camp staff, and spiritual leadership and model Christlike character for camp staff, students and families.
- ❖ Character & Spiritual Maturity
- Must be a Christian and abide and comply with QHC's values and mission.
 - Clear vocational calling into children's and education-related ministries
 - Trustworthiness with high moral character and integrity
 - Testimony of inner health and a character that will support the demands of ministry including the demonstrations of:
 - Intimate relationship with God
 - Continual personal development and spiritual growth
 - Family and marriage (if married) is in order
- ❖ Experience & Credibility and other Requirement:
- Bachelor of Arts in Education or possess a valid NYS teacher license with at least three years of experience in leading and supervising children's programs in a church setting. Seminary degree or training or experience with special needs is a plus.
 - At least 24 weeks of previous administrative or supervisory experience in camping or equivalent experience acceptable to the State Commissioner of Health and the Department, or one summer of experience directing a summer camp if already having a teaching license
 - Must receive State Central Register Database Clearance (SCR) and complete Criminal Conviction Statement for screening and training in recognizing and reporting child abuse, neglect, and maltreatment
 - Must be committed to applying for QHC membership after three months of service at QHC.
- ❖ Other Skillsets:
- Effective and strong communication skills
 - Fluent in English and able to communicate in Chinese a plus.
 - Track record of self-leadership that will transfer into team leadership
 - Self-awareness and self-care
 - Ability to work independently as well as part of a team
- Sensitivity to the ethnic specific and multi-generational needs of the Church

Profile of Queens Herald Church ("QHC"):

Queens Herald Church, C&MA ("QHC") is a Chinese and English-speaking church of about 500 people consisting of a wide range of age groups, personalities, and giftings. The Chinese congregation averages around 250 in-person attendance.

- Vision: QHC is a family where God's love works.
- Mission: Empowering all peoples on their faith journey.

- QHC's Critical Gospel Impact is to be a Chinese American church called to be a strategically positioned presence and resource of God's healing and restorative love to multi-generational Chinese American immigrant families and people of all stages of life and faith. Our church is passionate about evangelism - sharing the gospel with our people groups and also partnering with our community to hold functions and activities. We believe that God has also blessed us with resources that are rather unique to the Asian American community. We have a dynamic youth group and children's ministry. We recognize the fact that the health of our families needs a champion. We have decided to be that champion. We will know that we are in alignment with our critical gospel impact when we hear testimonies of dynamic encounters with God and sustained intimate relationships with Him as well as stories of life-change among individuals, families, the church, and other circles of influence.
- QHC is a regional church, located in Fresh Meadows, Queens, New York, home to one of the most linguistically and ethnically diverse populaces in the United States.
- QHC was founded in April 1989 to minister to the Cantonese-speaking foreign students predominately from Hong Kong, China. Over the next 25 years, QHC shifted its focus and grew into a multi-generational family-oriented church with Cantonese-speaking and English-speaking congregations. In 2015, Christ Herald Church, a Mandarin-speaking church plant, joined QHC to become its third congregation (for Mandarin speakers). Three separate services were held on Sundays until the start of 2020, when the Cantonese and Mandarin-speaking congregations began to have worship services together (though small groups and Sunday school classes continued to be held in the 2 Chinese dialects respectively).
- QHC currently considers itself two congregations (Chinese and English) united as one church. It has two vibrant Sunday worship services in Chinese (offering simultaneous translation in Cantonese or Mandarin) and English. The Chinese congregation has an average Sunday attendance of over 200 in-person and over 100 units live-streaming online. The English congregation averages around 130 in-person attendance, including approximately 40 youths. Our youth and college groups currently meet on Friday evenings. The children's ministry averages around 70 children on Sundays. Other ministries include small groups, discipleship and leadership development, missions and evangelism, prayer and healing, community services, music school and children's summer camp.
- There have been seasons of great celebration as well as seasons of deep loss in the 35 years of QHC's history. By God's grace, QHC has been healing, experiencing freedom and restoration. In the past two years, we've experienced so much of God's favor as evidenced by our slow but intentional shift from a program and performance driven church culture to one that values authenticity, vulnerability, trust and life-change. We are learning how to connect deeply with God and with one another—caring wholistically for those who walk through our doors as well as for those in our circle of influence outside the walls of our church.
- QHC believes that a healthy church stems from healthy leaders. Part of the healing and culture shift mentioned above involves our focus on and investing in the care and development of our leaders, beginning with the staff team and extending to our lay leaders. Our staff team consists of three lead pastors, two associate pastors, one youth pastor, two ministry assistants, and four administrative staff.

- The heartbeat of QHC continues to be its small group ministry, which consists of mixed groups of church members as well as women's groups, family groups, and couple's groups. There is also an established weekly gathering of our elderly, prayer meetings, Sunday School classes, youth group and young adult group meetings. In addition, there are evangelistic and outreach service opportunities as well. We focus on three things in all the ministries at QHC—that they are relational, transformational, and missional.
- QHC is a member of the Christian and Missionary Alliance denomination. The church operates with a budget of over \$1,000,000, with significant offerings beyond the local budget to global missions. Our missions budget for Year 2024 is over \$100,000.
- QHC's governance authority is known as the Governing Board with Majority of Elders, and the number of serving lay elders on the board must be greater than the number of pastoral elders on the board. The Senior Pastor will be the chairman of the Governing Board.
- QHC's Children Sunday School has attendance of 70 children, ages range from infants to 12 years old. And the Children Summer Camp is held annually with enrollment of 100 children ranging from kindergartens to 8th graders.

Queens Herald Church, C&MA www.qhc.org.

All applications must be submitted by email to the Secretary of the Governance Board:
secretary@qhc.org

