

JOB POSTING



羅省第一華人浸信會
FIRST CHINESE BAPTIST CHURCH
LOS ANGELES

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Children's Lead Instructor

Employment Status and Hours: Professional Non-Exemption (FSLA), Administrative Non-Exemption (California); Part-time (20-25/week).

Prepared Date: October 2023

Reports to: Director of Children Ministry

Typical Work Schedule: 20-30 hours a week, including Sundays and occasionally Saturday events and activities. Maintain scheduled hours; compliant with church policies and procedures.

Job Summary: The Children's Lead Instructor will work under the Director of Children's Ministry to plan and deliver Sunday worship messages, develop curriculum, develop and train staff in teaching methods, teach in Sunday Schools, and to be knowledgeable in childhood development. S/He will also partner with other groups (e.g., camp, family ministries, etc.) to provide or review appropriate instructional materials as requested.

Delegated Authority: Children's Ministry Instructional Staff

Duties and Responsibilities:

1. Teach and coordinate Bible messages/lessons in Worship, Sunday School or other activities, promoting scripture memorization, prayer, and personal Bible reading
2. Be responsible to select, develop and evaluate all children ministry curriculum and programs
3. In partnership with the Director of Children's Ministry, advance a holistic ministry program
4. Provide seminars to workers and parents on pedagogy and child development
5. Be responsible for training of teaching staff and their development, assessing areas of strength and development
6. Create and foster a healthy spiritual ministry environment among volunteer workers and parents
7. Communicate regularly with parents and provide tools they need for spiritual leadership
8. Identify and develop gifted speakers/teachers for expansion of ministry and future roles
9. Working with the youth pastor, prepare children to transition into youth ministry well
10. Seek the spiritual well-being of children and volunteers
11. Be available as needs arise for prayer, crises, and other urgencies involving children
12. Provide counseling to children and families, visiting as needed
13. Regularly attend worship service and prayer gatherings
14. Participate in workshops, seminars, and conferences as needed
15. Attend staff and other meetings as directed by the English Lead Pastor and Director of Children's Ministry
16. Perform other duties as directed by the English Lead Pastor and Director of Children's Ministry
17. Comply with church policies and procedures

Working Relationships:

As a member of the Children's Ministry staff and an extension of the pastoral staff, this position will have frequent contact with the church office staff including maintenance, administrative staff members and various elected/appointed committees, as well as frequent contact with lay workers. In all instances, employed staff members must maintain a professional and spiritual decorum in all contacts and communications (both written and oral) with all parties.

Minimal Qualifications and Requirements:

Education:

- Master's degree in education or equivalent combination of education and experience.

Knowledge and Work Experience:

- Three (3) years full-time experience with children in a church (with at least 150 members) or school in a teaching role, or equivalent combination of experience, training, and certification.

Skills and Requirements:

- Teaching, curriculum research and development
- Proficiency with computers, basic presentation equipment and software programs

Language Skills:

- Proficiency in written and verbal English a must. Ability to converse in Cantonese and/or Mandarin is beneficial.

Certifications or Licenses:

- Teaching License/Credential

Work Conditions and Physical Requirements:

1. Become a member of FCBCLA and fully embrace the mission, vision, and values of the church
2. Completion of background check and in compliance with AB506
3. Office environment working at a modular desk
4. Works on a computer for several hours a day
5. Frequent standing and active movement are required
6. Operate standard office equipment including copiers, projectors and phone system
7. Must be able to drive to visit church members and friends as needed, as well as to attend various church functions/events

Accountability:

1. Acknowledges and agrees to abide by FCBCLA's Constitution and By-laws and Statement of Faith.
2. Director of Children's Ministry

Candidate Profile:

1. Calling and Commitment
 - a. A committed calling by God to serve in the Children's Ministry
2. Character

- a. A born-again believer, preferably baptized by immersion. A committed follower of Christ with demonstrated maturity and dependence on God.
 - b. Demonstrates God's presence with him/her. A person of prayer. Loves God and His Word.
 - c. Humble, teachable and accountable
 - d. Pursues personal holiness
 - e. Unquestioned godliness and integrity
3. Servant
- a. Personable, approachable, and available
 - b. Compassionate and caring for believers and non-believers
 - c. Encouraging and supportive
4. Spiritual Gifts and Abilities
- a. Shows adept experience in teaching and equipping
 - b. Strong ability to multitask, initiate, organize, lead, and delegate. Manages time well.
 - c. Strong communication skills. Fluency in English, knowledge of Cantonese and/or Mandarin is beneficial.

Salary is commensurate with experience. This job description is intended to convey information essential to understanding the scope of this position and not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position. This job description is subject to change by the church as the needs of the church and requirements of the job change.

PLEASE SUBMIT RESUME to jobsubmission@fcbc.org