

## CHRISTIAN EDUCATION AND MUSIC DIRECTOR FOR CHINESE MINISTRIES

### JOB DESCRIPTION

### CHINESE UNITED METHODIST CHURCH

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**Purpose:** To work with the Pastor(s) and the church leaders in the development and administration of education and music programs for all ages

**Supervisor:** The Pastor(s) and the Staff-Parish Relations Committee (SPRC)

**Qualifications:** The followings are the recommended qualifications for this position:

- † A professing Christian able to perform the duties and responsibilities listed below satisfactorily
- † Compatible to United Methodist theology
- † Commitment to Christ-centered spiritual development
- † A minimum of a Bachelor's degree in education. A Master of Arts in Theology or Master of Divinity preferred
- † Ability to work with others of various ages, educational backgrounds and spiritual development
- † Ability to speak Cantonese and English highly recommended
- † Working knowledge of Microsoft Word and Microsoft Powerpoint recommended
- † Ability to produce a valid driver's license and use of own private vehicle with minimum car insurance coverage

**Duties and Responsibilities:** The duties and responsibilities of the Christian Education and Music Director will be to provide, plan, organize, resource and direct Christian Education and Music programs and to train leaders for the task of teaching and leading Christian Education in a shared capacity. Specific duties and responsibilities include but are not limited to the followings:

#### Christian Education:

- † Help build the strategy, framework, and structure for a successful Christian Education program
- † Teach Sunday School / Bible Study groups for the Chinese Congregation as needed
- † Secure, train, and oversee all volunteers/teachers needed to run program and activities
- † Attend various Christian Education meetings including Vacation Bible School (VBS) and Chinese Sunday School programs to advise, assist, plan and implement programs

#### Music Ministry:

- † Provide trainings and conduct church choir for Chinese Congregation
- † Prepare programs and conduct for the Chinatown Children's Choir

#### Congregational Care and Nurture:

- † Maintain availability for youth and young adult consultation
- † Perform visitations for congregational members as needed

#### Worship:

- † Preach in the Chinese Congregation services once a month
- † Preach in the English Congregation service twice a year

- † Fill the pulpit when the Pastor(s) is on vacation or as directed by the Pastor(s) and/or SPRC.

**Administration:**

- † Attend staff meetings with the Pastor(s) as part of the church staff

***Time Commitment:***

- † 40-hour work week. Days worked must include Saturdays and Sundays
- † Monday and another day off (approved by the Pastor(s) and concurred by the SPRC) may be taken off

***Benefits:***

- † Medical and dental benefits will be available
- † Annual vacation leaves and holidays
- † Mileage reimbursement upon approval

***Additional Information:***

- † Criminal background checks and reference checks will be conducted prior to hiring
- † There will be a 6-month probationary period after the date of hire
- † CUMC may terminate the employment at will

***How to Apply:***

- † Applications must be accompanied by a current résumé
- † A minimum of three (3) references, including both clergy and laity
- † Any other pertinent information the candidate may wish to provide is encouraged

***Contact information:***

- † Mailing Address:  
Staff-Parish Relations Committee  
c/o Rev. Judith Portinga  
Chinese United Methodist Church  
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Los Angeles, CA 90012
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