

Northridge United Methodist Church (NUMC)
9650 Reseda Blvd., Northridge, CA 91324

Ministry Description:
Children's Lead Sunday School Teacher and Music Leader
Children and Family Ministries
Part-Time – FSLA Non-Exempt - At Will

General Description: The Children's Lead Sunday School Teacher and Music Leader shall be enthusiastic and excited about sharing the love of Christ with our children through Christian education and music, bible story sharing, song, drama/skits and other creative avenues.

There will be a 90 day probationary period.

Specific Knowledge and Skills:

The Children's Lead Sunday School Teacher and Music Leader shall possess the following knowledge, skills and abilities. He or she must -

1. Love the Lord and love working with children.
2. Possess Christian Education experience teaching children (Preschool-5th grade) through Sunday school, Vacation Bible School (VBS), or other children's ministry.
3. Possess experience teaching music to children and experience teaching music in a Christian environment.
4. Demonstrate familiarity and experience with skill-level and age-appropriate music for Preschool through 5th grade.
5. Possess strong effective communication skills interacting with children as well as parents, staff and other Church members.
6. Possess the ability to use music to deepen the children's worship experience and understanding of God.
7. Possess a basic knowledge of, or willingness to learn, the teachings of the United Methodist Church.
8. Possess a sound understanding of the Christian faith and the Church.

Employee's Responsibilities The Children's Lead Sunday School Teacher and Music Leader's specific responsibilities include but are not limited to:

1. Approximately 3-5 hours of work per week (and includes Sundays.)
2. Attendance at regular Children's & Family Ministry planning and development meetings.

3. Use of the provided Sunday School Curriculum (Preschool-5th grade) weekly.
4. Coordination with Assistant Sunday School Teachers and volunteer Sunday school staff for weekly Sunday school lessons.
5. Leadership of weekly Children's Choir/Music ministry rehearsal on Sundays following NUMCs Sunday School.
6. Development of Children's Music curriculum for children ages Preschool through 5th Grade for NUMCs Children's Choir/Music ministry.
7. Assisting in the music selection for at least four worship services throughout the year including Christmas Eve, and Palm Sunday or Easter.
8. At all times ensuring the safety of children, using appropriate materials, room designs, equipment; this employee must adhere to NUMCs abuse prevention policy, NUMCs personnel policies and procedures and other guidelines.

Reporting Responsibility: The Children's Lead Sunday School Teacher and Music Leader reports to NUMCs Associate Pastor of Children and Family Ministries and to the Staff Parish Relations Committee.

At-Will/Non-Exempt Position: This is a part-time, "at will", FSLA non-exempt position. The church or employee may terminate this employment at any time, or for any reason consistent with applicable state or federal law.

Acknowledgement of Receipt:

I have read and understand the above Job Description, have read the church's Sexual Ethics and Safe Sanctuaries Policies regarding the prevention of sexual and child abuse, and will comply with them.

_____ Dated: _____
 (Employee to Sign and Print Name)

_____ Dated: _____
 , SPRC Chairman