

Revised 6/3/2011

Job Description for hired Tween Worship Coordinators in PCCO

Purpose of the Position

To design, implement, and oversee a Sunday worship program that will help the "Tweens" (4th to 8th graders) to grow in their love for Jesus and their desire to live for Him.

Qualifications for the Position

- a. a heart to love the kids for Christ, and build them up in Christ
 - b. Faithful, responsible, available, teachable, and cooperative
 - c. Able to lead worship and praise, and give sermons to the tweens
 - d. Effective leadership and team work abilities
 - e. Passion for seeing tweens comes to know Jesus, worship Him, and growing in Him
 - f. Good interaction and motivational skills with tweens
 - g. A willingness or interest to serve in a cross-cultural context
- **Chinese language skill NOT necessary

Responsibilities

1. Design and implement the Tween Worship (TW) program with the input of the CM(Children Ministry) Overseer.
2. Lead Tween Worship time (games, praise and worship, sermon). (Sunday 10:30am–11:30am Tween Sunday School, 11:30am–12:30am Tween Worship time)
3. Develop and implement quarterly TW schedule.
4. Train and help Tweens to lead the game time and worship by themselves (including making Power Point, selecting worship songs, playing instruments).
5. Research and purchase needed materials (art, teaching, spiritual growth) with the input of the CM Overseer and the Materials coordinator.
6. Design and run special events with the input of the CM overseer (Easter, Thanksgiving, Christmas, or more)
7. Provide feedback quarterly from Tweens and parents, and report to CM Overseer.
8. Meet with the CM overseer once a quarter of the year
9. Promote TW with the help of the pastors and CM Overseer
10. Communicate the schedule to the CM core team, the kids and the parents
11. Contact or visit the tweens and their parents as needed
12. Send out cards to the tweens (B-days, get well, missed you, etc.) as needed

Goals

- a. Recruit and train Tweens to lead the worship by the end of December 2011
- b. Train Tweens to lead the worship and play instruments by the end of May 2012

RACI Relationship

R (responsible for): TW coordinator
A (accountable to): CM Overseer (Mei Ooi)
C (consult with): CM core team (Mei Ooi, Heather Cheng)
I (inform): Pastors, Elders, Core teams

**Position start in September 2011, salary negotiable during interview and hiring process,
please contact Meiru Ooi 412-235-7512, eugenemeiooi@gmail.com**