

## Rockland Chinese Alliance Church

Tappan, NY

April 23, 2026

### Externship for Children Ministry – Job Description

#### Qualification:

- ~ Born again Christian(baptized)
- ~ has God's calling/vision for children (including special needs)
- ~ Loves leading children to worship and pray, and helping them to grow close relationship with Jesus ~ is a good team player with the same vision of the church to build up godly younger generations.

#### Job Classification:

This is a part-time position of 15 hours per week. Hours may contain time spent in teaching, preparing, attending trainings, training others, researching and spending time with children and parents outside of weekly programming.

#### Working Relationship:

1. Assisting and working closely with the Children Committee (the Committee) under the lead of Children Director.
2. The Children Committee is under the supervision of the Lead Pastor.

#### Responsibilities:

1. Establishing a children choir.
2. Participating, assisting, supporting, teaching, & sharing the following with the Committee:
  - a. Once a month, 1<sup>st</sup> Sunday of the month after lunch @1:15pm, participating the **Committee meeting**.
  - b. Once a month, 3<sup>rd</sup> Sunday of the month after lunch @1:15pm, participating the Children **Prayer meeting**, sometimes the Youth Pastor comes and joins us.
  - c. Teaching **Sunday School**(10am-12:30pm) & **Friday Pioneer Club**(8pm-10pm) including leading worship, leading prayers, teaching Bible & games, according to the Teacher Schedules made by the Committee.
  - d. Assisting to choose **curriculums** for Sunday School & Pioneer Club together with the Committee
  - e. Leading, assisting, teaching, and/or establishing the **Special Events** as below:
    1. Good Friday/Easter
    2. Mother's Day
    3. Father's Day

4. Camping Out
  5. Church Retreat
  6. VBS
  7. Fall/Harvest Festival
  8. Thanksgiving
  9. Christmas
  10. Other events
3. Assisting monthly Angel's Heart special needs ministry activities.
  4. Among the above-mentioned, building and maintaining relationship with children, parents, and the church = Christ's Body.

**Compensation:**

\$850/month.

1099-Form will be provided when it is available for tax return.

**To Apply:**

All applications should be emailed to: [pastorjunren@gmail.com](mailto:pastorjunren@gmail.com)