

# 中橙縣華人浸信會

Chinese Baptist Church of Central Orange County  
12012 Yale Court, Irvine, CA 92620 714-669-1700

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## Job Description for Youth Assistant Pastor

### Ministry Focus

The Youth Assistant Pastor will provide pastoral leadership to develop and shepherd a comprehensive Youth Ministry (Grades 7 – 12) that will train up disciples of Christ, integrating them into the overall Church body, and assist parents to be the primary disciplers of their children.

### Staff Relationship

The Youth Assistant Pastor is responsible to the Senior Pastor, who will supervise, evaluate and provide a report of evaluation to the Deacon Body and the Personnel Committee. The Youth Assistant Pastor will also work with the entire pastoral staff to align the Youth Ministry with all the other ministries of the Church, and, in all Church matters, to represent the interests of the youth and their families.

### Qualifications

- A. Shall be a Biblically-based, spirit-filled Christian, ascribing to the vision and values of Chinese Baptist Church of Central Orange County. Theological position is consistent with the doctrinal statement of CBCCOC and Southern Baptist's "The Baptist Faith and Message."
- B. Shall have completed seminary training with a Master's of Divinity Degree at an accredited seminary, or equivalent (e.g., a Master's Degree in Christian Education with three years' experience in pastoral ministry).
- C. Shall have at least three years experience working with youths in a lay or ministerial role at a church in North America.
- D. Shall maintain healthy family relationships. If married, spouse and/or children are supportive of the pastor's ministry.
- E. Shall be able to work within a multi-language, multi-cultural, and multi-congregational environment. Experience with and understanding of Chinese culture is required. Is able to provide pastoral counseling to the youth or to direct to other more qualified counselors.
- F. Must be proficient in English, both written and oral.
- G. Must possess good interpersonal and communication skills.
- H. Must be legally able to work and reside in the USA.

### Principal Duties

Nurture the youth through regular preaching and teaching God's word. Directly administer or by delegated oversight, equip and assist Youth Ministry volunteers in developing, planning, conducting, organizing, and evaluating the following youth ministries at CBCCOC including (but not limited to):

**Jr. High:** Sunday School, Fellowship, and Worship Service (work with English Assistant Pastor to coordinate worship and sermon series). **Church Training:** Youth Bible Drill, Youth Worship Band class. Life Skills class.

**High School:** Sunday School, Fellowship, and Worship Service (work with English Assistant Pastor to coordinate worship and sermon series). **Church Training:** Youth Speech Tournament, Youth Worship Band class. Life Skills class.

### **Christmas Youth Choir**

**Youth Ministry Special Events:** Special events for youth, Youth Retreat, , High School Valentine's formal, Youth Thanksgiving program, Youth Christmas program, and Mission/Outreach activities.

**Youth Ministry Special Programs:** Special programs for youth that parallel the Church's special programs, including: Church Anniversary Celebration, Good Friday, Easter, Thanksgiving, Church Retreat, and programs designed specifically for youth and their families (Parents Appreciation Nights).

## **Administrative Responsibilities**

1. **Ministry Vision/Strategy:** Develop and implement ministry vision and strategy. Work with the Senior Pastor to set Youth Ministry's vision and goals, in alignment with the Church's vision, values, and goals.
2. **Curriculum:** Obtain, develop, or review all curricula used in Youth Ministry, particularly in the areas of Bible teaching, worship, discipleship, service, fellowship, and personal evangelism.
3. **Staffing:** Recruit, train, coordinate, and oversee the leadership team and workers in Youth Ministry. Oversee the Youth Ministry Core Team.
4. **Meetings:** Represent youth and their families at weekly pastoral staff meetings, weekly prayer meetings, monthly business meetings, Church Council and Fellowship Leaders meetings.
5. **Pastoral Care:** Visit with the youth and their families, especially in times of crises, evangelistic opportunities, or to follow up with new visitors. Provide pastoral care to designated individuals and families (Deacon Family List).
6. **Budget:** By participating in the Church's budget planning process, prepare and manage the Youth Ministry budget for current and upcoming. Oversee any fund-raising events related to the Youth Ministry.
7. **Child Safety Policy:** Implement and manage a Children/Youth Safety policy that will define appropriate guidelines for the Youth Ministry programs and for workers that serve in the Youth Ministry, to ensure the safety and security of the youth and to protect our Church.
8. **Office Hours:** Devote a minimum of 16 hours in the Church office.
9. **Personal Growth:** Continue to grow and develop with a teachable spirit through attending conferences, seminars, classes, or through personal study. Keep abreast of youth's trends and resources in order to serve as an advisor to the Church on teen and adolescence development.

## **Responsibilities to Youths**

1. Assist youth to develop a personal relationship with Jesus, leading to experiential knowledge of God (Psalm 78:3-4) and to help them grow in "wisdom, stature, and favor with God and man" (Luke 2:52).
2. Teach the Bible in developmentally appropriate ways so that our youth will develop a solid Biblical foundation and worldview, with the goal of firmly grounding them in the truth so that they will pass on their faith to the next generation (Psalm 78:6)
3. Develop strategy to assist youth in living their lives aligned with the five purposes of leading a life of worship, service, evangelism, discipleship, and in fellowship.
4. Assist the youth to discover their gifting and place within the Church, and give opportunities for them to practice and begin to discover their calling to serve within the larger Church body.
5. Be a visible support to youths and their parents whenever possible and also support them in prayer.
6. Form lasting appropriate relationships with the youth.

## **Responsibilities to Parents**

1. Partner with parents and the Church to support and equip parents in fulfilling their role as the primary spiritual leader and teacher of their youth.
2. Encourage and support parents in their parenting responsibilities by giving counsel when able or by directing them, when necessary, to more qualified advisors.
3. Provide training and instruction toward addressing parenting issues and for the physical and spiritual growth of youths.