



中華友愛教會

CHINESE BIBLE CHURCH OF OAK PARK

700 S. RIDGELAND AVE. OAK PARK, IL 60304 (708) 383-6867

Chinese Bible Church of Oak Park

Job Description

**Full Time Position Title: Assistant Pastor of Youth & Young Adult Ministries
(Youth & Young Adult Pastor)**

Who We Are:

We are a growing church that began as a way to reach Chinese immigrants and has grown into a family church with three congregations: English, Cantonese, and Mandarin speaking. Since our church is growing with plans of relocating to a larger facility, we recognize the critical importance of building a strong foundation and a nurturing ministry for our youth and young adults towards the overall spiritual growth of our church family. Our youth and young adults are primarily English-speaking second and third generation Chinese Americans. We have a unique blend of cultural heritage and a multi-generational membership that love one another in the name of Jesus Christ. The Chinese Bible Church of Oak Park (CBCOP) is an independent, nondenominational church of 200 members, located in Oak Park, a suburb of Chicago in Illinois.

General Purpose of Position:

The Youth & Young Adult Pastor is a full time position. The purpose is to build young disciples for Christ by developing and implementing a comprehensive youth ministry program and young adult ministry program. Our emphasis for all of our ministries is in the areas of teaching, preaching, group building, worship, discipleship, mission, and outreach. The Youth & Young Adult Pastor will serve as a spiritual leader and role model for both groups. For the youth ministry, maintaining and growing the current program will be needed. For the young adult ministry, the focus will be on developing a brand new program.

Responsibilities:

General Ministry Responsibilities

We are looking for a communicator of God's Word. We need someone who will provide and oversee good Biblical teaching that is practical and easy to apply to life. This includes:

- Preaching and teaching on a regular basis.
- Coordinating Sunday school curriculum for both the youth and young adults.

We are looking for a team player. We need someone who will work well with the current staff, volunteers, parents, and the church as a whole. You'll need to communicate clearly and

frequently to ensure this happens. Effective communication with parents is essential. This includes:

- Communicating in a timely manner and as effectively as possible using all available resources (email, website, bulletin, newsletter, bulletin board, etc.).
- Being an advocate for the youth and young adults and educating the church leadership and the congregation about the hopes, concerns and needs of these groups in the local church and community.

We are looking for a leader. We need someone who can oversee programs and ministries and who will build teams and equip volunteers. This includes:

- Helping to plan, develop, and implement all aspects of balanced ministries in the areas of fellowship, worship, discipleship, mission, and outreach.
- Mentoring youth and young adults to develop their leadership skills and equip them to serve in the children, youth, and other areas of ministry.
- Making yourself available as a shepherd to youth and young adults in a variety of ways (i.e. lunch at school, attendance at extracurricular activities, visitation, times of crisis, relationship/dating counseling, etc.).
- Finding resources for developing the youth ministry and young adult ministry programming, and participating in continuing education events and training opportunities.
- Recruiting and training volunteers who work with your ministries to ensure adequate volunteer support and, for the youth group, adult to youth ratios.
- Preparing and managing the budgets for your ministries.

Youth Specific Responsibilities

- Lead Saturday night youth group meetings for junior high and high school students.
- Support and guide the work of the God-X Youth Committee.
- Build cooperative partnerships with parents of the youth in the ministry, including visitation.
- Work with other youth community ministries when it is determined it will enhance our church's youth ministry.
- Prepare the youth to continue their Christian walk as they head into college.

Young Adult Specific Responsibilities

- Develop a ministry with regularly scheduled meetings and program activities for our current young adult base which typically are post-high school and single.
- Follow up with students who are off at college during the school year through phone calls, video chats, sending care packages, etc.
- Focus on building relationships between the young adults and other groups in the church through developing strong communication skills.

Organizational Relationship and Supervision:

- The Assistant Pastor will be under the authority of the Senior Pastor but will regularly meet and report to the English Associate Pastor from a functional standpoint and for spiritual/ministry guidance. This person will also maintain a trusting working

relationship with other church staff, the Christian Education Committee and other related church committees.

- Participate as an elder and board member, attending meetings and reporting on their ministry.
- Assist the pastoral staff in worship services/retreat and other pastoral functions as necessary including occasionally filling the pulpit.

Qualifications:

- Be of good Christian character evidenced by living an exemplary life according to the Word of God and a commitment to Jesus Christ, shown in part, through active participation in the life of a church. Candidates must meet the character qualifications for elder leadership as outlined in 1 Timothy 3:1-6. Be in total agreement with the doctrinal statement of the Chinese Bible Church of Oak Park and be willing to abide by its Constitution and Bylaws.
- This can be viewed on the church website www.cbccop.org under the About CBCOP/What We Believe section.
- Have a passion for ministering to youth and young adults and be able to relate to them as a friend.
- Have training to minister to youth and young adults is required. The candidate must have a college degree. A bachelor's degree in a related field is the minimum requirement. A Masters from a seminary is preferable.
- Possess the skills needed to effectively communicate. You must be fluent in English and have excellent written and verbal skills. You must be able to preach and teach both in small and large group settings.
- Possess the skills needed to manage a ministry. You must be able to organize and plan events. You must be able to recruit, motivate, and equip teams of volunteers. You must possess strong conflict management and counseling skills.

Evaluation:

The Church Board will conduct an annual performance review.

Compensation:

Annual salary plus benefits, depending on experience, pro-rated to the hire date.

The above statements are intended to describe the general nature of the job description. They are not to be construed as an exhaustive list of the entire job scope. Resumes may be submitted to the Chinese Bible Church of Oak Park, Attention: Barry Lee, Search Committee Chairperson. Resumes may also be submitted via e-mail to cbccop.searchcommittee@gmail.com.