



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 Children & Youth Ministries
(Youth Pastor)**

Who We Are:

Chinese Bible Church of Oak Park (CBCOP) is an independent, nondenominational church of 150 members, located in Oak Park, a suburb of Chicago in Illinois. We are primarily a family church with two congregations: Cantonese and English speaking. A third Mandarin speaking congregation is forming and will begin its own independent worship service program in September 2008. Our church is growing and we recognize the critical importance of building a strong foundation and a nurturing ministry for our children and young adults towards the overall spiritual growth of our church family according to the Bible. We have a unique blend of cultural heritage and multi-generation membership that love one another in the name of Jesus Christ.

Summary Statement:

The Youth Pastor is a full time position that coordinates children and youth programs from 1st grade through high school. The Youth Pastor will work closely with the Pastors, Christian Education Committee, and lay leaders to plan, develop and execute the overall children and youth ministries of the church in accordance with the mission and vision of CBCOP.

Qualifications:

- This person should 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 3:1-7, Titus 1:5-9, and I Peter 5:2-4.
- The person shall 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.cbcp.org under the About CBCOP/What We Believe section.
- Training and passion to minister children and youth is highly desired. The candidate must have a college degree. A degree in Christian Education, Youth Ministry, or theology is strongly preferred.
- Effective communication in preaching and teaching skills in one-on-one and group settings with students, parents, volunteers, and staff.
- Demonstrate good organizational, administrative and planning skills.
- Show strong leadership skills and the ability to recruit, motivate, support, equip, disciple, and direct both adult and youth volunteers.



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- Fluent in oral and written English.

Primary Responsibilities and Duties:

- Provide spiritual nurturing through biblical instruction, counseling, and discipleship.
- Ensure the quality of the CBCOP programs below.
 - Children's Ministry
Plan, coordinate, and lead a children's worship service every Sunday for children 1st to 6th grade. This includes providing a prepared short sermon lesson and working with a song leader and other helpers.
 - Youth Christian Education Ministry
With the Christian Education Committee, plan, oversee, and supervise the Sunday school programs for 1st grade through high school. This includes recruiting, equipping, and mentoring of lay teachers and helpers to grow a quality Children's Sunday school program. Develop a comprehensive 1st grade to high school curriculum.
 - Youth Group Ministry
Primarily responsible for a junior high/high school youth group program that meets regularly on Saturday nights. This involves prepared messages and mentoring youth leaders to help them mature in their faith.
- General Responsibilities
 - Assist in coordinating and executing special children and youth events as required.
 - Provide clear communications with parents and church leadership on program and ministry status and effectiveness.
 - Fulfill English congregation pulpit duties as necessary as back-up to English Associate Pastor
 - Prepare and oversee an annual budget for each ministry for church leadership approval.

Accountability:

The Youth Pastor position is accountable to the Senior Pastor.

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 Chinese Bible Church of Oak Park, Attention: Henry Chu, Search Committee Chairperson. Resumes may also be submitted via e-mail to

h.chu@comcast.net