

# JOB POSTING



羅省第一華人浸信會  
FIRST CHINESE BAPTIST CHURCH  
LOS ANGELES

942 Yale Street, Los Angeles, CA 90012

Phone: 213.687.0814 | Fax: 213.375.3999 | Website: www.fcbc.org | Email: info@fcbc.org

## Community Outreach Minister for Children and Youth

**Employment Status and Hours:** Exempt; Regular Full-Time

**Prepared Date:** October 8, 2018

**Reports to:** Lead Pastor designated by the Senior Pastor

**Typical Work Schedule:** Sundays, 4 weekdays, frequent Saturdays for events and activities

**Job Summary:** Works under the direction of the Lead Pastor designated by the Senior Pastor to develop Chinatown and surrounding community outreach for children and youth

**Delegated Authority:** The Community Outreach Minister will support expansion of the Community Ministry by developing and executing outreach and follow up programs for the community children and youth. Those community children and youth who are ready for discipleship will be assimilated to existing English and Chinese Children/Youth Ministries. The minister will also be involved in supporting the existing English and Chinese Children/Youth Ministries in developing ministry resources.

### DUTIES AND RESPONSIBILITIES:

1. Develop outreach and follow up programs for community children and youth as part of the ongoing strategy to outreach to the community. Outreach programs such as art/drawing contests, enrichment programs, etc. will be held during school breaks and followed up with after school programs and teaching on Christian faith.
2. Provide pastoral care to children and youth.
3. Assimilate those community children and youth who are ready for discipleship to existing English and Chinese Children/Youth Ministries. Coordinate and collaborate with Children's Minister, Youth Minister and Lead Pastor designated by the Senior Pastor on the assimilation process and ministering strategy.
4. Support existing English and Chinese Children/Youth Ministry summer outreach efforts as directed.
5. Develop or improve children/youth Bible teaching curriculum or other ministry resources and support other Community Ministry activities when needed.
6. Establish relationships with parents of community children and youth.
7. Establish relationships with outside community organizations to facilitate outreach.
8. Preach in different worship services as assigned by the Senior Pastor. Partner with Children's Minister to preach occasionally in Children's Worship.
9. Attend pastoral staff, deacons', members', and prayer meetings.
10. Maintain regular working hours; be compliant with church policies and procedures.
11. Perform other duties and tasks as assigned by the Lead Pastor designated by the Senior Pastor.

### WORKING RELATIONSHIPS:

As a member of the pastoral staff, this position will have daily contact with the church office staff including maintenance, administrative staff members and various elected/appointed committees, as well as frequent contact with lay workers. On many occasions, members of the pastoral staff will have contact with third parties on behalf of the church. In all instances, pastoral staff members must maintain a professional and spiritual decorum in all contacts and communications (both written and oral) with all parties.

### MINIMAL QUALIFICATIONS AND REQUIREMENTS:

**EDUCATION:** Master's degree in Divinity or equivalent combination of education and experience.

(10-8-2018)

**KNOWLEDGE AND WORK EXPERIENCE:**

1. Ministerial experience in a North American church desirable.
2. Prior children and youth ministry experience a plus.

**SKILLS AND REQUIREMENTS:** Teaching, coaching, leading and preaching

**LANGUAGE SKILLS:** Proficiency in written and verbal English and Cantonese a must. Ability to speak Mandarin desirable.

**CERTIFICATIONS OR LICENSES:** Ordination not required.

**WORK CONDITIONS AND PHYSICAL REQUIREMENTS:**

1. Be able to operate computer and standard office equipment.
2. Must be able to drive to visit members and visitors as needed, as well as attend various functions/events.
3. Physically fit to perform duties normally expected of a member of the pastoral staff.

**ACCOUNTABILITY**

This position is a member of the FCBCLA pastoral staff and is supervised by the Chinese Lead Pastor designated by the Senior Pastor.

**CANDIDATE PROFILE:**

1. Calling and Commitment
  - a. Must be a born-again Christian
  - b. A confirmed calling by God into the gospel ministry
2. Character
  - a. Be a Godly example
    - i. Humble before the Lord and His people
    - ii. Prayerful
    - iii. Teachable and accountable
    - iv. Pursues personal holiness
    - v. A passion for the lost in the community
3. Skills and Abilities
  - a. A good organizer with good communication skills
  - b. Possess good people skills as a shepherd
    - i. Handles problems and conflicts with sound discernment
    - ii. Works with individuals and groups as a team player
    - iii. Proactive in resolving issues and conflicts
    - iv. Personable, approachable, and available
    - v. Compassionate and caring for believers and non-believers
    - vi. Encouraging and supportive
  - c. Can share the Gospel clearly
  - d. Can teach the Bible effectively
  - e. Can lead effectively
    - i. Communicates and acts with integrity
    - ii. Initiates, organizes, leads, and delegates
  - f. Proficiency in written and verbal English and Cantonese highly desirable. Ability to speak Mandarin a plus.
  - g. Flexibility to work with different age group and cultures within FCBCLA
  - h. Sensitivity to the needs of the Chinatown community and surrounding area

*Salary is commensurate with experience.*

*This job description is subject to change by the church as the needs of the church and requirements of the job change.*

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