

**First Chinese Baptist Church, Los Angeles**  
**Job Title: English Lead Pastor 副主任牧師(英文事工)**

**Employment Status and Hours:** Exempt, Regular Full-time

**Salary is commensurate with experience**

**Reports to:** Senior Pastor

**Typical Work Schedule:** Sunday, 4 week days, and frequent Saturday events and activities. Maintain regular working hours; compliant with church policies and procedures.

**JOB SUMMARY:** Works under the direction of the Senior Pastor to lead and supervise assigned staff members of English ministries to carry out the vision of the church through functions such as worship, prayer, Equipping classes (formerly Sunday School), visitation, fellowship and life groups, outreach, discipleship, workshops, and other ministry programs.

**DELEGATED AUTHORITY:** Lead and oversee the English ministries and the English pastoral staff with the support of lay workers.

**DUTIES AND RESPONSIBILITIES:**

1. Supervise and shepherd the assigned staff members to fulfill the established vision/values of the church; follow the process described in the Supervision Guidelines, including annual and ongoing assessment of their ministry effectiveness and achieving ministry goals and objectives.
2. Lead and coordinate assigned staff members and their ministries. Assign or re-assign their functions and responsibilities to maintain or increase ministry effectiveness.
3. Support the Senior Pastor as a member of the Senior Pastoral Team as follows, but not limited to: (1) establishing unity through vision/values of the church; (2) making major ministry decisions; (3) providing direction and coordination for all ministries in all age and language groups.
4. Serve as Staff Representative in the Executive Council (EC); fulfill duties described in the Organization Manual and on those specified for EC pastors in the Constitution and Bylaws.
5. Engaged in shepherding and caring specifically for English ministry, and generally for all of First Chinese Baptist Church, Los Angeles including pastoral staff.
6. Preach in worship services as assigned by the Senior Pastor.
7. Develop, equip, and train lay workers in discipleship, prayer, Bible study, and personal evangelism.
8. Lead and coordinate outreach and evangelistic efforts including but not limited to, fellowship life group meetings, visitations and evangelistic meetings.
9. Teach and lead the congregation to love God, serve God and one another with deeper faith in His Word, trust in God, and increase in Christ-likeness.
10. Lead and train assigned staff members and ministry team leaders in planning and executing ministry activities, projects and programs.
11. Be available as needs arise, for prayer, personal counseling, visitation, crises, etc.
12. Support and attend Executive Council, pastoral staff, deacons', members', and prayer meetings.
13. Perform other duties and tasks as assigned 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

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**2. Character**

- a. As an Godly example
  - i. Humble before the Lord and His people
  - ii. Prayerful
  - iii. Teachable and accountable
  - iv. Pursues personal holiness

**3. Skills and Abilities**

- a. 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
- b. Can share the Gospel clearly
- c. Can teach the Bible effectively
- d. Can lead effectively
  - i. Communicates and acts with integrity
  - ii. Initiates, organizes, leads, and delegates
- e. Proficiency in written and verbal English a must
- g. Flexibility to work in a wide age span in the English-speaking ministries
- h. Sensitivity to needs of a wide age span and life-stage congregation

**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.
- **WORK EXPERIENCE:**
  - 1. Minimum 3 years of full time ministerial experience in a North American congregation with 100 or more is desirable.
  - 2. Prior experience working in a supervisory role is a plus.

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- **SKILLS:** teaching, coaching, leading and preaching
- **CERTIFICATIONS OR LICENSES:** Ordination is required

#### **WORK CONDITIONS AND PHYSICAL REQUIREMENTS:**

- Operate computer and standard office equipment.
- Must be able to drive to visit members and visitors as needed, as well as to attend various functions/events.
- Physically fit to perform duties normally expected of a pastor.

#### **ACCOUNTABILITY**

- The pastor is a member of the pastoral staff and is supervised by the Senior Pastor.

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