

## CHINESE BAPTIST CHURCH JOB DESCRIPTION

POSITION: Chinese Associate Pastor/Minister – Mandarin Speaking

RECRUITED BY AND RECOMMENDED BY: Personnel Committee, Senior Pastor

ELECTED BY: Church Congregation

REPORTING TO: Senior Pastor

PRINCIPAL FUNCTION: To work with the Senior Pastor in providing leadership for the Chinese ministries, and engage in other functions as delegated by the Senior Pastor including, but not limited to, Evangelism, Missions, Koinonia Fellowship and Worship.

POSITION REQUIREMENTS: A born again believer who has put his/her faith in Christ Jesus as his/her personal Savior; M. Div. from an accredited seminary or equivalent required; accept/follow SBC doctrines and CBC Statement of Faith; live a godly lifestyle; be a native Mandarin speaker from Mainland China (knowledge of English language desirable); have good verbal/written communication skills; have a strong ability to preach/teach; have a caring attitude with strong interpersonal relationship skills; have the ability to lead and direct a lay staff while maintaining a strong teamwork atmosphere; have a heart for God and the church; have a genuine concern for the unsaved and be willing to work non-standard hours on an occasional basis.

### RESPONSIBILITIES:

1. Chinese Worship Service - Primary responsibilities for Sunday worship: coordinate with the Worship Pastor/Chinese Music Director on program formats, make final decisions on guest speakers and arrange for special events which take place during worship.
  - Oversee other Chinese Worship Services including participation in worship services and work with the Worship Committee to make final decisions on matters relating to these worships.
2. Counseling - Premarital, Marital, Family, Individual
3. Ministry Areas (ensure all are meeting the vision and goals of the church)
  - Development of Mandarin Ministry including Mandarin fellowship groups
  - Training of Chinese leaders
  - Development of Chinese Sunday School and ESL classes
4. Other duties as requested:
  - Outreach
  - Perform weddings, funerals and other events
  - Represent the church at special functions
  - Assist the Senior Pastor in providing vision, goals and direction for Chinese Baptist Church

Signature: \_\_\_\_\_  
(Pastor)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Chairperson, Personnel Committee)

Date: \_\_\_\_\_