

## **JOB DESCRIPTION FOR YOUTH PASTOR/DIRECTOR OF EVANGELICAL CHINESE CHURCH OF SEATTLE (REDMOND CAMPUS)**

**General Call:** Evangelical Chinese Church of Seattle (ECC) is seeking a full-time **Youth Pastor/Director** to pastor and oversee a vibrant, growing youth ministry (YM) based at the Redmond Campus (RED). The pastor/director will work with the other English-speaking ministry pastors in a team-based ministry approach to facilitate the overall church mission and vision and provide overall direction to the youth ministry. The pastor/director will work with the Ministry Council, Youth Ministry Staff, and volunteers to coordinate and administer an effective youth ministry and provide leadership to co-laborers, the congregation, parents, and youth, helping them find Christ and grow spiritually.

### **A. Qualifications/Experience:**

- Pastoral Track: Seminary graduate with a Master of Divinity degree or equivalent from an accredited institution
- Director Track: College or Bible School graduate with some seminary education. Opportunity is available for further studies, including Master's Degree
- Spiritually mature with a vision and passion for discipleship, outreach, and evangelism
- A team player with strong communication, interpersonal, and organizational skills (experience in managing and cultivating volunteers is a plus)
- Familiar with both Chinese and American cultures
- Previous experience with ministry to primarily English-speaking youth is preferred
- Ability to carry out counseling with youth and parents on youth-related family issues
- Agree with ECC Statement of Faith

### **B. Relationships/Team Ministries/Co-Laboring:**

As a pastoral staff member, the Youth Pastor/Director has primary responsibilities within the assigned youth congregation, but also has some responsibilities outside of the primary ministry area, where s/he also co-labors with the Seattle campus youth ministry team on church-wide missions and activities. The Youth Pastor/Director also works with other pastors and elders to ensure that ministries to an age continuum from children to adults in English Ministry (EM) are designed, improved, and conducted. In each of these roles, the pastor/director must work in teams with lay leaders, elders, and staff colleagues.

**Relationships:** The Youth Pastor/director must build relationships with other staff members and ministry co-laborers, especially the counseling team. These relationships strengthen the collective ministry of ECC.

**Team Ministry:** The pastor/director must be willing to work in teams – at times leading, supporting, and/or serving the team.

### **C. Basic Ministry:**

The Youth Pastor/Director will be assigned primarily to the Redmond campus as designated by the ECC Elder Board (EB). The Elder Board, following the suggestions of the EM council, reserves the right to adjust future ministry assignments. The primary ministry responsibilities of the youth pastor/director are to carry out ministry activities with the following aims:

1. To seek and cast God's vision for the ECC-RED youth ministry in the next five years
2. To address the continued growth and increasing needs of the ECC-RED youth ministry
3. To plan and/or develop youth curriculum
4. To plan and lead youth program and activities
5. To collaborate with the ECC-Seattle YM and jointly build up the youth ministry of ECC as a whole
6. To provide counsel for the youth and help them to take root and stand firm in their faith

D. Specific Responsibilities:

1. Leadership Development/Mentoring
  - i. Counselors
    1. Mentoring and spiritual support for the counselors, including leading of regular youth counselor meetings
    2. Works with co-workers in the recruitment of counselors and volunteers
  - ii. Youth Leaders: Develop and mentor youth leaders within the youth
2. Young Student Fellowship (YSF) – High school student semi-monthly Saturday night fellowship
  - i. Plan programs with counseling team
  - ii. Preview and approve topics and study materials
  - iii. Provide support for the counseling team as needed
  - iv. Maintain a presence and provide leadership in YSF
3. Youth Fellowship (YF) – Junior high student semi-monthly Saturday night fellowship
  - i. Plan programs and activities with the counseling team
  - ii. Coordinate youth counselor support as needed
4. Sunday Youth Worship Service – semi-monthly among youth grades 6-8
  - i. Coordinate/lead worship and preach
  - ii. Coordinate youth counselor support as needed
5. Sunday school
  - i. Select curriculum
  - ii. Provide curriculum direction for the teaching team in adequate time for their proper preparation
  - iii. Teach as needed
6. Special Events planning and coordination, co-laboring with Seattle Youth Ministry team, counselors, and parents (including but not limited to):
  - Service Projects
  - Annual Sleepover
  - Annual Snow trip
  - Workshops/Seminars relevant to youth and youth families

- Senior send-off
  - 6<sup>th</sup> grade initiation
  - Senior High Winter Retreat
  - Junior High Summer Camp
  - Youth Camp (Senior and Junior High combined)
  - Summer Missions trips
  - Other cross-campus joint activities (e.g., Joint Praise Night)
7. Meetings: Regularly-scheduled meetings include Pastoral Staff Meetings, Church Board, Ministry Council, and Youth Ministry-related meetings. Attendance at these meetings is mandatory. Other ad-hoc conferences will be scheduled as necessary.
  8. Visitation as necessary
  9. Youth Parents Night (YM briefing)
  10. Administration (administrative support will also be provided by parents and congregational councils)
    - Provide monthly (oral) ministry report to ECC-RED Joint Council Meeting
    - Update the youth ministry roster at regular intervals
    - Track attendance patterns and obtain necessary information from families/parents about teens who are missing from our meetings from week to week
    - Compile and maintain a database of trained and available adults who can serve as a resource to the youth ministry
    - Communicate personally with parents to keep them informed of any changes in ministry schedules or protocols, to provide timely information about their teen's class schedule, and to provide adequate advance notice of coming events affecting the youth
    - Communicate personally with teachers and Youth workers to inform them of training opportunities, and to announce special events
    - Plan and coordinate regular meetings with team members to encourage intercessory prayer and timely evaluation of the ministry's effectiveness

E. Accountability:

1. The Youth Pastor/Director reports and communicates directly with the designated English Pastors and elder assigned to the youth ministry.
2. The Youth Pastor/Director will observe ECC Pastoral Staff bylaws and work rules. S/He will actively participate within the ECC Pastoral Staff protocols.
3. The Youth Pastor/Director, as with all pastoral and ministry staff members, is given the right and responsibility to conduct ministry within the ECC community by the ECC Elder Board. The Lay Elder Board (Elder Board minus all employees of ECC) has the final authority to carry out all actions specified in the ECC Employee Handbook.
4. Upon engagement, the Youth Pastor/Director will be subjected to a one-year probation period. The Lay EB, at the recommendation of councils, will decide on the status of the Youth Pastor/Director after that time.