

Job Description
English Ministry Director
Formosan Presbyterian Church Orange County

Job Title: English Ministry Director

Reports to: Church Pastor

Prepared: May 26th, 2019

Approved: Session

SUMMARY: This is a Full-time position. The English Ministry Director is responsible for planning, developing and coordinating various ministry programs covering worship, education and fellowship activities for a small English speaking congregation of less than 20 members.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Pastoral duties: preaching in regular worship services (in English), counseling member in crisis or with issue.
- Oversee weekly worship planning.
- Help or direct curriculum selection.
- Teaching in scheduled Sunday school classes, leading some scheduled small group bible studies sessions.
- Actively involved in church missionary and outreach programs.

EDUCATION, EXPERIENCE AND QUALIFICATIONS:

- Graduate with a PCUSA accredited Master of Divinity degree.
- Experience working with teenagers, youth or young adult family is preferred
- Excel in interpreting and communicating the WORD: a teacher of the congregation and a counselor
- Caring, warm and welcoming to congregation
- An experienced leader: leading by example and humble serving
- With effective interpersonal skill, capable of inspiring group leaders and members to work together.
- Acknowledge and respect Taiwanese heritage and identity

LANGUAGE SKILLS:

- Must have good command of English language.
- Other languages, especially Taiwanese or Mandarin are useful.

WORK HOURS: This is a full time position

RELATIONSHIPS: The director

- Shall work closely with all congregation members – kids, youth, parents, and volunteers involved in the English Ministries programs.
- Will interface and work closely with Pastor and the English ministry committee members
- Shall be under the direct supervision of Pastor and Chair of English ministry committee

EVALUATION: Performance reviews will be prepared and presented annually by the Pastor/Chair of English ministry committee in conjunction with the Session. The session will review the compensation for this position on an annual basis.