

## **CECSD Cantonese Minister Job Description**

**JOB TITLE: Cantonese Minister**

**HOURS: Full-Time**

**FLSA: Exempt**

### **About Our Church**

Chinese Evangelical Church of San Diego (CECSD) is a non-denominational Christian church located at 2585 Judson Street, San Diego, CA 92111. CECSD is a multi-congregational church with English, Cantonese, and Mandarin-speaking ministries, united as one church family. CECSD is known for its intergenerational, family-oriented approach to ministry--serving different age groups and language preferences while remaining unified in mission, leadership, and vision.

### **CECSD's Vision:**

As a Chinese heritage church, we aspire to be a vibrant Christ-centered family of disciple-makers, driven by a passion for God's glory and His Word, reaching the next generation in San Diego and the world.

### **Position Overview**

The Cantonese Minister assists and cooperates with the Cantonese Pastor in shepherding the Cantonese congregation through caring for and counseling its people, teaching the Word, overseeing specific ministries, and reaching the lost. This position supports and strengthens the overall ministry of the Cantonese congregation and the entire church. The Cantonese Minister reports to the Cantonese Pastor under the authority of the Senior Pastor and Elder Council.

### **Qualifications - Spiritual**

- A clear sense of calling to serve in ministry work.
- A growing and mature Christian faith with a heart for shepherding God's people.
- Able to work well in a team and under pastoral leadership.
- Willing to serve flexibly in multiple language ministry areas.

### **Qualifications – Leadership**

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- Able to teach and communicate effectively both in Cantonese and Mandarin; able to read and write Chinese.
  - Good interpersonal and communication skills.
  - Comfortable assisting in pastoral care and counseling ministries.
  - Able to communicate with pastoral staff and church leadership in English.
  - Proficient in using standard computer software and communication tools (e.g., Gmail, Word, PowerPoint, messaging apps).

### **Requirements**

- Graduated or about to graduate theological seminary training. (Master's Degree or Master of Divinity with preference given to an accredited theological seminary)
- At least 1 year of part-time or full-time ministry experience in a church setting, preferably in North America.
- Full agreement with CECSD's Statement of Faith and Church Constitution/Bylaws.
- Must pass a comprehensive criminal background check and Live Scan fingerprint.
- Valid CA driver's license required for visiting the sick, elderly, and homebound.

### **Responsibilities**

#### A. Teaching & Training

- Teaching in different settings, including Sunday school, fellowships, small groups, and special gatherings.
- Support the development and training of Bible study leaders and small group leaders.
- Participate in discipleship, baptism, and new believer classes as needed.

#### B. Ministry Support & Leadership

- Assist the Cantonese Pastor in carrying out the vision and ministries of the Cantonese congregation.
- Provide leadership in assigned ministry areas.
- Support and work with the Cantonese Ministry Team (CMT) and its five departments (Worship, Evangelism, Missions, Christian Education, and Caring) to serve the needs of the congregation.

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- Assist in overseeing Cantonese fellowships and small groups, including teaching, leader support, and curriculum selection.
  - Encourage spiritual growth and community life within fellowships and small groups.

#### C. Pastoral Care & Visitation

- Work with the Cantonese Caring team and provide pastoral care and visitation, especially for those who are sick, elderly, or homebound.
- Provide spiritual encouragement, prayer, and pastoral counseling under the supervision of the Cantonese Pastor.

#### D. Evangelism, Missions & Church-wide Support

- Support Cantonese evangelistic efforts, including evangelistic meetings, Gospel Sundays, and outreach events.
- Encourage and participate in different mission activities, either in the Cantonese congregation or the entire church.
- Assist the Cantonese Pastor in supporting the ministry of the entire church.
- Participate in pastoral staff meetings, ministry meetings, and other church leadership meetings as directed.
- Reviewing weekly bulletins and special announcements when requested.

#### **Compensation and Benefits**

The Cantonese Minister is a salaried, full-time, exempt, at-will position with the call subject to the approval of CECSD membership upon the recommendation of the Elder Council. CECSD offers comprehensive benefits for full-time employees, including health care coverage for staff and dependents, legal holidays, accrual-based vacation and sick leave, and retirement savings, consistent with its staff policies.

#### **Physical Requirements & Working Environment**

##### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

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accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to read, speak, see, and hear well enough to communicate by telephone, electronically, and in person. Employee must also regularly be able to write, file, type, and operate a computer, telephone, and general office equipment. The employee will occasionally sit for an extended period which is done at a desk with forward bending from the waist, leaning on forearms, and looking down which requires neck flexion. It is necessary to grasp and manipulate pens, markers, scissors, staplers, etc., occasionally or frequently, depending on the day. Employee might occasionally move materials and furniture to manipulate the room layout and be able to lift and carry up to 25 lbs.

**WORKING ENVIRONMENT:**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

This position works in a variety of settings including office, classrooms and outdoors and may experience heat or cold extremes as well as fumes, odors, and dust. Noise level is moderate.