English Ministry Leader Job Description

Seeking a part-time contracted English Ministry Leader for Ark Baptist Church, Milpitas, California

Ark is a family focused intergenerational Chinese church, with about 120 adults and 80 children, youth and English speaking young adults. We are a bilingual (English and Mandarin Chinese) congregation.
We are searching for a ministry leader that will serve our English speaking youth group and young adults by carrying out caring and administrative duties, facilitating programs, and working with other staff and volunteers to plan and carry out different ministries.

Qualifications Include:

- Agreement with Ark's mission statement, doctrines of faith, and vision on family and local community
- Have a strong personal relationship with Jesus Christ
- Have good communication skills
- Previous ministry experience, minimum 1 yr
- Able to communicate in Mandarin

Responsibilities Include:

- Lead and facilitate a program for English speaking youth and young adults during adult Sunday School time slot.
- Provide administrative leadership for Antioch (college and young adult) fellowship.
- Provide caring/outreach leadership for Antioch (college and young adult) fellowship.
- Ensure that AB506 guidelines are met during programs involving minors.
- Work with staff and volunteers to complete other administrative, leadership, and caring tasks.

Details

- Maximum 20 hrs/week

If interested, please submit your resume to office@arkbaptistchurch.org

Project 1: English Sunday School

Needs

- No Sunday School classes being offered for English speakers (youth/adult) during adult Sunday School time (11:45 AM - 12:30 PM) for the 2025-2026 academic year

Objectives

- Offer an English Sunday School class for fall 2025 semester adult Sunday School year targeted towards youth and young adults to engage the English speaking population, deepen their faith in God,and facilitate fellowship.

Description

- Select a curriculum for the Sunday School class and design the agenda for each week. May survey the target population (English speaking youth and young adults) and their parents to determine the best curriculum or activity to facilitate the objectives of this class.
- Maintain sign in/out sheet for classes
- Lead or appoint qualified leaders (spiritually mature, able to lead group discussions) to lead weekly classes.
- Encourage the target population to attend. Provide care as needed, both to those who are actively attending the class and those who are within the target population but not attending.
- Ensure that AB506 guidelines are met.
- Estimated 7 hrs/weekly
    - 1.5 hrs for English Sunday School (45 mins teaching, 45 mins overhead)
    - 2.0 hrs for communication (emails, meetings, etc.) with church members
    - 2.0 hrs preparation
    - 1.5 hrs caring/outreach

Project 2: Antioch (College/Young Adult group) Administration and Caring

Needs

- No dedicated personnel for college/young adult ministry at this time
    - Outreach to high school graduates who recently became eligible to join Antioch
    - Outreach to those who are within the target demographic but not participating in events
    - Caring for those who are in involved in Antioch

Objectives

- Provide administrative leadership and caring leadership for Antioch for 2025 fall semester to engage the English speaking population, deepen their faith in God,and facilitate fellowship.

Description

- Provide administrative leadership
    - Send weekly reminders for Friday meetings
    - Lead or appoint qualified leaders (spiritually mature, able to lead group discussions) to lead weekly meetings
    - Select a curriculum for Antioch Friday meetings nd design the agenda for each week. May survey the target population (English speaking college and young adults) to determine the best curriculum or activity to facilitate the objectives of this fellowship.
- Provide caring/outreach leadership
    - Outreach to high school graduates who recently became eligible to join Antioch
    - Outreach to those who are within the target demographic but not participating in events
    - Provide caring to Antioch members who are in college/university (organize care packages, update prayer lists, set up college visitations as possible)
    - Caring for those who are in involved in Antioch
- Estimated 13 hrs/weekly
    - 3.0 hrs for Antioch fellowship (1.0 hr dinner fellowship, 1.5 hr meeting, 0.5 hr overhead)
    - 2.0 hrs for communication (emails, meetings, etc.) with church members
    - 5.0 hrs administration
    - 3.0 hrs caring/outreach