

外展事工同工
Local Ministry Staff for Outreach Ministry

Job Responsibilities:

OSC related scope

1. Work with the Chairpersons, Outreach & Social Concerns (OSC) Ministry and Evangelism Ministry for the planning, organizing and managing of the Ministry's outreach and evangelistic events/projects and activities including the "Bless AMK" Programme as well as the partnership with MWS Kebun Baru Senior Activity Centre (SAC), and other related programmes in accordance with the mission and vision of AMKCMC
2. Work with age-based ministry chairpersons to coordinate the church outreach and evangelistic programmes
3. Manage and coordinate various volunteering works including recruitment and providing relevant resources and training
4. Build and maintain relationships with schools and community centres within Ang Mo Kio and if necessary meet the CC / RC leaders and coordinators
5. Establish AMKCMC Volunteering System where volunteers could sign up to participate on 30 minute or 60 minute blocks for the various OSC volunteering programmes
6. Execute the action plans and decisions of the Ministry and LCEC which could, from time to time, include mission-related programs

Support Age-based Ministry

7. Maintain Newcomers Database and keep track of the newcomers, especially those participating in the AMKCMC OSC programmes
8. Reach out to the newcomers through social media platform (WhatsApp/WeChat), SMS, direct mail (e.g. flyers, pamphlets etc.), phone calls where appropriate
9. Assist PIC and pastor to provide pastoral care, leadership and support to the assigned age-based ministry
10. Execute tasks delegated by the AMKCMC pastors, OSC Nam's Evangelism Ministry chairpersons, and LCEC. This may include attending to walk-ins, hospital visitations and wake services

General duties & meetings

11. Perform assigned congregational duties and ensure smooth flow of service logistics support.
12. Attend the following church meetings:
 - o Weekly pastoral meeting chaired by AMKCMC pastors
- Local Church Executive Committee (LCEC) meetings
- AMKCMC LCEC Leaders Strategic Planning Retreats
- Outreach (向外接触) and Pastoral (对内建立) Coordination meetings
- OSC and Evangelism ministry committee meetings

Job Requirements:

- Degree in Theology or equivalent (good to have but not necessary)
- Minimum two (2) to three (3) years prior experience in similar capacity
- Have a pastoral heart, self-starter with minimum supervision and good teamwork and interpersonal skills
- Conversant with IT and Microsoft Office or equivalent software packages as well as Good organisational and problem solving skills
- Willing to work on weekends