



新加坡基督教卫理公会宏茂桥堂 ANG MO KIO CHINESE METHODIST CHURCH

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ANNEX A

LOCAL MINISTRY STAFF (事工同工) - PR or Singaporean only

儿童/儿少事工干事 Local Ministry Staff for Children & Junior Youth Ministry

Key Responsibilities

1. Assist and work with the Chairperson, children/junior youth ministry in the planning, organizing and managing of the pastoral ministry, Sunday School Education & Training as well as Outreach programs of the children from 10 years old to 18 years old
2. Pastoral Care - Assist in the development of with pastoral care programs to extend pastoral care to children and youth (from 10 years old to 18 years old)
 - a. Maintain Database for the Children ministry and keep track of the development of the children especially those who do not regularly attend church worship, Sunday School and events/meetings
 - b. Establish and Monitor the pastoral care (Sun Sch) network of the Children (from 7 years old to 14 years old)
 - c. Organize (e.g. meet the parents sessions etc.) and Involve them in the Children & Youth Ministry as appropriate and necessary
 - d. To prepare and enable children to assimilate to youth ministries
3. Sunday School education - Assist the pastoral team and ministry chairpersons (Children/Junior Youth Ministry and Discipleship & Nurture (DNS) Ministry):
 - a. to monitor and support conduct of the Sunday School classes including planning the timetables, preparing the resources & materials etc.
 - b. to assist in the recruitment & training of the Sunday School teachers, assistant and volunteers as well as to manage and support these volunteers
 - c. to review and recommend curriculum changes as well as to support the conduct of the Sunday School Classes
4. Ministry Events/Projects - Execute and run Children Ministry events/projects as well as to help out with the Youth Ministry's meetings/programs/events. Specifically, to organize and mobilize the resources for annual Children's Sunday
5. Outreach.
 - a. Develop, Plan and Organize the Children Outreach programs (e.g. Year-end Children Camp) which will be discussed and agreed by the Children & Youth Committee and in coordination with the outreach and evangelism committees
 - b. Maintain Newcomers Database and keep track of the newcomers, especially those participating in the outreach programmes



c. P

publicize the outreach events and reach out to the newcomers through social media platform (WhatsApp/WeChat), SMS, direct mail (e.g. flyers, pamphlets etc.), phone calls where appropriate

6. Execute the plans and decisions of the Ministry and LCEC relating to the Children & Youth Ministry as well as, from time to time, which could, from time to time, include programs/activities indirectly related to the Children & Youth Ministry.

General duties & meetings

7. Perform assigned congregational duties and ensure smooth flow of service logistics support.
8. Attend the following church meetings:
 - o Weekly pastoral meeting chaired by AMKCMC pastors
 - a. Weekly pastoral meeting chaired by the PIC
 - b. Local Church Executive Committee (LCEC) meetings
 - c. AMKCMC LCEC Leaders Strategic Planning Retreats
 - d. Outreach (向外接触) and Pastoral (对内建立) Coordination meetings

Job Requirements

1. Education Level: Diploma or Tertiary degree (preferred), Theological Degree or Diploma will be considered favourably but not necessary
2. Bilingual in both spoken and written language (English and Mandarin)
3. Preferred 1 to 2 years of prior experience in similar capacity
4. Have a pastoral heart, good teamwork and interpersonal skills
5. Good organisational skills, resourceful and proficient in Microsoft Office or similar software, experience and familiarity with multimedia equipment will be favored
6. Self-motivated and able to work independently
7. Willing to work on weekends