

## **Faith Methodist Church**

### **Pastoral Team Member (Family Life)**

#### **Responsibilities**

- Plan and execute programmes and events to train and equip members to handle life cycle challenges, through collaboration with other parish team leaders, church ministries and para church organisation.
- Build network with para church organisation to look for resources that will connect congregation with strong programmes relevant to their needs.
- Provide feedback on new ministry opportunities as family life needs evolves within the church.
- Manage the event calendar and keep it up to date for broadcast and publicity.
- Manage inventory of instructional materials.
- Participate in committee meetings and follow up on key action points to facilitate progress.
- Assist to recruit volunteers and manage their expectation.
- Maintain budget and ensure no overrun of expenses.
- Collect appropriate data for monthly reporting and disseminate information to key individuals.
- Provide pastoral care, leadership and support for small groups.
- Perform assigned congregational duties and ensure smooth flow of logistics and technical support.
- Perform any other duties as assigned including teaching/preaching, attending to walk-ins, conduct home blessings, hospital visits and wake services.

#### **Requirements**

- Degree in Theology or equivalent
- Pastoral heart of servanthood
- Strong communication skills, team player
- Good planner and organizer who is able to meet deadline
- Training background will be an advantage
- Have at least two years prior experience in similar capacity
- Good organisational skills and resourceful
- Willing to work on weekends

Interested applicant should apply with a detailed resume and email to [hr@faithmc.sg](mailto:hr@faithmc.sg)  
Only shortlisted applicants will be notified.