

Assistant Pastoral Team Member (Worship and Music)

Responsibilities

Ministry Focus - Worship

- Assist in planning and preparing run sheet and order of worship for all celebration services and special events
- Work with pastors (under the supervision of the PTM) to implement plans for all types of services (Celebration Services, Special Services and Corporate Services)
- Ensure all media slides and videos from worship leaders, pastors and communications department are properly collated and uploaded for all services
- Coordinate the worship teams, sound crew, projectionists and ushers who serve at worship events held at Faith (eg. W&M Worship Night, Worship teachings, CHOP)
- Continually learn about people in the congregation and keep abreast on music methods, literature and materials available to plan music approach that meets the congregation needs.

Budget & Inventory

- Plans and manages annual ministry budget
- Coordinate the purchase, maintenance, replacement of music related equipment, supplies and instruments, maintain music library of original scores and conduct annual stock take of the music library.

Administration

- Coordinates with Operation team on logistics and technical support needed to ensure smooth execution for all types of Services
- Collate and compile worship songs selected by Worship Team for service and prepares slide presentation
- Assist in the recruitment and works with volunteers for W&M Ministry teams (worship teams, choirs, singers, musicians, sound crew, projectionists) for different services
- Prepare claims for W&M materials, supplies and fixed asset purchases and keep inventory record.
- Book rooms and make reservations of venue and catering needs.

Others

- Assist in the pastoral care as directed, which may include homebound visits, home/office blessings/cleansings, hospitalization visits, bereavement help in wake or funeral etc.
- Perform assigned duties and oversee a well-coordinated Sunday Order of Service and smooth flow of logistics and technical support.

A) Requirements

- Called to serve in in the Worship and Music ministry
- Diploma in Church Music and/or ABRSM/Trinity Grade 8 (theory/practical) would be advantageous
- Preferably able to play a musical instrument ie keyboard, piano or guitar
- At least 2 – 3 years' experience of serving in a church
- Good organisational administrative skills
- Has a pastoral heart, teachable spirit, good teamwork and interpersonal skills
- Willing to work during weekends

Please send your detailed resume to HR Manager at hr@faithmc.sg. All applications are kept in strict confidence and we regret that only shortlisted applicants will be notified.

