

Assistant/Pastoral Team Member (Outreach & Social Concerns)

Responsibilities

- Identify outreach opportunities and partner with Ministry Overseers to connect small groups to family in need.
- Responsible for marketing, sourcing of gifts and communicating with small groups.
- Establish and maintain a system to gather feedback and updates from small groups in their outreach to the residents of the adopted block.
- Brief new volunteers on the purpose and outreach strategy of Adopt-a-Block (AAB).
- Coordinate with FaithActs on administration work for monthly financial relief fund.
- Prepare and manage yearly ministry budget.
- Coordinate other outreach activities involving ministries such as Turning Point, Schools Outreach, God Of Love Delivery (GOLD) and Adopt-A-Family(AAF).
- Arranging for medical services partners and coordinate other outreach activities for migrant workers.
- Work with MSF to provide support to rough sleepers and homeless individuals.
- Provide pastoral care, leadership and support for small groups
- Assist in the pastoral care as directed, which include homebound visits, home/office blessings/cleansings, hospitalization visits, bereavement help in wake or funeral.
- Perform assigned congregational duties and ensure smooth flow of logistics and technical support for Church services.
- Any other responsibilities as assigned by the Reporting Officer.

Requirements

- Have at least two years' relevant experience.
- Strong communication skills, team player.
- Good organisational skills and resourceful.
- Has a pastoral heart, teachable, good teamwork and interpersonal skills.
- Willing to work on weekends.
- Theology certification is an added advantage.

Please apply with your detailed resume to hr@faithmc.sg. All applications are kept in strict confidence. Only shortlisted applicants will be notified.