



Lay Ministry Staff (Community Engagement)

Charis Methodist Church (CMC) seeks to engage the community through its Attractive Community efforts. Reporting to the Pastor in charge (PIC), the Lay Ministry Staff (Community Engagement) will support this effort with the following responsibilities:

Oversee Community Engagement Programs

- Provide the church leadership with a strategic overview of relevant programs that seek to strengthen CMC as an 'Attractive Community'.
- Collaborate with various ministries of the church to develop community outreach strategy and plan that support CMC goals and meet the needs of the community.
- Provide inputs on the schedule of community engagement programs - timing, scope, appropriateness - to ensure coherence and alignment with the overall outreach efforts of the church.
- Develop a publicity and communications plan for the programs for church members as well as for the target participants in the community.
- Provide administrative support such as timely reports to the church leadership, develop program proposals for approval by the church leadership and provide program ground level support as required by the church office.

Develop Partnership with External Agencies

- With the PIC's agreement, follow up on opportunities to explore partnership with external agencies.
- Determine if the partnership is in line with our church mission, values, and goals.
- Identify what these agencies can offer (volunteers, finance, venue, etc) and how these may strengthen CMC's work.
- Develop a program with these agencies and present it to CMC's leadership for approval.

Engage the Program Volunteers

- Manage a registry of program volunteers.
- Develop and implement training programs for volunteers.
- Encourage participation in these programs through publicity and communications.

Manage Usage of Church Facilities for these Programs

- Ensure optimal use of church facilities and resources for the community engagement programs.
- Ensure facilities are properly used and the necessary resources are made available.

General Admin

- Assist in any other church pastoral and admin work as and when required by supervisor.

Requirements

- Strong interpersonal, communication and organization skills



- Passionate in reaching out to the community, preferably with some ministry experience in community outreach.
- Relevant experience in events management and/or volunteer management.
- Strongly believes in Charis Methodist Church vision, mission and goals.