



## **We are Hiring!**

Charis Methodist Church is looking for a **Lay Ministry Staff under the Mandarin Worship (MW) Service.**

### **Job Description:**

To work under the supervision and direction of the Pastor-in-charge, any ordained pastor assigned to its Mandarin Worship (MW), and together with the MW Working Committee (in particular, the Chairperson and Associate Lay Leader).

To carry out the following responsibilities in consultation with the pastors:

### **Congregational Leadership**

1. Plan and implement yearly church theme as set by the LCEC
2. Provide direction to various ministries in relation to church theme

### **Weekly Service Duties**

1. Plan pulpit schedule and worship order
2. Lead in pastoral prayer
3. Preach at least once a month
4. Vet weekly bulletin
5. Take note of newcomers with the aim of reaching out to them

### **Pastoral Care**

1. Provide pastoral care to congregational members via visitation, prayer, counseling, and reaching out
2. Pay particular attention and reach out to those who have not been regular in church
3. Plan and lead corporate prayer meetings
4. Plan and conduct wake services and weddings
5. Plan and conduct baptism classes
6. Lead devotions in various fellowship meetings when assigned.

### **Discipleship and Nurture**

1. Lead specifically the D&N ministry
2. Fine tune discipleship model
3. Recommend materials for various study groups
4. Organize training to equip congregational members
5. Mentor bible study leaders
6. Organize training to equip potential leaders
7. Provide spiritual leadership and guidance to potential leaders

**Other duties**

1. Work with LMS (Community Engagement) to organize MW-led activities for the community.
2. Any other work as assigned by PIC, MW ordained pastor and MW Working Committee.

**Requirement**

1. Alignment with the doctrinal articles of religion and the General Rules of the Methodist Church (as contained in the Book of Discipline of The Methodist Church in Singapore) and its Social Principles.
2. A graduate of any established bible colleges in Singapore, e.g. Trinity Theological College, Singapore Bible College.
3. 3 or more years of prior experience in ministry work whether full time or as a lay and preferably in a Methodist Church setting
4. Love for God, His church and the lost
5. FAITH - faithful, Available, Initiative, Teachable and Humble
6. Team player

Please send your detailed resume to Church Manager at [office@charismc.org.sg](mailto:office@charismc.org.sg) by 17 July 2022.