



CAREERS WITH BARKER ROAD METHODIST CHURCH

We desire to be a community that walks securely in our identify as children of God (chosen, loved, with a God-ordained calling). One that knows, loves, worships, and follows Christ who called us out of darkness into His marvellous light of eternal life and truth.

A community established upon the core values of prayerful adoration and dependence on God, humility towards God and one another, faithfulness in obedience to the teachings of scripture, gratefulness, generosity, authenticity, and excellence.

If this vision and set of values resonate with you and you have a burning desire to be a part of this Kingdom work, why not explore the various opportunities available and come alongside to join our team as we co-labour together at Barker Road Methodist Church.

To apply, please email your detailed resume together with a cover letter to the HR team at: hr@brmc.org.sg. Kindly note that only shortlisted candidates will be contacted.

OPPORTUNITIES TO JOIN THE TEAM

1. Pastoral Team Staff (Church School - Youth)

The incumbent will be required to provide pastoral leadership, care, and ministry support to the Youth Ministry (YM) in partnership with the Youth Committee and Church School Exco.

Main Duties & Responsibilities:

Being part of the Youth Ministry, the incumbent will be working closely in consultation with the pastor overseeing the Youth Ministry to plan, direct and grow the Youth Ministry through planning of activities/programmes/ events, engaging of youth and their families and ministry volunteers, relational journeying alongside the youth and providing pastoral care, leadership and discipleship.

This role will require a willingness to work on non-traditional schedules which includes evenings and weekends, with the flexibility to get time off on a weekday.

The responsibilities include:

1. Plan the Central Teaching calendar in consultation with the pastor overseeing the Youth Ministry.
2. Ensure effective communication and the smooth running and effective conduct of Youth ministry activities and events (Youth Services and classes, Connect Group meetings, camps, outreach activities and mission trips etc) with the involvement of adult, youth volunteers and parents in alignment with the overall Youth ministry vision, direction and plans.
3. Recruit, engage, provide care and train/equip volunteers and parents:
 - Ensure the consistent and timely communication of manpower needs in Youth ministry as well as the proper selection and deployment of volunteers.
 - Care of Youth Ministry leaders to ensure that each belong to a Connect Group and has the opportunity to be mentored by a mature BRMC member.
 - Organise spiritual nurture and equipping sessions for youth and adult volunteers to enable fruitful ministry in the listed activities.
4. Plan and facilitate smooth transitions of youth into and out of Youth Ministry in close coordination with the Church School – Children Ministry and Young Adults Ministry.
5. Provide basic counselling to youth as well as volunteers, and to make referral to the church pastors and Care Center when necessary.
6. Support the Church School – Children Ministry (e.g. Vacation Bible School) and other church activities upon approval by the pastor overseeing the Youth Ministry.

7. Participate and attend church leadership and staff meetings and ministry-related meetings.

8. Represent the pastors' office in the absence of the pastor, especially during Youth Ministry committee and Church School Exco meetings.

9. As a BRMC Pastoral Team Staff, to fulfil assigned pastoral roles beyond Youth Ministry when required:

- Serve as a Service Pastoral Team Staff during weekend church services (1st Sunday) and other church events.
- Provide spiritual care to Connect Group leaders.
- Conduct wake services.
- Hospital/home visits of church members

10. Carry out additional responsibilities when assigned by immediate supervisor or Pastor-in-Charge.

Qualifications:

- Qualifications and/or with experience in a similar/related field.
- Theological Degree from a recognised institution

Relevant Experience and Skillsets:

- Aligned 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.
- Experience in Christian discipleship to Youth and serving in Youth Ministry.
- Able to work independently under minimal supervision.
- Good interpersonal and communication skills.
- A team player who enjoys and thrives when working as a team and seeks growth through evaluation and feedback.
- Understands the call to equip others for ministry (Ephesians 4:12) and is able to facilitate this by example and empowering of others.
- Able to create and sustain a nurturing environment that attracts, inspires and renews volunteers and leaders.
- Understanding of contemporary youth culture and the biblical worldview.

2. Pastoral Team Staff (Church School, Children)

This role will require a willingness to work on non-traditional schedules which includes weekends and evenings, with the flexibility to get time off on a weekday.

Main Duties & Responsibilities:

1. Planning & Organising:
 - Assist the Committee or be responsible (whenever called upon) in planning, organising and the smooth running of Church School activities that is aligned to its ministry objectives

- Ensure that all such activities are relevant in meeting the needs and objectives of the Church School in the prevailing environment
 - Ensure that all activities are aligned to the church calendar of events;
 - Recommend and implement strategies to attract, engage, inspire and retain Church School participation
2. Spiritual Nurture (feed, train, protect, encourage):
 - Feed – Organise devotions, bible studies etc and other aspects of spiritual formation to Church School teachers
 - Train – i) Initiate and organise training and development for Church School teachers to keep abreast of the latest teaching materials and methodology
 - Build up in-house training programs by developing training curriculum for Church School
 - Protect – Organise prayer and fellowship meetings
 - Encourage – initiate opportunities to provide support to Church School teachers in their spiritual journey
 3. Provide pastoral care and counselling to Young Adult Ministry leaders
 4. Develop effective strategies to engage parents to raise awareness of the Church School as well as their participation in the ministry
 5. Be present at all Church School activities/events.
 6. Pastors' Office representative:
 - Liaise between the Ministry Committee and the Pastors' Office
 - Monitor the state of the Ministry and feedback to Pastors' Office
 7. To carry out additional responsibilities when assigned by pastors or immediate supervisors in current ministry and/or other ministries

Qualifications:

- Theological Degree from a recognised institution

Relevant Experience and Skillsets:

- 1 year of relevant experience in the area of Early Childhood Care or Children Ministry
- Ability to work independently under minimal supervision
- Ability to communicate effectively with all levels of staff
- Ability to build good rapport with children and parents
- An innovative team player, self-motivated, pro-active

3. Pastoral Team Staff (Oasis BRMC Mission)

This role will require a willingness to work on non-traditional schedules which includes weekends and evenings, with the flexibility to get time off on a weekday

Main Duties & Responsibilities:

1. Organise, implement, execute, and manage programmes and activities which supports the ministry goals of Young Adult ministry, Sunday School ministry and Sunday Worship. This may include but is not limited to: leading of small groups and bible studies, preaching, teaching and sharing of devotions, ushering, facilitation of stakeholder meetings, co-ordination with vendors, arrangement of logistics, publicity, record-keeping through the effective use of appropriate technology. Such programmes include but are not limited to: Sunday Worship Services, Prayer Meetings, Sunday Church Classes, Young Adult Gatherings and Meetings, and any other programs as assigned.
2. Source, recommend, develop, evaluate, and implement tools, courses, materials, and technologies to serve the Oasis faith community and the wider community at Bukit Batok.
3. Regularly review and assess the needs of the Oasis BRMC Mission congregation.
4. Implement and review strategies and structures to make disciples for Christ.
5. Identify, recruit, train, and develop volunteers and lay leaders to take on the role of ministry partners and helpers.
6. Maintain an awareness of the spiritual health of volunteers, and where needed, provide or direct them to pastoral care.
7. Execute all programmes and activities with sound budgeting and financial management, and in compliance with BRMC church policies and guidelines.

Qualifications:

- Diploma, Degree or Postgraduate certification in the areas of Theology, Divinity, Christian Ministry, Education or other closely-related fields.
- Experience in counselling and/or pastoral counselling preferred.

Relevant Experience and Skillsets:

- Possesses a sound theology of worship, and the place of music and liturgy in expressing worship unto God.
- Passionate about the Sunday worship service and has experience with the liturgical elements of a worship service.
- Be familiar with/possess an aptitude for learning applicable technology to facilitate ministry and enhance participation experience.
- Ability to work independently under minimal supervision.
- Strong oral and written communication skills – able to communicate and work with various levels of staff and lay congregants.
- Passionate about meeting, befriending and engaging people, especially young adults.
- An innovative team player, self-motivated, pro-active.

- Previous personal or church involvement and experience in Young Adults ministry.

4. Pastoral Team Staff (Oasis BRMC Mission – OLC & Tuition)

This role will require a willingness to work on non-traditional schedules which includes weekends and evenings, with the flexibility to get time off on a weekday

Main Duties & Responsibilities:

1. Organise, implement, execute and manage programmes and activities which support the ministry goals of Oasis Learning Centre and Oasis Tuition ministries. This includes facilitation of stakeholder meetings, coordination with volunteers, students and parents, arrangement of logistics, publicity, record-keeping, and use of appropriate technology, as well as supporting in other ministries that include but not limited to Sunday School and children outreach programmes.
2. Source, recommend, develop, evaluate, and implement tools, courses, materials, and technologies to serve the Oasis faith community and the wider community at Bukit Batok. These include but are not limited to: digital media/materials for tuition, Oasis Learning Centre, devotions, bible study, and small groups.
3. Regularly review and assess, monitor and implement strategies and structures to serve and support the mission and needs of Oasis BRMC Mission.
4. Identify, recruit, train and develop volunteers and lay leaders to take on the role of ministry partners and helpers.
5. Maintain an awareness of the spiritual health of volunteers, and where needed provide or direct them to pastoral care.
6. Execute all programmes and activities with sound budgeting and financial management, and in compliance with BRMC church policies and guidelines.
7. Any other duties as assigned by the supervisor.

Qualifications:

- Diploma, Degree or Postgraduate certification in the areas of Theology, Divinity, Christian Ministry, Education or other closely-related fields

Relevant Experience and Skillsets:

Essential:

- Previous personal involvement and experience in youth and children ministry
- Able to work independently under minimal supervision
- Able to meet deadlines
- Strong oral and written communication skills – able to communicate and work with various levels of staff and lay congregants.

Desirable:

- Experience in driving collaboration across a range of stakeholder groups
- Strong administrative and organizational skills
- Able to provide basic pastoral care
- Willing and ability to leverage new technologies where appropriate

5. Programme Executive (Worship & Music):

Work alongside and provide support to the Worship & Music team and Pastors in planning and organising, implementation and ensuring the smooth running of the services, events, trainings and activities in the Worship & Music ministry.

This role will entail regular office hours but may require the individual to occasionally work on evenings and weekends (Holy Communion weeks and special services/events). All efforts will be made to keep such occasional work to a minimum, with appropriate time-off-in-lieu granted.

Main Duties & Responsibilities:

Organise, implement, execute, and manage operational workflows in the Worship & Music ministry, in close communication and collaboration with Pastoral Team Staff(PTS), Pastors, and laity. These include:

A) Service Planning

- Prepare the slides for the English services weekly, using relevant software tools
- Ensure that the liturgical cloths in the relevant worship venues are maintained and changed according to the liturgical seasons
- Oversee the care and maintenance of the liturgical furnishings in the various worship venues (including individual kneeling cushions, candles, altar book stand, standing cross, etc)
- Ensure that the Altar Books in the relevant worship venues are updated with the correct Great Thanksgiving at each Communion Service
- Maintain the stock of Holy Communion elements, including ordering, checking for expiry, and storing in a reverent manner elements that have been consecrated
- Prepare the Holy Communion elements in the trays and ensure that they are brought to their respective worship venues each week
- Liaise with relevant 3rd parties for special offerings (including getting slides/videos from them)
- Submit song reports to CCLI
- Record minutes for the Service Team Meetings and W&M Staff Team Minutes

B) Worship Services

- Roster ushers for all regular English services at the Barker Road campus, including special services
- Roster Communion Assistants for all regular English services at the Barker Road campus, including special services as required
- Brief Communion Assistants on the process and procedure for serving Holy Communion
- Assign Communion Assistants to their stations at each worship venue

- Support the pastors' office in ad-hoc activities including special services, baptism interviews, and staff devotions

C) Floral Ministry

- Serve as liaison with the floral ministry
- Support the implementation of tools, courses, materials, and technologies
- Provide inputs and feedback on the general spiritual health of the ministry (including its volunteers), based on observations made during the course of work
- Execute all programmes and activities with sound budgeting and financial management
- Execute all programmes and activities in compliance with church policies and guidelines
- To carry out additional responsibilities when assigned by pastors or immediate supervisors in current ministry and/or other ministries

Qualifications:

- Diploma and above in any closely-related field

Relevant Experience and Skillsets:

- An understanding of the liturgy of the Methodist Church
- Able to work independently under minimal supervision
- Strong interpersonal and communication skills (being able to communicate and collaborate effectively with various levels of staff and lay congregants)
- Strong administrative and organisational skills, meticulous with attention to detail
- An innovative team player, self-motivated, and pro-active
- Able to manage conflict professionally and with humility and respect
- Willingness and ability to leverage new technologies, where appropriate