



Position: Ministry Coordinator

Department: Support Services

Reports to: Executive Manager

Hours: Full-time (5.5 days per week/46 hours)

Employee Workplace: Office

Remuneration: Gross \$2800-\$3000 with benefits inclusive mobile), Annual Leave 18 days

Position Summary: This role is primarily responsible for coordinating weekly Sunday and Church-wide initiatives and larger events of Bukit Arang. The Coordinator will also provide coordination support to the various ministries to organise their initiatives and events. This position is highly relational, administrative, organised and resourceful. The primary purpose is to always be gospel minded and people oriented to effectively achieve the direction of Bukit Arang's vision, mission and method.

Key Responsibilities:

Ministry Coordination

- Act as a central liaison point for the pastoral team and volunteers to coordinate church-wide ministry initiatives and events.
- Plan and coordinate all aspects of events management (agenda setting, project management, operations, logistics, resourcing)
- Provide advice and support to ministry leaders (pastoral team) for ministry specific events which they have responsibility for.
- improve processes and systems pertaining to events and volunteers in order to support church growth.

Overview of annual Church-wide (English/Mandarin) initiatives:

- Life's Big Questions, Good Friday, Easter, Christmas, Guest Sundays
- Newcomers Lunches (x6), Just For Newcomers (x3), Baptisms (x2)
- Church Camp
- AGM
- Equip Month, Small Group Leaders retreats (x2), Childminding
- Translation

Sunday Gathering Operations Coordination

- May need to work on Sunday between 8am-1230pm approximately.
- Oversee the weekly bulletin and announcements for English and Mandarin.
- Keep ahead of the Sunday Ministry Calendar and support the ministry and volunteer teams in rosters, deadlines and any Sunday matters.
- Operational support for the ministry teams.

- Liaise and coordinate with volunteers on any Sunday matters. This includes orienting new volunteers, volunteer engagement, placements, schedules and communications.
- Support the development and administering of processes, procedures and documentation.

Overview of Sunday:

- Book Table
- Ushering + Attendance
- Morning Tea, Community Lunch, Afternoon Tea, Coffee Cart (monthly)
- Creche
- Counting House
- Sunday Operations (Mobilisation and Logistics)
- Infodesk/Welcoming
- Audio Visual
- Mobilisation and Logistics

The Person:

We are looking for someone who is:

- A committed Christian who will embrace Bukit Arang's vision and mission.
- A committed Christian who agrees to become a member of Bukit Arang, is a regular member at one of the English Gatherings and is committed to a regular small group.
- A hard worker with a servant heart and who shows evidence of character traits expected of church staff members, such as punctuality, humility, integrity, honesty and confidentiality in all situations.
- Excellent organisational, communication, and interpersonal skills.
- Ability to deal effectively and harmoniously with a wide variety of individuals.
- Should always exhibit professionalism, teachability and accountability.
- Willingness to be versatile, flexible and adaptable to changing priorities.
- Works well in a team environment and is willing to collaborate.
- Should be a self-starter and be able to meet deadlines.
- Should have the ability to work independently without supervision.
- Need to be willing to work evenings and weekends as needed.

Skills and Experience

- Proficiency in MS office applications (Word, Excel, PowerPoint) and experience in online applications (Google Workspace: Calendar, Drive, Forms, Sites etc) a plus.
- Preferably conversant in English and Mandarin.