



Position: Executive Manager
Department: Support Services
Reports to: Senior Pastor
Hours: Full-Time, works on Sundays

Reporting to the Senior Pastor, the Executive Manager oversees the Support Services ministry or otherwise understood as the “trellis” ministry that represents the structure and support gospel ministry needs to flourish and thrive. This is an exciting opportunity for someone who understands what it is to lead from the second chair with the means to facilitate ministry collaboration and alignment across ministries in pursuit of the Church’s vision, mission and method. As the Executive Manager (EM) of Bethesda Church Bukit Arang, you will work closely with the Senior Pastor to oversee the Support Services ministry to equip the church for ministry.

Bethesda Church Bukit Arang was founded in 1975 and it has sought to be a church active in evangelism to make Christ known to all. Focused on a transformed people gathered to King Jesus, we align with God’s big vision as revealed in the bible: God wants to unite all things in and under King Jesus (Ephesians 1:10). To this end, he has chosen people in Jesus, redeemed them through Jesus’ sacrifice and sealed them with the Holy Spirit (Ephesians 1:3-14). The church, essentially a gathering of King Jesus’ people, is the visible evidence that God is executing his vision. Everything Bethesda Church Bukit Arang does is aimed at realising this vision.

POSITION SUMMARY

The role includes overseeing and directing Support Services staff and volunteers so that they use their God-given gifts to contribute to the vision of BA. Given the diverse demographics and intergenerational nature of the church, the EM will need to be versatile and adept at working in a dynamic environment, bringing about unity, collaboration and facilitating gospel partnerships within the staff team, volunteers, and the wider church. It does include interfacing with ministry pastors, elders and the Management and Finance Committee to direct and oversee strategic planning, managing workflow, and day-to-day operations.

DUTIES AND RESPONSIBILITIES:

Support Services Team:

- Lead the Support Services Team and supervise on staff responsibilities and regular check-in on team health.
- Supervise work reviews and manage workflow and responsibilities to ensure effective execution of the Support Services ministry plans.
- Work with the Senior Pastor to identify growth needs for Support Services and recruit key hires accordingly.

Growth Planning and Implementation of Vision, Strategy and Budget

- Work with the Senior Pastor and Senior Pastoral Team to establish key gospel ministry goals, priorities, work plans and budgets.
- Conduct the healthy evaluation and control of budget expenditures against goals and ensure effective, timely and impactful reporting.
- Design and create systems and provide the necessary infrastructure needed to facilitate and implement ministry endeavours.
- Direct and oversee daily operations as well as growth planning initiatives and implementation to free up the Senior Pastoral team to focus on high-level ministry priorities, word ministry and pastoral care. This includes:
 - Project management and workflow
 - Streamlining processes
- Under the direction of the Senior Pastor, interface with the Management Finance Committee (“MFC”) and the Elders to support the implementation of any major strategic decisions as it pertains to the pursuit of the overall vision as appropriate.

Management, Finance, HR and Internal Operations:

- Oversee and direct Support Services team members and interface as required with the MFC to ensure the effective operation of all the back / middle office tasks that include areas in premises management, accounting, finance, IT, Audio Visual, and HR.
- Ensure compassionate and fair practices to HR policies in the staff team. Work with the MFC and the Senior Pastor to ensure that the church has compassionate pastoral care resolution processes that are faithful to scripture and also economically and industrially informed.

Communications, Connections, Events and Volunteer Management:

- Plan, manage and work with the Senior Pastor, Support Services staff and publicity team to implement effective and timely communications to the church. Ensure all promotional assets are gospel-centric content to reflect the vision and mission of the church and to serve the church community and beyond.
- Work with the Senior Pastor, Elders and Support Services staff team and volunteers to build and cultivate gospel friendships and engage with newcomers to help them plug into BA's community.
- Oversee community events and provide steer for any event and volunteer management decisions.



QUALIFICATIONS

Conviction

- 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 committed Christian who desires to reach more people with the gospel of Jesus Christ and is convinced to model after Jesus the Servant King in both word and deed.

Character

- A person of demonstrably godly character fulfilling the characteristics for a deacon in 1 Timothy 3:8-13.
- A person who has spiritual resilience and fortitude with deep foundations in word, in prayer, recognising the joys and challenges of leadership in the local church.
- Excellent interpersonal skills and a track record of working well in diverse and complex teams.

Competency

- Excellent organisational effectiveness with a proficiency across the range of organisational processes (Strategy, finance, HR, IT, communications, operations).
- A resourceful self-starter who also has the ability to understand the nuances of 'leading from the second chair'.
- Proven track record as a leader capable of setting and delivering goals in a timely and effective manner.
- Proven track record of forming and overseeing teams, including recruitment, onboarding and offboarding staff members.
- Minimum of 10+ years of business and management experience

Interested applicants, please send your resume and fill up an application at tiny.cc/baapplyjobs.
Candidates who wish to apply and find out more about the position, please reach out to minliu@bcba.com.sg.