



衛理公會直落亞逸禮拜堂
TELOK AYER CHINESE METHODIST CHURCH
235 Telok Ayer Street Singapore 068656
Tel: 6324 4001

衛理公會直落亞逸第二禮拜堂
TELOK AYER CHINESE METHODIST CHURCH
(TA2 SANCTUARY)
61 Wishart Road Singapore 098716
Tel: 6278 1323

PROPOSED JOB DESCRIPTION FOR MINISTRY STAFF

Position: Community Engagement Staff (Oasis @TA)

Employment Status: Permanent Part-Time

Working Hours: Monday to Friday, 10:00 AM to 3:00 PM (25 hours per week)

Job Description

The Community Engagement Staff (Oasis @TA) ("CES") provides leadership in the Central Business District (CBD) outreach and engagement plan in Telok Ayer Chinese Methodist Church (TACMC at 235 Telok Ayer Street, Singapore 068656).

The CES will work closely with pastors, church leaders, church volunteers, and other stakeholders to use the God-given location of TA as a ministry to reach out to the working community in the Central Business District (CBD) and share the Word of God with them. This will be done through ministries such as the Oasis @TA and Connect @TA, and outreach programmes such as heritage tours.

In particular, the CES will be involved in the daily operations of the Oasis @TA, which aims to:

- Provide a channel for the community to know the church and an opportunity for the church to share the Gospel with them.
- Bless the community in the CBD by providing a comfortable environment for lunch.
- Provide a platform for any church ministry needs.

The work of the CES shall include:

- Oasis @TA
 - Oversee the daily operations of the Oasis @TA, such as:
 - Coordinate the provision of ministry support to any requests (e.g. prayer support, counselling) during the operating hours of the Oasis @TA.
 - Coordinate the provision of outreach messages at the Oasis @TA.
 - Communicate with Oasis @TA attendees through emails and other such channels.
 - Coordinate programmes and events for the Oasis @TA.
 - Work with church volunteers to set up and run the Oasis @TA.
 - Coordinate clean-up and waste disposal with cleaner.
 - Oversee the church volunteers supporting the Oasis @TA, such as:
 - Lead and coach church volunteers to support the Oasis @TA.
 - Work with the Witness & Evangelism Committee to select and train volunteers (e.g. Conversational Evangelism).



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- Track and report the outcomes of the Oasis @TA to the W&E Committee on a quarterly basis.
- Heritage Tours
 - Liaise with external stakeholders (e.g. schools, tour operators) on promoting the rich heritage of TACMC, including the architecture and history of the TA Building.
 - Conduct heritage tours for interested participants.
- Other outreach and engagement efforts through Connect@TA.

Requirements:

- A baptised and mature Christian.
- Able to communicate in both English and Mandarin fluently.
- Supervisory experience.
- Theological education is preferred.

Reporting Line:

- The CES will report directly to the Pastor-in-Charge.