



卫理公会恩约堂

HOLY COVENANT METHODIST CHURCH

Office: 18 Boon Lay Way #05-97 TradeHub 21 Singapore 609966
Service: Fairfield Methodist Secondary School (102 Dover Road)
Tel: 6795-5785 Fax: 6686-4051 Email: hcmc.sg@gmail.com

Holy Covenant Methodist Church (HCMC) is looking to employ a **Lay Ministry Staff (English Youth & School Ministry)**.

PROVISIONAL JOB DESCRIPTION

1. English Youth Ministry

- Ministry with Junior Youths (around 13–20 yrs old) and Senior Youths (around 21–30 yrs old).
- Plan and conduct English Youth Fellowship (YF) programmes (Sundays 11am), serving together with YF core team.
- Assist with Senior Youth Fellowship (SYF) programmes (periodically on Saturday or Sunday afternoons), serving together with SYF core team.
- Mentor youths spiritually and, where possible, equip them for ministry.
- Handle programme and administrative matters related to the ministry.

2. School Ministry

- Assist Chaplains and Christian Ministry Staff to reach out to the students of Fairfield Methodist School (Secondary).
- Serve in outreach ministries to students, including “Day of Grace” follow-up sessions and weekly Lunch Fellowship and Bible Study sessions.
- Invite school students to HCMC and integrate them with church youth community.
- Attend or assist with school activities that require HCMC’s involvement.

3. General Duties

- Work with pastoral team and church leaders to support whole-of-church ministry efforts and CAC-level activities.
- Perform any other duties as assigned by the Pastor-in-Charge and/or English Congregation Pastor.

This Job Description is provisional. We are willing to discuss and adjust the work areas with potential candidates, journey with them to help them adapt to the job, and provide opportunities for further training as required.



卫理公会恩约堂

HOLY COVENANT METHODIST CHURCH

Office: 18 Boon Lay Way #05-97 TradeHub 21 Singapore 609966
Service: Fairfield Methodist Secondary School (102 Dover Road)
Tel: 6795-5785 **Fax:** 6686-4051 **Email:** hcmc.sg@gmail.com

ELIGIBILITY CRITERIA

- Mature Christian of good character with a passion to serve God and His people.
- Prior experience with church youth ministry or school ministry would be beneficial.
- Prior theological training is not necessary, though an advantage.
- Fluent in spoken and written English, and able to communicate in Mandarin.
- Familiar with standard office software and common digital tools.
- Good interpersonal and administrative skills.
- Strong team player.
- Humble, willing and able to learn.

Interested applicants may email their resume to hcmc.sg@gmail.com. Only shortlisted candidates will be called for an interview.

By submitting your application and resume to us, you consent to our collection, use, retention and disclosure of your personal data indicated in the documents for the assessment of your job application.