



新加坡卫理公会华人年议会
Chinese Annual Conference
The Methodist Church in Singapore

CAC Executive (Board of Missions)

华人年议会执行员 (宣教部)

JOB DESCRIPTION

LOCATION: CAC Office

REPORTING TO: CAC President/ Board of Missions Chairperson

Full time/Part time: Full time (preferred)

Position Purpose

The CAC Executive (**Board of Missions**) is responsible for the effective execution, coordination, and administration of all initiatives, programmes, and decisions of the Board. The role provides comprehensive operational, administrative, and event management support to ensure that training activities are delivered professionally, efficiently, and in alignment with CAC's Board of Missions objectives.

Key Responsibilities

A. Implementation of Board of Missions Decisions

- Execute and follow through on all resolutions and decisions made by the Board in a timely and effective manner.
- Support the planning and implementation of new initiatives, programmes, and ministry directions as approved by the Board of Missions.

B. Working Hours

- Five-day work week, consistent with other CAC staff.
- Weekends (Saturday and Sunday) are generally rest days, except when Board of Missions activities or events require support.

C. Meeting Support

- Prepare meeting papers, agendas, minutes, and reports.
- Coordinate meeting logistics and communications before and after meetings.
- Attend and support all Board of Missions –related meetings ensure quorum requirements are met.



D. Annual Budget

- Prepare the annual Board of Missions budget based on ministry needs and future mission plans, for review and endorsement by the Board Chair before submission to the Board of Finance.
- Monitor and verify all expenditures to ensure spending remains within the approved budget.

E. Programme & Event Planning and Management

- Prepare event budgets and manage all financial matters, including fees, receipts, income tracking, expenses, and post-event financial reconciliation.
- Source, liaise with, and arrange venues, including preparation of required facilities and equipment.
- Plan and manage publicity, including designing publicity materials, coordinating promotions, and preparing registration forms.
- Coordinate the design, procurement, and preparation of name badges and related materials.
- Procure necessary supplies and arrange catering, accommodation, and transportation as required.
- Track registrations, maintain participant records, and follow up with registrants.
- Recruit, coordinate, and lead volunteers supporting ministry activities..
- Collect, organise, and archive programme materials and documentation.
- Gather and compile participant feedback and testimonies for reporting and ministry improvement.
- Arrange and coordinate hospitality and logistical support for visiting missionaries, providing necessary assistance during their visits.
- Conduct visit (if needed) to mission fields adopted by the Annual Conference to assess field development and implementation of mission strategies.
- Coordinate and oversee assigned mission fields, while supporting other local church's members in providing assistance to the fields under their oversight.
- Support churches in developing new mission projects and, when required, lead exploratory or field assessment trips together with church representatives

F. Media & Communications

- Manage the Board of Mission's social media platforms, including Facebook, Instagram, and other relevant channels.
- Source, create, design, and schedule social media content in a timely and appropriate manner.
- Maintain regular communication with Chairpersons of local church Mission Committees to enhance coordination, collaboration, and information sharing.



G. Resources & Training Materials

- Coordinate, facilitate, and promote mission-related courses, (which is approved by the Board of Mission) to churches and participants
- Manage inventory of Board of Missions resources, including sales, issuance of receipts, income tracking, stock counts, and printing.
- Organise, store, and maintain all Board of Missions resources and equipment.
- Coordinate translation, updating, and revision of mandatory courses or training materials when required.

H. Liaison with Methodist Mission Society (MMS)

- Maintain close working relationships with the Methodist Mission Society.
- Share mission needs of Methodist Mission Society missionaries with local churches, and assist churches in providing prayer, ministry, and financial support.
- Provide support as required, particularly in Chinese translation, proofreading, and translation of mission-related documents and materials.

I. CAC Conference & Office Support (15%)

- Support preparations for the CAC Annual Conference and assist during conference sessions as assigned.
- Share responsibility for general office duties and daily operational support when required.

Job Requirements

- Diploma or Degree in Missions, Business Administration, or a related discipline.
- At least 3 years of relevant experience in church ministry, missions coordination, programme administration, or non-profit environments.
- Strong administrative and organisational skills, with experience in meeting support, report writing, and documentation.
- Experience in budget preparation and expenditure monitoring.
- Ability to coordinate programmes, manage multiple stakeholders, and follow through on implementation of Board decisions.
- Strong interpersonal and relationship-building skills, particularly with churches, mission agencies, and ministry partners.
- Good written and verbal communication skills; ability to translate or proofread mission-related materials (English/Chinese) preferred.
- Willingness and ability to travel locally and overseas for mission field visits.
- Alignment with CAC's mission and values, with a strong commitment to mission work and cross-cultural ministry.

Send in your resume to:

cac.admin@methodist.org.sg

This job description outlines the general scope of responsibilities and may be reviewed or updated as ministry needs evolve.