

YOUTH PASTOR & YOUTH WORKER FOR ST. JOHN'S - ST. MARGARET'S CHURCH

DUTIES & RESPONSIBILITIES

Primary Duties

- Assist the Group Head in managing and growing the youth ministry within the group and its members in fulfilling the mission and vision of the church.
- Assist the Group Head in managing the allocated team budget and lay members in the running of the ministry.
- Support the administrative and operations work of the team.
- Do room bookings, open the doors and print notes for the cells and other youth ministry related events
- Support and disciple the Youth Leaders in their journey as leaders
- Disciple, counsel and encourage youth leaders and cluster leaders in their leadership journey
- Support the running of Youth Service
- Prepare Powerpoint slides for announcements and scripture Reading.
- Load songs slides on Pro-Presenter for worship set
- Coordinate with every laity who are serving at every segment of the service.
- Provide operations and admin support for the running of Youth Service
- Assist with the role of a service pastor at the youth service to brief the service team and go through the order of service
- Engage and Preach to the Youths when rostered
- Plan and Organise the annual Youth Camp in December
- Coordinate the forming of the Camp Committee and work closely with them for the planning and organisation of the camp.
- Coordinate the basic operations of the camp from Registration, transportation, sound equipment rental, camp site arrangements and other basic administrative needs.

Secondary Duties

- Perform other ministry duties as assigned by Group Head.
- Organise or Support other church wide events and activities as assigned
- Be a welcoming host to any visitor(s) to the church during daily service.

REQUIREMENTS

- Minimum Diploma in any discipline
- Minimum 3 years of church ministry experience
- Preferably One year of Theological education from a recognised institution
- Good team worker
- Good organizing and administrative skills
- Good working knowledge of MS Word, Excel and Powerpoint

CVs with supporting documents and relevant referees should be sent to: hr@sjsm.org.sg

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