

Vacancy on Staff @ Hope Church (Singapore) – October 2022



We have a shared vision to fulfil the Great Commission - to love our neighbours, to make disciples, and to plant churches in Singapore and all over the world.

We strive to be a community that is Christ-centred, Holy Spirit empowered, and Bible-based. We are committed to God and to one another. We are ordinary people living out an extraordinary life with Jesus Christ.

We invite Hope Church (Singapore)'s dynamic and passionate members to join our growing staff team and be a part of a ministry that is making a lasting impact by bringing the gospel out to our community and the world!

Advertised: 01-10-22 | Closing Date: 30-11-22

DOC Executive (*Part-Time*)

About the position:

Discipleship, Outreach and Care (DOC) is the backbone of the pastoral arm of the church. DOC department supports the operational needs of the church so that the church be organised and can function effectively. This role is crucial to ensure the DOC's operational efficiency and effectiveness through strong administrative and operational support.

Key Responsibilities:

- Manage membership database
- Partner with stakeholders (staff and ministry leaders) to ensure timely follow-up of applicants for ministry recruitments
- Produce comprehensive Life Group resources to support Life Group Programmes
- Connect new visitors from various platforms (i.e. social media, response forms, emails, etc.) to Life Groups through calls, text messages and emails
- Procurement of gifts and manage timeline for orders, delivery, collection for block pastoring campaigns, etc.
- Support Members' Care by managing a system to send birthday greetings and gifts for local and global members
- Lead the administrative support for various events and classes such as Belong classes, Water Baptism, Child Dedication and Contribute services
- Ensure service standard for all email enquiries related to Belong, Contribute and Discipleship

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Requirements:

- A serving member of Hope Church (Singapore)
- Possess at least a Diploma qualification
- Has good Guest Relations or interpersonal skills to effectively represent the church before our guests and vendors
- Has excellent written and verbal communication skills to effectively communicate with internal stakeholders, vendors, members, and guests
- Good Bible literacy to write and develop content
- Detail-oriented with ability to systematically manage timeline and projects
- Ability to work effectively independently and in teams
- Fresh graduates are welcome. Training will be provided

Please apply via e2hope, complete the application form, and attach your CV. If you are still waiting for your e2hope account to be activated, please text us through the website and we will get back to you.