



新加坡基督教卫理公会宏茂桥堂 ANG MO KIO CHINESE METHODIST CHURCH

No. 1 Ang Mo Kio Street 21 Singapore 569383 Tel: 6705 6150 Fax: 6705 6198
Email: admin@amkmc-cac.org.sg Website: <http://www.amkmc-cac.org.sg>

ANNEX A

LOCAL MINISTRY STAFF (事工同工)

Outreach and Social Concerns (OSC) and Witness & Evangelism (WE)

1. Work with the Chairpersons, Outreach & Social Concerns (OSC) Ministry and Witness & Evangelism (WE) Ministry for the planning, organizing and managing of the Ministry's outreach and evangelistic events/projects and activities including the "Bless AMK" Programme as well as the partnership with MWS Kebun Baru Senior Activity Centre (SAC), and other related programmes in accordance with the mission and vision of Ang Mo Kio Chinese Methodist Church (AMKCMC)
2. Work with age-based ministry chairpersons to coordinate the church outreach and evangelistic programmes
3. Manage and coordinate various volunteering works including recruitment and providing relevant resources and training
4. Build and maintain relationships with schools and community centres within Ang Mo Kio and if necessary meet the Community Centre (CC) / Resident Network (RN) leaders and coordinators
5. Establish AMKCMC Volunteering System where volunteers could sign up to participate on 30 minute or 60 minute blocks for the various OSC volunteering programmes
6. Execute the action plans and decisions of the Ministry and LCEC which could, from time to time include projects or job outside the scope of OSC and WE.
7. Assist in coordinating and administratively supporting the disbursement of financial aid to individuals and families in need, ensuring adherence to church policies and guidelines.
8. Collaborate with external organizations and support groups to organize joint outreach activities and initiatives, fostering partnerships and maximizing impact within the community.

Support Age-based Ministry

9. Maintain Newcomers Database and keep track of the newcomers, especially those participating in the AMKCMC OSC & WE programmes



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10. Reach out to the newcomers through social media platform (WhatsApp/WeChat), SMS, direct mail (e.g. flyers, pamphlets etc.), phone calls where appropriate
11. Assist Pastor In Charge (PIC) and pastor to provide pastoral care, leadership and support to the Senior Ministry or any assigned age-based ministry
12. Execute tasks delegate by the AMKCMC pastors, OSC and WE Ministry chairpersons, and LCEC Chairperson. This may include attending to walk-ins, hospital visitations and wake services

Other Duties and Meetings

13. Perform assigned congregational duties and ensure smooth flow of service logistics support.
14. Attend the following church meetings:
 - a. Weekly pastoral meeting chaired by AMKCMC pastors
 - b. Local Church Executive Committee (LCEC) meetings
 - c. AMKCMC LCEC Leaders Strategic Planning Retreats
 - d. Outreach (向外接触) and Pastoral (对内建立) Coordination meetings
 - e. OSC and WE ministries committee meetings