



新加坡淡申律浸信教会

Thomson Road Baptist Church

45 Thomson Road,
Singapore 307584

Tel: 62562277 Fax: 62520190

January 2018

Shalom!

We are building a team of Pastoral staff and Co-workers to develop and grow TRBC's vision of a healthy Christian community that glorifies God and make disciples in Christ. We warmly welcome suitable candidates to apply for the following 4 vacancies:

1) PASTORAL STAFF (NEW)

Responsibilities:

Preaching, shepherding and leading assigned ministries within and/or across the congregations.

Qualifications:

- Minimum a Masters of Divinity (MDiv) from a recognized Theological Institute;
- Minimum 3 years of pastoral experience in a multi-congregational Church is preferred. Candidates without a minimum 3 years of pastoral experience but have relevant experiences in any Christian organization may also be considered;
- Candidates are preferred to be Baptist and should agree with our TRBC Statement of Faith (<http://www.trbc.org.sg/index.php/about-us/statement-of-faith>);
- As TRBC is a bilingual church, candidates who are able to preach and communicate effectively in both Mandarin Chinese and English will be advantageous.

神爱世人，甚至将祂的独生子赐给他们，叫一切信祂的，不至灭亡，反得永生。 约三：16
For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life. John 3:16 (NIV)



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2) DISCIPLESHIP MINISTER (NEW)

Responsibilities:

Develop, plan and lead TRBC Discipleship ministry to form an integral part of the church by working alongside with TRBC pastors and other ministry leaders of Outreach and Missions.

Qualifications:

- Have a calling in Discipleship ministry;
- Team player and able to motivate members to serve in this ministry;
- An encourager to those who may not believe in discipleship;
- Prior ministry or pastoral experience in Discipleship will be important consideration;
- Effectively bilingual in both Chinese and English (written and spoken).

3) OFFICE MANAGER (NEW)

Responsibilities:

Overall management of the church office functions in carrying out administrative, operational support as well as property and facilities maintenance and management.

Qualifications:

- Prior direct or relevant experience to fulfil this role will be preferred. Finance and/or IT qualifications will be added advantage;
- Demonstrates strong supervision, organizational, leadership, and management skills;
- Possesses excellent interpersonal/communications skills – listening, writing and speaking in an effective, clear, positive, and persuasive manner;

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- Effectively bilingual in Chinese and English (written and spoken);
- Analytical and able to make sound recommendations to Board;
- Proficient user of workplace technologies which includes office equipment, computers, social media platforms and related software including Microsoft Office Suite and Publisher.

4) ADMINISTRATIVE EXECUTIVE

Responsibilities:

Carry out office administrative duties and provide administrative support to pastoral staff.

Qualifications:

- Prior Administrative experience preferred;
- Proficient user of workplace technologies which includes office equipment, computers, social media platforms and related software including Microsoft Office Suite and Publisher;
- Excellent interpersonal and communication skills. Effectively bilingual in Chinese and English (written and spoken);
- A strong team player.

Interested applicants should send a cover letter and CV with at least 3 references addressed to the Pastoral Search Committee, and email the documents to hr@trbc.org.sg with the subject "Application for (name of position)". Alternatively, please send your physical application addressed to the same committee, to the church at 45 Thomson Road, Singapore 307584.

Closing Date for Application: 15 March 2018

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