



救恩浸信教会
CALVARY BAPTIST CHURCH

48 WAN THO AVENUE
SINGAPORE 347592

TEL : (65) 6289 3900
FAX: (65) 6289 8164

E-MAIL : calbc@calvary.org.sg
WEBSITE : www.calvary.org.sg

Overview:

Founded in 1957, [Calvary Baptist Church](#) is a multi-congregational and multi-generational church with its core ministry centred on disciple-making, biblical teaching and preaching. Our life-long mission is to “proclaim God’s glory through knowing Christ and making Him known”. It is our vision to be a disciple-making church, rooted in Christ, impacting lives.

Over 500 worshippers attend our two English services and about 150 worshippers attend the Mandarin service. Catering to a growing multi-generational community, our network of ministries which includes Children, Youth, Young Adults, Seniors, Family Life, Missions, Community Outreach amongst others, seeks to meet the needs of all ages.

We now seek to recruit a suitable candidate to join our Staff Team as **Executive Director, Administration and Operations** in meeting the growing needs of our church. In our immediate neighbourhood, the Bidadari HDB Estate will have 11,000 homes when fully occupied by 2025. Young couples moving in seek a place to worship. Our growing complexity of ministries and external partnerships create the need for this new position.

Executive Director, Administration and Operations

Position Summary:

The Executive Director of Administration and Operations (ED, Admin & Ops) at Calvary Baptist Church is a vital leadership role responsible for operational excellence, people development and care within the church staff and ministries. The ED, Admin & Ops must have a comprehensive understanding of and alignment with the church's mission, statement of faith, and core values.

The ideal candidate will have a track record in organizational management, leadership development and a strong ability to build consensus and community. He must be a mature servant leader with a commitment to gospel ministry. This role is designed to provide the management complement to the Pastoral team, particularly the Senior/Lead Pastor, enabling the Pastoral team to focus on vision, pastoral care, preaching, and leading.

Reporting Relationship:

Reports to the Senior/Lead Pastor, working closely to oversee and provide direction on all administrative and operational areas of the church and ministry teams. The ED is the direct reporting officer for all administrative and operational staff.

Key Responsibilities:

Administrative Oversight

1. Lead and supervise the Administrative and Operations staff.

2. Responsible for staff performance management system, and staff onboarding/offboarding.
3. Support the Governing Board and the Council in implementing decisions taken. This includes keeping the Governing Board informed about operational risks and providing recommendations.
4. Support the HR-R committee in the implementation of HR policies and guidelines and HR processes, such as hiring and transiting of staff
5. Ensure that financial functions, including annual budget preparation, insurance, payroll, and benefits are properly and prudently managed for Governing Board's oversight and governance.
6. Develop, maintain, and ensure adherence to church policies and procedures, including the Employee Handbook.
7. Take charge of other administrative matters as required.

Strategic Planning and Ministry Development

1. Attend Governing Board meetings to represent organizational and ministry management, taking a lead role in organizing, facilitating, and implementing the church's direction and vision in partnership with the Governing Board.
2. Guide and support staff and ministry leaders, ensuring alignment with the church's mission and core values. This includes monitoring and evaluating church activities in achieving goals and objectives.
3. Oversee the preparation of annual ministry plans by pastors and ministry leaders, prevent duplicate efforts, and advocate appropriate resourcing of initiatives.
4. Support ministry teams in fulfilling their missions and tasks by assisting with planning, budgeting and providing resources.

Leadership and Oversight

1. Provide leadership and oversight to direct reports, including the administrative staff (weekly check-in). This includes monitoring staff attendance and productivity.
2. Collaborate with the Senior/Lead Pastor and the Council on ministry administration and the implementation of the church mission and vision.
3. Collaborate with the Senior/Lead Pastor in leading weekly staff meetings to ensure the achievement of ministry and operational targets, with alignment to the church's mission and vision.
4. Implement and review processes to optimize operational capabilities and manage resources effectively.
5. Collaborate with the Senior/Lead Pastor to hire, reposition, transition, and dismiss staff under your supervision.
6. Strengthen interpersonal relationships, manage and resolve conflicts among staff, volunteers, and church members.

Volunteer Management

1. Take charge of recruiting, training and overseeing volunteers for various ministries.
2. Foster a culture of support and collaboration among volunteers.

Communication and Outreach:

1. Manage church communications, including digital platforms.
2. Lead outreach and coordinate community engagement initiatives to enhance our church's impact on the community.

Requirements:

1. A mature Christian who serves as a leader out of a personal and growing relationship with our Lord Jesus Christ.
2. Mature, with at least 10 years of working experience, with 4 years at management level.

3. Outstanding organizational and communication skills with proficient multitasking abilities.
4. Possesses an authentic, joyful attitude and a genuine desire and eagerness to engage, develop, and lead others while humbly giving himself to the task and people at hand.
5. Able to attend evening meetings.

Skills and Competencies:

1. Strong administrative capability, organised, multi-tasks well, effective time management.
2. Team player with strong people skills and able to connect and work well with people at all levels.
3. Able to visualise his role as pivotal in contributing to the Church's ministry and vision through maintenance of a strong and capable support structure for the pastoral and ministry teams.

Salary:

Salary will be commensurate with qualifications and work experience.

Please send in your resume to:

Lead Pastor

Calvary Baptist Church

48 Wan Tho Ave, Singapore 347592 or

Email: vacancies@calvary.org.sg