
CHURCH MINISTRY

Audio & Video Department

Operation of Audio and Video equipment during Sunday worship or related settings

Help Needed

- Audio team: rehearse with worship team, stage audio setup, audio mixer operation
- Video team: PowerPoint slides creation for worship team, operation of computer and projection of videos during worship

Experience/Skills Set:

- Audio team: Comfort working with electronics. Sound reinforcements experience an asset
- Video team: prior experience with PowerPoint creation and operation

Building Department

Maintain the church property in good shape and tidy condition. The goal is to make sure everyone is safe and sound within the church area.

Help Needed

- Set up and prepare for different church events. e.g. Baptism
- Transportation and traffic control for church events. e.g. Evangelical Meeting
- Indoor, outdoor, and the yard maintenance. e.g. Light bulb changing, cleaning leaves and pins inside the gutters.
- Monitoring the septic tank and the basement sump pump of the office building periodically, etc.

Experience/Skills Set:

- Knowledge of woodwork, electrical, plumbing work or Handy man.

Finance Department

Do you enjoy working with Excel spreadsheets in your spare time? Do you love working with numbers? Join the Finance team as we work together to help manage financial record keeping and reporting, accounts receivables and payables, payroll and financial controls.

Help Needed

- Accounts Payable: Process of semi-monthly online & cheque payments
- Donation: Online donation & Sunday count team
- Accountant: Work with external accountant for quarterly reporting and audit

Kitchen Department

Serve food in special occasions, and weekly Sunday service snacks and drinks.

Help Needed

- Special Events: Anyone who likes to serve by cooking, especially in some special events. Don't need to have the particular cooking skill as long as you enjoy serving in the kitchen department.
- Sunday snacks & drinks: Prepare the Sunday drinks and snacks

Online Media Department (new)

Develop and implement online strategy for the church.

Help Needed

- Ideas: Formulate short & medium term strategy and plan on the web and social media platforms
- Execution: Design and implement the strategies, including (but not limited to) communications, community building, video recording and editing.

ENGLISH MINISTRY

English Youth Ministry

The youth ministry is very dynamic and energetic. We are learning and equipping ourselves constantly as a team through experience and various training. Please come join our team if you have a heart and passion to mentor and coach high school teens. We are companions to walk with the youths on this phase of their life journey when they are learning to explore their own identity and to know God deeper.

Help Needed

- Sunday School Teachers
- Youth Counselors

Requirements:

- You will be required to attend the Plan to Protect training and to submit a clean Police check before you commence your ministry work.