

**Documents Related to the Recruitment of
THE BIBLE ENGAGEMENT MINISTRY TEAM LEADER
Scripture Union Peninsular Malaysia
1 January 2008**

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Job Title: Team Leader, Bible Engagement Ministry
Reports to: The General Secretary

1. Job Description & Summary

Working with the General Secretary and with guidance from him/her, the Bible Engagement Ministry Team Leader is to provide leadership to the Bible Engagement Ministry Team (comprising of up to 4-6 Ministry Staff, Associate/Project Staff and Admin Staff) so as to strategize, plan and implement the related ministry work as per the Departmental Thrust outlined in this document. This involves good understanding of the mission and ethos of the Organization and the Ministry Department in this document, strong teamwork, motivation and delegation skills, as well as effective networking with churches and volunteers.

Essential duties and responsibilities would include:

- a. Directing & Supervising the Bible Engagement Ministry Staff Team...
- b. Coordinating the Development, Production, Stock Management & Promotion of SU Bible Reading (QT) Notes...
- c. Planning & Conducting special events, training events and camps...
- d. Deputizing in Churches & Connecting with Pastors/Christian Leaders...
- e. Supporting the SU Schools Work & Student Ministry...
- f. Meeting & Reporting among the SU Staff Team...

2. Requirement & Qualifications

The applicant should have at least a basic diploma/degree from a University or College, with at least 3-5 years of working experience. Theological qualification or training is not necessary but helpful.

The suitable candidate must meet the following requirements:

- a. A growing love for God and His Word...
- b. A strong desire to help children, youths & their families engage the Bible meaningfully...
- c. A total commitment to the vision, mission, ethos and values of the Organization...

The suitable candidate should be a person who is:

- a. willing to learn from one another and to work together as a team...
- b. willing to work in an inter-denominational context...
- c. willing to do some traveling in the course of the ministry work...

The following knowledge and skills would be essential:

- a. Public Speaking, Training & Teaching skills...
- b. Management, Administration and Coordination skills...
- c. Word Processing & related Computer skills...

3. Stipend & Remuneration

The successful candidate would receive a monthly pay package and other benefits which among others would include:

- a. Basic salary with EPF & Socso
- b. Allowances for Family, Housing & Transport
- c. Medical and Insurance Benefits
- d. Annual Leaves, Public Holidays and Days Off

DEPARTMENTAL THRUST

For the Scripture Union Bible Engagement Ministry

As one of the Ministry Departments of Scripture Union Peninsular Malaysia, the SU Bible Engagement Ministry seeks to help people grow in a personal relationship with God through the intake of the Scriptures. We pursue this core ministry by:

1. Producing various materials for Bible Reading and Bible Study.
2. Making such materials readily available.
3. Helping people to engage with God's Word.

Our current Strategies and Products include:

1. Various QT materials and Bible Reading Notes
2. Various Bible Study materials
3. The Bible Reading Promoter Network
4. Deputations and Book Tables at Churches and Christian Groups
5. Various Seminars and Training Events