

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

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**Job Title: Team Leader, Children Ministry**  
**Reports to: The General Secretary**

**1. Job Description & Summary**

Working with the General Secretary and with guidance from him/her, the Children Ministry Team Leader is to provide leadership to the Children 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 Children Ministry Staff Team...
- b. Coordinating the Primary Schools Work & Student Ministry and related ministry...
- c. Planning & Conducting special meetings, events, training events and camps...
- d. Deputizing in Churches & Connecting with Pastors/Christian Leaders...
- e. 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 know Jesus and grow to love God & His Word...
- 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 Children Ministry**

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As one of the Ministry Departments of Scripture Union Peninsular Malaysia, the SU Children's Ministry seeks to point children towards Jesus and encourage them to meet God daily through the Bible. We pursue this core ministry by:

1. Conducting/Facilitating activities and programs to reach out to children.
2. Equipping adults to help children grow in their faith.
3. Producing and making available resource materials for children ministry.

#### **Our current Strategies and Products include:**

1. Various Camps, Activities and Programs for children
2. Bible Reading Materials
3. Children's Magazine – Vineyard
4. Sunday School Teachers Training
5. Primary SCF and related Teacher's/Trainee Teacher's Programs
6. Children's Program consultancy in Church Partnership Projects