



新加坡长老会伯特利堂  
**BETHEL PRESBYTERIAN CHURCH**  
12 Jalan Lateh, Singapore 359110 ♦ Tel 6383 5700



## **Recruitment for Church Administrator for Bethel PC English Service**

We are seeking a committed and detail-oriented **Church Administrator** to oversee operations for our English congregations (Saturday and Sunday Services).

### **Key Responsibilities**

- **Service coordination:** Oversee scheduling, logistics, and administration for English worship services and occasional times with our other multilingual worship services.
- **Worship presentation:** Prepare PowerPoint slides for worship services.
- **Bulletin preparation:** Create and update weekly bulletins and announcements.
- **Office management:** Handle daily administrative tasks, records, and correspondence.
- **Volunteer support:** Assist ministry leaders and volunteers with communication.
- **Refreshment scheduling:** Coordinate refreshment teams and schedules for fellowship gatherings.
- **Prayer meeting support:** Assist in organizing and communicating prayer meetings.
- **Pastoral support:** Provide administrative help for pastoral care, eg memorial service and other special occasions.
- **IT support:** Demonstrate IT knowledge, including preparing PowerPoint presentations and uploading documents to Google Drive or similar platforms.
- **Team collaboration:** Work effectively in a team of multilingual staff to serve a diverse congregation.

### **Qualifications:**

- Strong organizational and communication skills
- Proficiency in English; ability to speak and understand Chinese is a bonus.
- Ability to work collaboratively with pastors, staff, and volunteers.
- Familiarity with presentation tools (PowerPoint), Microsoft publisher and bulletin design.

### **What We Offer**

- A supportive and faith-driven environment.
- Opportunities to serve in a multicultural congregation.
- Professional growth in ministry administration.

Interested candidates may send their application and CV to Rev Carol Ling:  
[carolling@bethelpres.org.sg](mailto:carolling@bethelpres.org.sg). **Closing Date: 3<sup>rd</sup> July 2026**

25<sup>th</sup> June 2026