



## **Community Groups Pastoral Assistant**

The Vine is a multi-cultural, inter-denominational, vibrant church community based in the Wan Chai district of Hong Kong. We are both a local and an international family made up of people born and raised in Hong Kong, as well as those who have moved here from other countries.

### **Position Overview**

The Community Groups (CG) Pastoral Assistant is a full-time key role that is central to the church and its vision for seeing people mature as believers through authentic Christ-like relationships with one another. The role requires proficiency in people skills, leadership, group facilitation, coordination, problem solving, administration, and pastoral support.

### **Ministry Responsibilities**

#### **1. Community Group Leaders Care and Support**

- Shepherd a cohort of CG leaders in providing support and pastoral care; spiritual growth and development contribution; and health and growth contribution
- Brainstorm and implement ways to foster CGL clusters, and support a cohort of these clusters
- Contribute to growing a strong volunteer team to support the Community Groups ministry
- Develop and implement an effective system to record all CGL and CG visits and meetings
- Innovate and Manage CGL and CG members resource library – physical and digital.
- Contribute to CGLA programme development, planning and delivery
- Develop our leadership pipeline that keeps tracks of potential leaders and where they are in the process of becoming CG leaders
- Contribute to special events and project, e.g. Thanksgiving Dinners, with administrative support.

#### **2. Community Group Placement**

- Oversee congregation members queries to join CGs and connect them with CGLs
- Innovate new pathways for placing people into CGs, and maintain and improve existing systems.
- Record keeping and statistic keeping of placement
- Host and facilitate Taster Evenings and any placement events

#### **3. Community Groups Communication and Administration**

- Oversee all CG related matters on booking system (Churchsuite) and the CG Map



- Brainstorm, implement and execute an integrated communications strategy
- Manage processes with PCR and promo form – what CGs to promote when and via what avenue
- Manage the CG Email account
- Explore ways to capture CG attendance numbers
- Oversee all CG related room bookings

#### **4. Pastoral Responsibilities, Pastoral Team & Community Groups Team**

- Collaborate with the Pastoral Team around wider Vine ministry
- Participate in Pastoral Team meetings and Vine staff devotions
- Participate in the Community Groups Team and Core Team (and/or clusters) meetings
- Contribute to the success of the Vine's major annual events
- Serve at Vine Sunday church services as required and rostered
- Available for taking pastoral meetings with CG members or Vine congregation members
- Support Alpha Programme as and when needed

#### **Job Requirements**

- Tertiary education, degree holder in Theology or related disciplines is highly preferred
- Proactive, self-initiated to work and solve problems with a positive attitude
- Highly attentive to details; able to organise and streamline processes and prioritise issues
- Support multiple tasks and be responsive to task execution in a timely and efficient manner
- Possess a strong sense of responsibility together with a high level of integrity and trust
- Able to work individually and collaboratively across different teams and volunteers as excellent team player
- Able and willing to work on Sundays
- Highly adaptable to a dynamic and fast-paced working environment
- Excellent command of spoken and written in English and Chinese

#### **How to Apply**

Please send your cover letter and resume with current & expected salary to [career@thevine.org.hk](mailto:career@thevine.org.hk).

Personal data provided by job applicants will be strictly used for recruitment purpose.