



Ministry Administrator – Sheung Shui Church Plant

This is a full-time position with the Sheung Shui Church Plant, a Cantonese & Mandarin-speaking faith community. The candidate will support the church plant's administrative, ministry, and community engagement initiatives, including Trellis—a strategic missional outpost that advances the church's outreach vision through hospitality, relationship-building, faith exploration, and discipleship.

The Ministry Administrator reports to the Church Plant Lead Pastors.

Work schedule: 5-day work week, from Tuesday to Friday and Sunday, 9am to 6pm. *(Occasional Saturday work may be required for ministry events and special activities.)*

Key Responsibilities:

Administration

- Provide administrative support to the Sheung Shui Church Plant team across church life and ministry activities.
- Maintain church databases, member records, registrations, and reporting systems using ChurchSuite and other platforms.
- Coordinate meetings, schedules, agendas, minutes, and follow-up actions.
- Monitor ministry budgets and prepare reimbursement and payment documentation in accordance with church policies, maintaining accurate financial records.
- Support volunteer coordination, scheduling, and communications.
- Assist with the procurement of ministry resources and supplies.
- Liaise with The Vine's Finance, IT, Human Resources, Communications, Creative Arts, and other support teams as required.

Ministry

- Support Sunday Services and ministry activities, including logistics, registrations, volunteer scheduling, and communications.
- Assist with newcomer follow-up, member engagement, and pastoral administration.
- Prepare ministry materials, participant resources, presentations, and event documentation.
- Coordinate the administration and logistics of outreach and community engagement initiatives, including Alpha, parenting workshops, marriage enrichment workshops, emotional health courses, heart-healing courses, seeker-friendly activities, and community events.
- Support Trellis' mission of fostering community engagement, faith exploration, discipleship, and connection to church life.
- Assist with venue scheduling, hospitality activities, volunteer coordination, and operational backup support when required.



Job Requirements:

- Degree holder in Business Administration and/or formal secretarial/administrative training.
- Minimum 2 years' relevant experience as an Administrator.
- Passionate about church planting, ministry coordination, outreach, and community engagement.
- Proactive, self-motivated, and able to work independently with a positive attitude.
- Highly organized, detail-oriented, and able to manage multiple priorities in a dynamic ministry environment.
- Strong sense of responsibility, integrity, and reliability.
- Strong interpersonal skills and able to work collaboratively with staff, ministry leaders, and volunteers.
- Adaptable and resourceful, with the ability to respond effectively to changing ministry needs.
- Good command of spoken and written Cantonese and Mandarin, with working proficiency in English.
- Proficient in PC applications including MS Office and digital systems.

How to Apply

Please send your cover letter and resume with current and expected salary to career@thevine.org.hk.

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