

Ingat⁺estone Elim Church

Executive Church Worker

Information Pack

February 2025

Ingatestone Elim Church

Thank you for taking the time to look through our information pack relating to the exciting new role of 'Executive Church Worker'.

Ingatestone Elim Church is a long-standing, local church in the village of Ingatestone, 8 miles south of Chelmsford, Essex. Having celebrated its 90th Anniversary in 2023, the church has undergone significant change in the last 10 years through numerical growth of church transfer and new faith, building renovation and leadership structure. Our congregation is drawn from a wide radius.

As leader of the church since 2014, it's my desire that we steward the financial resources of the church in such a way as to enable healthy and fruitful ministry. Recognising that one person alone does not have the complete skillset to 'run' a church, I remain part-time in my vocation as an Elim minister, thereby releasing funding to enable other team members to be employed to aid the effective ministry of the church.

In identifying the needs of the church, it is apparent to the current leadership that the demands of compliance and operational tasks of the church require someone with the appropriate skills to administer and manage these areas. In addition to administration, the ministry element of this role will be to enable connections with new attendees to form a meaningful relationship with our church as early as possible, ensuring that visitors feel valued and are not missed.

As with all roles, paid and voluntary, in the church, we pray that this one will contribute to the work of Christ's body in seeing people know Jesus as Lord for the first time and for all to walk as faithful disciples of Jesus in our context.

Should you have any questions about the role or recruitment process, please do get in touch.

Our recruitment and employment processes are subject to the standard Elim HR policies which can be supplied on request.

All workers, paid or voluntary, for Ingatestone Elim Church will be required to accept the Code of Conduct and Safeguarding Policy for the church.

Blessings and Peace



Pastor Lee Carmichael (BA Hons)

This post is subject to an Occupational Requirement under the provisions made in the Equality Act 2010 that the post holder has an active faith in Jesus. The successful candidate must be in agreement with the Foundational Truths of the Elim Foursquare Gospel Alliance. This Position is exempt under the Equality Act 2010, Schedule 9, Part 1.

Job Title: Executive Church Worker

Hours: 8 Hours per week - flexible across the week with some fixed hours in the church office to be agreed

The successful candidate would be required to be a regular attender at Sunday services. Time spent carrying out duties of the role on Sundays will be retrospectively filled in a timesheet.

Holiday Entitlement: Equivalent to 5 weeks per year

Salary: £14.50 per hour

Line Manager: Pastor

Contract Type: Permanent, with 6 month probationary period.

Role description

The executive church worker will be a key member of the leadership. They will work to oversee the operational effectiveness and connection with newcomers of Ingatestone Elim Church, freeing up the pastor to focus on the primary responsibilities of spiritual leadership and ministry, development of leaders and wider connections to the Elim movement.

The executive worker may also voluntarily engage in spiritual leadership and ministry opportunities alongside their paid role.

Rather than doing everything themselves, they will coordinate others to help fulfil the operational responsibilities of the church.

Responsibilities

- Coordinate the administration of church including:
 - Collate, Arrange and Distribute the weekly newsletter.
 - CCLi reporting.
 - Church address book on ChurchSuite.
 - Collation of new member details.
 - Changes to the website as required.
 - Minutes for monthly leadership meetings and AGMs.
 - Responding to and forward church office communications as required.
- Lead Recruiter (DBS processing) – with a view to training for more safeguarding responsibilities.
- Purchasing – essential supplies for church operations inc. cleaning, café, hospitality etc.
- Oversee the compliance calendar and allocation of tasks associated with it and recording compliance data.
- Oversee contractors/cleaners.
- Oversee the connection and integration of new members.
- Assess relevant church data and feed back to leadership.
- Attend leadership meetings and play a key role in agendas and discussions around church operations and direction.
- Attend Elim events as relevant to the role.

Person Specification

Essential

- Is a mature, practising Christian, willing to accept the Elim Foundational Truths. This is a Genuine Occupational Requirement.
- Competent user of email, messaging services and MS Office and other applications.
- Administration Experience
- Experience of working within teams and coordinating tasks and teams.
- Good communication skills, written and verbal.
- Highly motivated with the ability to work without supervision.

Desirable

- Website maintenance/development experience.

Recruitment Process

- **Advertisement** – Internal and External, Beginning 9th February 2025
- **Applications** – Closing Date 7th March 2025
- **Screening** – Received applications will be shortlisted and selected candidates invited to interview.
- **Interview**
- **References Followed Up**
- **Basic DBS Check** (unless applicant already holds a current DBS check within IEC)
- **Induction and Training**
- **Probation Reviewed at 6 Months** (Any cause for ceasing employment within or at the end of the probationary period will be appropriately handled in accordance with capability or disciplinary procedures. They will be documented and raised during the probationary period through means of line management and regular supervision.)