

Elim Pentecostal Church, York

ASSISTANT TO THE PASTOR (Full Time)

1 year fixed term contract, to be reviewed at completion of the year.

Purpose of Job

To work closely with Pastor Graham, serving the congregation by promoting and managing all aspects of the administration of Church Membership/Registration, Baptisms, Alpha Courses, Discipleship courses. To assist with organisational aspects of external events e.g Easter baptisms and other OVY events. To develop the discipleship of Spirit filled Christians in this church in a multi-cultural context.

To represent Pastor Graham and York Elim Pentecostal Church at various forums and meetings. Through pastoral ministry, to encourage and equip others to play their full part in their Christian life.

We are seeking an energetic, outgoing person who cares for people. They will enjoy the challenge of being fully involved in a wide range of work in this busy church of various nationalities. The successful candidate will be a committed Christian with a can-do spirit.

Person Spec

- Mature Spirit-filled Christian.
- Excellent role model of a Christian life-style
- Excellent communication skills, both written and verbal
- Good IT skills
- Good understanding of the culture of YEPC
- Flexible
- Able to work on own initiative when carrying out the requirements of the post
- Ability to manage people/teams if and when necessary
- Ability to delegate responsibly
- Able to travel in and around York
- Attention to detail
- Reliable and punctual
- Ability to prioritise
- Proven organisational skills
- Able to maintain confidentiality and discretion
- Will become a member of the York Elim Pentecostal Church.
- Comfortable with Elim Pentecostal Church's statement of faith known as Elim's Fundamental Truths

Experience Desirable/Essential

Previous admin/office experience D

Word processing, email, Internet E

Customer service/working with people E

Previous experience of working with and motivating others E

Familiarity with the Alpha Course D

Understanding of how churches work E

Job Description

- Enjoy people, getting to know them, and helping them to get involved at YEPC
- Praying for people in one to one situations. Leading individuals into an experience of the Holy Spirit.
- Pastoral meetings/visitation with individuals as required
- Liaise with pastor Graham to ensure that he is represented at relevant meetings/forums, reporting back and taking forward any actions as necessary
- Provide admin support to Pastor Graham in his role at YEPC and as Co-Chair of OVY.
- Take a lead role in the administration of some city-wide events, e.g. Easter baptisms, visiting speakers – liaising with other churches, venues etc
- Take a lead role in the promotion and administration of Church Membership/Registration, Alpha courses, Baptisms, Discipleship/training courses
- Liaison with Youth/Student worker, elders and voluntary staff as required
- Other duties not specified may be required

Hours:

Hours are negotiable but we envisage this to be a full-time post of 37 hours per week (or equivalent) including time on Sundays, and could be two midweek evenings per week. Five weeks' paid annual leave entitlement.

Pay:

Starting at £13,500 per annum.

Interview date yet to be agreed. We envisage start date to be 01/09/2012 but can be negotiable. Appointment subject to satisfactory references and successful completion of a 3 month probationary period.

The church covers all working expenses on production of receipts (stationery, work related travel costs, conference fees, etc).

This post is subject to an enhanced CRB disclosure. Evidence of right to employment in the UK will be required.

Full training and support for this post will be provided.

For an informal discussion or to request an application form please telephone 01904 422322 or email admin@yorkelim.com

The Fundamental Truths which are part of the constitution of the Elim Foursquare Gospel Alliance are as follows:-

THE BIBLE: We believe the Bible, as originally given, to be without error, the fully inspired and infallible Word of God and the supreme and final authority in all matters of faith and conduct.

THE TRINITY: We believe that the Godhead exists co-equally and co-eternally in three persons Father, Son and Holy Spirit and that these three are one God, sovereign in creation, providence and redemption.

THE SAVIOUR: We believe in the true and proper deity of our Lord Jesus Christ, in His virgin birth, in His real and complete humanity, in His sinless life, in His authoritative teaching, in His substitutionary and atoning sacrifice through His blood shed, in His bodily resurrection, in His ascension to the right hand of the Father, in His heavenly intercession and His second advent to receive His Church.

THE HOLY SPIRIT: We believe in the deity of the Holy Spirit who proceeds from the Father and the Son and the necessity of His work in conviction of sin, repentance, regeneration and sanctification, and that the believer is also promised an endowment of power as the gift of Christ through the baptism in the Holy Spirit with signs following. Through this endowment the believer is empowered for fuller participation in the ministry of the Church, its worship, evangelism and service.

MANKIND: We believe in the universal sinfulness of all men since the Fall, rendering man subject to God's wrath and condemnation.

SALVATION: We believe in the necessity for salvation of repentance towards God and faith in the Lord Jesus Christ by which the sinner is pardoned and accepted as righteous in God's sight. This justification is imputed by the grace of God because of the atoning work of Christ, is received by faith alone and is evidenced by the Fruit of the Spirit and a holy life.

THE CHURCH: We believe in the spiritual unity and the spiritual priesthood of all believers in Christ and that these comprise the universal Church, the Body of Christ.

THE MINISTRY: We believe in the ministries that Christ has set in His Church, namely apostles, prophets, evangelists, pastors and teachers, and in the present operation of the manifold Gifts of the Holy Spirit according to the New Testament.

THE ORDINANCES: We believe in the baptism of believers in water in obedience to the command of Christ and the commemoration of Christ's death by the observance of the Lord's Supper until His return.

THE COMMISSION: We believe that the Gospel embraces the needs of the whole man and that the Church is therefore commissioned to preach the gospel to the world and to fulfil a ministry of healing and deliverance to the spiritual and physical needs of mankind.

THE COMING KING: We believe in the personal, physical and visible return of the Lord Jesus Christ to reign in power and glory.

THE FUTURE STATE: We believe in the resurrection of the dead and in the final judgement of the world, the eternal conscious bliss of the righteous and the eternal conscious punishment of the wicked.