

July 2017

Re: Ministry Administrator

Dear enquirer,

Thanks for expressing an interest in this new and exciting position here on the Wellspring Church staff team.

In this pack you will find all the information you need and an Application Form. The application deadline is 25th August and we hope to have the first round of interviews in the week after that.

Before applying you may want to come into the office and find out more about what the job entails, or have further questions. If so please do get in touch with me directly.

God bless you as you consider your next steps.

Yours sincerely,

Rev. Helen Roberts
Executive Minister

Ministry Administrator

- 22 hours per week
- Typically 5 days a week Monday-Friday for 4 hours per day plus occasional work on evenings/weekends
- Closing date of application: 25th August
- Interviews 1st Round: Week commencing 28th August
- Salary: £8.25-£9 per hour (based on qualifications and experience)
- 6% pension contribution
- 25 days annual leave pro rata
- Contract: Permanent, part-time
- Start Date: September 2017 (subject to satisfactory references and DBS clearance)



Applications are invited for a strategic Ministry Administrator with office-based administration experience to join our welcoming and productive staff team at the Wellspring Church Centre. You will be enthusiastic, efficient, self motivated, well organised, reliable and flexible.

You will be an excellent communicator, professional in appearance and manner, able to work alongside senior church leaders and staff with a commitment to see initiatives through to completion.

You will have a proven ability to plan and prioritise your workload, ensuring deadlines are met whilst maintaining an ability to respond to the ad hoc demands that come with church life.

You will be caring with an energetic outlook and the ability to listen and respond sensitively and efficiently to senior church leaders, church members and the general public. Microsoft Office and experience with web-based applications is essential. The willingness to work toward the Vision of Wellspring Church based on our Values and the ability to keep complete confidentiality is fundamental.

Ministry Administrator

1 a) REASON JOB EXISTS

To offer administrative assistance to Ministers and the wider Senior Leadership Team (SLT) in pursuit of the Wellspring Church Vision and in line with the church's Values.

1 b) AREAS OF RESPONSIBILITY

Line Management

- Support and manage Events and Communications Assistant

SLT support

- Clerk for SLT Ministry Leaders' meetings and help implement decisions
- Clerk for SLT Directors' meetings and help implement decisions
- Work with colleagues to ensure smooth running of the Charity

HR support

- Liaise with our HR consultant in order to maintain clear and accurate staff records, contracts, and the Staff Handbook.

Ministerial support

- Provide executive assistance to the Senior Minister, including handling correspondence, supporting various functions including trans-local ministry responsibilities
- Provide executive assistance to the Executive Minister, supporting various functions including trans-local ministry responsibilities

Ministry Events

- Provide leading administration of seasonal events and activities including facilities hire, and resource, staff and volunteer coordination. This can include events at Christmas and Easter, baptisms, and Church-wide events like the Glocal Church missions conference and Vision Sundays

Overseas Mission

- Correspondence with overseas partners
- Facilitation of short-term 'GO' teams and Ministers' travel including visas, flights, etc.

1 c) EQUALITIES

Ensure that the Church's equalities and diversity policies are followed.

1 d) HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to safeguarding children and vulnerable adults; health and safety; confidentiality and data protection and report all concerns to an appropriate person.

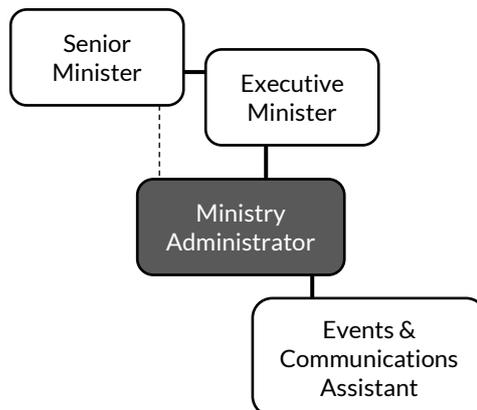
1 e) ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the Vision and Values of the Church, preferably as an Active Member. All staff are required to participate in training and other learning activities, as well as in performance and development as required by the Staff Handbook and additional policies and practices.

The duties and responsibilities listed above describe the post as it is at present. On the basis of ongoing review and consultation, the post holder is expected to accept any reasonable alterations that may from time to time be necessary.

1 f) ORGANISATION CHART

The jobholder is managed by the Executive Minister (or in her absence the Senior Minister), with whom there is likely to be daily contact.



4. JOB CONTEXT

The Church's administrative team provides essential 'behind the scenes' support for a wide range of voluntary ministries in the local community and internationally. This varied and strategic job provides a vital connection point between Church leaders, team members, volunteers and the general public. The context is therefore an interactive and exciting one, centred around serving people.

5. CONTACTS

Staff, Senior Leadership Team members, Church members, parents, children, external agencies (other professionals), suppliers and other enquirers.

6. KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of office administrative work
- Experience of working with volunteers and the general public
- Good numeracy and literacy skills
- Well-developed communication skills
- Experience of managing others
- Ability to use standard office software (Microsoft Office)
- Ability to use the internet (some training will be provided with any specific web-based applications required for the role)
- Ability to work in a team and independently
- Personal integrity and sensitivity to the nature of Church-based ministry
- Evidence of accredited learning relevant to the post is desirable but not essential

7. PROBLEMS AND DECISIONS

- Exercise discretion in filtering sensitive e-mails, phone calls and messages whilst ensuring that all enquiries are dealt with expeditiously.
- Dealing with unexpected events until another senior member of staff can be contacted.
- Ability to decide when to inform a senior member of staff of issues that may adversely affect the Church.

ADDITIONAL INFORMATION

The ability to work under pressure whilst dealing with occasional interruption from various sources is essential due to the nature of the working environment.

In addition, the ability to prioritise workload to meet changing needs is an essential part of the role.

AGREEMENT -

Should you be appointed to this position, this job description would be countersigned by yourself and a member of the Senior Leadership Team.

TITLE OF JOB: **Ministry Administrator**

Signed on behalf of
the Senior Leadership Team _____ Date _____

Full Name of Postholder _____

Signature of Postholder _____ Date _____

BELIEFS

The following is the Assemblies of God UK Statement of Faith (with which Wellspring Church is in fellowship). These truths should be worked out and expressed in mutual love, practical Christian service and compassionate concern:

1. We Believe that the Bible (i.e. the Old and New Testaments excluding the Apocrypha) is the inspired Word of God, the infallible, all-sufficient rule for faith and practice. (2 Tim.3:15-16; 2 Pet.1:21).
2. We Believe in the unity of the one true and living God Who is the eternal, self-existent 'I AM', Who has also revealed Himself as one Being co-existing in three Persons - Father, Son and Holy Spirit. (Deut.6:4; Mark 12:29; Matt.28:19; 2 Cor.3:14).
3. We Believe in the virgin birth, sinless life, miraculous ministry, substitutionary atoning death, bodily resurrection, triumphant ascension and abiding intercession of the Lord Jesus Christ and in His personal, visible, bodily return in power and glory as the blessed hope of all believers. (Isa.7:14; Matt.1:23; Heb.7:26; 1 Pet.2:22; Acts 2:22, 10:38, 2 Cor.5:21; Heb. 9:12; Luke 24:39; 1 Cor.15:4; Acts 1:9; Eph.4:8-10; Rom.8:34; Heb.7:25; 1 Cor. 15:22-24,51-57; 1 Thess.4:13-18; Rev.20:1-6).
4. We Believe in the fall of man, who was created pure and upright, but fell by voluntary transgression. (Gen.1:26-31; 3:1-7; Rom.5:12-21).
5. We Believe in salvation through faith in Christ, Who, according to the Scriptures, died for our sins, was buried and was raised from the dead on the third day, and that through His blood we have redemption. (Titus 2:11;3:5-7; Rom.10:8-15, 1 Cor. 15:3-4.) This experience is also known as the new birth, and is an instantaneous and complete operation of the Holy Spirit upon initial faith in the Lord Jesus Christ. (John 3:5-6; James 1:18; 1 Pet.1:23; 1 John 5:1).
6. We Believe that all who have truly repented and believed in Christ as Lord and Saviour are commanded to be baptised by immersion in water. (Matt.28:19; Acts 10:47-48; Acts 2:38-39).
7. We Believe in the Holy Spirit as an endowment of the believer with power for service, the essential biblical evidence of which is speaking with other tongues. (Acts 2:4, 10:44-46, 11:14-16, 19:6; Isa.8:18).
8. We Believe in the operation of the gifts of the Holy Spirit and the gifts of Christ in the Church today. (1Cor.12:4-11, 28; Eph. 4:7-16).
9. We Believe in holiness of life and conduct in obedience to the command of God. (1 Pet.1:14-16; Heb.12:14; 1 Thess.5:23; 1 John 2:6).
10. We Believe that deliverance from sickness, by divine healing, is provided for in the atonement. (Isa.53:4-5; Matt.8:16-17; James 5:13-16).
11. We Believe that all who have truly repented and believe in Christ as Lord and Saviour should regularly participate in Breaking of Bread. (Luke 22:14-20; 1 Cor. 11:20-34).
12. We Believe in the bodily resurrection of all men, the everlasting conscious bliss of all who truly believe in our Lord Jesus Christ and the everlasting conscious punishment of all whose names are not written in the book of life. (Dan. 12:2-3; John 5:28-29; 1 Cor. 15:22-24; Matt. 25:46; 2 Thess. 1:9; Rev. 20:10-15).

VISION

Our Vision is to see communities transformed with the love of God.



STRATEGY

We have three main strands of our strategy – three steps to bring about our Vision. They apply to us on a personal and corporate level.

GATHER. It is God's purpose to gather diverse people – from all ages and backgrounds, nations and parts of the globe, to meet with our Lord and Saviour Jesus Christ. This is why we meet on Sundays. To gather in the presence of Jesus.

GROW. We believe God is in the business of growing us to become mature and fruitful people. We are encouraged to become more like Jesus in how we speak, what we do, how we live. To help us grow we meet in small groups called Community Groups, weekly meeting for food and fellowship, encouraging one another in our growth. Other contexts for growth are also encouraged where relationships are safe and spiritually stretching.

GO. Our Christian faith is based on the powerful example of Jesus: He was willing to 'go' – to leave heaven and come to earth to save us. God is a barrier-breaking, border-crossing God and as we follow him, and obey Jesus' Great Commission, we are also sent to 'Go'. In Wellspring Church this involves us in our daily personal ministry at home/work, in our team efforts to reach local people and go to those 'within reach'. It also means active partnership with those serving in other nations to plant churches and transform communities.

Mature members of Wellspring Church therefore Gather on Sundays, Grow in small groups and as a result they are equipped and ready to Go wherever the Lord leads them, in his name

VALUES

These are the values – the lifestyle principles – that we are led by; our ethos. If you like, these values describe how we grow... It is our aim to live biblically-inspired, Holy Spirit empowered lives, and by the grace of Christ, these values express what we are aiming for:



Humility – before God and with others

"Since God chose you to be the holy people he loves, you must clothe yourselves with tender-hearted mercy, kindness, humility, gentleness, and patience." – Colossians 3:12

Honesty – what we say and how we live

"What joy for those whose record the Lord has cleared of guilt, whose lives are lived in complete honesty!" – Psalm 32:2

Expectancy – faith for the future, ready for change

"Love never gives up, never loses faith, is always hopeful, and endures through every circumstance." – 1 Corinthians 13:7

Generosity – towards God and towards others

"Teach those who are rich in this world not to be proud and not to trust in their money, which is so unreliable. Their trust should be in God, who richly gives us all we need for our enjoyment. Tell them to use their money to do good. They should be rich in good works and generous to those in need, always being ready to share with others. By doing this they will be storing up their treasure as a good foundation for the future so that they may experience true life." – 1 Timothy 6:17-19

Unity – one God, one vision, shared values

"Is there any encouragement from belonging to Christ? Any comfort from his love? Any fellowship together in the Spirit? Are your hearts tender and compassionate? Then make me truly happy by agreeing wholeheartedly with each other, loving one another, and working together with one mind and purpose." – Philippians 2:1-2

Diversity – all ages, celebrating difference

"Don't think you are better than you really are. Be honest in your evaluation of yourselves, measuring yourselves by the faith God has given us. Just as our bodies have many parts and each part has a special function, so it is with Christ's body. We are many parts of one body, and we all belong to each other." – Romans 12:3b-5

Tenacity – lifelong dedication

"Patient endurance is what you need now, so that you will continue to do God's will. Then you will receive all that he has promised." – Hebrews 10:36

Liberty – fun and freedom

"We were filled with laughter, and we sang for joy. And the other nations said, "What amazing things the Lord has done for them." – Psalm 126:2

Creativity – rejoicing in fresh expression

"O Lord, how manifold are your works! In wisdom have you made them all; the earth is full of your creatures." – Psalm 104:24

Quality – giving our best to bring God glory

"Work willingly at whatever you do, as though you were working for the Lord rather than for people." – Colossians 3:23