



Queen Edith Chapel

Wulfstan Way, Cambridge, CB1 8QN

A community of all ages, nationalities and backgrounds in Queen Edith's, gathering to worship God, growing by the work of the Holy Spirit and going to witness to Jesus

Job Description – Employed Elder

Job title: Employed Elder

Hours: Full Time or Part time (job share considered)

Salary: £30-35k pa FTE (including housing allowance)

Introduction

Queen Edith Chapel, an independent evangelical church, is seeking to appoint an evangelist to serve as an employed elder to work as part of and alongside our volunteer elders, to help fulfil our church's vision to be a community of all ages, nationalities and backgrounds in Queen Edith's, gathering to worship God, growing by the work of the Holy Spirit and going to witness to Jesus.

Queen Edith Chapel is led by a group of elders including a paid elder (this role) who is one of the team who support and are accountable to each other. The elders are supported by a group of trustees who look after practical matters and ensure compliance with legal obligations. Some responsibilities are discharged by two other paid staff, a Youth Worker and a Children and Families worker, who are supported by and accountable to the elders.

Purpose of the role

Co-lead QEC in fulfilling God's vision for us with a particular focus on evangelism and outreach, and helping people become part of the QEC family.

Accountability

This role is accountable to:

- the Trustees with regard to legal and charitable responsibilities in or arising from civil law
- the volunteer elders with regard to spiritual, scriptural, teaching, pastoral, evangelism, discipleship, church discipline & other elder responsibilities, as the elders support and are accountable to each other.

Responsibilities

Shared responsibilities

Working together, the elders are responsible and have authority for the spiritual leadership of the church including, but not limited to, accountability for:

- the vision and direction of the church
- pastoral care and discipline
- worship and prayer
- teaching and discipleship
- outreach and evangelism
- communications and publicity
- oversight of various financial matters insofar as these relate to spiritual leadership e.g. grants from the church's relief fund, or gifts to mission partners
- oversight of and decision making for any other matters that relate to the discharge of spiritual leadership
- future leadership
- the recruitment of staff in co-operation with the trustees.

Specific responsibilities

Evangelism

- Lead and practise evangelism and outreach
- Develop opportunities for adults in their 20s, 30s and 40s to explore the Christian faith
- Equip, train and encourage congregants in evangelism and outreach

Congregation building and community

- Lead and participate in newcomers becoming active congregants
- Develop and implement pathways from first contact to active involvement in QEC
- Build relationships within the fellowship and with the local community
- Working with others, build a thriving, welcoming and connected congregation of all ages

Leadership ministry

- Co-lead with the other elders in fulfilling the church's vision
- With Elders and Trustees, recruit, train and support staff and volunteers
- Work collaboratively with Elders, Trustees, staff, volunteers, congregation and wider community
- Ensure your ministry complements those of other Elders, Trustees, staff and volunteers
- Line-manage designated staff
- Working with other elders, help church members identify, develop and use their gifts in fulfilling the church vision
- Carry out appropriate communications with the congregation and wider community, such as use of social media
- Contribute to Sunday service leading and preaching
- Partake fully in the shared Elder responsibilities including representing Elders at Trustee Meetings as required
- Represent the church at external events and network with others in similar roles.

Requirements

Personal attributes

- Meets Bible qualifications for Eldership set out in 1 Tim 3:1-7 and Titus 1:5-9,
- Commits to the QEC Statement of Faith & position on marriage
- Become a member of the QEC church family and join a home group.
- Demonstrates the fruit of the Spirit Galatians 5:22-23
- Mature Christian with a heart for evangelism, discipleship and church growth
- Excellent communicator, leader
- Relational and able to network well
- A person of prayer, leading others by example in God dependence and empowerment
- Have a desire to learn and grow in the role, being proactive in the sourcing of training

Skills, knowledge and experience

Essential

- A proven track record:
 - as an evangelist and leader, particularly with adults in their 20s, 30s and 40s
 - leading people to faith
 - helping newcomers become part of a church family
 - building relationships within the congregation and wider community
 - organising, leading and growing individuals and teams
 - identifying, developing and releasing spiritual gifts
- Able to work collaboratively with Elders, Trustees, staff, volunteers, congregants and wider community
- Good organizational skills, with the ability to manage time well
- Basic computing skills, including ability to use Microsoft Word and PowerPoint.

Desirable

- Theological training at a Bible College or similar
- Experience of a similar church
- Experience of contributing to church growth
- Experience of working in shared leadership
- A good understanding of social media
- Knowledge of safeguarding standards in a church setting
- Basic first aid training

There is a Genuine Occupational Requirement (GOR) under the Equality Act 2010 that the post-holder is a practising Christian. An enhanced DBS check will be required.

Applicants must have an existing legal right to work in the UK. Please note that we are unable to offer visa sponsorship for this role.

Queen Edith Chapel Statement of faith

We believe in:

1. The one true God who lives eternally in three persons – the Father, the Son and the Holy Spirit.
2. The love, grace and sovereignty of God in creating, sustaining, ruling, redeeming and judging the world.
3. The divine inspiration and supreme authority of the Old and New Testament Scriptures, which are the written Word of God – fully trustworthy for faith and conduct.
4. The dignity of all people, made male and female in God's image to love, be holy and care for creation, yet corrupted by sin, which incurs divine wrath and judgement.
5. The incarnation of God's eternal Son, the Lord Jesus Christ – born of the virgin Mary; truly divine and truly human, yet without sin.
6. The atoning sacrifice of Christ on the cross: dying in our place, paying the price of sin and defeating evil, so reconciling us with God.
7. The bodily resurrection of Christ, the first fruits of our resurrection; his ascension to the Father, and his reign and mediation as the only Saviour of the world.
8. The justification of sinners solely by the grace of God through faith in Christ.
9. The ministry of God the Holy Spirit, who leads us through faith to repentance, unites us with Christ through new birth, indwells us to empower discipleship, and makes us fruitful in service and holiness.
10. The church, the body of Christ both local and universal, the priesthood of all believers — given life by the Spirit and endowed with the Spirit's gifts to worship God and proclaim the gospel, promoting justice and love.
11. The practice of the baptism of believers by immersion upon request, but not essential to either salvation or communion.
12. The practice of sharing communion among professing believers.
13. The personal and visible return of Jesus Christ to fulfil the purposes of God, who will raise all people to judgement, bring eternal life to the redeemed and eternal condemnation to the lost, and establish a new heaven and new earth.