

Job Description - The Directing Elder of Ashford Community Church

ROLE AND PURPOSE

- A leading/directing male Elder of the church, jointly responsible with the other Elders for the Spiritual Direction of the Fellowship.
- The Pastor of the church, responsible for the coordination of Pastoral Care – though others including Elders may also have pastoral responsibilities.
- A leading member of the Bible Teaching team.
- Have an active involvement in the practical running of the Church.
- An inspirer and initiator of Outreach in the local community.
- An Elder with responsibility for forward planning and coordination of delivery of church life activity.
- Initiator and developer of local Partnership links.
- An employee who undertakes Continued Personal Spiritual Growth and Development, through suitable training, continuing professional development (CPD), and a personal support group.

ACCOUNTABILITY

The Directing Elder will be accountable to the Elders and to the Trustees of the church. Accountability for spiritual matters will be via the Elders but for everything else will be by two of the Trustees.

SPECIFIC RESPONSIBILITIES

Teaching

- To ensure the spiritual care and health of the Church through regular preaching and teaching.
- In consultation with other Elders, to direct the regular pattern of Sunday and mid-week meetings, including the Bible subjects to be covered; and to lead/preach/teach on those days except when, by agreement, this is delegated to others.
- Along with other members of the church family to lead and guide worship services so they glorify God and enable the congregation to worship and glorify Him with their whole being.

Pastoral

- Ensure, directly or via Home Groups, the pastoral care of members and congregation, including personal or family matters, sharing concerns with the other Elders for collegiate assessment and decision making.
- Maintain a regular pattern of visitation to all members and regular attendees. This is impossible for one person to achieve and so can be done personally or by delegation through the Home Groups or otherwise.
- Oversee, with other Elders, the mid-week meetings including Home Groups and Church Prayer Meetings

Evangelist

- Encourage, lead, equip and empower the Church individually and collectively in outreach to our community that Jesus might be made known, and individuals come to know a living personal relationship with Jesus Christ. (2 Timothy 4 v 5)

Leader

- Together with the other Elders to discern and fulfil God's purposes for the Church, championing and encouraging the implementation of the vision across all matters of church life.
- Usually to chair meetings of Elders, Joint Elders & Deacons and Family Forums. Attend Trustees Meetings when invited (for matters which would benefit from his input).
- With the other Elders, recognise, encourage, and oversee the ministry of others in the Church in their use of their gifts, including facilitating coaching and training where appropriate. (Ephesians 4 v 11 – 13)

Administration

- Have an active involvement in administrative matters and offer advice to others dealing with the same to enable the efficient and effective operation of the Church.

PLACE AND HOURS OF WORK

- The role will be carried out partly from the premises where the Church holds its services, partly from Church House, which is within easy walking distance of the Church, and will be made available for occupation by the Directing Elder as part of the employment contract.
- There are no normal working hours applicable to this role. The Directing Elder is required to work such hours and at such times as are reasonably necessary for the conscientious discharge and proper performance of the role. The Directing Elder must always have at least one full day per week, and usually another half or full day, clear of any church work.
- Holiday. 23 days plus statutory bank holidays. Maximum of 8 Sundays.

CARE FOR THE DIRECTING ELDER

- The Directing Elder is encouraged to make maximum use of the support available through the church and its partners to aid their spiritual, professional and pastoral health. We do not seek someone who will 'do everything' but someone who will recognise and enable the use of gifting amongst church members.
- Support is available from the other Elders, Trustees and trusted external advisors linked to and familiar with the Church.
- The Church will comply with our legal obligations and indeed aim to be generous regarding Paternity Leave, Bereavement Leave and Compassionate Leave.
- Annual Leave of up to 1 week can be carried over to another year.

OTHER REQUIREMENTS

- Occupational requirements for the role include satisfactory references, passing an enhanced DBS clearance for work with children and with vulnerable adults, legal ability and right to work in the UK, access to use of a car (not provided by the church), and possession of a valid full driving licence.
- Under Part 1 of Schedule 9 to the Equality Act 2010, this role has an occupational requirement that the holder be a practising male Christian who can declare wholehearted acceptance of the Basis of Faith and ethos of the Evangelical Alliance.
- For the better performance of their duties it is expected that the Directing Elder lives in Church House which is a 3 bedroom terraced house and is ideal for this role.
- The role will require some involvement with safeguarding and ideally for the new Directing Elder to be the safeguard lead.

WHAT CAN YOU BRING TO OUR CHURCH

It may be that you have other gifts to offer and we are happy to hear from anyone who has other strengths. If that is the case then please talk to us – we want what God wants for our church and so are open to His leading in this.