

**Eden Baptist Church  
Church Assistant  
September 2010 – August 2011**

Eden is an active city centre church of around 230 members plus regular attenders. It has a busy weekly programme aiming to reach out to the large number of students, internationals and local people in the city. It has several members working overseas in mission and related work and places a strong emphasis on mission and mission support. Cambridge has two universities, many foreign language schools and many IT companies and related industries.

**Eden's Vision Statement**

Our passion is to love and serve Jesus Christ together and help others to do the same. We desire to be a family, rooted in the Word of God and prayer, whose love for Christ and for one another overflows in joyful sharing of the gospel with all, especially with those friends, neighbours, students and internationals whom God has given us a unique opportunity to reach.

Eden shares many characteristics with other Christian churches. We are a community of people who are committed to following Jesus Christ, and we believe that a right relationship with God is possible only through him. We believe that God's written word, the Bible, is true and tells us how to know God and live for him. Our convictions can be described as 'evangelical, reformed and baptist'. Our mission arises both from these convictions and from our understanding of the time and place in which we live.

**Church Assistant's Role**

Eden is looking to employ two church assistants for the academic year, starting 1 September 2010 and finishing 31 August 2011. The Church Assistant's post is essentially a one-year training post, involving practical work (3 days per week), guided personal study and preparation time (1 day per week) and course attendance (1 day per week) spread over 6 days (Sunday to Friday). As such, the position is suitable for recent graduates, or those of a similar age, usually - though not exclusively - those considering some form of full-time Christian ministry in the future.

The purpose of the position is to assist the church leadership, the church Administrator, and other church groups, by taking on responsibility for various practical tasks within the church and being involved in various areas of church ministry. The aim is to provide the Church Assistant with practical experience of church life to provide an opportunity for fruitful service and personal growth.

**PAID EMPLOYMENT**

For the practical work, you are treated as an employee of the Church and subject to 'Terms & Conditions of Employment'.

The work you are required to undertake is generally divided up as follows:

- **Practical work:** Administrative and practical tasks, setting up for the various groups held in the church throughout the week, and preparing for the Sunday services. Also responding to specific tasks from the Administrator or Deacons. The Administrator will line manage this work. (1.5 days per week)
- **People ministry:** This area is flexible, but could include being part of the student team and attending the student meal on Sunday evening, organising and leading 1-1 Bible studies with students, and helping to organise the various student weekends away. Other areas of service may include youth work, children's work, music ministry, or outreach groups. Supervision is provided by the person immediately responsible for the group. (1.5 days per week)

**STUDY GRANT**

In recognition of the training and personal and spiritual growth we want to encourage in you, a non-taxable study grant will be paid in order to reflect the amount of training involved in "people ministry" and personal and spiritual growth plus a book allowance.

The study and preparation is generally divided up as follows:

- **Guided personal study:** Time will be used for individual Biblical-theological study, which may include some directed reading from the Senior church staff member – pastor, assistant pastor or pastoral worker - who will disciple the assistant (.5 days per week)

- **Preparation study:** (to lead Bible studies, 1to1s, & talks) in term-time, or extra practical preparation (as directed by the Administrator) outside term. (.5 days per week).
- **Course attendance:** You will be expected to attend the term-time TEAM course that includes Biblical and Systematic Theology, Biblical exegesis and practical preaching/teaching. The Church will pay for TEAM course fees. You may also have the opportunity to attend training conferences with UCCF Living Leadership and similar organizations. This will be by approval of the Elders and with agreement of the Deacons to fund the course and travel expenses.

### **Remuneration, holidays and time off**

The church assistant will be a member of the staff team, and receive a paid monthly for a 22.5 hour week. The church will contribute, in addition to the above, one and a half times the employee's own net contributions to a pension scheme of the employee's choice, up to a maximum employer's contribution of 10% of the basic salary. The assistant will have one full day off per week, usually Saturday.

The Church Assistant role is funded for the academic year September – August. During this period the Church Assistant will have 5 weeks paid holiday – made up of 15 days holiday for employed work and 10 days holiday from study plus 8 Bank Holidays (or days in lieu where holidays are worked). All holiday is to be taken following reasonable notice to the Church Administrator, and liaising to ensure there is appropriate cover of relevant duties whilst away.

Whilst it is recognized that Church Assistants may want to serve at Christian camps and similar activities away from Eden, during part of the summer, it is expected that this will be taken out of annual leave entitlement. However, serving during a CICCUC mission will be counted as work hours by approval of Church Staff.

### **Review**

So that the church assistant can make the most of their time and opportunities at Eden and so that Eden can improve on what it offers the church assistant there is a review with their mentor after 6 and 12 months.

### **Application Process**

Please apply with a CV, a letter of application and a photo – you may email your documents. In your letter you should include a description of your conversion and subsequent spiritual journey, why you want to be on the apprenticeship scheme and what your future plans are. In addition please give details of three books that have influenced you. You should include the names of two referees including the pastor of your home church. You will need to be baptised as a believer and able to become a church member.

If you would like to visit the church you would be very welcome to do so, or for an informal discussion please call the church office on 01223 361250. For more details about the church please see our website at [www.eden-cambridge.org](http://www.eden-cambridge.org) where you will find our full vision statement and a copy of our basis of faith - "A Firm Foundation" which you should read.

Applications should be sent to Ruth Tricker, Eden Baptist Church, 1 Fitzroy Street, Cambridge CB1 1ER or emailed to the church office (use the link on the web site) by 30 April 2010.