

19 February 2021

## Church Administrator Application Process

Thank you for the interest you have shown in this position. Attached is a brief overview of our fellowship, and where we feel God is leading Elmwood as a church.

As mentioned in the Job Description, this post will require an Enhanced DBS check and we can only consider UK citizens and those who have the right to work full time in the UK and the right of residence.

### Application

- Please save your completed Application Form using the filename: "*Insert your surname* – Church Administrator Application" and email it as an attachment – either as a word document, pdf or both (just to be sure).
- The closing date for applications is midnight **Wednesday 10<sup>th</sup> March 2021**.
- We will let you know if you have been shortlisted by Wednesday 17<sup>th</sup> March.

### Selection Process

As part of the interview process shortlisted candidates will be invited to interview via Zoom on 24<sup>th</sup> March. We appreciate the difficulties of doing this in the current pandemic and will consider the possibility of inviting candidates to the church building and interviewing in person, if restrictions allow.

We are aware of the time, prayer and effort which goes into applying for a job such as this and want to ensure you have all the relevant information to assist with this. If you have any questions, prior to completing your application, please email me at [jobs@elmwoodchurch.org.uk](mailto:jobs@elmwoodchurch.org.uk)

We are praying that God will bring the right person to do this role. We look forward to receiving your application, if you feel God may be calling you to this post.

Yours in Christ

**Angela Hopper**  
**Chair of Trustees**

# Elmwood Church

## Our History

Elmwood Church has a rich history. Our church started life in 1889 as the 'Eccles and Patricroft Railway Mission' and first met in a tin hut. As the fellowship grew in number, it became 'Eccles Evangelical Church' and moved to a former Quaker meeting house in Eccles in 1963.

During the next 24 years, the church continued to grow and again outgrew the building. The church, under the leadership of our first salaried pastor and the Elders, took a step of faith to purchase the land on Eccles Old Road and embarked on an ambitious project to build a new church. In 1987 the fellowship moved to the current site with a new name - Elmwood Church. We celebrated 30 years of ministry in this building in 2017 – a reminder of God's faithfulness and his people's generosity.

During this time, we gained new members - both as new Christians, but also believers from a whole variety of church backgrounds who have made their home with us. We have experienced challenges as a fellowship as well many times of encouragement. In 2013 Elmwood became a Charitable Incorporated Organisation (CIO) with a new constitution and members' handbook.

Our Senior Leader, Chris Mellor, joined Elmwood in September 2018. He works closely with the staff, leadership and members of Elmwood to see the vision God has given us as a church become more of a reality.

## Our Beliefs

### **Elmwood Church believes and proclaims:**

- a. The one true God who lives eternally in three persons - the Father, the Son and the Holy Spirit.
- b. The love, grace and sovereignty of God in creating, sustaining, ruling, redeeming and judging the world.
- c. 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.
- d. 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.
- e. The incarnation of God's eternal Son, the Lord Jesus Christ - born of the Virgin Mary; truly divine and truly human, yet without sin.
- f. 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.
- g. 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.
- h. The justification of sinners solely by the grace of God through faith in Christ.
- i. The ministry of God the Holy Spirit, who leads us to repentance, unites us with Christ through new birth, empowers our discipleship and enables our witness.
- j. 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.
- k. 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.

*Our statement of faith is drawn from the Evangelical Alliance which represents 2 million evangelical Christians in the UK and works in partnership with similar organisations representing 600 million people around the world.*

## Our Vision

### Growing: Deeper, Closer and Further

Deeper in devotion, Closer in community and Further in fruitfulness.

We want to:

#### Grow deeper in personal Holy Spirit filled devotion.

Committing to being **Jesus' disciples**, expecting the Holy Spirit to work through us in worship, prayer and through God's word and its application to our lives.

*So then, just as you received Christ Jesus as Lord, continue to live your lives in him, rooted and built up in him, strengthened in the faith as you were taught, and overflowing with thankfulness.* **Colossians 2: 6-7**

#### Grow closer to each other as we worship together as His kingdom community.

Learning to be effective **disciples** together through our services, Life Groups and ministry teams.

*My prayer is not for them alone. I pray also for those who will believe in me through their message, that all of them may be one, Father, just as you are in me and I am in you. May they also be in us so that the world may believe that you have sent me.* **John 17: 20-21**

#### Grow further in fruitfulness as we shine for God wherever He places us.

Living it out through **whole life discipleship**, in our individual lives, our ministries and with people we meet.

*But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth.* **Acts 1:8**



## Our Leadership

The Leadership Team and Trustees have different roles but work closely together.

### Trustees

The Trustees have legal responsibility for the affairs of the church and are accountable to the Charity Commission. They provide oversight in all matters of church life, particularly in ensuring the church functions in accordance with the Statement of Faith and the Constitution.

Areas of accountability include:

- Agreeing the vision of Elmwood Church with the Leadership Team
- Financial oversight
- Building and assets
- Employment
- Health and Safety
- Safeguarding and all other areas of legal compliance

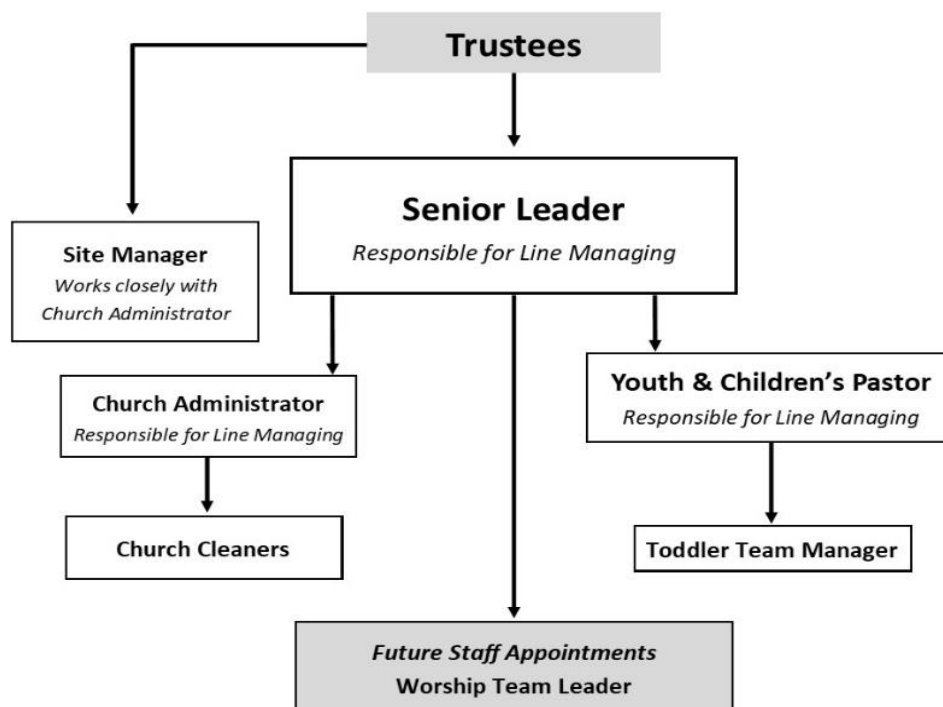
### Leadership Team

The Trustees delegate responsibility for the spiritual ministry of the church to the Leadership Team. The responsibilities of the team include:

- Implementing the vision of the church
- Leadership and discipleship of church members and the church body
- Worship, Services and Prayer
- Pastoral Care
- Children and Youth
- Community
- Mission and Outreach

## Our Staff

### Current Staff Structure



## Our Fellowship

Prior to the pandemic our fellowship was approximately 280 adults with about 198 of those in church membership, plus 70 children and young people. Approximately 200 people (including children) regularly came along to the Sunday morning service with about 40 attending the evening service. During 2020, we have had an increase in folk watching our on-line services and joining Zoom activities, from across the UK.

We are a diverse group, with a mix of ages (from 0 – 90), demographics, skills and theological backgrounds within the evangelical spectrum. Over half the fellowship lives within 2 miles of the church, though relatively few from the more deprived areas of central Salford, with the remainder travelling from other parts of Greater Manchester. New people regularly visit (even now but online) and because of our location, we are blessed and enriched by people from all over the world.

## Our Ministries

We have a wide range of ministries at Elmwood which reflect our vision – **Growing Deeper, Closer, Further**

### Worship & Services

Our services are currently online but would usually be at 10.30am Sundays, during which we worship together, learn from God's word and expect to hear from God through the Holy Spirit. The Leadership are considering the way forward as restrictions are lifted.

## Our City

Salford is an amazing city which has seen huge changes, from being one of the world's first industrial cities to now being a hub for media and technology.

Over half the city is made up of green spaces and features forests, nature reserves, moss lands, parklands and picturesque villages. The past 30 years has seen the development of Salford Quays, which is now home to BBC North, ITV and Coronation Street and a world-class theatre, The Lowry.

Salford is part of Greater Manchester and directly borders Manchester, which brings lots of benefits economically from being so close. However don't confuse the two cities - Salfordians retain a strong sense of their own identity!

You can find out more about Salford from: <https://www.visitsalford.info/>

## Our Church Community

Elmwood is a mid-sized church located in Salford, close to Manchester City Centre and Media City UK. Salford and Manchester have seen a transformation in church life over the last number of years, with the establishment of a number of larger churches.

In Salford and Manchester, the churches are thinking strategically and working well together. As a consequence of this we are seeing churches growing and developing, and in doing so, having a greater impact on the whole area. **It is an exciting place to be and do Church!**