

Inverness Bible Fellowship

A Calvary Chapel Church

"Knowing Jesus and Making Him Known"



DATE OF NOTICE: 28-January-2008

Position Title:

Senior Pastor & Administrator

Purpose/Scope:

Oversee all spiritual, practical, and administrative aspects of Inverness Bible Fellowship – A Calvary Chapel Church and its associated outreaches.

Work Hours:

40 hours per week. Flexible work week. Four evenings per week and all weekends required. The current pastor also works an average of an additional 20 hours with practical ministry needs and associated community outreach activities, which is desired.

Remuneration/Salary/Wages:

This is an unpaid volunteer position only. Inverness Bible Fellowship has no employees and due to its small size is unable to pay any of its volunteers, include the pastor.

Term Commitment:

Recommended commitment term: **5 years**

There are no mandatory term requirements for this position. However, in order to ensure a stable environment for all members and participants, a five-year term is being sought.

Education/Training Requirements:

GCSE or equivalent and a minimum two years course completion fulltime study of theological or pastoral studies.

Required Experience:

Completion of a one-year pastoral internship or ministry training program -and- a minimum of five years completed experience as a fulltime senior pastor of an established Christian protestant church fellowship -and- a minimum five years completed experience as youth pastor or youth worker -and- minimum two years experience in supervision and management of volunteers, employees and assets. All experience must be verifiable.

Required Skills:

- Must possess ability to plan, organise and manage people and resources
- Must possess ability to communicate verbally and in writing [unless reasonable accommodations can be arranged]
- Must possess valid driver's license, own and maintain own transport and insurance, and be willing to provide transport for those in need
- Must have advanced knowledge of computers, networks, website management, and Microsoft Word, Excel, PowerPoint, and Publisher programs
- Must be able to type 30 words per minute
- Knowledge of email
- Knowledge of QuickBooks accounting software
- Knowledge of Public Address systems, digital audio recording, and internet audio streaming/archiving of audio teachings
- Must be able to provide personal, marriage, and family biblical counselling services
- Must be able to perform physical work such as gardening, cleaning, and minor DIY repairs for single moms, widows, and needy families.

Principal Accountabilities:

- Study & teach the bible [expository] to various groups and individuals as required
- Lead the Sunday morning and mid-week worship services.
- Lead and teach other required meetings and bible studies as needed.
- Responsible for development of church policies and procedures.
- Responsible for development, establishment, publishing of child protection and vulnerable persons policies.
- Responsible for maintaining church bank accounts, book-keeping, annual reports, and tax filings.
- Must keep records of all donations and gifts for each individual donor and effectively manage the gift aid program.
- Must maintain required insurance cover for the church fellowship.
- Must provide initial and ongoing training for all volunteers.
- Oversee and manage volunteer staffing of crèche, children's ministry, youth ministry, and adult ministries.
- Oversee and manage a staff of volunteers.
- Officiate baptism, communion, wedding and funeral services.
- Oversee, plan, and organise community outreaches as planned.

Location(s):

The primary location is South Kessock, Inverness: Any facilities owned, leased, or hired for the purpose of providing typical Christian church-related activities. However, with prior approval by assigned staff, some meetings and activities may be held in homes and/or other off-site locations.

Vetting and Disclosure Requirements:

- Enhanced Disclosure is required
- Must be willing/able to obtain lead signatory status with CRBS
- Self-declaration of all spent and unspent convictions is required
- Ministry Questionnaire (position application) is required
- Two personal references are required
- Four professional ministry references are required

Other Requirements:

- Must possess a certificate of ordination issued by a major Christian protestant denomination or group recognised internationally.
- Must possess a valid driver's license and have own means for transportation.
- This is a volunteer unpaid position. Successful applicants must also have provisions for their own accommodations, transport, council tax, food, utilities, etc, as the church is unable to provide these.
- It is also highly desirable that the senior pastor and his family be willing to help fund outreach activities from their own personal accounts. In the most recent 5-years, the average shortfall of £5,000 annually has been covered by the volunteer senior pastor's own personal accounts.

Other Information

This position reports to the board of directors of Inverness Bible Fellowship – A Calvary Chapel Church. Any appointments must be approved by the directors.

Interested applicants should post or email printed CVs to:

Inverness Bible Fellowship – A Calvary Chapel
Steading Cottage, Upper Cullernie Farm, Balloch, Inverness, IV2 7HU
Email: leo@ccbf.net

Reply by: 28-February-09