

Associate Evangelist



The Trustees seek to appoint an Associate Evangelist who demonstrates,

- a passion for evangelism
- the ability to communicate and with good networking skills
- the ability to work within a team
- a Spirit-filled practical faith based on a solid foundation of prayer and personal time with God
- the ability to teach and train others in faith-sharing, particularly calling on his or her own journey for examples.

To achieve this, the Associate Evangelist works within statements set out below.

Job Description

Job Title:	Associate Evangelist
Hours of Work:	The hours of work are an average of 35 per week, with some working hours occasionally expected to occur on weekday evenings and weekends. Work may be undertaken from home, an office or other location as determined by the employer.
Location:	Working from home, in the TFM office as needed and mission locations
To Whom Responsible:	Lead Evangelist
Term of Office:	Permanent. The job is subject to a 6-month probationary period
Leave	25 days of paid annual leave are included in the salary, plus Bank Holidays.
Expenses	Reasonable expenses may be claimed from the employer but travel expenses to and from a normal place of work are not covered
There is an occupational requirement that the role holder is a committed Christian in accordance with Part 1 of Schedule 9 of the Equality Act 2010.	

Job Summary:

Through Faith Missions (TFM) is a Christian evangelistic organisation, a registered Charity overseen by a group of Trustees and Company Limited by Guarantee. TFM is entirely supported by donations from individuals and churches. The Associate Evangelist therefore works in both a Christian and Charity context.

The role of the Associate Evangelist is to support the Lead Evangelist and the ministry of TFM and involves a combination of both mission and administrative work. He or she shares the “Ambassador” role with the Lead Evangelist when representing TFM to churches and organisations. The duties of the Associate Evangelist include but are not limited to the following:

1. Making initial contact with churches or groups of churches which have expressed an interest in hosting TFM teams for mission.
2. Arranging and attending meetings between key leaders in a potential mission field and the Lead Evangelist.
3. Provide the logistical requirements of mission-related meetings and events including venue hire, catering, training material and audio-visual equipment.
4. Recruiting volunteer missionaries by requesting and managing applications, references.
5. Communicating with, inducting and training volunteer missionaries and host church leaders in preparation for mission.
6. Taking an active part in evangelism during and in between missions.
7. Maintaining contact with and databases of prayer and financial supporters.
8. Contributing to and publishing a weekly prayer letter and quarterly newsletter.
9. Maintaining and updating TFM’s on-line presence and profile, using and being adept with current popular social media channels.
10. Promoting the work of TFM to and maintaining relationships with key stakeholders.
11. Identifying opportunities to raise funds and expand the supporter base.
12. Travelling to and from meetings, training venues and mission locations.
13. Taking mission-related equipment and archived records to and from a remote storage facility.

Key Duties and Responsibilities:

There are several office functions that support the front-line work of the Charity. Depending on the skill set of the post-holder and the hours of work negotiated with the employer, some of these may be outsourced. They include but are not limited to the following:

1. Managing the finances of the Charity by keeping meticulous financial records and reporting the balance sheet and budget tracker to the Trustees when required.
2. Supplying the auditor with accounts in preparation for the annual return.
3. Running the monthly payroll.
4. Managing the purchase and sale of literature and branded clothing for use on missions.
5. Respond to enquiries made by telephone, email and via social media.
6. Maintain the security of data held by TFM and comply with Data Protection Law.

The skills and experience expected of the Associate are:

1. Autonomy: the ability to make sensible and reasoned decisions on behalf of TFM.
 2. Teamwork: the ability to work and communicate effectively with others towards a common goal.
 3. Communication: the skills to express and understand written and verbal communication in English.
 4. Organisation: the ability to plan tasks, prioritise and meet deadlines.
 5. Efficiency: the skills to complete tasks in a timely fashion and within available resources.
 6. IT: the competencies associated with using the range of applications used in a modern office environment, backing up electronic files and maintaining and upgrading software and hardware as required.
 7. Faith: mature evangelical theology and active membership of a Christian church.
 8. Integrity: honesty, trustworthiness and well-developed Christian conscience.
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Through Faith Missions

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TFM VISION STATEMENT

To preach the good news of the Kingdom in ways that are biblically faithful yet understandable to a post-modern generation

Exodus 33:18

Luke 4:43

Matthew 4:17

To work with and through partner churches, both to implement local mission objectives and to encourage those churches to capture the vision for evangelistic mission

2 Corinthians 8:23

Philippians 1:3-6

Acts 11: 27

To develop evangelistic approaches to assist partner churches to reach out to tomorrow's generation

Acts 17: 18-20

Psalms 27:4

To live out Christ's great commission in a largely UK setting, with the objective of giving new believers a safe, sound and secure re-birth, whilst helping partner churches to nurture and disciple those who are young in the faith

1 John 1: 5 - 2:6.

Acts 11:19-23, 25-26

Acts 16: 1-3

To reach out strategically to men, noting that there is a long-term deficit of committed males in many individual churches, and yet males can positively influence their families to reach a saving faith in Jesus

1 Peter 3:7

1 Corinthians 16:13

2 Timothy 3:17

Ephesians 5:23

Colossians 3:19

Joshua 1: 6-8