
THE EVANGELICAL FELLOWSHIP OF CONGREGATIONAL CHURCHES TRUST CORPORATION LIMITED

Registered Office: Latimer Congregational Church, Grovehill Road, Beverley HU17 0JD

Incorporated in England Reg. No. 2777096

Registered Charity No 1127720

Company Secretary: Mr Anthony Harrison

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Directors: Rev. Gwynne Evans • Mr. Robert Neilson • Mr. Philip Williams •

* Rev. Bill Calder * Rev. John Brown * Mr Gilbert Stephenson * Mr Kevin Davies * Rev. Matthew Rees

Date: 15th February 2019

From: Gwynne Evans and Jackie Brown

To: Church Contacts/ Ministers

Dear Brethren

Over the years we all have grown to appreciate the excellent work that Anthony Harrison has done in the work of EFCC . Anthony has worked in the EFCC office as office manager at Beverley for over 12 years. His contribution and commitment to serve the EFCC in this position has been outstanding.

A few months ago, Anthony informed the trust board of his plan to retire from full time work in July 2019. This will be a great loss to us, as Anthony has such a comprehensive knowledge of the multi-faceted operations of EFCC and EFCCTCL.

The Trust Board would value your prayers in seeking the right person for this important position. We also want to ask, if you are aware in your congregation, of a Christian who is looking or might be willing to consider using, their administrative skills in serving the Lord in this important role in EFCC and the EFCCTC at our office in Beverley. Attached is a job specification of the post . We are advertising the position in the Christian press (Evangelical Times and Evangelical Now) for the months of March and April. If you or other members want to know more about the position please contact Gwynne Evans on 02085690669 or by Emailing Gwynne on gwynneevansefcc@gmail.com . Applications must be received by 30 April 2019.

Yours Servants in Jesus Christ our Lord



Chairman –
The EFCC Trust Corporation Limited



Chairman
The EFCC Committee

Job Opportunity Evangelical Fellowship of Congregational Churches (EFCC)

The Evangelical Fellowship of Congregational Churches (EFCC) are prayerfully seeking an individual looking to serve Jesus Christ as the Office Manager/Administrator based at our Beverley Office, Yorkshire. The role will involve acting as Secretary to The EFCC Trust Corporation supporting EFCC churches, the EFCC Director of ministry, the EFCC Trust Board and EFCC Committee in practical and governance matters.

The successful applicant will be :-

a committed evangelical Christian

in possession of strong organisational skills

experienced at exhibiting good interpersonal and communications skills

able to work flexibly, prioritising a variety of tasks while working to deadlines

able to work alone, as part of a small office and remotely with EFCC contacts across the UK

able to organise, attend, record and follow up regular meetings and conferences around the UK

experienced in business administration and ideally have an understanding of accounting, charity and trustee legislation

The role is full time, 35 hours per week with an annual salary of up to £28,000 depending on experience. These details are available on the EFCC website.

Contact Gwynne Evans, Chair EFCC Trust Board on 02085690669 or gwynneevansefcc@gmail.com

Applications with C.V. and covering letter are invited before 29 April 2019.