



THE CHURCH  
OF ENGLAND

**Diocese of St Edmundsbury  
and Ipswich**

## **Diocesan Mission Enabler**

### **Job Description**

#### **Purpose**

To work alongside the Director of Mission and Ministry to achieve the objectives of our Growing in God vision and strategy, not least through facilitating an ongoing programme with deaneries to ensure sustainable resourcing of mission through the implementation of Ministry Deployment principles.

#### **Reporting to**

Director of Mission and Ministry

#### **Key Relationships**

Rural Deans, Lay Chairs and Deanery Mission and Pastoral Committees.

Benefice Incumbents.

Archdeacons

Programme Manager

Mission and Ministry Team Colleagues

Director of Finance

Stewardship Manager

#### **Key Tasks**

1) With Director of Mission and Ministry, lead the programme rolling out Ministry Deployment principles and bringing these together with locally owned mission intent to achieve sustainable resourcing

*We are committed to*

- *Maintaining stipendiary numbers (clergy or other) where possible;*
- *developing team leaders co-ordinated by an episcopate type oversight role;*
- *developing teams consisting of a blend of lay & ordained ministries;*
- *growing and developing local (focal) roles to develop active Christian presence in their local parish.*

As part of the above:

- a) enable local clergy and lay leaders to adopt the principles of the Ministry Deployment model, and implement them in their context

b) work with relevant Archdeacon, Rural Dean, Lay Chair and Deanery Mission and Pastoral Committee to form a steering group and consult with local clergy and lay leaders to develop appropriate application of the model in their context – resulting in integration with benefice and deanery plans;

c) support deanery / benefices to develop local lay leadership and callings to ordination appropriate to their discerned vision for mission in their context, helping the identification of vocational potential people, local Basics courses, and supporting people onto existing vocational pathways;

d) Develop and help deliver appropriate training and support for focal/local minister and lead/episcopal minister roles;

e) through this encourage and build local ownership whilst maintaining momentum and focus on progressing the process locally, and identifying where support or intervention may be needed;

f) Act as an advocate for the potential and presence of new worshipping communities both as church plants and small discipleship groups (Lightwave groups), ensuring that this is a consideration in planning and development of local leaders.

3) Where benefices or churches are identified as a priority for support due to either missional or financial decline, or significant potential for growth, work with them to create achievable mission plans with focus on intentional disciple making etc.

4) Work with the Mission and Ministry team to support mission across the diocese both live and online, e.g., Mission Action Planning using Growing in God resources, running Germinate Groups, promoting Setting God's People Free (Sharing Faith), Everybody Welcome courses, Growing Through a Vacancy and supporting Christian Exploration Courses (Alpha, Start, Christianity Explored etc...).

**See below for full Person Specification and terms relating to the role.**

## Person Specification

**Note:** In accordance with the Equality Act 2010 it is a genuine occupational requirement that the post holder is ordained and has been in Holy Orders for a minimum of 6 years as the post holder will be required to represent the Christian faith in relation to mission and ministry of the Church of England.

| <b>ESSENTIAL</b>  | <b>DESIRABLE</b>  |
|---|---|
| <b>Qualifications</b>   |   |
| Theology Degree or Diploma.   | MA or higher qualification in Mission Studies.  |
| Ordained person for a minimum of 6 years in Holy Orders and parochial experience in the C of E at Incumbent Status. | Incumbent of a rural multi parish benefice.   |
| <b>Skills / Abilities</b>   |   |
| Excellent interpersonal skills and the ability to engage with a wide range of people.                               | Coaching, work consultancy or mentoring skills.   |
| Analytical and inquisitive curiosity about people and contexts.   |   |
| Excellent written and oral communication skills.  |   |
| Familiarity with Microsoft Office and other relevant IT programs.   |   |
| Comfortable with social media and digital platforms.  | Expertise.  |
| Ability to self-manage a complex workload in a variety of settings.   |   |
| Ability to enable, delegate and support colleagues and volunteers.  |   |
| Facilitation skills.  |   |
| Ability to travel across the Diocese.   |   |
| <b>Experience</b>   |   |
| Developing vocations and ministries both lay and clergy.  | Diocesan wide responsibility.   |
| Developing mission in number, depth and service.  | Leading a growing Church.   |
| Enabling effective formation, training and reflective learning practice.  |   |
| <b>Knowledge</b>  |   |
| Breadth of understanding of differing traditions of the Church of England.  |   |
| Practice and theory of Congregational Development, Church Growth and effective Mission strategies.                  | Church of England programmes – <i>Everyday Faith, Growing Faith, Digital Campaigns.</i> |

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|---|--|
| Range of Evangelistic and Discipleship resources appropriate for different traditions and ages and stages of faith. |  |
| <b>Personal Qualities</b>   |  |
| Vibrant and attractive Christian Faith, secure in their own tradition but appreciative of other traditions.         |  |
| Self-aware and appreciative of feedback.  |  |
| Flexible and positive.  |  |
| Committed to their ongoing discipleship, theological learning and practice.   |  |

## GENERAL INFORMATION

### About Us

The Diocese of St Edmundsbury & Ipswich has 445 parishes, 18 deaneries with 478 churches and around 110 stipendiary clergy. It serves approximately 631,000 people living in a geographical area of more than 1,400 square miles. The Deanery of Ipswich has 19 Parishes with 24 churches and 15 benefices and is planning to grow by an additional 25 congregations by the end of 2024. The population is approximately 150,000.

The Diocesan Board of Finance serves and supports our parishes and schools offering the people of Suffolk the opportunity to encounter God and grow in Christian faith. We strive to do this in line with our Values of Respect, Transparency, Quality and Support.

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| Salary            | The post is at Band E Point 4 of the St Edmundsbury & Ipswich Diocesan Board of Finance Salary Scales, currently £42,782 per annum.   |
| Term              | Permanent   |
| Housing           | Postholder required to provide own housing arrangements   |
| Pension provision | Pension Scheme administered by the Church of England Pensions Board. The employer will contribute 5% of the employee's pensionable salary and the employee may choose to make an additional voluntary contribution of any proportion of their pensionable salary. |
| Hours of work     | Full time 35 hours per week worked Monday to Friday. Some flexible working is required e.g. working some evenings on occasion. TOIL (time off in lieu) may be granted for evening working to be agreed with line manager.   |
| Holidays          | 25 days paid leave in addition to the usual public holidays, plus 4 discretionary days at Easter and Christmas, although these are subject to review.   |
| Probation Period  | Three months during which time progress is regularly reviewed and the period may be extended.   |

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| Notice period | During probation 2 weeks and thereafter 1 month.   |
| Place of work | The postholder will be based at the Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ but may be required to work from home if the need arises.<br><br>The postholder will be required to travel throughout the diocese. |
| Other         | The appointment is subject to an enhanced DBS check in relation to the requirements of this role.<br>Use of own personal transport and insurance for business use. Expenses for mileage will be met by the diocese.                          |

**NOTES:** The current main duties and responsibilities of this post are outlined in the job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of the DBF to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line manager in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

**For an informal conversation please contact:** Dave Gardner, Director of Mission and Ministry [dave.gardner@cofesuffolk.org](mailto:dave.gardner@cofesuffolk.org) 07731 442423 to find out about the wide- ranging opportunities this rewarding role in the Diocesan team offers.

**Applications marked 'Confidential Application' to be sent to:** HR Manager at [HR@cofesuffolk.org](mailto:HR@cofesuffolk.org)

**Please note:** Applications will only be accepted on our DBF application forms. Please do not apply directly from online jobsites or send CVs.

**Closing Date for Applications:** Wednesday 9<sup>th</sup> December 2020

**Interviews:** Thursday 17<sup>th</sup> December 2020