



THE CHURCH  
OF ENGLAND

**Diocese of St Edmundsbury  
and Ipswich**

## **DIOCESE OF ST EDMUNDSBURY & IPSWICH**

### **JOB DESCRIPTION FOR DIOCESAN DIRECTOR OF ORDINANDS AND VOCATIONS**

The Diocesan Director of Ordinands and Vocations works closely with the Bishops, Bishops' Ministry Officer, the Bishops Advisor for Formation and other colleagues in developing a culture of vocational discernment for lay and ordained ministry across the Diocese, and discerning, sponsoring and supporting candidates for ordained ministry. The Director will be responsible for the development, coordination and monitoring of the Diocesan Vocations Strategy, in conjunction with the Director of Mission and Ministry (DMM).

#### **Reporting Structure**

The DDO is accountable, and has direct access, to the Diocesan Bishop. As an officer of the Bishop, The DDO works closely with the Bishops' Ministry Officer who has lead responsibility for the Diocesan Ordination scheme (AOP) and for IME2, and other diocesan ministry officers in selection, formation, training and deployment.

The DDO leads a small team of Assistant DDOs and Vocations Advisers and an AOP Formation Advisor, for all of whom this is an additional responsibility to their primary role as, usually, a parish priest. The Bishop's Advisor for Formation is a half time post, providing additional support to both the DDO and the Bishop's ministry officer and other diocesan ministry officers, in selection, formation, training and deployment.

Organisationally, the DDO is a senior member of the Mission and Ministry team and is line-managed by the Director of Mission & Ministry.

#### **KEY TASKS AND RESPONSIBILITIES – VOCATIONS**

- To oversee the strategic encouragement of vocations in the Diocese, to both ordained and lay ministries. This includes vocations to national and diocesan ordination pathways, to licensed lay ministries including family workers, evangelists, pioneers and youth workers, in conjunction with the DMM.
- To work with colleagues to strengthen the vocational culture of the diocese to public ministries in the context of the calling of the whole people of God
- To develop resources for vocational discernment for use by schools, chaplaincies, parishes, and other groups
- To help build awareness of vocational discernment among clergy and lay leaders
- To oversee the work of vocations advisers (including their recruitment, training, support and review) to work with individuals exploring their vocation

## KEY TASKS AND RESPONSIBILITIES – CANDIDATES AND ORDINANDS

- To lead and develop the team of Assistant DDOs and diocesan Vocations Advisors to work with the Bishops and the Bishops' Ministry Officer, in the discernment and sponsorship of candidates for ordained and lay ministries
- While many of the detailed tasks below relate to ordained ministry it is expected that the postholder will have a significant responsibility for fostering lay ministries, as highlighted in this Job Description
- To lead candidates through an appropriate interview and discernment process, prepare required paperwork, to liaise with the Ministry Team of Archbishops' Council, take up references and guide candidates in response to their sense of vocation. The DDO will normally meet with spouses, or other appropriate members of candidate's households, during the discernment process.
- To support ordinands in their ministerial formation and practical concerns as they move towards ordination
- Alongside the Bishops' Ministry Officer, reviewing and developing the Diocesan ordination pathway (AOP) with the Bishops and other diocesan advisors.
- To advise the Bishops about the suitability of candidates for sponsorship to Bishops' Advisory Panels (BAP) and seek the Bishop's advice on the category of sponsorship in each case.
- In partnership with the bishops, to debrief candidates following their attendance at BAPs and to ensure that adequate pastoral care is offered to those not recommended for training for ordained ministry.
- To oversee the progress of those recommended for training through to ordination and to share the on-going discernment of vocation and pastoral care of ordinands and their families in association with theological college/course staff and the bishops, alerting the bishops concerned immediately to issues and problems which may arise during training.
- To handle applications to Candidates Panel
- To keep up-to-date with developments in theological training and to visit staff and ordinands in training.
- To oversee the finances of those in training including arranging diocesan maintenance grants for those training full-time at theological colleges and on Mixed Mode courses.
- To liaise with the Finance Department and with the Grants Secretary of the Ministry Division in connection with the financial support offered to Ordinands and to manage the RME Block Grant system as it applies to each individual candidate in conjunction with the Theological Education Institutes (TEIs)
- To work with the bishops and staff on the identification of suitable training incumbents and contexts for title post curacies. To liaise with ordinands, training incumbents and theological college staff about the context in which ordinands should serve their title curacies.
- To maintain accurate, secure records and ensure relevant information is communicated between candidates, Ministry Division, the bishops and the Diocesan Office Administration, paying careful attention to Safeguarding and GDPR requirements.

- To manage and plan for the future numbers and costs of ordinands and curates, discussing and agreeing plans and budgets with the Finance Director/Bishop's Staff that aligns with diocesan missional priorities.
- To advise the relevant bishop about self-supporting priests or deacons who wish to transfer to stipendiary ministry and, when necessary, arrange applications to the Candidates Panel.
- To be up to speed with new selection and training, such as the new style of BAP Paperwork, Panels and Report writing and be effective in rolling this out across the diocese.
- To liaise with the Cathedral about the arrangements for ordinations and organise the ordination retreats with Conductors
- To liaise with the national Ministry Team and DDOs in the eastern region

The Director is responsible to the Bishop in Council through the Diocesan Bishop, and also to the Director of Mission & Ministry. He/she will be employed by the Diocesan Board of Finance (DBF).

## **KEY CONNECTIONS**

The Bishops and the Bishop's Staff team; Bishops' Ministry Officer; the Cathedral Dean and staff.

Director of Mission and Ministry and the Mission & Ministry Team, the Warden of Readers, the Discipleship and Ministry Development Officer, The Bishop's Advisor for Formation and the Adviser for Self-Supporting Ministry; the Director of Education; the Diocesan Office team – in particular the Diocesan Secretary, Finance Director and Safeguarding Manager/DSO.

The diocesan Vocations Advisers and Ministry Discerners; training incumbents in the diocese.

Regional and national DDOs.

## **GENERAL INFORMATION**

### **About Us**

The Diocese of St Edmundsbury & Ipswich has 445 parishes, 17 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 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.

## PERSON SPECIFICATION

We wish to appoint a person of lively, generous and theologically-informed Christian faith, who is committed to the ministry of the whole people of God. He/she should have the following expertise, experience and qualities:

### ***Essential***

- A theological understanding of vocations rooted in the calling of the whole people of God.
- Knowledge and understanding of the processes of discernment and selection for ordained and licensed ministries in the Church of England, including the national Criteria for Selection. Be willing to support and resource emerging and alternative pathways toward ordained ministry, and to lead a process of review and development of The Alternative Ordination Pathway in this Diocese.
- A disciplined and mature life of daily prayer and appreciation of the centrality of prayerfulness, at the heart of his/her own life and the development of ministerial vocation
- A vibrant and attractive Christian faith
- An understanding of the nature of priesthood and a breadth of generosity about how it is expressed across the spectrum of traditions in the Church of England
- The ability to show initiative in developing creative ways of encouraging vocations.
- An informed understanding and experience of the duties and responsibilities of ordained ministry at incumbent level
- Ability to offer pastoral care and support for candidates, ordinands and new ministers and their families, and training incumbents
- Mature skills in listening, interviewing, and spiritual guidance, and the ability to speak often painful truths to candidates, with kindness and sensitivity
- Well-developed communication skills – verbal, presentational, written, IT
- Administrative competence, including working to deadlines, overseeing financial support for candidates, and arranging for the collection of references
- Self-motivation alongside commitment to working in partnership with others
- Desire to value and respect people from different traditions within the Church of England, and to work within the mixed ecology of inherited and emerging models of church
- Expertise in devising and contributing to learning and training for ministerial leadership
- Evidence of being theologically astute and committed to ongoing theological learning
- A commitment to getting to know Suffolk and the diocese, and to travel within it, to encourage vocations and raise awareness of the range of ministries to which God may be calling people

### ***Desirable***

- Knowledge and experience of the national learning outcomes for the review and assessment of new ministers

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.
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.  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. 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:** Bishop Mike Harrison, Suffragan Bishop of Dunwich, [Bishop.Mike@cofesuffolk.org](mailto:Bishop.Mike@cofesuffolk.org) 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:** Monday 1 February 2021

**Interviews:** Provisionally scheduled for 16 February 2021