



JOB DESCRIPTION

JOB TITLE:	Diocesan Director of Ordinands
SALARY:	£35,000
RESPONSIBLE TO:	Bishop of Grantham – as strategic lead on Ministry and Sponsoring Bishop Ministry Team Lead
RESPONSIBLE FOR:	The Diocese of Lincoln is renewing its vision for Mission and Ministry, as it is embracing its identity as a Learning Diocese. This is a partial revision and refocussing of an existing post, located within the Mission and Ministry teams.
CONTRACTUAL STATUS:	Full-Time Permanent
KEY RELATIONSHIPS:	Sponsoring Bishop Ministry Team Lead Warden of Readers Vocations Advisors Staff of the Lincoln School of Theology Other members of the Ministry and Mission teams as required
MAIN LOCATION:	Edward King House, Lincoln, LN2 1PU
HOURS OF WORK:	37.5 hours per week
JOB SUMMARY:	The post of Diocesan Director of Ordinands is a long-standing one and this is a revision and refocussing of the terms of that post arising partly out of the appointment of a separate officer for Initial Ministerial Education Phase 2 [post ordination] and also the need to develop new strategies in harmony with recent thinking on vocations within the Church of England as a whole.
KEY DUTIES AND RESPONSIBILITIES:	Collaboration: The post-holder will be expected to work collaboratively with colleagues in the Mission and Ministry teams – and particularly those identified in Key Relationships [above] – in order to: <ul style="list-style-type: none">• Develop an active culture of vocational encouragement across the diocese for ordained, Reader, pioneer and Accredited Lay ministries;• In particular to promote younger vocations, Black, Ethnic Minority vocations and to ensure that all sectors of the population are represented in the diocese’s ministerial body;• To lead in the establishment of the Lincoln Ministerial Experience Scheme;• To promote the growth of “indigenous” vocations from within the diocese as well as working with colleagues to develop the “Lincoln Offer” through which candidates for ministry may be attracted from other parts of Britain to serve in the diocese;• To contribute to the Lincoln School of Theology with a particular emphasis on embedding continuing vocational discernment.

	<p>Vocations: Managing the discernment processes by working within current legislation, Ministry Division guidelines and Diocesan policies, including:</p> <ul style="list-style-type: none"> • Interviewing candidates with reference to the House of Bishops’ Criteria for selection • Keeping comprehensive, appropriate, up-to-date records for each candidate. • The setting and supervision of tasks/exercises e.g. reading, placements, etc. • A home visit, to meet a candidate’s family (where applicable) and explore with them the possible implications of training and ordination. • Discussing with candidates early in the process the financial implications of training and ordained ministry; how it will affect them (and their families). • Arranging Diocesan Panel interviews for each candidate. • Advising the Sponsoring Bishop on sponsorship of candidates and arranging for the Bishop to interview them. • The drafting of sponsoring papers and all paperwork associated with attending a Bishops’ Advisory Panel (BAP) to the high standard expected by both Ministry Division and the Diocese. • Taking up of references in preparation for Diocesan Panel and Bishops’ Advisory Panel. • Ensuring the legal processes of DBS, Canon C4 faculty Applications and Visa and immigration procedures are complied with in liaison with the appropriate Diocesan officers. • Liaising with Ministry Division and candidates about BAP dates and venues. • Debriefing of candidates after BAP, and discussion about next steps. <p>Care of Ordinands: Responsible for the oversight and pastoral care of the ordinands during their training and transition to public, professional ministry.</p> <ul style="list-style-type: none"> • Supporting candidates through training: advising on training pathways, ensuring continuity of pastoral care, taking special cases to the appropriate panels, visiting and consulting with training establishments. • Supporting the transition into curacy: in consultation with the Ministry Council and Bishop’s Staff, participating in the process of placing deacons in Title Posts and handover to the IME Phase 2 Officer. • Being present at ordinations and retreats when needed.
GENERAL DUTIES	<p>The post holder will comply with all standards, policies and procedures set by the diocese including, but not limited to, those governing child protection, health and safety, GDPR, confidentiality and equal opportunities.</p> <p>The post holder is required to:</p> <ul style="list-style-type: none"> • Support the ethos, aims and objectives of Christianity, the Church of England and the diocese. • Keep up to date with developments in their area of work. • Participate in performance management and appraisal. • Engage in training and continuous professional development activities. <p>The post holder may be required to work outside normal office hours including occasional weekend working, subject to TOIL (time off in lieu).</p>

CONTINUED PROFESSIONAL DEVELOPMENT	The Diocese has an Appraisal process which encourages appropriate training and development of skills and experience. In addition to any training or development judged essential to undertaking the duties of this post.		
PERSON SPECIFICATION			
CATEGORY	ESSENTIAL	DESIRABLE	
QUALIFICATIONS & SKILLS	<ul style="list-style-type: none"> - A qualification in Theology to at least first degree level from a recognised university; - A commitment to their own professional development. 	<ul style="list-style-type: none"> - A higher degree in Theology, or a subject related to it, from a recognised university; - A good working experience of adult education theory and practice; - Have a working understanding of the structures of the Church of England. 	
EXPERIENCE	<ul style="list-style-type: none"> - A clear and demonstrable Christian faith. - A demonstrable commitment to and understanding of ordained and lay ministry: stipendiary and voluntary, licensed, accredited, formal and informal, in the Church of England. - An active and on-going ordained Christian ministry from which others might draw inspiration. - A willingness to meet and work with people across the diocese in their own localities. 		
KEY COMPETENCIES	<ul style="list-style-type: none"> - An understanding of the processes of ministerial recruitment and training in the Church of England and a sensitivity to the pressures and the joys of the exercise of ordained, licensed and accredited ministry, especially in the varying contexts that characterise the Diocese of Lincoln. - An understanding of the changing role of and expectations on ordained 		

	<p>ministers in the Church of England.</p> <ul style="list-style-type: none"> - Skills in interviewing and a good judgement of the potential of prospective candidates for ministry. - A capacity to organise their priorities and their work in line with the strategic objectives of the Diocese of Lincoln and within it of the Ministry Team; - An ability to work over a sustained period without detailed supervision; - Notwithstanding the above, a capacity for, and commitment to, working collaboratively and flexibly as a member of a team within the diocese; - An ability to establish and maintain good working relationships with colleagues in the diocesan offices; also with clergy and others across the diocese and those doing similar work regionally and nationally; - An ability to manage the budget allocation for ordination candidates, under the oversight of the Ministry Team Lead. 		
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This job description details duties but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties commensurate with the level and scope of the post. This job description may be subject to amendment, to meet the changing needs of the diocese, following appropriate consultation.

Last revision: 24th October 2018