



## The Hereford Diocesan Board of Finance Ltd

### Job Description

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## **JOB TITLE: Mission & Evangelism Development Officer**

### **JOB SUMMARY:**

To enhance the Diocese of Hereford's focus on, and capacity for, mission at every level by:

1. Overseeing and coordinating diocesan engagement with parishes and
2. Leading mission planning support.

### Key Task:

To forward the development and implementation of The Diocesan Strategy for Mission and Growth through facilitating and resourcing integrated deanery, benefice and parish Mission Planning and Action (MAPping) and aligned planning, decision-making and action at diocesan level in order to achieve numerical and spiritual growth (in particular growing bigger, younger / intergenerational, and mixed economy churches) across the Diocese of Hereford.

### **Accountable to:**

- Bishop of Hereford line managed by Archdeacon of Hereford

### **Responsible for:**

### **Key relationships:**

Bishop of Hereford

Bishop / Archdeacon of Ludlow

Archdeacon of Hereford

Intergenerational Missioners

Lead Intergenerational Officer

Intergenerational Church Enabler

Programme Manager

Rural Deans & Deanery Leadership Teams

Directors of Communication

Other Support Ministers

**Hours:** 35 hours per week

**Salary:** £40,000 subject to experience

### **Main Responsibilities**

- Designing / facilitating approaches to developing, promoting and implementing the mission and growth strategy through, for example, "Follow!" and Mission Action Planning.
- Promoting intergenerational approaches to mission, evangelism, discipleship and church growth such as: Setting God's People Free, Messy Church, Open the Book, Table Talk, Filling Station, Fresh Expression, Café Church, etc.
- Developing / supporting networks and other approaches to resource the above.
- Leading / collaborating on mission and growth projects such as the market towns learning hub; intergenerational mission etc., as agreed.
- Promoting and analysing the use of statistics for mission so that quantitative as well as qualitative evidence is increasingly used to inform planning and measure progress
- Sharing of good practice and learning from within the Diocese and wider Church.
- Promoting the alignment of diocesan priorities and action with national church priorities and action
- Working with the Archdeacons to identify and plan for resourcing churches and future Strategic Development Funding (SDF) projects.
- As a member of the Bishop's Staff team play a key part in overseeing the delivery of the Diocesan Strategy with a particular input to Diocesan Mission.
- Team Leader of our Parish & External Relations Team

### **To empower church communities for mission across the Diocese by:**

- Increasing clarity, relevance and accessibility of diocesan support for parishes;
- Ensuring alignment with diocesan priorities;
- Understanding safeguarding principles and practice
- Commissioning and managing contracts with other partners (e.g Messy Church, LICC, etc.) in areas such as mission planning, whole life discipleship, evangelism and church growth.
- Preparing reports and presentations for Synod and Diocesan Committees.
- Advising on specific speakers for events, training, etc.

### **To play a key role in building capacity for and developing Mission and Evangelism by:**

- Reflecting theologically on discipleship, evangelism and mission and its expression in the 21<sup>st</sup> century Church

- Prioritising, coordinating, commissioning, managing and personally delivering mission planning consultancy to parishes, fresh expressions and Bishop's Mission Orders, partnerships and Deaneries;
- Maintaining an informed overview and understanding of mission health across the Diocese and the communities we seek to reach and serve;
- Working with the Diocesan Board of Education and Academies to appropriate promote mission opportunities in Schools
- Identifying and matching strength with need and opportunity;
- Maintaining and developing expertise in mission planning and practice;
- With colleagues, playing a part in brokering partnerships and covenants;
- Working closely with other Support Ministers to ensure integration between mission strategy and ministry strategy.
- To consult and work closely with, Bishops, Archdeacons, Rural Deans and Deanery Leadership Teams in relation to fulfilling their responsibilities.
- To engage with and build partnerships with Hereford Cathedral, the National Church Institutions, ecumenical, charitable, governmental, business and community partners.

### **We hope to see:**

- The post holder working with other Support Ministers in achieving numerical and spiritual growth (SP1) and the reimagining of ministry (SP2) to build an SP1/SP2 Mission and Growth Support Team with a particular focus on numerical and spiritual growth
- The post holder working with Deanery Leadership Teams to further align planning and action and will attend, and support the work of, Archdeaconry Mission and Pastoral Committees.
- The post holder working with diocesan Support Ministers to encourage collaboration in the planning and pacing of work in line with the shared priorities / strategy
- The post holder working with the Diocesan Director of Communications so that diocesan communications (such as the website) promote the shared priorities, values and strategy of the diocese

### **SPECIAL NOTES AND CONDITIONS**

The Post is Based in the Ludlow / Hereford Office

It is the nature of the post that there will be a large number of evening and weekend meetings and events.

The post holder will be expected to travel widely throughout the Diocese

## EMPLOYEE SPECIFICATION

To enable us to shortlist in a fair and unbiased way please provide us with sufficient information to demonstrate how you meet or exceed the criteria outlined in the specification.

ESSENTIAL	DESIRABLE
<p><b><u>Qualifications</u></b></p> <ul style="list-style-type: none"> <li>• Theology Degree or Diploma</li> <li>• Lay or Ordained person in communion or sympathy with the aims and ethos of the Church of England</li> </ul> <p><b><u>Skills / Abilities</u></b></p> <ul style="list-style-type: none"> <li>• An ability to wisely manage a complex workload with competing demands.</li> <li>• Proven track record of recruiting, building and leading effective teams of volunteers</li> <li>• Excellent pastoral and interpersonal skills and the ability to engage with a wide range of people.</li> <li>• Curiosity about people and the ability to discern what is happening</li> <li>• Able to develop strategy and set clear objectives</li> <li>• understanding the needs of the contemporary Church and possessing a vision for the future and the kind of ministry required to help that become a reality</li> <li>• An ability to delegate appropriately</li> <li>• Ability to use your own initiative and judgement around complex issues</li> <li>• Good organisational skills and have the ability to prioritise work effectively</li> <li>• All round communication skills (verbal, written &amp; electronic) and familiar with Microsoft Office and similar IT programs.</li> </ul>	<ul style="list-style-type: none"> <li>• If ordained been a minimum of 6 years in Holy Orders and have parochial experience in the C of E at Incumbent Status.</li>   <li>• Coaching or work consultancy skills</li> <li>• Experience of supporting individuals through a decision making process</li> <li>• Ability to deliver effective training courses and events</li> </ul>

- Have experience of managing a budget and administering it effectively.
- Proven ability to handle difficult conversations and conflict effectively and sensitively

**Knowledge**

- Clear understanding of and sympathy with the differing traditions of the Church of England
- Understanding of the practice and theory of Church Growth and effective Mission strategies.

**Experience**

- Experience of leading and developing a team
- Experience of developing and managing new projects
- Experience of leading a growing church.

**Personal Attributes and Circumstances**

- Someone with a vibrant and attractive Christian faith.
- Committed to their own theological learning and able to relate Christian faith to contemporary culture and society.
- Self aware
- Flexible and positive in their approach to work, willing to work evenings and weekends.
- Ability to travel across the breadth of the diocese

- Understanding of Church of England 'Renewal & Reform' agenda
- Adult Education skills

- Experience of working with young people (particularly older teenagers and students).
- Theologically literate with a passion to help others relate theology to mission development and evangelism.

## SUMMARY OF CONDITIONS OF SERVICE AND BENEFITS

<b>Salary</b>	Circa £40,000 dependent on experience. Annual salary reviews.
<b>Pay Date</b>	Payable monthly on the 25th of each month by direct credit transfer to your bank account. When the 28th is not a working day, you will be paid on the preceding working day.
<b>Hours of Work</b>	Normal office hours - Monday – Friday 9.00am – 5.00pm Full-time hours equivalent to 35 hours per week Core Hours for full time employees are 9.30am – 4.00pm
<b>Probationary Period</b>	New employees are subject to a 3 month probation period
<b>TOIL/Overtime</b>	There is provision for time off in lieu for necessary out of hours work but no provision for paid overtime
<b>Annual Leave Entitlement</b>	25 days (in addition, 1/2 day Christmas Eve & an extra day at Christmas) The leave year: 1 January – 31 December
<b>Bank Holidays</b>	8 statutory bank holidays
<b>Induction</b>	Provision of a comprehensive Induction Programme
<b>Pension</b>	5% employee, 5 1/2% employer (remaining in the clergy Pension scheme with salary sacrifice would be possible)
<b>Life Assurance</b>	½% of employer pension provision is Life Assurance Cover
<b>Sick Pay entitlement</b>	First 12 months of employment - 1 month full pay and 1 month half pay. Upon completion of 12 months employment - 3 months full pay and 3 months half pay.
<b>Contract</b>	The post holder will be an employee of the Hereford Diocesan Board of Finance and if applicable will receive a Bishops Licence