

# Diocesan Director of Ordinands

Application Pack

May 2019



## Thank you for your interest...

in the role of **Diocesan Director of Ordinands (DDO)** for the Diocese of Guildford.

Please find enclosed the following information:

- Page 3            **Introduction from the Bishop of Dorking**
- Page 4            **DDO job description and person specification**
- Page 9            **An overview of The Diocese of Guildford**
- Page 15          **Outline of key terms and how to apply**
- Page 16          **Application form**



## Dear Applicant

Thank you for your interest in the post of **Diocesan Director of Ordinands** in Guildford.

It's an exciting time to be part of the Diocese. There is tremendous energy and potential here, all of which is focused through our strategy of *'Transforming Church Transforming Lives'* to support a set of goals that include growing the number of ordained clergy, committing to establish 100 new worshipping communities over this next decade, and sharing expertise to release fresh energy for mission. Underpinning and overarching all of our plans is the priority of deepening discipleship to enable all Christians to be prayerful, confident and expectant ministers of the gospel. And a commitment among the senior staff to be, by God's Spirit, continually transformed and transforming ourselves.

Your role, if successful, will be to nurture a culture of vocation as well as take particular responsibility for all those formally on the path of discernment towards possible ordination, as well as for those recently ordained in their curacies. Although your work will focus on developing future clergy leadership, you will lead a team that engages with vocation in its widest sense, and work alongside colleagues who deliver training that reaches across the lay-clergy distinctions.

You will have significant pastoral experience, particularly in 1-1 contexts of listening and discerning. You will be gifted in both inspiring and challenging people to develop and sharpen their sense of vocation under God. It is a requirement of this post that you be ordained yourself in the Church of England (or a church in full communion and exchange of ministry with the Church of England), ideally with experience in the formation and nurture of future leaders in the church.

If you have a passion for such work, we look forward to receiving your application highlighting the reasons for your interest in and suitability for the role. Applications should be forwarded to [recruitment@cofeguildford.org.uk](mailto:recruitment@cofeguildford.org.uk) by **28<sup>th</sup> May 2019**. Interviews will be held on **Friday 21<sup>st</sup> June 2019**.

If you would like to have an informal discussion about the role, you are welcome to contact **Kate Darwent, PA to Bishop Jo, on 01483 790300** who will gladly direct your call to the colleague most relevant to your interests or concerns.

Yours faithfully



The Rt Revd Dr Jo Bailey Wells  
Bishop of Dorking



## Job description – Diocesan Director of Ordinands

### Context

We are seeking to appoint a new Director of Ordinands (DDO) to play a key role within our Diocese. Our Diocese is shaped by an exciting vision and strategy for growth, *Transforming Church, Transforming Lives* (TCTL), within which our DDO bears responsibility for the recruitment of future clergy as well as contributing to the development of lay leaders.

We have worked to develop a culture of vocation across the diocese. With the help of a team of Assistant DDOs, the DDO will expect to oversee 25-30 people each year engaged in discernment towards ordination, a number that we hope will continue to grow in line with the need and the goal nationally.

We are seeking someone whose ministry with others is characterised by:

- ears attuned to discerning the wonders and whispers of God calling;
- a contagious spirit that fosters lively faith and expectant service and
- a receptive heart that delights in reflecting on stories and experience

### Job Purpose

- To inspire and provide guidance to those engaging in discernment towards ordination
- To oversee the training of ordinands and curates as well as the equipping of clergy in their capacity as training incumbents
- To provide leadership in developing a culture of vocation

### Accountable to

- The Bishop of Guildford as Diocesan Bishop
- The Bishop of Dorking as Sponsoring Bishop
- The Director of Mission as line-manager
- The Diocesan Board of Finance (DBF), through the Diocesan Secretary

### Responsible for

- The team of Assistant Diocesan Director of Ordinands (ADDOs) - currently six
- The Vocations Adviser (0.6 FTE)
- The Vocations Champions – the team nurturing young vocations as well as the team nurturing BAME (Black and Minority Ethnic) vocations

### Key relationships

#### Internal-facing:

- Bishops, Archdeacons and their respective offices
- The Bishop's Leadership team: Dean; Diocesan Secretary; Diocesan Directors of Education, Mission, Communities, HR & Safeguarding
- All who work in Church House and in the Bishop of Guildford's office

Parish-facing:

- Vocational enquirers and potential enquirers
- Training incumbents
- Curates
- All with designated ministerial roles, for nurturing a culture of vocation

External:

- Ministry Division at Church House Westminster
- South-East region DDOs
- South-Central Regional Training Partnership
- Theological Education Institutions

## Responsibilities:

General

- To oversee approximately 25-30 people each year who are engaged in discernment towards ordination, a number that we hope will continue to grow in line with the need and the goal nationally
- To advise the Bishop of Dorking in relation to the discernment, preparation for BAP and sponsorship of candidates for ordination at all points in their journey of discernment and in relation to the training needs of ordinands (Initial Ministerial Training (IME) 1-3)
- To oversee the training programme for curates (IME 4-7) and the team of tutors (currently 8) and the equipping of clergy in their capacity as training incumbents
- To work with cathedral colleagues for the preparation and organisation of ordinations
- To work collaboratively and supportively with all involved in the training and equipping of leaders, lay and ordained, across our parishes. This includes the Local Ministry Programme and all who work to support the range of ordained, licensed or designated ministries, including LLMs (Readers), Pastoral Assistants, Occasional Preachers and Youth workers. Such colleagues will include tutors, counsellors and mentors/coaches
- To be the key point of reference in seeing to the pastoral care of all in the enquiry, ordination and curacy process
- To be an active member of the Mission team at Church House, collaboratively serving parishes in their task of mission and ministry around the diocese
- To work closely with the Diocesan Secretary and their team in the administrative, finance, HR, housing and communication functions as these pertain to working in vocations, with ordinands and with curates, and to be accountable for the RME budget in particular

## Person specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A diploma or degree in theology</li> </ul>	<ul style="list-style-type: none"> <li>• Exposure to the world of higher (postgraduate) education</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least 5 years in ordained ministerial roles</li> <li>• Experience in vocational discernment as well as pastoral care</li> <li>• Responsibility beyond the parish at deanery or diocesan level</li> <li>• Working with and across both lay and ordained ministries, to nurture collaborative pastoral leadership</li> <li>• Contributing to initial or continuing professional/ministerial education</li> </ul>	<ul style="list-style-type: none"> <li>• Ideally 10 years in varying church leadership roles</li> <li>• Experience as a BAP adviser</li> <li>• Experience as a Training Incumbent</li> <li>• Experience of training/teaching in initial or continuing ministerial education</li> <li>• Experience of spiritual direction and/or counselling</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• An agility in handling and teaching Scripture that helps Christians to hear God speaking and inspires them to follow</li> <li>• In-depth knowledge of the Church of England, its organisation and governance structures</li> <li>• Familiarity with published CofE papers and policies relevant to this work, for example on IME, RME, on safeguarding, on lay ministry</li> <li>• A deep understanding of safeguarding matters and responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in shaping or setting policy for ministry or mission in a diocesan or other institutional context</li> <li>• A knowledge of mental health issues</li> <li>• Some knowledge of clinical psychology and therapeutic forms of treatment</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• A skilled listener, who inspires others to reflect deeply, yet is unafraid to challenge</li> </ul>	<ul style="list-style-type: none"> <li>• An aptitude and interest in furthering Guildford's vocational</li> </ul>

	<ul style="list-style-type: none"> <li>• Courage and sensitivity in conducting difficult conversations fruitfully</li> <li>• Skills in administration and IT to undergird the commitment to individuals and their flourishing</li> <li>• Skills in creative problem-solving, not least in managing conflict and in trouble-shooting, with efficiency and without stress</li> <li>• Strong communication skills, verbal and written</li> <li>• The initiative to work alone as well as to be a team member</li> <li>• A capacity to meet deadlines with absolute reliability</li> </ul>	<p>work through social media</p>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• A stance that listens first, drawing the speaker into places of discovery</li> <li>• A servant-leader who, after listening, is prepared to take and carry decision-making</li> <li>• A flexibility and generosity to understand and appreciate diversity and a range of personalities and perspectives</li> <li>• A patient person who recognises the importance of detail in this work</li> <li>• An aptitude for establishing credibility and respect and building strong working relationships with a range of colleagues</li> <li>• A commitment to our diocesan values, summarised as: Fostering Dignity, Building Community, Seeking Wisdom, Inspiring Hope</li> <li>• A willingness to function in an open plan, modern office environment</li> </ul>	
<b>Personal</b>	<ul style="list-style-type: none"> <li>• This role carries an occupational requirement to be a practising Christian in accordance with the Equality Act 2010, indeed to be ordained (whether as priest or as permanent deacon) in the Church of England or other Anglican province</li> </ul>	

	<ul style="list-style-type: none"> <li>• A person of prayer, faith, commitment to the Lord and a love of the church, whose discipleship is lived with courage, resilience and calmness</li> <li>• A passion to contribute to and engage in fellowship with others</li> <li>• A deep commitment to the aims and mission of the Church of England and to invest in the Diocese of Guildford in particular</li> <li>• A high level of integrity and discretion, and ability to handle confidential information with diplomacy and sensitivity</li> <li>• A warm and open demeanour, presenting a professional and positive image at all times</li> <li>• Good levels of self-awareness and a commitment to professional development</li> <li>• A self-carer, with the ability to put in place a network of personal support and who knows how to resource themselves in their work and life</li> <li>• A willingness to work flexibly, including at weekends</li> <li>• A commitment to reside within the Diocese of Guildford</li> <li>• An ability to travel around the diocese as and when required</li> </ul>	
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**An enhanced DBS check is required for this role.**

## The Diocese of Guildford and its setting

### A. Area, People and Community

The Diocese of Guildford covers the western two-thirds of Surrey and a significant area of north-east Hampshire. It also includes one parish in a London borough and one in rural West Sussex. In the north-east, it is largely suburban, but moving south and west, there are a number of distinct towns and numerous villages. The south-west has a more rural feel to it, but the north-east is largely suburban. The population here is greater and excellent road and rail links to London and elsewhere mean that there is much commuting within these areas.

The population is just over a million, rising in line with the national rate. Notwithstanding the rural areas, the average population density is above average, both regionally and nationally. The area is rightly perceived as affluent, but there are other perspectives. There are surprisingly high levels of domestic and sexual abuse. The population is quite mobile, but the cost of housing is very high and there are issues of homelessness in the towns. The government wants a significant number of new homes to be built in the area, but there is much lively debate about where they might go.

Taken as a whole, the Diocese has the lowest average IMD (Index of Multiple Deprivation) in England, but the picture is not uniform. Throughout the area there are tight pockets of deprivation, enclosed within housing estates or even within a few streets, with high levels of child poverty, low income, poor mental health and other significant problems. Often they are adjacent to affluent areas that camouflage the extent of need, driving down the statistics and diverting public funds to areas of more widespread poverty in other parts of the country.

The Diocese is becoming more diverse ethnically, and there are notable Asian populations in Woking and Camberley. There has also been a large influx of Nepalese to Aldershot and Farnborough following recent Government changes to Gurkha pension provision. In 15% of parishes, the proportion of White British inhabitants is now less than 80%.

Principal occupations include Wholesale/Retail Trade, Professional & Scientific, Education, Human Health & Social Work, with significant numbers also in Information & Communication Technology and Finance. There are also a large number of military personnel (and their families) in several areas of the Diocese; Aldershot is the 'Home of the British Army' and the tri-service Defence Medical Rehabilitation Centre at Headley Court (although shortly to be closed) lies within the Diocese. The University of Surrey and College of Law are based in Guildford, together with the Surrey Research Park. The University of the Creative Arts is based around Farnham, and Royal Holloway (University of London) is at Egham. There are four major hospitals and four prisons. A significant number of key national decision makers live within diocesan borders.

### B. The Church in the Community

The Diocese has two archdeaconries, each with six deaneries, and a total of 161 parishes. There are very few multi-parish benefices with just one stipendiary priest.

A great deal of the work of the church is done at a local level by the parishes. The diocesan teams

support and encourage the work of the parishes, and also work with wider networks to the mutual benefit of the church and society at local, regional and national levels.

The Diocese includes churches representing all shades of Anglicanism. All traditions play their full part in the life of the diocese, and broadly speaking there is an encouraging absence of tribalism.

We are fortunate to have some 300 licensed clergy. Nearly two thirds of these are stipendiary, of whom over 90% are full-time. About a third of all licensed clergy are women, including our Suffragan Bishop and Dean, with a higher proportion amongst Self Supporting Ministers. There is a significant number of clergy couples, ministering in various ways.

With more than 200 clergy and investment houses, 217 Church buildings and many parish-owned halls and facilities, our property portfolio provides an essential asset for our mission and ministry across this area, whilst also supporting multiple community activities, clubs and meetings.

The proportion of the population attending church, both adults and young people is above the national average, but overall numbers have dropped, albeit slightly more slowly than the national average. With a changing population, ministry to new parishioners is a significant task.

Church communities vary in size, but about half have an average Adult Weekly Attendance of over 100 (with 14 parishes over 250 in 2017).

Parish clergy, authorised lay ministers and other lay members, including chaplains, are not only engaged with church schools across the diocese, but also with over 250 county and independent schools. Many of the latter have church foundations.

Many parishes are involved with their local communities, not just by way of occasional offices, prayer and financial support, but in active engagement through projects such as CAP (Christians Against Poverty) Centres, Street Angels/Pastors, Food Banks, furniture recycling to needy families, chaplains to GP surgeries, Night Shelters and Credit Unions.

The 83 church schools (53 voluntary aided) in the diocese include three secondary schools. There are also 11 Affiliated schools. We currently have 21 academies, 16 of which are under the care of the Diocese's Good Shepherd Trust. The development of this programme has been a major source of new work and is being enthusiastically embraced in line with national Church initiatives. Through this and all other work, we will improve the education of our 22,000 children, strengthen our schools' Christian ethos and continue to grow our presence in the community.

Alongside the engagement of our churches and schools, the Diocese has entered into partnership with local authorities through its Community Engagement Team (shortly to be incorporated into the Mission team), which currently operate in areas of Family Support, Health and Wellbeing, Restorative Justice and Surrey Faith Links. The Church House Review recommends that such partnerships should continue, provided they are genuinely self-funding and better integrated into the community engagement of the local church.



### C. Transforming Church, Transforming Lives

*Transforming Church, Transforming Lives* is the vision of the Diocese of Guildford, launched in September 2016 following a long period of prayer and consultation. It envisages individuals and church communities open to the transforming work of God's Spirit in their own lives, and so becoming agents of Christ's transformation to the world around them.

This vision is deliberately couched as a strapline to the phrase 'Diocese of Guildford', rather than as an initiative in its own right. *Transforming Church, Transforming Lives* communicates the essence of everything we are seeking to pray and work towards across the diocese, rather than being a separate mission project to be hived off to a small bunch of enthusiasts.

*Transforming Church, Transforming Lives* is a framework not a blueprint, encouraging a thousand local initiatives to work towards our broader shared goals. It is primarily a strategy for the local church, though many of its principles are being extended to groups of churches, network congregations, chaplaincies and church schools. Its ethos is:

- To encourage local mission initiatives through a culture of permission-giving, training, support and finance
- To develop a deeper sense of partnership and shared accountability between churches and across the diocese, as parishes increasingly look to resource one another, and Church House Guildford to resource the whole
- To grow a culture of honesty, mutual learning, persistent prayer, deepening discipleship and confident faith sharing

Set within that broader context, *Transforming Church, Transforming Lives*:

- Sets 12 Diocesan Goals, which together provide the framework of all our mission activities within parishes, chaplaincies, schools, the cathedral and Church House Guildford,

- recognising the primacy of the first goal above the rest
- Provides resources for parishes, schools, chaplaincies and the cathedral as they select the goals to which they are particularly committed over the coming year: these resources to include support, training, mentoring, prayer resources and grant funding through the newly established Growth Fund
- Expects every parish to pray over its mission priorities and to produce a Church Development Plan to be renewed and revised in each year following – a rather patchy aspiration thus far, to be addressed by the needs-based process recommended in the Church House Review

The twelve diocesan goals are as follow:

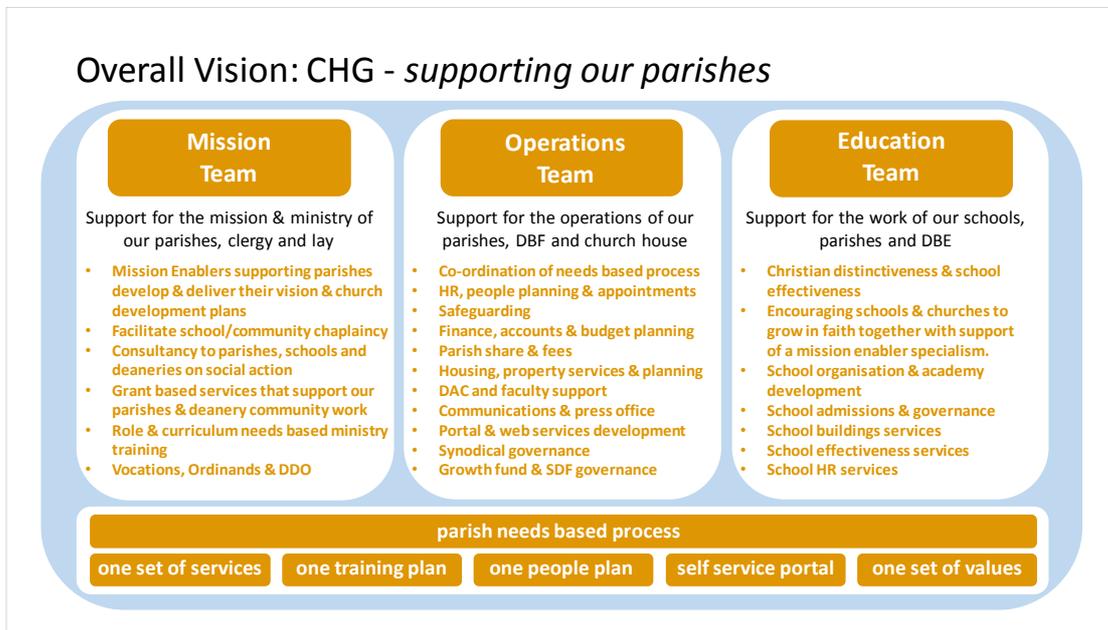
1. For every parish and chaplaincy to develop an appropriate strategy for making prayerful, confident disciples in daily life
2. Together to increase the number of new Christians of all ages through persistent prayer, confident faith-sharing, life-giving worship, and the development of a hundred new worshipping communities by 2027
3. For every parish to develop a safe, attractive and spiritually-enriching children's and youth ministry, encouraging sharing of resources where appropriate
4. Together to increase the number of lay leaders of all ages, who are called, trained and deployed in the church and wider community
5. Together to grow the number of ordinands by 50% from 2020 and beyond
6. Together to increase the range, professionalism and spiritual fruitfulness of our partnerships with the local community, to help create a safer, stronger, fairer and more sustainable society
7. Together to grow the number and depth of our partnerships with Christian communities beyond our diocesan borders, in the holistic mission to which Jesus calls us
8. Together to improve the standards and develop the Christian distinctiveness of our church schools, wholeheartedly embracing our contribution to education in the diocese
9. For every parish to encourage an increasing number of worshipping Christians to commit to regular, proportional and sacrificial giving
10. Together to share expertise and streamline our processes so as to release fresh energy for mission
11. For every parish and chaplaincy to develop effective communications, promoting a church that is visible, attractive and accessible
12. For every parish to work towards having church buildings that are fit for purpose in supporting today's ministry and mission

## D. Diocesan Teams

We have recently concluded an extensive review of our central teams at Church House Guildford. The Church House Review (CHR), which was externally led, sought to ensure our central team structure, capacity, capability and flexibility is organised to effectively support and help lead the objectives and priorities of *Transforming Church, Transforming Lives* (TCTL) through our parishes, chaplaincies, and schools over the next five to ten years.

The review has proposed the move from a current 5 team structure to a new 3 team arrangement that is grounded in a set of new foundational processes that all CHG teams are

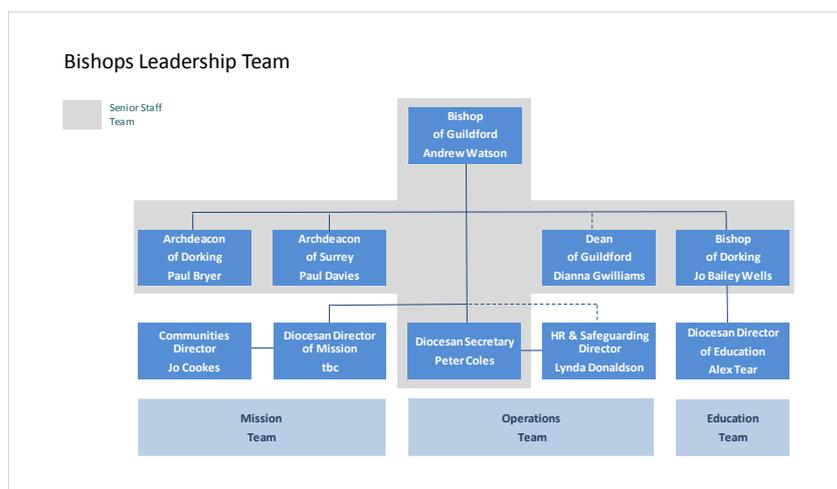
integral to. Foremost amongst these is a new ‘needs-based’ process that will inform and guide all CHG teams, rigorously grounded in the vision, plans and needs of parishes.



The move to the new team and organisation will be completed through 2019 in two phases. More detail on the change and the new arrangements can be found at <https://www.cofeguildford.org.uk/review>.

### E. The Bishop’s Leadership Team and Diocesan Structures

The Bishop’s Leadership Team is more broadly based than in many dioceses, including team directors as well as senior clergy.



Bishop’s Leadership Team meetings have been evolving as a new team comes into place. They include a monthly meeting and occasional residential, and a smaller breakfast meeting for bishops, archdeacons, diocesan secretary and dean (which exists predominantly for prayer and mutual support). The Bishop’s Leadership Team is the formal safeguarding committee and is advised by a safeguarding panel with an independent chair.

Like many dioceses, Guildford has brought together a number of committees to join up policy, priorities and finance, so that the members of the Bishop's Council are the standing committee of the Diocesan Synod, the board of directors/trustees of the Diocesan Board of Finance, the Mission and Pastoral Committee and the Property and Parsonages Committee. The Bishop's Council is as small as is practicable. It is supported by a non-executive Finance and Audit Committee and Housing Advisory Committee. There is not a great deal of pastoral committee work. When detailed consideration is required an ad hoc group is formed from all the interested parties. Members of the Diocesan Synod are also members of the Diocesan Board of Finance. The other main committees are the Diocesan Advisory Committee and the (unincorporated) Diocesan Board of Education.

## F. The Cathedral

The Cathedral itself sits in the geographical centre of the diocese and has, in recent years, begun to address the physical isolation from the town of Guildford and to reach out to parishes, schools and chaplaincies of our Diocese. It seeks to serve as the 'Mother Church' for the Bishop in his mission and ministry but also as a resource to the whole community of Surrey and north-east Hampshire. Underlying the plans for a residential development on part of the site and for a £7.5m renovation and improvement project already underway is the intention of the Cathedral to provide a place of welcome, worship, inspiration and engagement for the furtherance of God's kingdom.

## G. Finance

The Diocese has an annual budget of around £12 million and aims to achieve a break-even position each year. Around 70% of budgeted costs relate to ministry provision and housing; 10% relate to our contribution towards the national Church, and the remainder mainly funds the work of the central diocesan teams. The Diocese has very limited investments and the budget is almost entirely funded by parish share receipts.

Parish Share is determined by allocating direct ministry costs according to the number of incumbents, which results in a request of around £58,000 a year per incumbent post; smaller parishes may share an incumbent. Remaining 'shared' costs are allocated in accordance with a formula involving adult Sunday attendance and a prosperity factor. This is a new method starting for 2019: the amount allocated to direct ministry has increased with shared costs of proportionately lower and various subsidies have been removed. There is a transition period of three years for many parishes. More details can be found on the Diocesan website:

<https://www.cofeguildford.org.uk/governance/parish-share>

## H. International links

The Diocese has a long-established link with the Anglican Church of Nigeria, which is a valuable channel of communication for the Communion as a whole- though current Communion politics mean that aspects of the relationships are currently on hold. We also have developing links with the Diocese of Sialkot in Pakistan, and with the Lutheran Diocese of Viborg in Denmark. Many parishes have their own links to these and other parts of the world.

## Outline of key terms

- Full-time position on an indefinite contract
- Competitive salary in charity sector with generous pension provision
- Option to remain with clergy pension arrangement on a salary-sacrifice basis, or opt for non-contributory membership of the Church Workers Pension Fund
- Financial assistance for relocation, where applicable
- 23 days' annual leave entitlement in the first year of employment, rising to 26 days after 1 year's service, plus public holidays in England
- Office-based working in attractive, open-plan surroundings at Church House Guildford, 20 Alan Turing Road, Guildford, GU2 7YF (where confidential meeting rooms are also available)

## How to apply

To apply for this role, please send the following:

- A completed application (Register of Ministry) form, ensuring that you have completed the sections detailing your reasons for applying, what you bring to the post and how you meet its requirements. If there is any additional information you would like to provide but feel is not addressed in the form, please include this in a covering letter (no more than 2 sides of A4);
- Details of three referees, one of whom should be your bishop, to [recruitment@cofeguildford.org.uk](mailto:recruitment@cofeguildford.org.uk) or forward your application to Lynda Donaldson, HR and Safeguarding Director, marked 'Strictly Confidential', Church House Guildford, 20 Alan Turing Road, Guildford, Surrey, GU2 7YF no later than the closing date: **28<sup>th</sup> May 2019**

Interviews will take place on **Friday 21<sup>st</sup> June 2019**.



**APPLICATION FORM**

*(It is important that this application form is completed. A Curriculum Vitae is not an acceptable substitute. Please use black ink or send electronically)*

**APPLICATION FOR THE POST OF DIOCESAN DIRECTOR OF ORDINANDS**

**SECTION 1:**

<b>Surname:</b>	<b>Title:</b>
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<b>Christian Names in full:</b>	<b>Preferred Name:</b>
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<b>Permanent Address:</b>	<b>Temporary Address:</b>
	<b>From                  To</b>
<b>Telephone Nos:</b>	<b>Telephone Nos:</b>
<b>Home:</b>	<b>Temporary Home:</b>
<b>Other:</b>	
<b>Mobile:</b>	
<b>May we telephone you on any of these nos?</b>	
<b>Please indicate which?</b>	
<b>E-mail:</b>	

<b>Ordained Deacon in the Diocese of</b>	<b>in (year)</b>
<b>Ordained Priest in the Diocese of</b>	<b>in (year)</b>

Closing date for Applications: <b>19<sup>th</sup> May 2019</b>
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If you were ordained in 2011 or later, please attach your Episcopal letter of confirmation that you were signed-off as having completed successfully the national Assessing the End of Curacy process with a post of responsibility focus (if the advertised post is of incumbent status) or assistant ministry focus (if the advertised post is Associate Minister or equivalent).
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**SECTION 2: PRE-ORDINATION**

<b>Principal Secondary School:</b>			
<b>Name:</b>	<b>From:</b>	<b>To:</b>	<b>Details of subjects and exam results</b>

<b>University/College &amp; Other Further Education/Training (including Theological College or Course).</b> Please give qualification obtained, with class if degree.			
<b>Name</b>	<b>From</b>	<b>To</b>	<b>Qualifications Experience:</b>

<b>Membership of Professional Organisations and Other Professional/Practical Qualifications Obtained:</b>			
<b>Name:</b>	<b>From:</b>	<b>To:</b>	<b>Qualifications / Experience</b>

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**SECTION 3: EMPLOYMENT BEFORE ORDINATION**

<i>Please give a short indication, in chronological order, the nature of previous work and responsibilities.</i>			
<b>Dates From:</b>	<b>To:</b>	<b>Position held &amp; Brief Description of Responsibilities</b>	<b>Reasons for Leaving</b>

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**SECTION 4: MINISTRY SINCE ORDINATION**

<p><b>Posts held since Ordination</b> (full and part time, including present appointment)</p> <p>Please list these carefully, with dates in chronological order, with separate entries for posts held concurrently (e.g. Rural Dean, Chaplaincies etc). Please indicate major parish characteristics (e.g. type of area, team ministry, ecumenical)</p>		
<b>From:</b>	<b>To:</b>	<b>Post &amp; Description</b>

<p><b>Responsibilities in the Diocese and Wider Church</b></p> <p>Please indicate, with dates, tasks undertaken for the diocese and wider church (e.g. Synodical responsibilities at any level, diocesan committees and working parties served on, ecumenical involvement, or work for a church voluntary organization)</p>		
<b>From:</b>	<b>To:</b>	<b>Description:</b>

**Continuing Ministerial Training**

Please list training courses attended (excluding IME I –VII)

**Church Tradition**

What theological traditions have shaped your ministry? With which do you feel most at ease today?

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**SECTION 5:**

**Responsibilities in the Community**

Please list tasks undertaken e.g. school governor

**Other Areas of Interest**

Please indicate special areas of concern, particular issues in contemporary life, international matters, academic or artistic interests, hobbies.

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**SECTION 6: INFORMATION IN SUPPORT OF YOUR APPLICATION**

**Please state your reasons for applying for this post, saying**

- a) what appeals to you about it**
- b) what you think you might bring to it, and**
- c) how you might respond to any issues raised by the job description and person specification**

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**Why do you have it in mind to leave your current post?**

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**SECTION 7: REFERENCES**

References will be taken up before interview, for short-listed candidates unless you indicate otherwise below. Please give the name, full address and e-mail address of those from whom references can be requested.

**NB.** You must supply the name of the Bishop whom you serve. If you have a Bishop who is not your Diocesan Bishop, please explain who and why.

Please ensure that your referees are aware of this application. **If you are providing us with their e-mail address, please obtain your referees' permission.**

Please give names and addresses of three persons to whom references can be made. At least one should be clerical and one lay. Please obtain their permission.

If you are a Team Vicar, Priest-in-Charge of a daughter church or Assistant Curate, have you given your Team Rector's or Incumbent's name as a reference?

Episcopal Referee:

Name:

Address:

Job Title:

E-mail:

Telephone No:

Lay Person in your congregation:

Name:

Address:

Job Title:

E-mail:

Telephone No:

Clerical Referee:

Name:

Address:

Job Title:

E-mail:

Telephone No:

Are your papers available from the Clergy Appointments Adviser?

Signature

Date

**To the best of my knowledge and belief, the information supplied by me  
on each section of this form is correct.  
I hereby consent to the processing of sensitive personal material, as defined in the Data  
Protection Act 1998, involved in the consideration of this application**

**Signed**

**Date**

**NOTES**

This application will be subject to DBS Enhanced Disclosure and Health Declaration checks.

All applicants called for interview will be required to sign a statement relating to any criminal record or other relevant matters, as required by the House of Bishops Policy on Child Abuse, which will then have to be verified if you are the person to whom the post is finally offered.

Traveling expenses and subsistence allowance (in accordance with General Synod regulations) will be allowed to candidates selected for interview.

**Signed**

**Date**



**PRIVATE AND CONFIDENTIAL**

**Position applied for:**

<b>Family Name:</b> (block capitals)	<b>Title:</b>
<b>Other Names in full:</b> (block capitals)	<b>Preferred Name:</b>

**Nationality**

What is your nationality?

Are you a citizen of Britain or the EU?

Yes

No

If Yes, please attach a photocopy of your passport or, if not available, your birth certificate.

If No, please attach a photocopy of any permission you have to work in this country.

**Health**

Please specify any special access requirements you may have in order to attend interview e.g. deaf loop system?

Do you have any health related condition that would affect your ability to carry out functions that are **intrinsic** to the office? (See person specification for details.)

**Disclosure of Conviction(s):**

Applications from ex-offenders are welcomed and will be considered on their merit. Convictions that are irrelevant to this job will not be taken into account. You are required to disclose any convictions, which are **not** 'spent' by virtue of the Rehabilitation of Offenders Act 1974.

Have you been convicted of a criminal offence that is **not** spent?

Please answer YES or NO.

If YES, please give details of date(s), offence(s) and sentence(s) passed  
*(attach a separate sheet if necessary)*

**NB.** The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

For legal and accounting professions, you are required to disclose all convictions, including those that **are** spent by virtue of the Rehabilitation of Offenders Act 1974.

**Ecclesiastical Offices (Age Limits) Measure 1975**

With very limited exceptions, appointment to an ecclesiastical office cannot be offered to anyone over the age of 70 except on a fixed or limited term licence. Are you under the age of 70?

**UK Border Agency requirements**

Are you free to remain and work in the UK with no current immigration restrictions?

Please note that you will be required to produce documentary evidence of your right to remain and work in the UK if you are invited to interview.

Are you aware of any police enquiries undertaken following allegations against you, which may have a bearing on your suitability for this post?

**Promoting racial equality**

Are you a member or an active supporter of any political movement or any organisation whose constitution, policies, objectives or public statements are incompatible with the Church England’s commitment to promoting racial equality?

Where did you hear of this office?

If appointed when would you be available to start?

I certify the information given in this application is correct.

**Signature**

**Date**

**PRIVATE AND CONFIDENTIAL**

**THE NATIONAL CHURCH INSTITUTIONS  
EQUAL OPPORTUNITIES MONITORING SHEET**

The National Church Institutions wholeheartedly support the principle of equality of opportunity in employment and believe in the benefits of a workforce drawn from a wide cross-section of the community. Recruitment, selection and promotion procedures will be monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. To assist the Diocese in monitoring the operation of its equal opportunities policy, and *for no other reason*, please answer the following questions. (Tick box where appropriate).

Post applied for: **Diocesan Director of Ordinands (DDO)**

Female   
Male

Marital Status

Age 16-25   
36-45

26-35   
46+

Do you have a disability, which is a physical or mental impairment, which has a substantial and long term adverse effect on your ability to carry out normal day to day activities  
(as defined in the Disability Discrimination Act 1995)

No   
Yes

If Yes, please give brief details of the disability and any adjustments which would need to be made to enable you to carry out the duties listed for this post.

Date of Birth:

Please indicate your cultural/ethnic origins

White British <input type="checkbox"/>	Black British <input type="checkbox"/>	Asian British <input type="checkbox"/>
White Irish <input type="checkbox"/>	Black Caribbean <input type="checkbox"/>	Indian <input type="checkbox"/>
White Other <input type="checkbox"/>	Black African <input type="checkbox"/>	Pakistani <input type="checkbox"/>
White & Black Caribbean <input type="checkbox"/>	Black Other <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>
White & Black African <input type="checkbox"/>	Chinese <input type="checkbox"/>	Asian Other <input type="checkbox"/>
White & Asian <input type="checkbox"/>	Any Other <input type="checkbox"/>	<input type="checkbox"/>
Mixed Other <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Where did you see this vacancy advertised?

Church Times   
Church of England Newspaper

Website\*   
Other\*

\*Please specify

Date Form Completed: