



## Role Description

**POST:** Archdeacon of Gibraltar and Archdeacon of Italy and Malta

**EMPLOYER:** Diocese in Europe Diocesan Board of Finance

**RESPONSIBLE TO:** Diocesan Bishop

### RESPONSIBLE FOR:

The Archdeacon will have direct responsibility for the Archdeaconry of Gibraltar (Spain, Andorra, Portugal and Morocco) and the Archdeaconry of Italy and Malta.

The Archdeacon is expected to plan for, support and evaluate new church communities and to oversee, guide and nurture existing communities and their clergy.

There are currently 4 Area Deans in place who share in the Archdeacon's ministry of oversight.

**KEY RELATIONSHIPS:** The Diocesan Bishop, the Suffragan Bishop, Area Deans, the Diocesan Secretary, and more widely the Senior Staff Team. The Postholder will work closely with the Suffragan Bishop who is lead bishop for both of the archdeaconries.

### Summary of the Role

English Churches have been established on the Continent since at least the time of the Reformation. The Diocese in Europe was set up in 1980 to care for these churches, which now attract English speakers from many ethnic, territorial and ecclesial backgrounds. The diocese currently has two bishops and seven archdeaconries. Whilst the diocese has for most of its history been administered by seven clergy with part-time archidiaconal responsibility (usually linked to other roles), it was long our strategic objective to establish freestanding archidiaconal posts as funding allows. The funding for three full-time archdeacon posts was provided by a new financial plan agreed at the 2018 Diocesan Synod. This is the second of the full-time appointments, and a new post for this territory.

The post covers a large geographic territory. Our chaplaincies range from English ex-pat communities, to international congregations in major cities to mainly Nigerian congregations. Most of the contexts are majority Roman Catholic; some (in Morocco) are Islamic.

Since our diocese operates outside England, large parts of the English administrative role of Archdeacon (such as administration of faculty jurisdiction and common tenure arrangements) do not apply. Instead, the Archdeacon has the challenge of providing and

framing an Anglican ministry in the administrative and legal contexts of European countries (and Morocco) and where knowledge of the Anglican tradition may be patchy.

The role involves both problem solving and identifying new opportunities for growth.

Whilst the Archdeacon's first responsibility will be to his/her specific territory, it is intended that the postholder will provide support to other archdeacons when particular expertise is needed or in an emergency situation.

## **Remuneration**

It is proposed that the remuneration package be on a par with that received by a UK Archdeacon. This will include Stipend, Pension and appropriate rented accommodation or housing allowance. The Package will be subject to local tax laws.

## **Principal Duties and Accountabilities of the role**

(many elements of the role are carried out in collaboration with the relevant Area Dean)

### **1. Missional Leadership**

- Contributing to diocesan strategy and mission thinking and implementation via membership of the Bishop's Staff meeting and Bishop's Council and Diocesan Synod.
- Developing fresh vision for appropriate kinds of evangelisation in collaboration with Churches in Communion and in consultation with established ecumenical partners. To explore possible new relationships with new/evangelical/Pentecostal churches. Evaluating possibilities for church planting and, together with diocesan officers and local congregations, facilitating bids for funding for new work.
- Leading the archdeaconry synods of Gibraltar and Italy & Malta by ensuring that arrangements for the synods are made, presiding at the meetings of the synods, convening synod standing committees.
- Encouraging the growth of chaplaincies and congregations through visits, meeting with clergy, the training of church officers and others.
- Developing workable options and proposals for provision of ordained ministry in start-up, embryonic or financially fragile contexts.
- Working collaboratively with bishops and archdeacons; being available to advise or assist in other parts of the diocese as responsibilities allow; sharing in the leadership and committee structures of the diocese.

### **2. Clergy recruitment and pastoral care**

- Working with churches and diocesan officers to develop realistic and accurate specifications and advertisements for clergy posts; conducting interviews; licensing new clergy and readers on behalf of the bishop; helping make sure new clergy receive adequate induction and orientation.
- Sustaining and improving clergy wellbeing. Providing pastoral care for the clergy, including addressing pastoral problems and crisis intervention, dealing with clergy illness, general advice, teaching. This is a key element of the role as many of our clergy are in isolated situations.
- Conducting Ministerial Development Reviews.
- Reporting problems and opportunities to the lead bishop.
- Overseeing annual reviews of terms and conditions by local churches.
- Overseeing CME provision in the Archdeaconries and approving CME applications.
- Fulfilling the Archdeacon's role under the Clergy Discipline Measure.

### **3. Promoting the wellbeing and growth of the local church**

- Overseeing the administration of local churches: keeping church councils alert to the need for compliance with local legal requirements; overseeing proper appointment of churchwardens and completion of diocesan returns in regard to electoral rolls and appointment of church officers.
- Promoting a safe church by meeting responsibilities set out in the diocesan safeguarding policy, encouraging the proper implementation of safeguarding policies and procedures in local churches and liaising with the Diocesan Safeguarding Officer in regard to training and case management.
- In consultation with other diocesan officers, framing constitutions for new congregations/chaplaincies, overseeing updates to existing constitutions and assisting with the operation of entities according to the relevant country law.
- Establishing processes for reconciliation in the event of local church conflict.
- As required, carrying out inspections of church buildings; ensuring that diocesan norms for insurance are met; advising on lease arrangements and proposals for new buildings use; liaising with other denominations and churches in regard to shared use of buildings.
- Monitoring the financial viability of chaplaincies and encouraging their contribution to their archdeaconry and the diocese as a whole.
- Monitoring (not organising) locum cover in consultation with the Diocesan Office.

### **4. Self-Care**

- The person appointed will be expected to develop practicable ways of attending to their own wellbeing and ongoing education in the role, with the support of the bishop. The diocese will want to work with the person appointed to establish appropriate support networks.

The postholder may be required to undertake any other duties that are commensurate with the role.