

## ROLE DESCRIPTION

# Head of Ministry Formation for Licensed & Authorised Ministries



### Background to the Role

In faithfulness to our calling to *proclaim the gospel afresh to each generation*, Church of England Birmingham is developing its ministry structures and organisation to support the mission priorities of our Transforming Church strategy through our *People and Places Programme*:

- Developing patterns of Christian community suited for mission in the 21<sup>st</sup> Century Birmingham-city region.
- Resourcing parishes and new Christian Communities in mission planning and making new disciples.
- Strengthening the ministry of the whole people of God through encouraging vocation, discerning call and equipping for leadership and ministry.
- Releasing Christian women, men and young people to witness and serve as disciples of Christ in their everyday lives and communities.
- Renewing patterns of ordained and lay ministry for leading, guiding and sustaining an inter-cultural missional church in diverse communities and neighbourhoods.

Fundamental to the mission emphasis of *Transforming Church* will be a renewed culture of learning for discipleship and ministry, offering an economy of flexible and modular pathways for both individuals and teams, enabling lay and ordained to discern and fulfil their Christian calling through growth in character, knowledge and skill.

This transformative learning will be focussed in three inter-related and complementary areas and it will be essential that there is strong collaboration between these areas, all of which are under the oversight of the Bishop of Aston:

- **Learning for Discipleship and Mission**  
*including the development of lay leadership and vocation to ministry*
- **Ministry**  
*including the development of licensed lay and ordained ministries*
- **Parish Mission Support**  
*including the development of lay and ordained leadership in mission and resourcing of parish mission planning*

The new role of Head of Ministry Formation will be integral to this learning culture. Working with the Director of Ministry and other colleagues within the diocese and West Midlands region, s/he will bring a mission-oriented theological creativity to the design, delivery and review of appropriate ministerial formation and continuing learning for Clergy, Readers and other public representative ministers licensed, commissioned or authorised by the Bishop.



## KEY AREAS OF RESPONSIBILITY

To lead in ministerial formation and continuing ministerial development, ensuring public representative ministers who are equipped to be prayerful, missional, adaptive and collaborative:

### Assistant Curates

- Directing the design and delivery of the IME2 Programme in relation to Formation Criteria for Primary Responsibility/Assistant Ministry.
- Overseeing the assessment of Curates.
- Recruiting and leading the team of Assistant IME2 Advisers and Assessors.
- Convening an IME2 Steering Group.
- Working with Sponsoring Bishop, DDO & Director of Ministry in the allocation of Curates/Training Incumbents.
- Leading in the induction and supervision of Training Incumbents.
- Developing fresh approaches to the shape of IME1 and IME2.
- Holding lead responsibility for the pastoral care of Curates.
- Ensuring the formation of clergy who take responsibility for personal wellbeing in Covenant with diocese and local church.
- Collaborating with diocesan and regional partners to provide a “First-time Incumbents” induction programme for Licensed Ministers new to Primary Responsibility.
- Supporting the development of diocesan mentoring and coaching provision for newly appointed primary responsibility ministers.

### Readers

- Directing the design and delivery of the Initial Training Programme – IME1 & IME2 (NEXT).
- Overseeing the assessment of Readers in IME1 & IME2.
- Working with Incumbents of Readers in Training, supporting their role and responsibility in the training programme.
- Directing the design and delivery of Reader CMD.
- Recruiting and leading the team of Reader Tutors.
- Working with the Reader Training Matters Oversight Group, Warden of Readers, Readers’ CME Committee and Readers’ Association.
- Developing fresh approaches to the shape of Reader Formation.
- Relating to Ministry Division, particularly in relation to External Review (next due 2020/21).

### Commissioned Lay Pastoral Teams

- Promoting and working with ministers and parishes entering the Offering Pastoral Care & Community Skills diocesan scheme.
- Recruiting and leading a team of tutors to deliver initial training and CMD.
- Overseeing the assessment of teams for commissioning.
- Overseeing training in supervision for commissioned teams.
- Collaborating with the Steering Group of Commissioned Lay Pastoral Teams.
- Developing fresh approaches to formation for Lay Pastoral Teams.

### New expressions of Ministry

- To work with the Bishops, Director of Ministry, Director of Learning for Discipleship and Mission, DDO and others in developing fresh approaches to ministerial formation and practice to meet the mission requirements of *People & Places* through:
  - Ordained Local Ministers
  - Permanent Deacons
  - Authorised lay ministries commissioned locally for specific missional tasks: e.g. Leading worship, Occasional preaching, Chaplaincy, etc.
- Sharing with diocesan colleagues in the design and delivery of a new foundation programme for those entering public representative ministry.

## PERSON SPECIFICATION

The successful candidate will be a Licensed Minister who has been in Holy Orders or Admitted as a Reader for not less than four years, able to demonstrate:

- experience in the leadership and oversight of a mission-oriented church, preferably at Primary Responsibility Level;
- experience of working at diocesan and regional level;
- capable of interpreting and implementing national priorities and guidelines in relation to selection, training and assessment of ordained and licensed ministers;
- skill in theological reflection, preferably with a degree in theology at MA Level or above;
- experience of adult education in church settings and ensuring appropriate teaching styles;
- skill in supervision and training of public representative ministers;
- capable of designing, delivering and reviewing imaginative and inclusive learning programmes to equip licensed ministers, lay and ordained;
- ability to model collaborative working with colleagues at local, diocesan and regional level;
- capacity to recruit, support and foster teams of tutors and assessors for learning programmes;
- character, gifts and skills to oversee the assessment of potential ministers to meet diocesan and national requirements;
- commitment to fostering collaboration between lay and ordained ministers (licensed and commissioned) and lay leaders;
- experience of working with ministers from a range of theological traditions and commitment to mutual flourishing envisaged in the *Five Guiding Principles*.

### Key relationships

- The Head of Ministry Formation will be line-managed by the Director of Ministry.
- Team-working with the Director of Ministry, DDO and other diocesan officers is essential to the role.
- Administrative support is provided by the Training & Development Support Team.
- West Midlands dioceses and ecumenical partner churches have strong collaborative working relationships, including: Clergy CMD Officers' Group, Clergy IME2 Officers' Group, and Discipleship Development Group.

## TERMS AND CONDITIONS

- The Head of Ministry Formation will report to the Director of Ministry
- Hours: This is a full-time post of 35 hours per week. There will be some evening and weekend work (time off in lieu is given).
- Salary: £35,490 (equivalent to a full stipend plus housing allowance)
- Pension: Standard membership of the Clergy Pension Scheme (if role holder is Ordained) or membership of the Church Worker's Pension Scheme with 12% employer contribution for a lay role holder.
- Holiday: 25 days per year plus 8 Bank Holidays plus 3 additional Diocesan Discretionary Days
- The employer is the BDBF (Birmingham Diocesan Board of Finance)

## APPLICATIONS

Applications should be made via the CofE Pathways jobs portal at <https://pathways.churchofengland.org/>

Deadline for Applications: **Wednesday 13<sup>th</sup> February 2019**

Interviews: **Thursday 28<sup>th</sup> February 2019**  
(at our offices in central Birmingham)

For an informal conversation about the role please contact:  
Revd Canon Dr Mark Pryce, Director of Ministry on 0121 426 0430  
or [MarkP@cofebirmingham.com](mailto:MarkP@cofebirmingham.com)



THE CHURCH  
OF ENGLAND  
BIRMINGHAM

The Church of England, 1 Colmore Row, Birmingham B3 2BJ  
0121 426 0400 | [jobs@cofebirmingham.com](mailto:jobs@cofebirmingham.com) | [www.cofebirmingham.com](http://www.cofebirmingham.com)