**Peterborough Diocese**

**JOB DESCRIPTION**

**Lay Ministries Officer**

## Vocation and Formation Team

**Application Deadline: 5pm June 21st 2024**

**Interviews: July 4th 2024. These will take place at Diocesan Office, Bouverie Court, The Lakes, Northampton, NN4 7YD**

**Welcome to the Application Process from the Rt Revd Bishop Debbie Sellin of Peterborough**

Thank you for your interest in this post and be assured of my prayers as you consider the role. Since arriving into post in March of this year, I have been very impressed at the focus on lay ministry that exists within the diocese. There is a rich history of nurturing all vocations and an openness to explore what lay ministry needs to look like both now and into the future. This is an exciting time to join us as we seek God’s guidance on our vision and strategy, with a deep desire to encourage all people to know God’s calling in their lives and a gifted team to help shape both discernment and training. I hope you will be encouraged to put in an application and do speak to Haydon if you have any specific questions

With best wishes

+Debbie

**Welcome to the Application Process from Revd Haydon Spenceley, Director of Vocation & Formation**

The developing context of the Church of England leads to exciting opportunities to be proactive and strategic in seeking to honour God in providing the most effective and wide-ranging ministry we possibly can to serve the whole breadth of the communities and congregations we have been invited to love and to serve. This post plays a key part in that. Further, it is a key element of the mission and ministry of Vocation and Formation Team in Peterborough Diocese. Our Diocese has a heritage of encouraging, promoting and developing lay ministries of all types and we want this to continue in the coming years.

We find ourselves at a moment of opportunity for taking an existing culture of discernment, training and ongoing development of lay ministers and lay ministry and building further so that minsters and ministry within the Diocese of Peterborough can serve God, this generation and those who follow us to the fullest extent. You will inherit a good existing situation into which there is much scope to bring prophetic insight, wisdom and challenge to make that goal a reality. Throughout all we seek to honour God and encourage a ministry which is broad and reflects the beauty and diversity of God’s people.

As you undertake your role, I as Team Leader am committed to giving you the scope and space to have vision and to show imagination in developing our Lay Ministry from its strong foundational base into the shape that God would have it take in the time ahead. We think where we are is good (as acknowledged by the Lay Ministry Course’s strong Periodic External Review of 2022 and follow up in 2023, for instance) but are very open to moving together into a developing future. You will not be expected to be a custodian keeping things as they are. You will be invited to take what we have and, under God, enable the next step in an exciting future.

You will be joining a vibrant and developing team committed to enabling the ministry of the whole people of God. We are responsible for the discernment and training of lay and ordained ministry throughout the life of the whole Diocese and we are excited for you to join us.

Do contact me if you would like an informal conversation prior to applying. I would be delighted to speak with you.

Revd Haydon Spenceley [haydon.spenceley@peterborough-diocese.org.uk](mailto:haydon.spenceley@peterborough-diocese.org.uk)

**Purpose of Post:** To lead the work of Lay Ministries within the Diocese along with the Director of Vocation & Formation. To act as Principal of the Diocesan Lay Ministry Course and to encourage the continued centrality of lay ministry within the life and worship of the Diocese

**Accountable to:**  Director of Vocation and Formation

**Member of:**  Vocation and Formation Team

**Key working relationships:**

* The Bishop and her staff
* Suffragan Bishop, Archdeacons and other Senior Staff in the Diocese
* Members of the Vocation & Formation Team including Lay Vocations Officers and Team Administrators who work alongside the post-holder and on their behalf
* Students on Lay Ministry Course and potential Trainees
* Tutors on the Lay Ministry Course
* Incumbents, Benefices, Rural Deans
* Director of Mission
* Director of Children and Youth Team
* Diocesan Communications Team

**Committees Chaired or Attended**

Diocesan Lay Ministry Forum

Lay Ministry Course Forum

Vocation and Formation Team Meetings (attend)

National Focal Ministry Forum (attend)

National Lay Ministries Forum (attend)

**THE CONTEXT, OPPORTUNITIES AND CHALLENGES OF THIS ROLE**

The Diocese of Peterborough is a living, growing network of churches, chaplaincies and schools covering Northamptonshire, the part of Cambridgeshire formerly known as the Soke of Peterborough (i.e. the area of the present-day city of Peterborough north of the river Nene) and the County of Rutland. Its total population is c917, 000

We now have an opportunity for someone with a deep commitment to Lay Ministry to enable ministries of all types within our Diocese. Peterborough has a locally delivered Level 4 Lay Ministry Course. At present all students undertake an initial two years with Readers being trained for a further year. The post-holder would be Principal of that course. Further, they would promote lay ministry, given parity of esteem with ordained ministry within the life and culture of the Diocese and seek new opportunities for developing discernment, certificated courses, links with other Diocesan teams and wider Diocesan life. Their role would exist so as to be encouraging people to explore, be fully nurtured in and express lay ministry in the fullest way possible, with the ultimate goal of enriching the Church and the communities we love and serve to the fullest extent possible.

**Main Responsibilities:**

1. Oversight, under Diocesan Bishop and Director of Vocation & Formation, of Lay Ministry. Responsible for sharing in vision casting for lay ministry and delivering ministry which is flexible and appropriate locally and across the Diocese. As we develop these ministries post-holder is the key face of discerning, training, equipping, and encouraging them and continuing to have them embedded within wider Diocesan life and mission.
2. Encouraging ministry in and of all disciples of Christ. Naturally, the postholder will have particular passion for the ministries of lay people and seek to give priority to them.
3. Promotion of Lay Ministry of all types (LLM, Reader, churchwarden etc) to parishes, deaneries, regional and national relationships (National Ministry Team, Theological Education Institutions etc).
4. Develop approaches for support for students who have SpLD. Our courses joyfully play host to an increasing number of students who do bring these with them or discover them during training. We are seeking to find ways to make our discernment, courses, and ongoing ministry as accessible as possible. Your help in this will be key.
5. Responsible under the Director of Vocation & Formation for ensuring good and safe discernment for and recruitment to the Lay Ministry Course. Discernment is done alongside Lay Vocations Officers (voluntary posts).
6. To act as Principal of Lay Ministry Course. Ensure the course delivers lay ministers of the calibre needed in the Diocese. Ensure the course stands up to rigour needed by National Ministry Team.
7. Recruit, oversee and support those tutoring on the Lay Ministry Course.
8. Recruit, oversee and support those undertaking discernment for the Lay Ministry Course.
9. Ensure teaching, teachers, reading lists and other public-facing aspects of Lay Ministry training reflect the diversity of Diocese and wider Church. Deliberately seek students who are younger and/or more diverse and ensure that teaching, assessment and other aspects of ministerial development are appropriate and accessible to as wide a cohort as possible. This should be done whilst maintaining core integrity. Where appropriate, amplify those voices which have hitherto been heard less readily.
10. Ensure support and nurture of students and staff through good safeguarding practice, attentive pastoral care and where appropriate the offer of finding mentoring, coaching, spiritual direction etc. Through this, play a part in the Diocesan approach to supporting ministers effectively.
11. Play a key role in the Vocation & Formation Team of the Diocese seeking to support the work of discernment, recruitment, training and ongoing development and support of those who minister in the Diocese.
12. To collaboratively seek to develop wider approaches to Lay Ministry within the Diocese (Flourish, Faith Empowered, Focal Ministry and/or others) and to ensure that these are delivered in line with present Diocesan vision and values.
13. Ensure oversight of both the Lay Ministry course (including student voice) and wider lay ministry is good and students, tutors and parishes feel heard. Within this to chair Lay Ministry Forum and Lay Ministry Course Committees.

**Other Responsibilities**

1. To keep up to date with all relevant policies ensuring best practice in all work including Safeguarding and Safer Recruitment.
2. To attend relevant training and seek and undertake appropriate development opportunities.
3. To undertake other duties as appropriate to the scope of the post as may be required from time to time to support the work of the Director of Vocation and Formation
4. Welcome reviewers and respond to PER reviews of the Lay Ministry Course, implementing suggested developments as appropriate.

# PERSON SPECIFICATION

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential | Desirable | Tested |
| **Qualifications** |  |  |  |
| A BA (Hons), equivalent or higher degree in theology or a related field, if not then demonstrable practical or vocational experience of theological learning | x |  |  |
| Qualification or commensurate experience in teaching theology for ministry. Where the successful candidate has not experienced this in an academic environment consideration will be given to demonstrable experience of teaching within a parish or similar context |  | x |  |
| Full driving License |  | x |  |
| **Knowledge and Experience** |  |  |  |
| Possess a comprehensive understanding of Anglican theology, doctrine, and traditions. A solid foundation in Christian theology and an ability to articulate and communicate theological concepts is essential. | x |  |  |
| Have a background in Lay Ministry, or in promoting Lay Ministry Able to articulate its value to individuals, parishes, benefices, deaneries, and Dioceses. | x |  |  |
| Have experience in designing, implementing, and evaluating training programmes. Familiarity with Lay Ministry training structures with an understanding of the challenges and opportunities in ministry development is desirable. | x |  |  |
| Demonstrate excellent interpersonal, communication and time management skills. The ability to engage effectively with individuals from diverse backgrounds, both in one-on-one settings and in group contexts, is essential as is an ability to manage multiple priorities. | x |  |  |
| Has ability to collaboratively with other Lay Ministry Officers, Course Principals and other stakeholders within the Church of England. Foster a sense of community and support among curates and trainers. | x |  |  |
| Be adaptable to the evolving needs and dynamics of ministry and training. Stay informed about current trends and issues within the Church of England and the broader Christian community. | X |  |  |
| Demonstrate yourself to be a competent problem solver, with a proactive and solution-oriented approach. |  | x |  |
| Evidenced understanding of the obligations under the Equality Act 2010, and the Data Protection Act 2018. | x |  |  |
| Knowledge and Experience of policy and procedure within the Church of England |  | x |  |
| **Personal Qualities** |  |  |  |
| Strong interpersonal skills, with the ability to build relationships and work effectively with a range of stakeholders. | x |  |  |
| Demonstrate an elevated level of pastoral sensitivity and empathy. The capacity to understand and respond to the diverse emotional and spiritual needs of individuals engaged in the discernment process is essential. | x |  |  |
| Strong organisational and time management skills with the ability to effectively prioritise and meet deadlines; and work without supervision. | x |  |  |
| Have a high standard of integrity and ethical conduct. Maintain confidentiality in pastoral conversations and adhere to professional standards in all aspects of the discernment and training role. | x |  |  |
| Strong attention to detail with a commitment to delivering high-quality work. | x |  |  |
| Work collaboratively with other team members | x |  |  |
| Adaptable to change and willing to develop and learn. Demonstrate a genuine passion for the development and growth of individuals in their ministry journeys. Whilst also holding a commitment to continuous personal and professional development. | x |  |  |

# WHAT THE POST-HOLDER CAN EXPECT FROM US

A supportive team environment in which to develop and grow as we see to work together towards shared goals of encouraging and developing ministry. You will be encouraged, given opportunity to train and develop and held in prayer.

Regular 1-2-1 meetings with the Director of Vocation & Formation.

Space and time within the working week to think, study and learn so that your own teaching and communication remains sharp.

Administrative support from the full-time Team Administrator

# FURTHER DETAILS

The post is office based at The Diocesan Resource and Conference Centre at Bouverie Court, The Lakes, Bedford Road, Northampton NN4 7YD

This post is subject to an Enhanced DBS Certification.

There is an Occupational Requirement for the person holding this post to be a Christian.

Pay: This post is offered at the normal rate of a stipendiary incumbency, which from April 2024 is £30,638. We encourage applications from lay people as well as clergy.

Pension: Non-contributory scheme (equivalent to 10% of salary)

Hours: 35 Hour Week. There will be evening and weekend working. TOIL can be claimed by prior arrangement with the Director of Vocation and Formation.

Holidays: 25 days per year plus Public Holidays and Christmas / New Year closure

Probationary Period of 6 months