

Job Description

JOB DESCRIPTION	
JOB TITLE:	Warden of Lay Ministry
SALARY:	£14,994 (£37,485 pro rata)
CONTRACTUAL STATUS	Permanent Part Time (2 days per week) This role is part of a Job Share
ACCOUNTABLE TO:	Warden of the College of St Hugh (Line Manager) Bishop of Grantham (Sponsoring Bishop for Ministry)
KEY RELATIONSHIPS:	Bishop of Grantham (Sponsoring Bishop for Ministry) Warden of the College of St Hugh Diocesan Director of Ordinands & Vocations (Key Partner in Vocational Discernment) Other Staff in the College of St Hugh Chair and Members of the Reader Board Deanery Partnership Leadership Teams
MAIN LOCATION:	Edward King House
HOURS OF WORK:	2 days per week 08:30 am to 16:30 pm (1-hour unpaid lunch break) 14 hrs per week. 1 working day to be Wednesday and the other to be agreed with the line manager.
JOB SUMMARY:	To ensure that Lay Ministry within the Diocese of Lincoln is nurtured, shaped and sustained with respect to local need, to new deployment patterns following <i>A Time to Change Together</i> , and to national developments in the field of Licensed and Accredited Lay Ministry.
KEY DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> To lead the strategic development of and advocacy for lay ministry in the Diocese by working as a member of the College of St Hugh under the oversight of the Bishop of Grantham and in collaboration with the Church of England's National Ministry Team and the Central Readers' Council to promote Licensed and Accredited lay ministry as vital expressions of Christian vocation in the world; and representing the Diocese of Lincoln nationally where required. To ensure, in collaboration with colleagues in the College of St Hugh, that the Readers and Authorised Lay Ministers in the Diocese of Lincoln are recruited, trained, resourced, pastored and advocated for on a consistent and coherent basis across the whole Diocese. In this connection, to lead the development and harmonisation of systems so that a refreshed and more collaborative body of lay ministers can play the vital role envisaged for them and their ministries under <i>A Time to Change Together</i>.

	<ul style="list-style-type: none"> • To work collaboratively with the DDOV, Deanery Partnership leadership, parish clergy, PCCs and other interested bodies, at the appropriate levels for the ministry being explored, to discern and select candidates for training, ensuring that national guidelines and criteria are matched to local need so that fairness in selection can be achieved and to work with colleagues in the oversight of the process of accreditation and licensing. • To lead the continuous improvement of on-going training and development and to introduce purposeful systems for review so that both lay ministers and the contexts in which they are ministering can be confident that they are being properly resourced and supported, and where necessary disciplined, with the result that there is clear progression for lay ministers and a joyful celebration of that ministry when it comes to its end. • To work with the Lincoln School of Theology as principal strategic contributor to the training of Reader candidates, leader of the placement programme (for all students) and occasional tutor in areas of special interest and expertise. In this, to model representative lay ministry such that others see in them an inspiration and an example.
GENERAL RESPONSIBILITIES	<p>The post holder will comply with all standards, policies and procedures set by the Diocese including, but not limited to, those governing child protection, health and safety, GDPR, confidentiality and equal opportunities.</p> <p>The post holder is required to:</p> <ul style="list-style-type: none"> • Support the ethos, aims and objectives of Christianity, the Church of England and the Diocese of Lincoln. • Keep up to date with developments in their area of work. • Participate in performance management and appraisal. • Engage in training and continuous professional development activities. • The post holder may be required to work outside normal office hours including occasional weekend working, subject to time off in lieu.
CONTINUED PROFESSIONAL DEVELOPMENT	<p>The Diocese has an Appraisal process which encourages appropriate training and development of skills and experience. In addition to any training or development judged essential to undertaking the duties of this post.</p>
PERSON SPECIFICATION	<p><u>Knowledge (essential):</u></p> <ul style="list-style-type: none"> ○ Understanding of Christian mission and ministry in the Church of England, particularly with regard to Lay Ministry; ○ Knowledge of the principles of vocational discernment in the Church of England, particularly with regard to Lay Ministry; ○ Familiarity with how the Church of England is structured and governed. <p><u>Knowledge (desirable):</u></p> <ul style="list-style-type: none"> ○ Degree level qualification in theology or other relevant discipline; ○ Understanding of the theology of Christian mission and ministry.

	<p><u>Experience (essential):</u></p> <ul style="list-style-type: none"> ○ Serving or having served as a Lay Minister in the Church of England; ○ Working or having worked alongside an ordained colleague; ○ Delivering presentations to small groups for training purposes. <p><u>Experience (desirable):</u></p> <ul style="list-style-type: none"> ○ Teaching theology or another relevant discipline to adults at an appropriate level; ○ Developing training materials for small groups of adult learners. <p><u>Skills (essential):</u></p> <ul style="list-style-type: none"> ○ Outstanding communication and presentation skills, in writing and orally; ○ Outstanding interpersonal and relationship building skills; ○ Ability to work effectively across a wide range of Christian traditions; ○ Good organisational and administrative skills. <p><u>Other (essential):</u></p> <ul style="list-style-type: none"> ○ Full UK Driving License and access to a vehicle. <p><u>Other:</u></p> <ul style="list-style-type: none"> ○ Self-motivated and proactive; ○ Willingness to work some evenings and weekends. <p><u>Occupational Requirement:</u></p> <p>There is an Occupational Requirement for the post holder to be a practising Christian, who is in good standing with the Church of England.</p>
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