



THE CHURCH  
OF ENGLAND

**Diocese of St Edmundsbury  
and Ipswich**

## **DIOCESE OF ST EDMUNDSBURY AND IPSWICH**

### **Bishops' Ministry Officer**

#### **PURPOSE**

To support the Bishops in their ministry of care and nurture for the clergy and authorised ministers of the diocese. Areas of attention will include fostering a culture of mutual learning and support, engaging strategically and holistically with ministerial development and well-being, leading or contributing to current and new diocesan programmes for initial and continuing ministerial formation. There will be particular responsibility for developing the Diocesan Auxiliary Ordination Pathway and IME2 as components within the holistic approach to ministerial development. This will also include overseeing MDR, and strengthening networks and collaborative working to promote ministerial flourishing.

#### **REPORTING TO**

The Bishop of St Edmundsbury and Ipswich

#### **KEY RESPONSIBILITIES**

1. To lead with the bishops in their work in initial and continuing ministerial formation.
2. To lead with the bishops in the development and delivery of the diocese's Auxiliary Ordination Pathway.
3. To plan and lead IME 2 for new clergy and Readers in ways that are consistent with the holistic approach and with a commitment to life-long learning.
4. To develop strategies and practices for an holistic approach to ministerial well-being and development in the Diocese.
5. To engage where appropriate with national and regional strategies and initiatives to support the care and development of clergy and lay ministers.
6. To ensure the smooth-running of the MDR process from the Bishop's office and to assist the Bishops in the conduct of and response to clergy and lay ministers' MDR.
7. To work with the Bishops, Archdeacons, the Director of Mission and Ministry and others to develop and coordinate mentoring for new incumbents and others, and the provision of coaching opportunities as appropriate.
8. To attend daily prayer in the Bishop's Chapel.

## **KEY RELATIONSHIPS**

Diocesan and Suffragan Bishops, Archdeacons, Bishops' Chaplain and Canon Theologian, Bishops' admin team, Director of Mission and Ministry, Diocesan Director of Ordinands, the Dean, Chair of the House of Clergy, Spirituality Group, Bishops' Adviser for Counselling, Diocesan HR officer.

## **PERSON SPECIFICATION**

The person appointed will

1. Be episcopally ordained in the Church of England or a Church in full Communion with it. This means an ordained Anglican cleric who can conduct worship on behalf of the Bishop and administer all sacraments appropriate to the Church of England. This post has attached to it a genuine occupational requirement under the 2010 Equality Act, Part 1, Schedule 9.
2. Be warm, wise and fun, with a deep and lively faith with a rich pattern of daily prayer and well-established spiritual discipline.
3. Be an experienced priest who has demonstrated leadership and capacity to be a theological educator.
4. Have experience in some of the following: professional ministerial development, theological education, adult education.
5. Possess the skills in human relations necessary for effective pastoral and development work and discernment; be able to handle difficult and sensitive matters with tact and diplomacy; be able to maintain strict confidentiality.
6. Show evidence of initiative, imagination and creativity, whilst being well organised and working with efficiency and reliability and working to the Bishops' vision.
7. Have a lively and robust intellect and be theologically well qualified (a higher-level degree in theology would be an advantage but is not essential); be able to relate theology to the mission of the Church and issues of contemporary culture and society.
8. Be a good team player who can work well with others.
9. Be adaptable and flexible, able to enjoy working under pressure, to prioritise tasks and work to deadlines. Have the stamina to cope with a physically, emotionally and spiritually demanding post.
10. Be able to see the big picture while being capable of accurate attention to detail; have good political judgement and ability to spot the implications of particular issues and courses of action.
11. Be able to communicate effectively with a wide range of people belonging to institutions, organisations and other groups beyond the Church of England.

## **GENERAL CONDITIONS**

### ***Standards of Behaviour and Conduct***

The post holder, like all staff, is expected to act at all times with due consideration for others and in a manner befitting his/her position as an employee of the Church and as a professional.

### ***Spiritual and Professional Growth***

The postholder is expected to have a Spiritual Director, to make an annual retreat, to attend CMD events and participate in regional and national networks relevant to the role.

### ***Other Commitments***

In order to facilitate the maintenance of a healthy and balanced ministry and lifestyle, it is recognised that the postholder will wish to undertake responsibilities within the life of the Diocese and local community that are outside this job description. These should be agreed with the Bishop before being accepted, and, in any conflict of time or interests, commitment to supporting the work of the Bishop will be expected to take priority.

### ***Health and Safety Responsibilities***

Like all staff the postholder is required to ensure that s/he understands and accept the legal duties placed on him/her by the Health and Safety at Work Act not to endanger themselves or others and by the Management of Health and Safety at Work Regulations to co-operate with colleagues and management in the control of health and safety at work. And therefore:

- to read and understand and abide by the health and safety policy;
- to make him/herself familiar with accident and emergency procedures on the site;
- to make him/herself familiar with the findings of any risk assessments which might affect him/her;
- to inform his/her manager immediately of any health or safety deficiencies or dangerous situations or near misses;
- to set a good personal example in respect of health and safety.

### ***Confidentiality***

The postholder must not pass on to unauthorised persons any information obtained in the course of his/her duties without the permission of the Bishop.

## **TERMS OF EMPLOYMENT**

### ***Salary***

The salary is equivalent to that of an incumbent in the Diocese of St Edmundsbury and Ipswich, currently £26,598, plus an allowance for housing.

## ***Pension Contributions***

Clergy already in the Church of England Funded Pensions Scheme (CEFPS) will have the option of either remaining in this scheme or joining the Church Administrators Pension Fund (CAPF) scheme.

There is no contracting-out certificate under the Pension Schemes Act 1993 in force for this employment in relation to the CAPF and CEFPS. Both CAPF and CEFPS members are contracted-in to the State Second Pension.

The Church Commissioners have an income protection insurance arrangement. To be eligible for cover under this policy an employee must be a member of the CAPF DC section. Please note that insurance cover is not necessarily automatic and that underwriting may be required by the schemes in some instances. Cover will be subject to any terms and conditions laid down by the insurance company.

## ***Accommodation***

The postholder will secure his or her own housing, for which the Bishops' office will be able to offer advice. Removal expenses are paid, as is a resettlement grant, currently £2,527.

## ***Place of Work***

The postholder's main place of work is the Bishops' Office at the Bishop's House.

## ***Hours of work***

The expectation is of a similar time commitment to that of a parish priest. As a general rule the postholder will keep office hours of 9.00am to 5.00pm with a break for lunch. There will be evening commitments, including regularly at the Bishop's House. The rest day is generally Saturday, although there are occasional Saturday duties, when another day off may be taken in lieu.

## ***Annual Leave***

The postholder is entitled to 30 weekdays and six Sundays paid annual leave per leave year. This is exclusive of public and additional holidays. The leave year runs from 1<sup>st</sup> January to 31<sup>st</sup> December.

## ***Notice***

During the probationary period the employment may be terminated by one month's written notice on either side or by pay in lieu of notice by the employer. Once the appointment is confirmed the notice period will be extended to three months on either side or by pay in lieu of notice by the employer. Should the postholder be summarily dismissed on the grounds of gross misconduct employment will be terminated without notice.

## ***Probationary period***

There will be a probationary period of six months.

### ***Contract***

The postholder will be an employee of the Bishop. The contract of employment is for a limited term, as it will end on the Enthronement Day of the next Bishop of St Edmundsbury and Ipswich. The postholder will be given the Bishop's General Licence under Seal.

### ***Appraisal***

**Ministerial Development Review:** The Officer will be involved in the clergy process of regular review and appraisal.

### **APPLICATION FOR THE POST**

To apply, please complete the attached Application Form and submit to [bishop.martin@cofesuffolk.org](mailto:bishop.martin@cofesuffolk.org) or post to Bishop's House, 4 Park Road, Ipswich, IP1 3ST.

If you wish to have a conversation before making an application, do telephone the Bishops' Chaplain, Canon Michael Robinson, on **07882 095083** to make an appointment to speak with Bishop Martin or Bishop Mike.

July 2020