

## **ARCHDEACON OF SUFFOLK**

### **Diocese of St Edmundsbury and Ipswich**

#### **JOB DESCRIPTION AND PERSON SPECIFICATION**

The Diocese is seeking to appoint a strategic leader and enabler of mission and ministry for the Archdeaconry of Suffolk. The Archdeaconry of Ipswich may be reincorporated into the Archdeaconry of Suffolk following the completion of the SDF project Inspiring Ipswich.

#### **DIOCESAN VISION & MISSION**

The Diocese of St Edmundsbury & Ipswich's four mission priorities are to grow in 'depth' and 'influence', so as to enable an increase in 'number' and become 'younger': in achieving the vision of "Growing in God" by being "Flourishing Congregations, Making a Difference".

The Archdeaconry of Suffolk currently consists of the following deaneries; Colneys, Hartismere and Hoxne, Loes, Samford, Saxmundham, Waveney and Blyth and Woodbridge. The Archdeaconry has 7 deaneries, 46 benefices and 215 parishes with a variety of ministry provision including full-time stipendiary, SSM, Readers, and elders, all collaborating with a large number of voluntary officers and ministry leaders in the churches.

#### **REPORTING TO**

Bishop of St Edmundsbury and Ipswich

#### **Responsibilities**

##### **1. Leadership**

The Archdeacon will:

- Be a strategic leader for the Archdeaconry, able to support and encourage clergy and laity to respond ambitiously to God's call to the Church in every community.
- Undertake with enthusiasm and efficiency the statutory duties of an archdeacon, including those laid out in Canon C22 and other ecclesiastical legislation.
- Promote and enable collaboration in ministry and mission, including the sharing of resources across the archdeaconry and wider diocese.
- Provide strategic direction and an appropriate combination of challenge and support to clergy, to encourage and enable them to achieve the shared aspirations for Growing in God.
- Work with the Bishops on plans to sustain the missional progress made in the Ipswich Deanery beyond the life-time of the Inspiring Ipswich SDF project. This may include the re-integration of Ipswich into the Suffolk Archdeaconry

- Support the development of a mix ecology of congregations and worshipping communities including new congregations and Fresh Expressions
- Equip and support Incumbents, Local Ministers, Church Planters, Lightwave Leaders, and Lay Leaders for the worshipping communities in the archdeaconry. Be willing to contribute in supporting and developing the gifts of emerging leaders.
- Be an advocate for the church's role in community engagement; particularly for those who are disadvantaged and harder to reach
- Be responsible for specific portfolios of work as agreed with the Bishop, for example responsibility for licenced chaplains.
- Encourage financial generosity, financial sustainability and good practice in fundraising and stewardship
- Address difficulties or disputes as they arise in parishes; to seek resolutions through advice and negotiation, but where necessary take formal action under the Clergy Disciplinary Measure and other legislation concerning the conduct of Clergy, Churchwardens and PCCs
- Ensure that safeguarding is embedded in church culture and that policies are properly implemented across the board

## **2. Ministerial development and well-being**

- Ensure excellent support and care is offered to clergy colleagues and ministry teams and church wardens
- Conduct annual reviews (MDR) and ensure that Archdeacon's Visitations are used to support a review of Parish mission action plans, to discuss future plans, and to identify needs for development or support.
- In collaboration with the Bishops and others, provide support to clergy and their families and ensure appropriate professional pastoral care provision where needed, ensuring that issues are dealt with professionally and sensitively.
- Address matters of concern regarding wellbeing of leaders (clergy and lay) with the Bishops or others as appropriate, especially in cases of significant illness.
- Support new clergy and other leaders taking up posts in the archdeaconry.
- Provide signposting to resources and facilities to help clergy and other leaders to develop resilience and self-care.

### **3. Collaboration**

This role will only be possible with significant collaboration and sharing resources with many across the Archdeaconry and wider Diocese.

The post holder will communicate regularly and effectively with those in the Suffolk Archdeaconry and the Bishops and other Diocesan staff. This will include attending a weekly meeting with the Bishops and other archdeacons, Bishops Staff meetings, Bishop's Council and other meetings.

Key Relationships:

- The Bishops, Diocesan Secretary, Archdeacons and other members of Bishop's staff
- Rural Deans and Deanery Lay Chairs
- Clergy, Lay Leaders, Lay Ministers
- Director of Mission & Ministry and appropriate members of the Mission & Ministry Team
- Diocesan Officers such as the Diocesan Safeguarding Officer

The post holder will be a member of the Diocesan Board of Education and a member of the All Saints Schools Trust, a church-led Multi Academy Trust with 10 schools in the archdeaconry of Suffolk.

The post holder will be a capable public representative of the Church of England in wider society and with ecumenical and other partners.

### **4. Appointments and Staffing**

When a vacancy arises, the Archdeacon will have a key role in the appointment process. In particular s/he will collaborate with Bishops and relevant parties to ensure that any appointment made will be in accordance with the relevant deanery plan and the diocesan deployment strategy and with the provisions of the Patronage (Benefices) Measure 1986.

During a vacancy:

- Sharing in the recruitment process for new incumbents as agreed with the patron and Bishop (eg. working with the Bishops on Section 12s).
- Keeping mission as a priority when helping to recruit, induct, and support new clergy and lay ministers.
- Supporting churchwardens and benefice ministry teams during vacancies

### **Person Specification**

#### **Essential Experience:**

- Strong leadership experience in parish life as an incumbent, ideally with experience of responsibility as a Rural Dean and/or another senior diocesan role
- A good understanding of ministry in a variety of context, especially of ministry in a rural context
- Experience in leading and managing change within an organisation, including culture change

- Experience in encouraging and developing others (this may take a variety of forms e.g. coaching, mentoring, spiritual direction, being a Training Incumbent etc.).
- Demonstrable experience of delivering projects and tasks through to completion.
- A good understanding of financial management and stewardship
- A strong knowledge and experience of safeguarding practices

## **Personality and Character**

Personal qualities should include:

- A good sense of humour with a warm and open demeanour
- A collaborative approach and a willingness to work with colleagues across the diocese
- An ability to model a responsible and healthy life balance.
- Reflective and prayerful with healthy established patterns to nurture their spiritual wellbeing.
- Theological acuity and a commitment to continuous theological engagement and learning
- The capacity to be flexible and to work under pressure, with good levels of personal organisation and an ability to work to deadlines.
- Resilience and the ability to maintain focus and momentum despite challenges, to find creative ways of dealing with difficulties, and to accept and deal with criticism in a constructive way.
- Excellent communication skills and an ability to relate across a wide range of church traditions and social and ethnic contexts.
- Confidence and ability in handling sensitive information.
- Ability to have difficult conversations where there are barriers to culture change or progress, and to approach these sensitively and constructively

The Archdeacon must be able to commit to efficient and effective travel across the region by car or other suitable means as appropriate. This will include evening working.