

# Archdeacon of Suffolk

## Application Pack

[www.cofesuffolk.org](http://www.cofesuffolk.org)



## From the Bishop

The Diocese of St Edmundsbury and Ipswich serves most of the county of Suffolk from the gentle hills of the west to the sandy flat lands leading to the coast. The Archdeaconry of Suffolk covers the eastern half of the diocese, from Bungay and Beccles in the North to Felixstowe in the South, and is comprised of seven deaneries.

The innovation, creativity, and compassion of the people of Suffolk has been evident throughout the pandemic and continues to be so as we respond to the cost of living crisis.

While many communities seem prosperous, there are areas of significant and increasing deprivation in our towns and rural communities. Local congregations show and share Christ's love through pastoral care and practical service and the creative provision of in-person and online worship.

With 46 benefices and 215 parishes, our challenge is to maintain a vibrant Christian presence in every community and develop ways to sustain our church buildings as signs of that presence. In order to achieve this, we are committed in this diocese to maintain our stipendiary clergy posts and keep our churches open.

We have a great deal to thank God for, and we know the way ahead will be challenging, but we approach those challenges with the confidence that flows from faith in God who provides gifts and resources for his service.

We are looking now for an outstanding collaborative leader who will work closely with us and a vibrant and passionate team to help build on the remarkable work that has been done in the last few years, to strengthen the Archdeaconry of Suffolk, to help us in our work of renewal, and to create a sound basis for the church's service in God's mission for decades to come.



A handwritten signature in blue ink that reads "Martin". The signature is written in a cursive style and includes a small cross symbol at the beginning.

**The Rt Revd Martin Seeley**  
**Bishop of St Edmundsbury & Ipswich**

## Our Vision

# Growing in God

### **Growing in God: Flourishing Congregations Making a Difference**

Our vision for the Diocese is 'Growing in God' and we have been pursuing this vision since 2014. We have four growth priorities: to grow in depth, in number, in influence and to grow younger. The great majority of benefices have identified and worked on local goals for these priorities. We have become increasingly clear that the two that resonate the most – and this has been reinforced by the experience of the pandemic – are growing in depth, and growing in influence.

Growing in depth of faith through worship, prayer and learning together, and growing in influence through pastoral care and service, are two areas we can all participate in. We know that flowing from that is our passion to grow younger, to engage, listen to and respond to young people across our county. We know we need to grow in number, and we also know that flows from growing in faith and service. Above all, we want to grow in whatever ways we can, to serve God in the communities in which we are placed.

In most of the communities across Suffolk the local congregation is an intrinsic part, and those active in serving their communities and those active in the church are usually overlapping groups. We believe as Christians we are called to ministries of transformation for individuals, communities and wider society, and so we seek to be 'Flourishing Congregations, Making a Difference'.



# About the Diocese

**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 boundaries of the Diocese of St Edmundsbury and Ipswich, with the exception of Lowestoft and its surrounding areas and one parish in the county of Essex, are co-terminus with the county of Suffolk.

The Diocese is roughly 35 miles north to south and 50 miles east to west, having a total area of 1,439 square miles. Ipswich is the county town, and its population makes up nearly one-quarter of that of the Diocese.

We have three archdeaconries: Sudbury (West Suffolk), Suffolk (east Suffolk) and Ipswich, each served by an Archdeacon, with a fourth Archdeacon for Rural Mission. There are 16 deaneries, 125 benefices, 442 parishes, with 478 church buildings, 419 of which are listed Grade I or II\*.

The cathedral, the mother church of the diocese and the seat of the bishop's mission and ministry, is located in Bury St Edmunds. The cathedral plays an important and active role in supporting and resourcing parishes across the diocese.

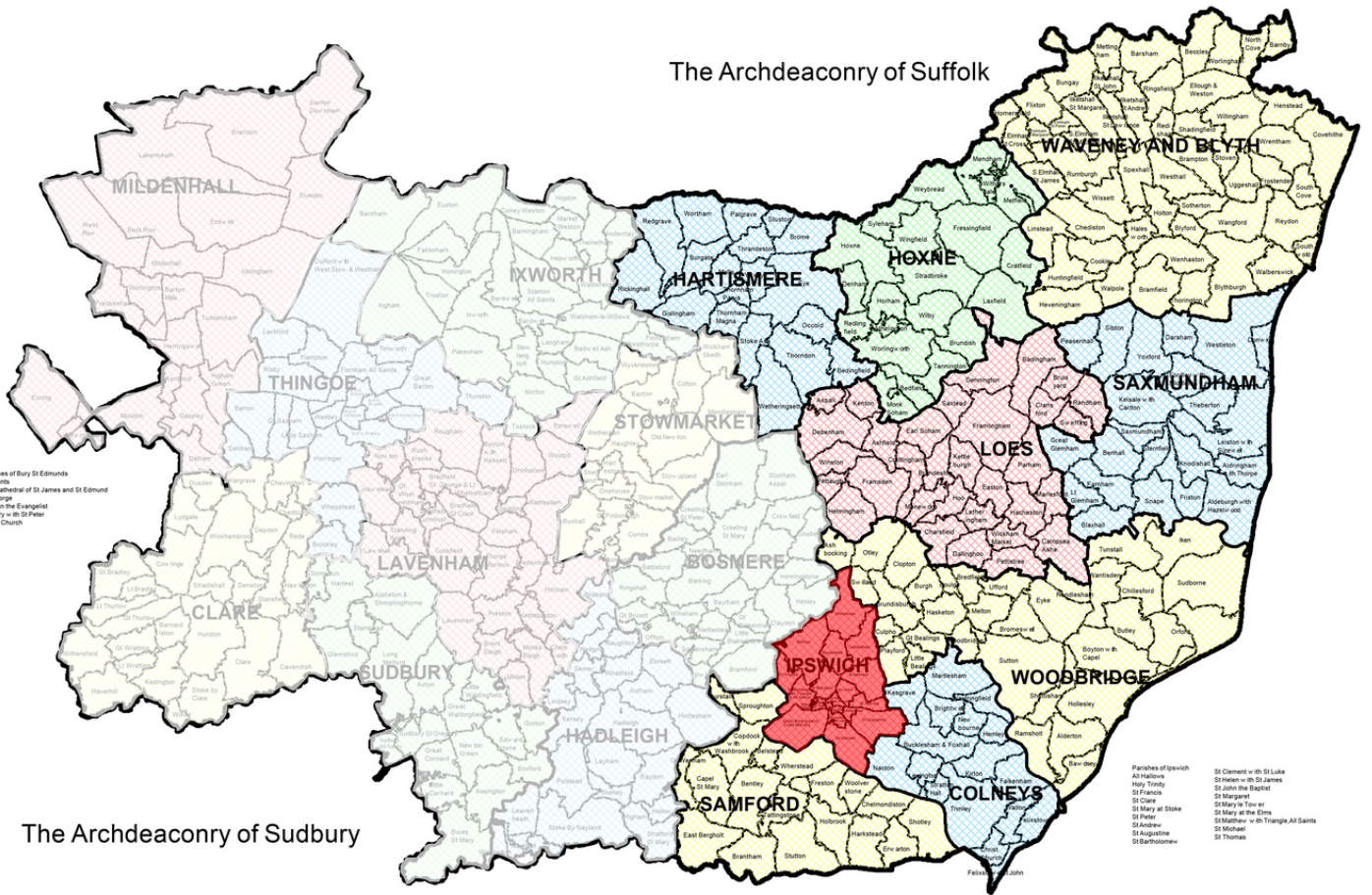
**The Archdeaconry of Suffolk** currently consists of the following deaneries; Colneys, Hartismere and Hoxne, Loes, Samford, Saxmundham, Waveney and Blyth and Woodbridge. The Archdeaconry has 7 deaneries, 46 benefices and 215 parishes with a variety of ministry provision including full-time stipendiary,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



# The Archdeaconry of Suffolk

The Diocese of St Edmundsbury and Ipswich

The Archdeaconry of Suffolk



The Archdeaconry of Sudbury

# Responsibilities

The Diocese is seeking to appoint a strategic leader and enabler of mission and ministry for the Archdeaconry of Suffolk. The new archdeacon will support and encourage clergy and laity to respond ambitiously to God's call to the Church in every community. The successful candidate will have strong leadership experience in parish life, ideally in a rural context and, in leading and managing change.

In 2025 when SDF funding for Inspiring Ipswich ends, it is likely that the core archidiaconal duties for the deanery of Ipswich will revert to the Archdeacon of Suffolk. This will not, however, entail responsibility for the continuation of the Inspiring Ipswich project which will be enabled through other provision.

## Leadership

The Archdeacon will:

- Be a strategic leader for the Archdeaconry
- 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.
- Support the development of a mixed ecology of congregations and worshipping communities, including established congregations and new congregations generated through the Lightwave SDF project
- 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.
- Work with the Bishops' Staff Team 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

## Ministerial development and well-being

- Ensure excellent support and care is offered to clergy colleagues and ministry teams and churchwardens
- 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.



- 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

## Collaboration

This role will only be possible with significant collaboration and sharing of 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, Bishop's Staff meetings, Bishop's Council and other meetings.

Key Relationships:

- The Bishops, Diocesan Secretary, Archdeacons, and other members of the Bishop's Staff Team
- 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.





## 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

## Support in fulfilling the role

- PA support will be provided by an experienced Executive Assistant (shared with the Archdeacon of Sudbury) who will assist with diary support and administration.
- Regular meetings with the bishops including a weekly meeting with the bishops, archdeacons, and diocesan secretary.
- The successful applicant will be offered a mentor and opportunities for training and development depending on individual needs.

## Accommodation

- It is proposed that the accommodation for the Archdeacon of Suffolk will be a well appointed parsonage house in Yoxford. Further details are available upon request.



# 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 contexts, 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.



# Links to Further Information

**Video: Flourishing Congregations Making a Difference** - this video highlights some of the work churches undertook during the pandemic, offering a flavour of the active role we play in communities across Suffolk:

[www.youtube.com/watch?v=Wh1rb7lhZB4&t=179s](https://www.youtube.com/watch?v=Wh1rb7lhZB4&t=179s)

**Suffolk Hidden Needs Report 2020** published by the Suffolk Community Foundation sets out a comprehensive picture of the social needs across Suffolk. This can be accessed online:

[www.suffolkcf.org.uk/suffolks-hidden-needs-report-2020/](https://www.suffolkcf.org.uk/suffolks-hidden-needs-report-2020/)

## SDF Project websites

- **Lightwave Suffolk**  
<https://www.lightwave.community/>
- **Inspiring Ipswich**  
<https://www.inspiringipswich.org/>



# Appointment Process

Please use the application form available at:  
[www.cofesuffolk.org/vacancies](http://www.cofesuffolk.org/vacancies)

The closing date for applications is 19th January 2023

Shortlisted candidates will be invited to interview on  
**2nd February 2023** in Ipswich.

For further information or a conversation about this post, please contact The Bishops' Office on 01473 252829



## Our Prayer

O Lord, our God, giver of life and growth,  
grow in us a longing for you,  
that we might deepen our faith;  
grow in us a compassion for your world,  
that we might serve our neighbours;  
grow in us a vision for your kingdom,  
that we might proclaim your love.  
By the power of your Spirit, and in Jesus' name.  
Amen.



THE CHURCH  
OF ENGLAND

**Diocese of St Edmundsbury  
and Ipswich**

4 Cutler Street, Ipswich IP1 1UQ  
Charity number 248919