



Start of Lay Ministry Adviser (0.5FTE)

Mission and Ministry team

With its network of parishes covering the country, the Church of England plays an active role in national life, bringing an important Christian dimension to the nation, as well as strengthening community life. The Church of England is arranged geographically into 41 dioceses, each under the care of a Bishop, and covers every part of England. The Diocese of York takes in much of North and East Yorkshire, an area which includes the cities of York and Hull, as well as Middlesbrough and Selby, two National Parks, and the incomparable Yorkshire coast. We are a family of nearly 600 churches and 125 schools across 442 parishes. We are led and guided in our faith and work by the Archbishop of York, Stephen Cottrell. York Minster is our principal church.

The Mission & Ministry Team

The role sits within the Mission and Ministry team who seek to resource deaneries, parishes, chaplaincies and new worshipping communities in these ways:

- Deepening discipleship in everyday life and become more like Christ,
- Growing healthy, safe and inclusive churches which in turn grow missionary disciples within a church where a mixed ecology becomes the norm
- Reaching those we currently don't reach, building upon Multiply (work reaching 20-40s) and Mustard Seed (work in our most deprived communities)
- Widening our vision for renewed lay and ordained ministries which will enable churches to serve that mission
- Developing lifelong formation programmes to sustain those ministries
- Engaging with work which enables us as a church to grow younger as we work with children, young people and families
- Engaging with work which enables us as a church to grow more diverse.

The Opportunity

Growing and renewing Lay Ministry lies at the heart of *Living Christ's Story*. This role is an opportunity to make a significant contribution to the initial formation of lay ministers as part of that wider strategy. This role sits under the Head of Lifelong Learning, an LLM, as Warden of Lay Ministries. This signals the importance of holding the support and development of that community by a Lay Minister. We have a team of Vocations Advisers who are committed to spotting the treasures of potential Lay ministers in our Diocese and there is an annual Diocesan celebration of Lay ministries service in York Minster.

This role will involve you in collaborative working within team who, together, will oversee the journey from vocation, through discernment and initial formation to deployment and support for lay ministers.



Job Description

A) Foundation in Ministry Programme

- 1) Oversight and delivery of this year-long programme which will include:
 - Appointing, training and supporting Course Leaders who will carry local oversight of a cohort
 - With the Course Leaders, ensuring delivery of both gathered and online sessions
 - Appointing and supporting mentors who oversee ministerial practice, for each participant
- 2) Develop future years of the programme which
 - ensure that learning meets the requirements of the new national Lay Ministries formation framework
 - ensure that the formational programmes prepare lay ministers for ministry in the Diocese in the light of the changing landscape of Living Christ's Story and safeguarding requirements.
- 3) Promote the programme across the diocese including recruitment for future cohorts
- 4) Along with Warden and Diocesan Vocations' Adviser, contribute to the discernment process at the end of each year long programme which will discern a calling to Authorised Lay Ministry and those called to Licensed Lay Ministry
- 5) To develop additional learning modules which might form part of continued learning for ALMs.

B) Licensed Lay Ministry – initial formation

- 1) Oversight and delivery of the year-long LLM initial formation programme which will build on Foundations in Ministry, including
 - Ensuring that the LLM formation programme continues to develop within the new national Lay Ministries formation framework and the national quality assurance framework
 - Paying attention to the time which can be given by those offering for a voluntary and self-supporting ministry and ensure that the programme is accessible for them
- 2) Be part of the team who will deliver the programme, including teaching on the online and gathered formation sessions and the non-externally accredited theology and ministry courses.
- 3) Providing regular, and end of year, feedback to students, training facilitators and the Warden of Lay Ministry, which addresses development in line with the Formation Framework and safeguarding requirements.
- 4) Appoint and support benefice level facilitators of learning and practice
- 5) Appoint and support regional Group Mentors who will work with small groups of LLMs in formation.
- 6) Ensure that the formational programmes prepare lay ministers for ministry in the Diocese in the light of *Living Christ's Story*.

C) Informal Lay Development

- 1) Offer an annual post authorisation training day for ALMs across the diocese.
- 2) Explore possibilities for wider forms of authorised and licensed lay ministry, for example developing authorised eco champions
- 3) Working with the Head of Lifelong Learning, to contribute to the post licensing curriculum for Licensed Lay Ministries.
- 4) Explore the possibilities of working with Archdeacons/Lay Deans to develop some informal learning for Church Officers such Churchwardens, PCC Secretaries etc. This may be offered online.

General

1. To be part of a team, led by the Head of Lifelong learning, who are involved in significant culture change within the Diocese so that lifelong learning, for lay and ordained ministers, becomes a habit and a way of life. This is a vision to grow ministers who become instinctive reflective practitioners within learning communities.
2. To work in creative and collaborative partnership with wider member of the lifelong learning team, to develop formation processes for lay and ordained ministries in the Diocese that are collaborative and enabling and which embeds partnership working between lay and ordained ministers.
3. To be part of the national Lay Ministries Network.

General Responsibilities

- Attend relevant meetings and have involvement in other projects and diocesan initiatives, drawing on the skills and gifts of the post-holder.
- Participate in an annual review and appropriate continuing professional development,
- Demonstrate a collaborative and professional approach to the role.
- Encourage good relationships with immediate colleagues, other staff and external contacts.
- Undertake such other duties as reasonably requested.

Key Working Relationships

- The post holder will be part of the Lifelong Learning Team and will report to the Head of Lifelong Learning
- Lifelong Learning Administrator and Assistant Lifelong Learning Administrator
- Colleagues in Lifelong Learning Team: the Lifelong Learning Tutor and CMD Adviser, The Racial Justice Education Adviser and the Pastoral Care Adviser
- Colleagues within the wider Mission and Ministry team including the Diocesan Adviser for Vocations, the Start of Ordained Ministry Adviser and the Warden of Lay Ministries
- Regional and National networks of IME 1 and IME 2 Lay Ministry Advisers

The job description provides an outline of the key responsibilities of the post and is not intended to be an exhaustive list. The job description may be amended over time, in consultation with the post holder, to meet the needs of the Diocese. The role will require travel across the diocese. It is important that the post-holder is able to be flexible with their time as their working hours will include evenings and weekends.

Person Specification

1. A lay person of proven ministerial experience in the Church of England or a church in communion with the Church of England, grounded in worship, prayer, reading the scriptures and serving others.
2. A passion for the ministry of the whole people of God and a commitment to the priorities of the Diocesan Vision: Living Christ's Story.
3. Have experience of working with the ministerial formation of others and knowledge of ministerial formation programmes.
4. An adult educator with experience of working across a range of learners holding a Degree in Theology or similar professional experience. There are opportunities for a candidate to teach at Higher Education Level 6 which would normally require a Master's Degree in Theology.
5. A commitment to lifelong learning, including paying attention to their own formational development; able to show how their own discipleship inhabits the seven qualities expected of those called into lay or ordained ministry.
6. A good knowledge of safeguarding practice and the ability to work with a high degree of sensitivity, confidentiality and professionalism.
7. The capacity to read the contours and cultures of a diverse diocese and to be alert to the missional needs of the Diocese and the implications for lifelong learning.
8. A track record of forming collaborative working relationships with a diverse range of people; able to demonstrate engagement with people who are different from themselves and hold this with integrity.
9. Very good interpersonal skills and pastoral sensitivity, particularly the ability to speak truthfully to others and give clear feedback.
10. Self-motivated; comfortable with accountability, and able to supervise and guide others, work well within teams and work independently as required.
11. Very good communication skills, including the ability to speak and write for a range of audiences including evidence-based reports.

Summary of Terms and Conditions

Employer	The York Diocesan Board of Finance (YDBF)
Line Manager	Head of Lifelong Learning
DBS Disclosure	A DBS check is required for this post
Probationary Period	Appointments are subject to a 6-month probationary period
Location	The post is based at the diocesan offices at Clifton Moor, York (flexible /hybrid working options are available)
Hours	The post is half-time (17.5h per week). Our normal office hours are Monday to Friday, 9am to 5pm. The post holder will be required from time to time to attend meetings outside normal working hours. Agreement will be sought with the postholder as to which hours during the week will normally be worked.
Salary	An appointment will be made at Grade 4: £39-41k FTE (£19,500 - £20,500 pro rata) depending on experience.
Pension	The YDBF offers a contributory pension scheme (“the Scheme”) organised by the Church of England (the “Church”) Pensions Board. For each 1% of contribution paid by the employee, up to a maximum of 7%, the employer will pay a contribution equivalent to double the amount (which includes a small payment to provide the life assurance element of the scheme).
Holidays	In addition to Bank and Public Holidays, DBF employees are entitled to 5 weeks annual leave in any year.
Mileage	A mileage allowance will be paid in respect of journeys undertaken in connection with the duties of the post. This is remunerated as the <i>lesser</i> of the two distances to the destination as measured from the postholder’s home and from the Diocesan Office (currently 45p per mile for the first 10,000 miles). The full policy is available on request.
<i>Non-contractual Benefits</i>	
Flexible Working	We offer staff a range of options for working flexibly, including regular homeworking.
Employee Benefits	We provide free parking at our York office, and our other non-contractual benefits currently include eye care vouchers and a cycle to work scheme.
Pastoral Care	We have an Employee Assistance Programme, and our Diocesan Adviser and Coordinator of Pastoral Care offers the space to talk through pastoral, professional or personal matter, providing or arranging counselling and/or mediation if required.

