

DIOCESAN DIRECTOR OF ORDINANDS & VOCATIONS



The Bishop of Lincoln

seeks an gifted ordained colleague to lead in vocational discernment within the Diocese. As an employee of the Diocesan Board of Finance, the Director of Ordinands and Vocations will be the Bishop's lead adviser in connection with the discernment of vocations to ordained ministry. As a member of the College of St Hugh, they will provide expert advice and support to colleagues discerning vocations to lay ministries of every kind. They will lead and ensure delivery of all discernment related processes. They will provide support and guidance to parish clergy and other local church leaders. Along with other senior colleagues they will foster a culture in which a 'rainbow of vocations' is the norm and baptism (not ordination) is understood as the primary sacrament of ministry.



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The Diocese of Lincoln

oversees and supports hundreds of local churches, chaplaincies and projects across the historic county of Lincolnshire offering worship, growth in faith and discipleship and wide-ranging care and support to young and old in its communities.

It is probably the largest voluntary organisation in the county. Its front-line operations are supported by an expert team of specialists based in Lincoln.



The central team, employed by the Lincoln Diocesan Trust and Board of Finance (LDTBF) enjoy delightful, historic offices next to the cathedral, an energetic, friendly team, good levels of support in development, training and pastoral care, and generous, flexible working terms and conditions. Our staff know they are valued and able to flourish.



**FLEXIBLE HYBRID
WORKING**



**33 DAYS HOLIDAY
INCL BANK
HOLIDAYS**



ON SITE PARKING



**CONTRIBUTORY
CHURCH OF
ENGLAND PENSION**



**OCCUPATIONAL SICK
PAY**



**EMPLOYEE
ASSISTANCE
PROGRAMME**



**SUPPORTED
PROFESSIONAL
DEVELOPMENT**

CLOSING: MIDDAY MAY 25, 2025
INTERVIEW: JUNE 11, 2025

OUR VALUES

The Diocese of Lincoln is the Church of England in Lincolnshire, North Lincolnshire and North East Lincolnshire. The diocese covers 2,673 square miles and has a population of 1,100,000. There are around 17,500 people on the Church Electoral Rolls. There are more than 185 clergy, 300 Authorised Lay Ministers, and 70 readers and Focal ministers serving 181 benefices with 487 parishes and 615 church buildings.

Our aim is to grow the Church, in both numbers and depth, through attention to what we see as our core tasks of faithful worship, confident discipleship and joyful service, with the vision of being a healthy, vibrant, sustainable church which leads to transformed lives and communities across greater Lincolnshire making a difference in God's world. To that end as a diocese we shall support, encourage and enable local parishes, schools and mission partnerships to fulfil, within this framework, their own unique calling to serve in mission the community in which they are set.

ENVIRONMENTAL, SOCIAL & GOVERNANCE STRATEGIES

The diocese through its churches, chaplaincies and projects is deeply committed to the flourishing of the whole population and embedded in every community across Greater Lincolnshire. Through, for example, our church schools growing children, young people and households we are committed to healthy, inclusive structures in society. The diocesan environmental policy, including a commitment to carbon net zero by 2030, informs all our work from buildings and investments to ministerial and faith training. We have a carefully implemented ethical investment policy for our historic assets. The diocese invests heavily in continuously improving the quality of our safeguarding performance.

LEARNING & DEVELOPMENT OPPORTUNITIES

The LDTBF has a good record of supporting staff in their professional development. Equally, parish focused colleagues are encouraged through the College of St Hugh to develop their skills, including through degree or further degree level study, both to help their performance in role and to enhance their opportunities for career and ministry progression.

EQUALITY, DIVERSITY & INCLUSION STRATEGY

THE LDTBF CONTINUES TO WORK ON ITS PERFORMANCE IN TERMS OF EQUALITY, DIVERSITY AND INCLUSION, PARTICULARLY IN MONITORING, TRAINING AND REVIEW. THE MAJORITY OF OUR TEAM ARE WOMEN. WE ARE LOOKING TO IMPROVE THE BALANCE OF UNDERREPRESENTED GROUPS IN OUR WORKFORCE AND WELCOME APPLICATIONS FOR THE WIDEST POSSIBLE CONSTITUENCY.



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JOB DESCRIPTION

JOB TITLE:

DIRECTOR OF DIOCESAN ORDINANDS & VOCATIONS

ACCOUNTABLE TO:

- THE BISHOP OF LINCOLN AS SPONSORING BISHOP
- WARDEN OF THE COLLEGE OF ST HUGH AS LINE MANAGER

SALARY:

£50,000 PLUS CONTRIBUTORY CHURCH OF ENGLAND PENSION SCHEME

CONTRACTUAL STATUS:

FULL-TIME PERMANANT

KEY RELATIONSHPS:

- Sponsoring Bishop
- Warden of the College of St Hugh
- Warden of Lay Ministry
- Assistant DDOs
- Vocations Advisors
- Staff of St Hild Lincoln
- IME2 Officer
- Other colleagues in the College of St Hugh
- Local church leaders

MAIN LOCATION:

EDWARD KING HOUSE, MINSTER YARD, LINCOLN LN2 1PU

HOURS OF WORK:

35 HOURS PER WEEK, MONDAY TO FRIDAY

Some evening and weekend work may be required due to the nature of the department. This will be agreed with the DSO as Line Manager.

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JOB SUMMARY:

The post of Diocesan Director of Ordinands and Vocations is a long-standing one. This is a revision and refocussing of the terms of that post arising on the retirement of the previous post-holder.

The Diocese has recently completed the first phase of a major strategic re-imagining of mission and ministry called Time to Change Together. The identification, training and deployment of a wide variety of vocations and ministries is a central part of this.

The DDOV is an expert in local and national policies and procedures in relation to vocational discernment. They advise on all aspects of these policies and procedures and take the lead in their administration and delivery. With colleagues they foster a culture in which a 'rainbow of vocations' is the norm and baptism (not ordination) is understood as the primary sacrament of ministry.

With wisdom and creativity they seek to honour the distinctiveness of each individual, recognising and respecting the integrity of the full theological and liturgical breadth of the Diocese of Lincoln and the Church of England. Their role is discernment, not recruitment, but they pay due heed to the ministerial needs of the Diocese and recognise the importance of having sufficient numbers of ministers to meet those needs.

As a Priest in the Church of England or Anglican Communion it is hoped that they will contribute to the wider ministry of the Diocese and opportunities will be provided to explore the most appropriate parish or other context for such a ministry.

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KEY DUTIES AND RESPONSIBILITIES:

Collaboration:

The post-holder will be expected to work collaboratively with colleagues in the College of St Hugh and elsewhere (particularly those identified in Key Relationships above) – in order to:

- Develop an active culture of vocational encouragement across the diocese for Ordained, Reader, Pioneer, Focal and Authorised Lay Ministries;
- In particular to seek out vocations among under-represented groups in support of the Church of England's vision of becoming 'younger and more diverse';
- To support the continuation of the Lincoln Ministry Experience Scheme;
- To promote the growth of "indigenous" vocations from within the diocese as well as working with colleagues to develop the "Lincoln Offer" through which candidates for ministry may be attracted from other parts of Britain to serve in the diocese;
- To contribute as required to the work of St Hild, Lincoln, with a particular emphasis on embedding continuing vocational discernment.

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KEY DUTIES AND RESPONSIBILITIES:

Vocations:

Managing the discernment processes by working within current legislation, Ministry Development Team guidelines and Diocesan policies, including:

- Interviewing candidates with reference to inhabiting the qualities of the shared discernment process for selection for ordination and local criteria for vocational discernment.
- Advising the Warden of the College of St Hugh and the Warden of Lay Ministry with regard to the discernment of vocations to Lay Ministry

For candidates for ordination in particular:

- Keeping comprehensive, appropriate, up-to-date records.
- The setting and supervision of tasks/exercises e.g. reading, placements, etc.
- A home visit, to meet a candidate's family (where applicable) and explore with them the possible implications of training and ordination.
- Discussing with candidates early in the process the financial implications of training and ordained ministry; how it will affect them (and their families).
- Arranging Diocesan Discernment Day Panel interviews for each candidate.
- Advising the Sponsoring Bishop on sponsorship of candidates and arranging for the Bishop to interview them.

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KEY DUTIES AND RESPONSIBILITIES:

Vocations cont:

- The drafting of sponsoring papers and all paperwork associated with attending a The National Shared Discernment Process (SDP) to the high standard expected by both Ministry Division and the Diocese.
- Taking up of references in preparation for Diocesan Panel and SDP Stage 2.
- Ensuring the legal processes of DBS, Canon C4 faculty Applications and Visa and immigration procedures are complied with in liaison with the appropriate Diocesan officers.
- Liaising with Ministry Division and candidates about SDP dates and venues.
- Debriefing of candidates after SDP stage 1 and 2, and discussion about next steps.

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KEY DUTIES AND RESPONSIBILITIES:

Care of Ordinands:

Responsible for the oversight and pastoral care of the ordinands during their training and transition to public, professional ministry.

- Supporting candidates through training: advising on training pathways, ensuring continuity of pastoral care, taking special cases to the appropriate panels, visiting and consulting with training establishments.
- Supporting the transition into curacy: in consultation with the Ministry Council and Bishop's Staff, participating in the process of placing deacons in Title Posts and handover to the IME Phase 2 Officer.
- Organisation of and being present at ordinations and retreats.
- Working with Diocesan Registrar, Diocesan Colleagues and the Bishops Office to provide all necessary paperwork, and ensure safer recruitment is in place prior to Ordination.
- To provide the base documentation to the Bishops Office for the creation a Clergy Blue File.

CONTINUED PROFESSIONAL DEVELOPMENT:

The Lincoln Diocese recognises that investing in our employees' skills and knowledge is essential for our long-term success. We provide resources and support for CPD activities, and we encourage our employees to actively participate in CPD activities to enhance their skills, expand their knowledge, and contribute more effectively to the organisation's goals.

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GENERAL RESPONSIBILITIES:

This job description details responsibilities but is not necessarily a comprehensive definition of the post, nor is it prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties.

The post holder will be aware of and 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 and diocesan financial procedures.

The post holder may be required to:

- Undertake other duties and responsibilities commensurate with the level and scope of the post.
- Work outside normal office hours including occasional weekend working, subject to time off in lieu.

The post holder is required to:

- Support the ethos, aims and objectives of Christianity, the Church of England and the diocese.
- 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.
- To work in a confidential and sensitive manner at all times.
- To maintain good relationships with immediate colleagues, other staff, volunteers and external contacts.
- To fully participate in the appraisal process.
- This job description may be subject to amendment, to meet the changing needs of the diocese, following appropriate consultation.

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PERSON SPECIFICATION

QUALIFICATIONS:

- A qualification in Theology to at least first degree level from a recognised university (e)
- A commitment to their own professional development. (e)
- A higher degree in Theology, or a subject related to it, from a recognised university; (d)

KNOWLEDGE:

- A working knowledge of the Church of England, its structures and processes (e)

EXPERIENCE:

- A clear and demonstrable Christian faith. (e)
- A demonstrable commitment to and understanding of ordained and lay ministry: stipendiary and voluntary, licensed, accredited, formal and informal, in the Church of England. (e)
- An active and on-going ordained Christian ministry from which others might draw inspiration. (e)
- A willingness to meet and work with people across the diocese in their own localities. (e)

KEY COMPETANCIES:

- An understanding of the processes of ministerial recruitment and training in the Church of England and a sensitivity to the pressures and the joys of the exercise of ordained, licensed and accredited ministry, especially in the varying contexts that characterise the Diocese of Lincoln. (e)
- Outstanding integrity in receiving and holding personal and confidential information shared within the context of discernment processes. (e)

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PERSON SPECIFICATION

KEY COMPETANCIES:

- The ability to deliver 'bad news' well and to ensure that it is followed up with appropriate pastoral support. (e)
- An understanding of the changing role of and expectations on ordained and other ministers in the Church of England.(e)
- Skills in interviewing and a good judgement of the potential of prospective candidates for ministry.(e)
- A capacity to organise their priorities and their work in line with the strategic objectives of the Diocese of Lincoln and within it of the College of St Hugh;(e)
- An ability to work over a sustained period without detailed supervision;(e)
- Notwithstanding the above, a capacity for, and commitment to, working collaboratively and flexibly as a member of a team within the diocese;(e)
- An ability to establish and maintain good working relationships with colleagues in the diocesan offices; also with clergy and others across the diocese and those doing similar work regionally and nationally;(e)
- An ability to manage the budget allocation for the DDOV under the oversight of the Warden of the College of St Hugh(e)

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