



DIOCESAN BOARD OF FINANCE:
Ministerial Development Team (0.5FTE)
(within the Formation Directorate)

JOB PROFILE

JOB TITLE: Ministerial Development Officer (0.5FTE)

ACCOUNTABLE TO: Director of Formation

KEY RELATIONSHIPS: The role entails the team networking with a wide range of individuals and institutions both within and outside the Diocese:

- Director of Formation
- Ministerial Development Officers
- The Bishop of Ripon, their archdeacon and their staff
- Members of the wider Formation Team (including vocations, lay training and deaf ministry)

The Context and Scope of the Role

The Ministerial Development Officer (MDO) is a member of the Diocesan Ministerial Development Team. This in turn forms part of the wider Diocesan Formation Team, which works to support and enable vocational exploration, equip discipleship in everyday life, and inspirational training for lay and ordained roles across the Diocese. All of these aims describe our Diocesan vision to encourage confident Christians.

Collaborative working is crucial to the effectiveness of this role, both within the Formation team and in the way we relate to other teams, particularly those working within the Barnabas team to encourage Christian confidence across our churches.

The Ministerial Development Team is committed to equipping licensed ministers for their ministry through supporting a thorough programme of Initial Ministerial Education Phase 2 (IME2) for curates, by assisting with the formational elements of Licensed Lay Minister (LLM) training, and by providing an evolving selection of good quality and inspiring possibilities for Continual Ministerial Development (CMD), including the Post of First Responsibility (PoFR) course. We provide a point of pastoral care for those who are training as well as monitoring and assessing progress and evaluating key points in development using the relevant national qualities matrices. We are involved in encouraging formation and theological reflection, arrangement of working agreements, placements and can be used in other ways across the Diocese or in our relevant Episcopal Area.

In the Ministerial Development team we run a variety of training courses and days, offering a mixture of in-person and online training and intend to offer selected training through a Moodle-based virtual learning environment in the future. In all our courses and activities, we aim to equip our churches with high-quality licensed ministers who can in turn inspire and enable others in their discipleship and ministry.

The successful applicant will have a passion for working with curates and LLMs-in-training to ensure that they are equipped for ministry in an ever-changing context. They will also have a demonstrable personal commitment to ongoing learning and development and bring that experience and enthusiasm into helping curate, create and deliver quality CMD training for others. The successful applicant will develop in the role, taking oversight of particular courses or learning communities in due course.

As a team we seek to work closely and collaboratively with colleagues across the Diocese and in particular in the Lay Training team, the Vocations team and the Barnabas Programme team, spotting synergies and seeking to share best practice through close working relationships.

The Ministerial Development Officer role requires some weekend work (Saturdays and Sundays) as well as evening commitments and occasional residential training. The role is based at Church House, Leeds, and requires travel across the Ripon Episcopal Area.

MINISTERIAL DEVELOPMENT OFFICER

MAIN DUTIES AND RESPONSIBILITIES IN RELATION TO IME, LLM AND CMD

Practically, on a daily basis, this challenging ministry looks like the following:

Overall Purpose

- Work as part of a team in the organisation, development and resourcing of training and formation of licensed ministers across the diocese. This includes IME2 provision, LLM formational training and CMD for all licensed ministry.
- Take a particular role in the development and organisation of a specific area of the Ministerial Development team's work.
- Play a particular role in supporting and evaluating the progress of curates and LLMs-in-training based in the Ripon EA, and liaise with the Ripon EA office to support ongoing learning in light of Ripon EA MDRs.
- Play a role in the training and development of Training Incumbents

- Support specific learning communities
- Liaise with the Area Bishop of Ripon on matters concerning ministerial formation and development

IME

- As part of the team, play a part in the planning, development and delivery of appropriate and inspiring IME programme
- Participate in the review processes for curates in the episcopal area, both strategically and pastorally
- Participate in the provision of training for incumbents who are to have a curate.
- Provide regular pastoral contact with curates and training incumbents and assist the area bishop if relationships between incumbent and curate become problematic.

LLM

- Work to support and assess the formation of LLMs-in-training as required within the episcopal area.
- As part of the team, play a part in the planning, development and delivery of appropriate and inspiring LLM formation programme

CMD

- Review MDRs from the Episcopal Area to respond to learning requirement patterns across the area/Diocese.
- Work with colleagues to provide an inspiring and imaginative training programme for clergy which contributes to the diocesan vision of confident Christians, growing churches, transforming communities.
- Participate in the delivery of training that targets clergy at various stages of ministry, e.g., first incumbents, multi-parish benefice.
- Meet with clergy to discuss sabbatical applications, providing advice, support and guidance.
- Occasionally provide joint training courses across the region e.g. pre-retirement courses, Supervision Skills, Area Deans training.

This job description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties and responsibilities appropriate and commensurate to the post.

Person Specification

The post holder will be a person of spiritual depth, committed to ministerial formation and leadership development, with the following:

Education	Essential/ Desirable
• An ordained person with proven experience of training and adult learning, with: ○ A degree/diploma/other Higher Education award in theology and ministry	E

○ Experience in adult training ○ Evidence of continuing professional and self-development	D E
Experience	
• A good working knowledge of the Church of England at parish, deanery and Diocesan levels. • A depth of ministerial experience from which to draw when leading training sessions • Demonstrable experience of planning and leading teaching sessions /courses at parish level or beyond. • Experience in organising and facilitating reflective group work • Proven track record of enabling leadership which grows the confidence and gifts of God's people	E E E E
Personal circumstances	
• The ability to attend meetings across the Episcopal Area and Diocese	E
Special knowledge	
• Knowledge/understanding of changing patterns of mission and ministry in the Church • Knowledge of the basic principles of adult training and development • Up-to-date theological reading • Good pastoral skills • Mediation skills	E E E D
Disposition/attitude	
• Ability to model good ministerial practice to clergy colleagues through CMD • Ability to work as part of a team • Demonstrable sensitivity and openness to work with people of different liturgical and theological traditions	E E E
Practical and intellectual skills	
• Excellent listening and communication skills • Excellent presentational skills • Good organisation and ability to manage a complex dual role • Strong administrative skills • Good I.T. skills • Have the ability to travel throughout the Diocese	E E E E E E