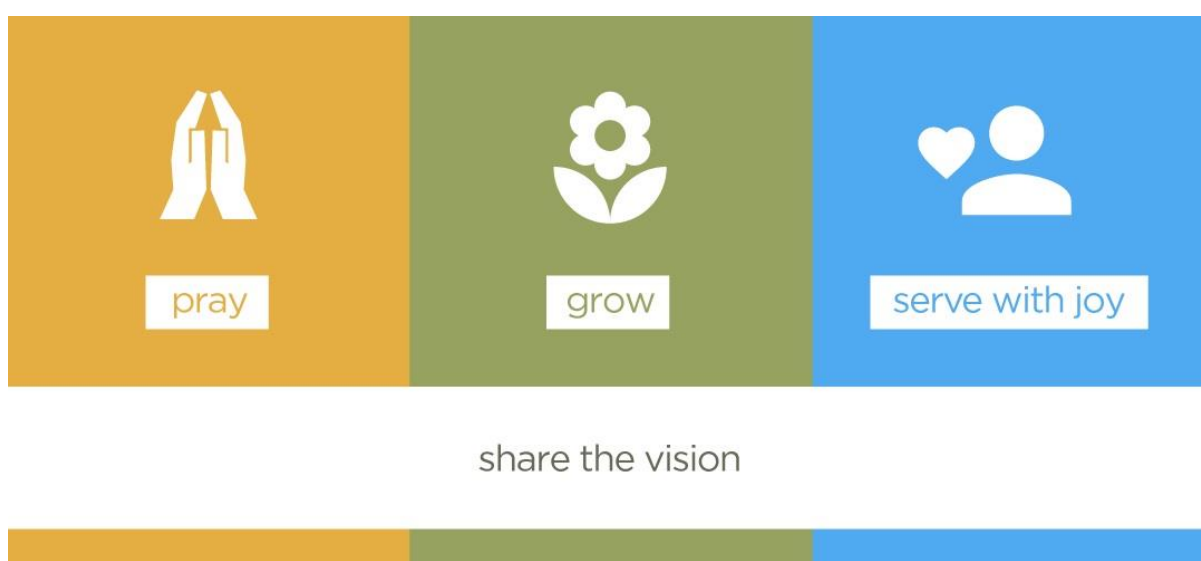


Mission and Ministry in the Diocese of Exeter

The Mission and Ministry Department seeks to support the work of our Mission Communities across the Diocese as they live out our vision to Grow in Prayer, Make New Disciples and Serve the people of Devon with joy. We work as a collaborative and highly supportive team covering training for clergy and laity, vocations advice and support for evangelism, children's and youth work. We also work in close collaboration with our Mission Resources Advisor and Growing the Rural Church Team. We don't have all of the answers but we are enthusiastic, hardworking, caring and good fun. We drink lots of coffee, pray, drive quite a few miles and count it a privilege to be involved in this work.

We are committed to support local worshipping communities as they seek to work collaboratively and to be outward looking. We have an excellent Reader training programme and a *Foundations in Christian Ministry* year run by South West Ministry Training Course. For some time we have been aware of a lack of lay training provision at local level. We are seeking a project officer to facilitate the development of a comprehensive lay discipleship programme across the diocese. A key feature of this will be to equip lay people to work collaboratively as part of a local ministry team. It is important to stress that we are not looking for someone who will deliver all of the training themselves. Lots of the pieces of this jigsaw are here in Devon. We are keen to see them joined up.

For an informal conversation please contact Philip Sourbut, Director of Mission & Ministry 01392 294903 philip.sourbut@exeter.anglican.org



DIOCESE OF EXETER
JOB DESCRIPTION AND PERSON SPECIFICATION

Growing in Prayer
Making new Disciples
Serving the People of Devon with Joy

Job Title	Lay Discipleship Project Manager
Salary	£40k There is no housing provided. An ordained post-holder will be part of the clergy pension scheme. A pension scheme is also provided for lay staff
Reporting to	Director of Mission & Ministry
Location of work	The Old Deanery, Exeter although some travel across the county of Devon may be required
Date of issue	February 2018

Overall Purpose of Post
To research the lay training/formation needs of Mission Communities in the Diocese of Exeter and to establish a financially viable and sustainable programme of lay training at multiple venues across the diocese.

Responsibilities and Accountabilities
Communication <ul style="list-style-type: none">Communicate a vision for collaborative ministry and nurturing the gifts and discipleship journey of all of the baptised
Creativity and Innovation <ul style="list-style-type: none">Develop strategies for training a wide range of learners drawing on best practice from elsewhere.

Contacts and Relationships

- Initiate contacts with a wide range of stakeholders.
- Develop a range of trainers (lay and ordained) across a large diocese
- Relate closely with the Mission & Ministry team (especially the Mission Community Development team) and other Diocesan staff

Planning and Organising

- Assess viability, market a programme of lay training across a variety of contexts
- Ensure delivery of training across the diocese
- Monitor effectiveness of the programme

Personal development

- Keep informed about best practice in ministerial education and formation

Health and wellbeing

- Take responsibility for own health and wellbeing

Generic Responsibilities for all DBF employees

1	To welcome visitors and/or receive incoming enquiries and telephone calls, dealing promptly and courteously with enquiries and ensuring high quality collegiality at all times
2	To ensure that all health and safety instructions are followed and that care is taken to ensure safety for self and colleagues, reporting concerns immediately
3	To undertake other duties as may reasonably be expected

PERSON SPECIFICATION

It is an occupational requirement under the Equalities Act to be a practicing member of the Church of England or other church which is a member of Churches Together in Britain and Ireland. The postholder may already be licensed as a deacon, priest or reader, and thus able to preach in the Diocese of Exeter. If not already licensed the postholder will need to demonstrate a thorough grasp and understanding of missional theology, so that confident teaching in the area of discipleship and collaborative ministry can be carried out. It may also be that such a candidate could become a licensed lay worker.

The qualities and experience sought are as follows:

Attributes	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Degree or equivalent qualification • A higher level qualification in theology, or an equivalent qualification or relevant experience' 	<ul style="list-style-type: none"> • Degree in Theology • Project management experience /qualification • Qualification as an adult educator
Experience	<ul style="list-style-type: none"> • Experience of ministry in a local church context and of nurturing lay teams. • Experience of researching and setting up a project from scratch 	
Knowledge, skills and abilities	<ul style="list-style-type: none"> • Understanding of how adults learn • Understanding of the subtleties of working with volunteers within a Church context • Ability to plan and set up projects to be self-sustaining • Proven presentation/ adult education skills • High quality IT skills (powerpoint, data bases etc.). 	
Personal Qualities	<ul style="list-style-type: none"> • Ability to exercise initiative and work independently • Ability and commitment to work collaboratively with colleagues • Ability to respond creatively to new situations • Ability to listen and to communicate 	

	<p>effectively</p> <ul style="list-style-type: none"> • Determination to bring a project to completion • Ability and desire to nurture the gifts of others. • Ability to develop understanding and effective relationships with clergy, parochial officers, the Bishop's Staff and Old Deanery Staff • Diplomacy, tact, patience, flexibility and a sense of humour • Willingness to work evenings and weekends on a regular basis 	
General	<ul style="list-style-type: none"> • A commitment to the mission and ministry of the Church of England • Commitment to anti-discriminatory practice within the Church of England's legal context • Understanding of the Church of England, its parochial system and the wider organisation of the Diocese • A valid, clean driving licence and access to a vehicle 	



share the vision



