

**DIOCESAN BOARD OF FINANCE:
Ministry and Mission Team**

JOB PROFILE

JOB TITLE:	Clergy Development Officer
ACCOUNTABLE TO:	Director of Clergy Development
RESPONSIBLE FOR:	None
KEY RELATIONSHIPS:	<p>The role entails the team networking with a wide range of individuals and institutions both within and outside the Diocese:</p> <ul style="list-style-type: none">• Director of Ministry and Mission• Director of Clergy Development• Clergy Development Officers• Lay Training Officers• Other training providers

BACKGROUND

The Diocese of Leeds came into existence at Easter 2014 following the dissolution of the former dioceses of Bradford, Ripon & Leeds, and Wakefield. It covers the whole of West Yorkshire, the western part of North Yorkshire, and small parts of South Yorkshire, Lancashire, and County Durham. The diocese has 656 church buildings.

The following information is furnished to assist staff joining the Diocese to understand and appreciate the work content of their post and the role they are to play in the organisation. However, it must be noted that whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not permit every item to be specified in detail. It must also be noted that this job description may be reviewed from time to time, in conjunction with the post holder.

JOB DESCRIPTION

The Diocese is committed to a transformation of its ministry, building confident clergy in faithful response to the call of God in mission. The Clergy Development Officer will:

- Work as part of a team in the organisation, developing and resourcing of clergy training and formation in relation to IME Phase 2 and Continuing Ministerial development (CMD) to ensure a more integrated approach to training and formation provision across the diocese.
- Work collaboratively with officers in a new School of Ministry Team and Lay Training Team to encourage lifelong learning and discipleship for all.

The vision is that of a learning community that discerns, develops and forms the gifts that the people of God bring to the mission and ministry of the church. The Diocese aims to provide high quality training that is both relevant and appropriate as it seeks to grow a mixed economy church delivering the diocesan vision of *Confident Christians.....Growing Churches.....Transforming Communities*.

Principal Tasks

Working as part of a Clergy Development Team to:

1. Take responsibility for the oversight of IME Phase 2 and CMD in an episcopal area, contributing to an integrated plan across the diocese.
2. Contribute to the development, training and resourcing of IME Phase 2 for newly ordained ministers and their training incumbents in line with national guidelines and diocesan policy.
3. Review and contribute to the development of the CMD of clergy and licensed lay workers, delivering, in partnership with others, an integrated, sustainable and stimulating programme of CMD.
4. Work with the Clergy Development Team and other officers in areas which add value to ministry development eg LYCiG, Faithful Neighbours, Fresh Expressions to deliver an integrated approach to training
5. Liaise with the Area Bishop on matters concerning clergy formation and development.

Job Description

Training & Formation of curates and support of training incumbents

- Be part of a team to plan and develop appropriate programmes of training for curates.

- 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.
- Working with the lay training officers, provide training in shared leadership for laity and clergy.
- Provide regular pastoral contact with curates and training incumbents and assist the area bishop if relationships between incumbent and curate become problematic.
- Liaise with the Director of Clergy Development to arrange appropriate supervision for the curate if the parish becomes vacant or the incumbent is sick.
- Liaise with the Director of Clergy Development to ensure that curates pursue training pathways at an appropriate level.
- Prepare curates for the next phase of ministry including the provision of interview skills training, job search and applications.

Clergy development and MDR

- Make contact with clergy following their MDR to respond to individual outcomes identified.
- 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 eg first incumbents, multi-parish benefice.
- Participate in the training of ministry reviewers.
- Participate in the planning and delivery of clergy study days.
- Meet with clergy to discuss sabbatical applications, providing advice, support and guidance.
- Meet with and provide resources to area deans to enable chapter meetings to offer some CMD opportunities

Other Key Tasks

- Meet frequently with members of the clergy and lay development teams to facilitate planning and integrated working.
- Work with other IME/CMD officers in the Northern Region.
- Occasionally provide joint training courses across the region eg pre-retirement courses, area deans training.

Clergy Development Officer: Person Specification

The post holder will be a person of spiritual depth, committed to ministerial formation and leadership development, gifted as a practitioner in adult education, with the following:

Education	Essential/ Desirable
<ul style="list-style-type: none"> • An ordained person with proven experience of training and adult learning, with: <ul style="list-style-type: none"> ○ A degree in theology or ministry ○ A teaching qualification ○ Evidence of continuing professional and self-development 	 E D E
Experience	
<ul style="list-style-type: none"> • 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 IME and CMD sessions • Demonstrable experience of planning and leading teaching sessions /courses at parish level or beyond. • Experience in organizing and facilitating group work • Proven track record of enabling leadership which grows the confidence and gifts of God's people 	 E E E E E
Personal circumstances	
<ul style="list-style-type: none"> • The ability to attend meetings across the area and diocese 	E
Special knowledge	
<ul style="list-style-type: none"> • Knowledge/understanding of changing patterns of mission and ministry in the Church • Knowledge of the principles of adult education • A good working knowledge of the Church of England at parish, deanery and diocesan levels • Up-to-date theological reading • A working knowledge of the range of learning styles; awareness of own learning style and the ability to train others of a different style • Mediation skills 	 E E E E D D
Disposition/attitude	
<ul style="list-style-type: none"> • Ability to model good ministerial practice to clergy colleagues through CMD • Ability to work as part of a team • Sensitivity and openness to work with people of different liturgical and theological traditions 	 E E E
Practical and intellectual skills	
<ul style="list-style-type: none"> • Excellent listening and communication skills • Excellent presentational skills • Good organisation and ability to manage a complex dual role • Strong administrative skills 	 E E E D

• Good I.T. skills	D
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