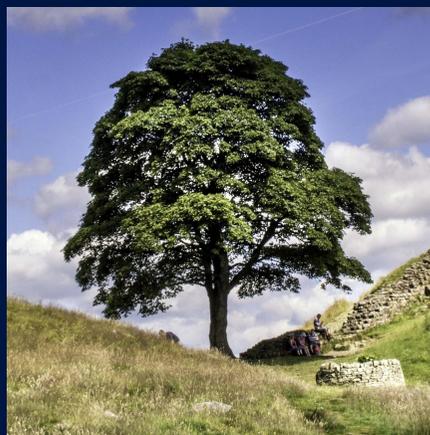




# Lay Ministry Development Officer Diocese of Newcastle



growing  
church  
bringing  
hope

● **generous** ● **engaged** ● **open** ●

Diocese of Newcastle

[www.newcastle.anglican.org](http://www.newcastle.anglican.org)

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# Lay Ministry Development Officer

## Background to the Post

*'The Church is the Body of Christ, the people of God and the dwelling-place of the Holy Spirit. In baptism the whole Church is summoned to witness to God's love and to work for the coming of his kingdom.'* (Common Worship Ordination Services, Church House Publishing 2007)

As a diocese, in large part thanks to initiatives like 'Lay Voices', '[Setting God's People Free](#)' and a pilot Authorised Lay Ministry scheme, we have reached a point where we wish to provide extra capacity, alongside our usual parish structures, to enable people of all ages to grow in faith and live as disciples of Jesus Christ.

This new role is part of our commitment to encouraging and enabling all Christians to discern and live out their baptismal vocation. It is about helping to shift people's perspective towards an enlarged view of Christian ministry to help people of all ages find their place and role in God's mission in the world. For some, their vocation may be focused in obvious church activities; for most, their vocation will be expressed through their everyday life and work. Both are part of our mission and ministry as God's people. As we move into a new phase of our life as a diocese, we want to encourage and release the gifts of all God's people for a richer and deeper mission and ministry in, to and with our local communities.

The Lay Ministry Development Officer will work in partnership with our new Continuing Ministerial Formation Officer who will support clergy and Readers in their distinctive callings as we seek to value, nurture and provide for all the varied ministries of those who make up the Body of Christ in Newcastle Diocese. This new role brings together a responsibility for implementing the insights of '[Everyday Faith](#)' and '[Kingdom Calling](#)' with responsibility for developing processes and programmes to grow non-licensed lay ministry (e.g. Authorised Lay Ministry) across the diocese. The latter part of the role will involve establishing a team of vocations advisers, designing and implementing a process for the discernment and selection of people for non-licensed lay ministry, as well as the development and oversight of different forms of lay training in collaboration with the local church. All of this will be embedded in a culture of learning and formation as disciples of Jesus Christ.

This post is part of an emerging team led by the Director of Mission & Ministry which draws together new and existing roles, including: Children & Young People Advisers, Generous Giving Advisers, Continuing Ministerial Formation Officer, Director of Ordinands, Director of Initial Ministerial Education (4-7), Social Responsibility, Pioneer Ministry, Spirituality Adviser, Community Missioners, and the Intern Programme. This team will work collaboratively across the diocese to provide formal and informal support, training and development, and resources to support parishes, clergy and the whole people of God as we move into the next stage of **growing church bringing hope**.

## Diocesan Background

Framed by the Rivers Tyne and Tweed the Diocese of Newcastle is the Church of England's most northerly diocese. This Diocese in the 'land of the Northern Saints' was formed in 1882 and comprises **172** parishes across **2,110** square miles. The Diocese covers the local authorities of Northumberland, Newcastle, North Tyneside and also small parts of County Durham and Cumbria. The **12** deaneries within **2** archdeaconries serve a population of **800,000** people across a variety of communities ranging from sparse rural to large inner city areas of deprivation.

Led by the Rt Revd Christine Hardman, and the suffragan Bishop of Berwick, the Rt Revd Mark Wroe, the Diocese of Newcastle is committed to flourishing churches and communities and has developed a vision for **growing church bringing hope** as part of a response to the challenges faced by the church in our rural, urban and suburban settings.

We face the challenges of today with a trust in God, and an expectation that we have what we need for the work we are being called to do. We anticipate significant changes over the next few years, and this post is a key part of helping us to navigate those changes together with hope. We look to grow in discipleship, in generosity, in recognition of everyone's gifts and in the imagination we bring to serving our communities. The vision for **growing church bringing hope** is shaped by our values: **open** to God's transforming love, **generous** with God's transforming gifts and **engaged** in God's transforming work in the world. Priorities include **Bringing Good News, Growing in Christ** and **Living Faith Fully**.

## Employment

The successful candidate will be employed by the Newcastle Diocesan Board of Finance.

## Location

This post will be located at Church House, St John's Terrace, Percy Main, North Shields NE29 6HS. The post holder will be required to travel extensively within the Diocese.

## Accountability and key relationships

Line Manager: Director of Mission & Ministry

Other key relationships: the Mission & Ministry team, particularly the Continuing Ministerial Formation Officer, Diocesan Director of Ordinands, Youth & Children Advisors, as well as clergy, readers, Area Deans, Deanery Lay Chairs, PCCs and the Lindisfarne College of Theology.

## Key Responsibilities

- To contribute to the vision, values and priorities of Newcastle Diocese through active partnership and participation in the Mission & Ministry Team and in your own mission and ministry;
- To help foster a culture where discipleship and ministry are understood to belong to the whole people of God;
- To develop programmes, gatherings and processes which help nurture the faith and vocations of everyone, supporting people in their ongoing formation as disciples of Christ;
- To work closely with the Continuing Ministerial Formation Officer to encourage collaboration across all forms of ministry in the diocese, and to embed all training and development in a culture of lifelong theological learning and Christian formation;
- To support and equip incumbents, and those of incumbent status, in nurturing vocations, discerning potential for, and sustaining of, Authorised Lay Ministry;
- To encourage PCCs and congregations to better understand the place of Christian vocation beyond church based ministry and to encourage local churches to understand and implement the principles of [‘Everyday Faith’](#) in a way that is appropriate within the differing traditions and contexts across the Diocese of Newcastle;
- To develop and oversee a group of vocations advisers, a newly formed group who act as a first diocesan point of call for all those wishing to explore their vocation;
- To review and implement a process for the discernment and selection of candidates for Authorised Lay Ministry;
- In partnership with local church communities (e.g. PCCs, Local Ministry Teams, Deanery Groups) to develop and oversee a range of different ministry courses;
- To devise and implement a plan for ongoing support and development for those in Authorised Lay Ministry roles;
- In partnership with the Bishop’s Office, to oversee the administration of Authorised Lay Ministry.

## Person Specification - Key Criteria

<b>Essential Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Theological Qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant leadership and pastoral responsibility within a church community;</li> <li>• Experienced practitioner in adult learning, with demonstrable skills in helping people grow and flourish in faith and vocation;</li> <li>• Experienced in organising and delivered training on a one to one basis and in groups;</li> <li>• Experience of working with, and supportive of, Pioneer ministry, Fresh Expressions and Church Planting;</li> <li>• Experience of working with churches of more than one tradition.</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• A practical theologian, able to relate theology and contemporary life and enthuse and encourage others in faith and vocation;</li> <li>• Effective communicator with ability to make training and development appropriate for different learning styles and needs;</li> <li>• Strategic thinker, evidence of intellectual thinking and agility;</li> <li>• Evidence of ability to work collaboratively; good listening and facilitation skills;</li> <li>• Able to demonstrate self-awareness and emotional intelligence;</li> <li>• Able to build and maintain effective working relationships;</li> <li>• Able to manage a demanding workload;</li> <li>• Excellent IT skills, including Word and Excel;</li> <li>• Experience of managing budgets;</li> <li>• Commitment to the aims and objectives of the Diocese.</li> </ul>
<b>Personal</b>	<ul style="list-style-type: none"> <li>• A demonstrable commitment to the ministry of all God's people;</li> <li>• An understanding of lay ministry as it relates to the ordering of Bishops, priests and deacons;</li> <li>• Ability to encourage and challenge others in their faith and vocation;</li> <li>• Personal credibility and gravitas;</li> <li>• An excellent team player,</li> <li>• A flexible attitude;</li> <li>• Willing and able to draw on the skills, gifts and insights of others.</li> </ul>

	<ul style="list-style-type: none"> <li>• Motivated self-starter;</li> <li>• Able to demonstrate enthusiasm, resilience and tenacity;</li> <li>• Able to embrace change; and also to enable change</li> <li>• Strong interpersonal skills.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• An Occupational Requirement exists for the post-holder to be an active communicant member of the Church of England or of a Church in full communion with the Church of England in accordance with the Equality Act 2010.</li> <li>• Ability to work flexible hours, including evening and occasional weekend commitments as required.</li> <li>• Driving licence and access to a car to enable travel to parishes in remote parts of the Diocese.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• A working understanding of trends and developments in lay ministry across the Church of England, especially the various current streams of 'Renewal and Reform' which relate to this area of work.</li> </ul>

# General Conditions

## Diversity

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual;
- reflects the diversity of the nation that the Church of England exists to serve;
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, customers and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

## Standards of Behaviour and Conduct

Employees are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

## Health and Safety Responsibilities

The Newcastle Diocesan Board of Finance takes Health and Safety at work very seriously and require their employees to familiarise themselves with, and follow, their policy.

<b>Salary</b>	Grade 3 Salary: probationary period £39,222 pa; on successful completion of probationary period £40,006 pa.
<b>Pension Contributions</b>	<p>Employees will be automatically enrolled into the Church Workers Pension Fund (CWPF) Pension Builder Classic Scheme. The Newcastle Diocesan Board of Finance contributes 10% of pensionable salary as an employer contribution to the Scheme. This is a non-contributory Scheme and staff may voluntarily contribute to the Scheme if they wish to do so. Employees have a right to opt out of the Scheme after enrolment.</p> <p>There is the option for a member of clergy to continue membership of the Clergy Pension Scheme by paying the difference in pension cost between the two schemes.</p>
<b>Housing</b>	Housing is not provided with this post.
<b>Hours of Duty</b>	The post is offered on a full-time basis working 37.5 hours per week. The post may require availability and attendance at evening and weekend meetings and events. Overtime is not paid but time off in lieu is provided. Lunch and any other breaks are unpaid.
<b>Annual Leave</b>	The leave year runs from 1st January to 31st December. Full-time staff receive 25 days paid leave per leave year exclusive of 8 public holidays and 4 additional holidays approved by the Board.
<b>Contract</b>	<p>The employer is the Newcastle Diocesan Board of Finance.</p> <p>The post is subject to a six month probationary period.</p>

## Application and Selection Process

For more information and to apply, please visit: [www.newcastle.anglican.org/vacancies](http://www.newcastle.anglican.org/vacancies)

Closing date for receipt of applications: **3<sup>rd</sup> March 2021**. Interviews are scheduled for **22<sup>nd</sup> March 2021**.

You should e-mail your completed application form to [recruitment@newcastle.anglican.org](mailto:recruitment@newcastle.anglican.org).