



Church Growth Officer

Appointment Pack
November 2024



Thank you for your interest in the role of Church Growth Officer within our Mission and Ministry Team.

This is an important role, supporting our parishes to facilitate missional change allowing them to develop and flourish.

We are looking for someone, ordained or lay, who is a mature and committed Christian experienced in the creation and delivery of training to enable and empower others in a variety of contexts. Our ideal candidate will be a team player who is an excellent communicator with strong administrative skills and the ability to inspire and encourage others. This is a 0.5 role which could be combined with a 0.5 parish post, please contact us to discuss further if this is something which you may be interested in.

If this could be you, we would be delighted to receive your application. If you would like an informal conversation to help you in considering your application please contact the Flourishing Churches Team Leader, the Revd Kate Lomax, via [Email](#) to arrange this.

We look forward to hearing from you!

A handwritten signature in black ink, appearing to read 'David White', written in a cursive style.

David White
Diocesan Secretary

THE TEAM

The Mission and Ministry Department covers a significant and broad spectrum of work encouraging, enabling and resourcing discipleship and vocations, a vibrant mixed ecology of church, clergy wellbeing and development, lay training and local contextual mission action plans.

In all of this we are working to enable people in every place in the diocese to glimpse the good news of Jesus and be released and empowered in their discipleship and calling.

The department is led by Tim Lomax as Director of Mission and Ministry.

The department is organised into three key teams:

1. Ministry Team – Led by Mark Rodel (Deputy Director of Mission and Ministry)
2. Growing Younger and More Diverse Team – Led by Daniel Drew (Assistant Director of Mission and Ministry)
3. Flourishing Churches Team – Led by Kate Lomax (Flourishing Churches Team Leader)

All three teams work collaboratively and are governed by the Board for Mission and Ministry.

Job Description

Job Title:	Church Growth Officer (with special responsibility for Bedfordshire)
Department:	Mission and Ministry
Line Manager:	Flourishing Churches Team Leader
Reviewed By:	Flourishing Churches Team Leader
Date:	October 2024

Job Profile

Purpose of the Role

To work to support, resource and promote the development of flourishing churches in a mixed ecology of church; by enabling leaders and churches to facilitate missional change in their contexts, including engagement in the Mission Action Planning process. The role significantly contributes to the Diocesan aim of Living God's Love and the Mission and Ministry Department's vision to enable people in every place in the diocese to glimpse the good news of Jesus and be released and empowered in their discipleship and calling.

Decision Making and Authority

The role holder is required to oversee, deliver and promote training and resources for church leaders in leading missional change and Mission Action Planning. The role holder is required to prioritise their varied workload, which includes delivering training, creating resources, one to one work, Action Learning Sets and parish visits. They are also required to adapt and contextualise their approach according to needs.

Guidance and Direction

The role operates within the Flourishing Churches team and under the governance of the Board for Mission and Ministry. The role holder will receive oversight and guidance from their line manager and when required from the Bishop and Archdeacon of Bedford. The role is both reactive to the support required from leaders / parishes and proactive in developing and delivering resources and training, using data collected to assist with the work. The role holder is required to manage their own workload and diary.

Key Relationships and Context

The role holder relates to the Flourishing Churches team leader (line manager), the Flourishing Churches team, the wider Mission and Ministry department, and the Bishop and Archdeacon of Bedford who may at times request that they work with particular churches. The role holder is also required to have quality relationships with church leaders and churches, and with area/rural deans.

Pressure and Working Environment

The working environment is both desk-based for preparation, and a substantial amount of time with church leaders and parishes. There is the need for travel and some evening and weekend work. The regular fixed deadlines are to deliver training and resources on time to requirements identified. The role holder is accountable to their line manager and the Board for Mission and Ministry. The role holder is required to record and monitor their engagement with leaders and parishes.

Duties and Key Responsibilities

To work to support, resource and promote the development of flourishing churches in a mixed ecology of church; by enabling leaders and churches to facilitate missional change in their contexts, including engagement in the Mission Action Planning process:

- Work with church leaders and teams
- Facilitate workshops and training
- Develop and deliver Mission Action Planning resources and guidance
- Promote and oversee the Leading your Church into Growth conferences (or similar) in the diocese
- In collaboration with the Communications Team use social media to engage with and promote events, resources and training

To work with colleagues on the mixed ecology of church, prioritising an increasingly younger and more diverse church and embedding these into the Mission Action Planning process.

- Facilitate workshops, training and resources that enable leaders and teams to develop flourishing traditional and new worshipping communities which are diverse and of all ages
- Work to support churches in creating and implementing Mission Action Plans which include priorities for growing the faith of young people and Children, releasing more volunteers, nurturing vocations to lay and ordained ministry and opportunities for new forms of church.

To ensure the locally contextualised mission and Mission Action Plans are well resourced financially.

- Collaborate and liaise with the diocesan giving advisor in supporting churches with resources and training on stewardship and generosity

To work with church leaders with a coaching approach to support their development in mission

- To work 1-2-1 with leaders
- To facilitate Action Learning Sets focussed on mission and growth
- Develop coaching and facilitation skills with ongoing training

To be engaged with the changing context and landscape of mission in the 21st Century

- Be familiar with new thinking and research in the area of Mission
- Engage with training, learning and Church of England networks

To undertake training and development opportunities to support the work to include but not limited to; coaching and facilitation, theological and professional development in Mission.

Diocesan Policies

- Be aware of and comply with diocesan policies and protocols including, but not limited to, the areas of:
 - Safeguarding
 - Data Protection and GDPR
 - Net Zero Carbon
 - Racial Justice
- To commit to training and instruction in respect of the above diocesan policies.

Person Specification

Experience and Skills

An ordained or lay person with qualifications equivalent to degree level and experience of church leadership and the training and development of others.

- A mature Christian faith with a passion for mission and a committed involvement in the life of a church
- Experience of inspiring, encouraging, resourcing and motivating others to lead and enable change
- Experience in developing, facilitating and leading training that empowers others
- Understanding and experience of mission and church growth
- A commitment to Mission Action Planning, and the Living God's Love aim for mission and growth within the Diocese of St Albans
- A desire to enable both traditional and new forms of church that nurture disciples of Christ
- A commitment to work to support the diocesan priority of enabling churches across the diocese to grow younger and more diverse
- An ability to work effectively with people across the range of Anglican traditions
- Proven experience of being able to monitor effectiveness of work and training delivered
- The ability to work as a team player with demonstrable skills in collaboration and shared leadership
- The ability to work independently in handling a diverse workload and keeping to deadlines, with a 'can do' attitude, at ease in fluid and flexible contexts.
- Good listening skills - theologically reflective and with the ability to be a critical friend
- The ability to communicate effectively both orally and in writing and to use information technology and social media
- Competent administration and budget-managing skills.
- The ability to visit leaders and parishes and attend meetings throughout the diocese, including evenings and weekends
- Experience of or willingness to learn coaching techniques
- Willingness to engage with continued development and training

THE DIOCESE OF ST ALBANS

The Diocese of St Albans consists of the counties of Hertfordshire and Bedfordshire and part of the London Borough of Barnet. The population is approximately 1.9 million, and the total electoral roll number is approximately 32,000. The Bishop of St Albans has overall responsibility for the Diocese. He is assisted by two suffragan bishops, the Bishop of Bedford and the Bishop of Hertford, who in turn are assisted by the Archdeacons of St Albans, Bedford and Hertford. There are twenty deaneries, and 340 parishes, of which about one third are rural, 210 benefices, 380 churches, more than 300 clergy (of whom more than 250 are stipendiary), approximately 180 clergy with Permission to Officiate and over 200 Lay Readers. There are 136 Church Schools and Academies in the Diocese.

The Diocesan Synod is the elected decision-making body of the Diocese and the Bishop's Council as the Standing Committee of the Synod has a key role in formulating diocesan policy.

The Diocese of St Albans has a clear vision of Living God's Love with three priorities: Going Deeper into God; Transforming Communities and Making New Disciples, and doing so with: creativity, joy imagination and courage. The vision flows from God's love for us and is expressed in our love for God and our neighbours. Through *Living God's Love* we are seeking spiritual and numerical growth across our parishes, benefices, schools and chaplaincies.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan office, located in Holywell Lodge in St Albans. There is a strong Christian ethos within the office, but there is no expectation that all staff will necessarily be practising Christians.

The work of the staff is overseen by three Boards:

The **Board of Finance** is responsible for formulating the diocesan budget, which is currently about £16m, and for managing clergy housing, investments and overseeing parochial trusts, the combined value of which is about £160m. The lead officer of the Board, who has overall responsibility for the staff of the Diocesan Office, is the Diocesan Secretary.

The **Board of Education** is responsible for the 138 church schools and academies. Most of these schools and academies are in Bedford Borough, Central Bedfordshire and Hertfordshire, with one in Luton and two in the London Borough of Barnet. The education team is led by the Director of Education.

The **Board for Mission and Ministry** is responsible for the development and learning of ministry teams within the Diocese and the mission of the Church in wider society. This work is led by the Director of Mission and Ministry.

Terms and Conditions of Employment

- Salary:** Pro-rata to FTE salary in the range £49,779 - £52,00 per annum.
- Pension:** Enrolment with the Church of England Pensions Board with a competitive employer contribution.
- Hours:** This is a part time role of 17.5 hours (0.5) per week. Normal Diocesan Office working hours are Monday to Friday, 9am to 5pm with an hour for lunch. There is a requirement to work flexibly with some out of hours commitments, for which time off in lieu is given.
- Holidays:** Pro-rata to the annual leave entitlement of 26 days per year, plus the statutory Bank Holidays and the working days falling between Christmas Eve and the New Year bank holiday.
- Term:** This is a permanent position. Following a six months' probationary period, the notice period will be three months.
- Place of Work:** The post is based at the Diocesan Office or in parishes, with some home working. Attendance at the Diocesan Office is expected for a minimum of 50% of your working hours.
- Ongoing Development:** We are committed to staff development based on an annual review which helps highlight learning and training requirements.
- Status:** The successful applicant will need to provide proof of right to work in the UK before taking up the post.
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To apply for this post, please complete the Application Form and send this, together with the Recruitment Monitoring Form (both available on our website at www.stalbansdiocese.org/vacancies) to the Diocesan Secretary (details below):

Closing date: **Thursday 28 November 2024, 12 noon**
Interviews: **Tuesday 10 December, in St Albans**

Submit via email: diosecpa@stalbans.anglican.org

or by post to:

David White, Diocesan Secretary, Diocese of St Albans, Holywell Lodge,
41 Holywell Hill, St Albans, AL1 1HE

References may be taken up before interview. Please indicate clearly if anyone may not be approached at this stage.