



The Diocese of
Southwark

Assistant Director of Discipleship

Job Information Pack

Closing date: 29th May 2023

Interviews: 6th June 2023





The Diocese of Southwark

Discipleship and Ministry

Wendy Robins

Director of Discipleship, Lay Ministry and Continuing Ministerial Development

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19th May 2023

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Dear Applicant,

I am delighted that you have expressed interest in the role of Assistant Director of Discipleship, and I hope that you will find the information provided in the pack helpful.

As a Diocese, we celebrate churches, worshipping communities, and fresh expressions of Church, across the full spectrum of traditions. Across this spectrum we seek to speak well of and support each other as we work together to deliver our key objectives

This role is an exciting opportunity to work to help grow the Kingdom of God through the Southwark Vision.

The Discipleship and Ministry Team is here to help people live out their calling as disciples of Jesus Christ and to equip them for ministry. You'll find more about what we do on our website, <https://southwark.anglican.org/exploring-your-call/lay-ministries/>

If you feel called to be part of our journey, we would be delighted to hear from you. If you have any questions or would like to know more about the role, please contact me on 020 7939 9449

With best wishes

Wendy Robins

Director of Discipleship, Lay Ministry and Continuing Ministerial Development



Loving God
Walking with Jesus
Led by the Spirit
Luke 24:13-35

The Diocese of Southwark

The South London Church Fund and Southwark Diocesan Board of Finance is a company limited by guarantee (No 236594)

Registered Office: Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

Charity No 249678

Company Secretary: Ruth Martin





The Diocese of Southwark

Diocesan Staff Purpose

To lead, enable, serve, support, and enable the mission of God as it is worked out in the parishes, deaneries, schools, and communities of the Diocese of Southwark

JOB DESCRIPTION

Job Title:	Assistant Director of Discipleship
Hours of work:	35 hours (full-time, 5 days a week)
Location:	Trinity House, Borough High Street
Reporting To:	Director of Discipleship, Lay Ministry & Continuing Ministerial Development
Job Purpose:	To play a full part in the delivery of the programme of the Discipleship, Ministry and Continuing Ministerial Education team, with particular responsibility for nurturing the discipleship and spirituality of lay people, and training Readers.
Key relationships:	
Diocesan:	The Warden of Readers Vocations, Mission, Pioneer, and Communications teams Area Bishops and Archdeacons Trinity House and Area Offices Wychcroft Retreat Centre
Regional/national:	St Augustine's College of Theology The Church of England Discipleship Enablers' Network

Background

The Diocese of Southwark serves the people, parishes, schools and chaplaincies of South London and East Surrey. It is a large diocese with a population of nearly 3 million, over 40 thousand people on electoral rolls, 500 clergy (stipendiary, non-stipendiary and chaplains), and some 400 lay ministers.

The Department of Discipleship, Ministry and Continuing Ministerial Education works in collaboration with colleagues in the Vocation team, Mission team, Pioneering team, and the Episcopal Areas to deliver the diocesan vision, and in particular to enable lay people to have confidence in what they believe, confidence in talking about what they believe to others, and confidence in living out their beliefs in everyday faith throughout each week. It seeks to foster collaborative ministry and to develop authorised and ordained ministers as leaders for a church in mission. The Department has a particular responsibility for Continuing Ministerial Education, both Lay and Ordained.

Currently the staff of the Department consists of The Revd Canon Wendy Robins, its Director, The Venerable Carol Coslett, who is the Assistant Director of Lay Ministry, Helen Medland, the team administrator and David Woods, the part time Administrator. The Revd Canon Leanne Roberts, the part time Dean of Clergy Well Being is also a member of the team.

Key Responsibilities and Duties

- 1) To curate and publicise a programme of events and courses that nurtures the discipleship and spirituality of lay people of all kinds.**
 - a) To deliver the Bishop's Certificate in Discipleship:
 - recruiting and supporting the tutor team, participating in the teaching as appropriate to expertise, moderating the assessment of written work
 - running the introductory sessions and climactic residential elements of the course, providing the information and contacts which allow participants to consider their vocation and organising the celebratory service which recognises the achievements of participants.
 - b) To create a year-round programme of short courses, online and in person, which serve as continuing ministerial education for lay people in leadership, general interest events for members of church congregations, and occasions in which churchgoers can enrich their spirituality and life of prayer.
 - c) To promote prayer and publicise training through:
 - the monthly Discipleship News email publication, the termly Ministry and Discipleship printed brochure, liaison with all diocesan teams that generate events, every other digital and hard-copy opportunity that becomes available.
 - d) To make available a lending library to allow those who are studying in diocesan settings to have free access to relevant books.
- 2) To oversee the training of Readers**
 - a) To be the point of reference for St Augustine's College in the aspects of Reader training that have been devolved to it by the Diocese.
 - b) To facilitate the licensing of Readers-in-training after completion of their studies at St Augustine's College and prepare them for further post-licensing training.
 - c) To oversee the pastoral, educational and reflective development of newly licensed Readers during the first two years of their ministry.
 - d) To keep the Warden of Readers informed about Diocesan developments which impact on the ministry of Readers.
- 3) To enable and resource the contributions of volunteers and clergy as they offer ministry which complements the work that the department undertakes among lay people.**
 - a) To attend meetings of the Lay Council, assist in reporting the department's work with lay people, and encourage them in their desire to make lay leadership and lay ministry prosper in the Diocese.
 - b) To support the promotion of prayer throughout the Diocese by attending meetings of the Spiritual Formation Group and supporting them as they generate events such as the biennial Diocesan Spirituality Day.

- c) To support the creation of appropriate new liturgy throughout the diocese by attending meetings of the Bishop's Advisory Group for Liturgy and creating the circumstances in which their creativity can prosper, and their work be published.
- d) To encourage the place of spiritual direction in the Diocese by attending committee meetings of Spidir and promoting their ministry.
- e) To provide for the development of biennial conferences organised by and for lay people by attending meetings of Episcopal Area teams and responding supportively to their needs.
- f) To take part in programmes for curates and other groups in order to inspire them about nurturing discipleship in their congregations.
- g) To respond selectively to requests to preach, address deanery synods, lead quiet days and speak on relevant subjects across the Diocese.

Health and Safety

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

Equality and Diversity

All staff are expected to demonstrate the value of 'Respect for All', and follow any guidelines and policies relating to equality and diversity, and equal opportunities.


Confidentiality

Maintaining confidentiality and preserving the integrity of our work in the Diocese is very important. You will not, except as authorised by the Diocese, or as required by law or your duties, use, divulge or disclose to any person, firm or organisation any information about individuals, parishes or the Diocese, or other confidential information relating to the organisation, finances, parishes, dealing and affairs of the Diocese which may come to your knowledge during your employment.

Any Other Duties

A core value of Diocesan staff is collaborative team working. The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder, and you may be asked to perform any other duty as directed from time to time.

Person Specification

- The post is open to both lay and ordained people. The successful applicant will be:
 - A person whose passion for discipleship is evident in their demeanour, their spiritual practices, their desire to learn, and their communication.
 - A communicant member of the Church of England who understands and is confident to work within church structures.
 - Someone with experience of lay leadership or an informed understanding of the joys and challenges of lay leadership.
 - Someone with a theological education, either formal or self-taught.
 - A confident speaker, preacher and/or teacher.
 - A person who can move comfortably across a wide range of church traditions within the diversity of the Diocese of Southwark.
 - A mature person who can manage his or her own workload efficiently and can find his or her place in a team to allow it to function well.
 - Someone who is able to form good relationships with lay people, with an insight into the practicalities of everyday life in South London and East Surrey.
 - A person willing to work when lay people are available for training, including evenings and weekends.
 - A person who knows or is able to learn sufficient about technology to make the delivery of online events possible.
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DIOCESE OF SOUTHWARK
Assistant Director of Discipleship
Full-time

Outline terms and conditions

Employer

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

Normal Place of Work

Your normal place of work will be Trinity House. You will also be expected to work at other places within the Diocese, including regular attendance at meetings and to work collaboratively with colleagues at Trinity House.

Salary

The salary range for the post is £42,250 per annum

This post is open to clergy who also wish to be licensed to a parish in the Diocese with a commitment to ministry there, with the provision of housing, a salary equivalent to an incumbent's clergy stipend, continuing membership of the Clergy Pension Scheme, and terms similar to those of the clergy terms of service.

Probation

The appointment is subject to the satisfactory completion of a six-month probationary period.

Hours of work

These will be based on 35 hours per week. The normal working hours will be Monday to Friday, but it will require flexibility for evening and weekend working, for which time off in lieu will be granted.

Holiday Entitlement

You will receive 26 days annual leave rising to 31 days after 2 years and successful completion of an appraisal year. There is also an entitlement to 2 local and 8 national bank holidays. The leave year runs from 1st January to 31st December.

Sick Pay

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

Season Ticket Loan

An interest free season ticket loan is available upon satisfactory completion of the probation period.

Pension

A non-contributory pension will normally be arranged with the Church Workers' Pension Fund, currently a 15% employer's contribution.

For clergy licensed to a parish, and in receipt of a salary equivalent to a stipend, member of the Clergy Pension Scheme will be permitted.

Working Expenses

Reasonable out of pocket expenses will be reimbursed.

Termination of Employment

During the six-month probationary period a week's notice is required on either side. Thereafter you will be required to give three months' notice should you wish to resign and will receive a minimum of three months' notice.

Equal Opportunities

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

Disciplinary and Grievance Procedures

Further details would be provided in the contract of employment that would be issued on appointment.

Ineligibility for Election

Employment in this post means that you would be ineligible for election to the General Synod of the Church of England or the Southwark Diocesan Synod.

This post is subject to an occupational requirement that the postholder be a practising Christian under Part 1 of Schedule 9 of the Equality Act.

Background Information to the Diocese of Southwark

The Diocese of Southwark, founded in 1905, forms part of the Province of Canterbury in England and is part of the wider Church of England, in turn part of the worldwide Anglican Communion. The Diocese covers primarily the area of Greater London, which is south of the Thames, together with the eastern part of the county of Surrey. It is one of the largest dioceses in terms of population and parishes as well as one of the most diverse.

We share a vision for the future in which we will see:

- growing churches, new worshipping communities and new Christians
- deepening discipleship: engaged, prayerful and informed Christians
- growth in vocations to existing and new ministries
- generous giving and prayer supporting all we do
- justice and peace built up, and violence challenged, in our local and global community
- a shared commitment to the integrity of Creation
- a Church for all which reflects our diverse community in membership and leadership, including growth in United Kingdom minority ethnic (UKME) vocations and appointments.

Our Vision is founded on mutual commitment from all who make up the Diocesan family to walk together in the pilgrimage of faith, supporting, encouraging and resourcing each other in our common task.

The Diocese of Southwark serves...



2.9 million people



in the 16 local authorities
of South London &
East Surrey



through 356 places of
worship — a Church of
England presence in
every community



and 104 church schools
educating more than
37,000 young people

Trinity House and the Area Offices

Trinity House houses the Diocesan office where most of the executive and professional staff of the Diocese are based. Trinity House is under the overall direction of the Diocesan Secretary who reports to Bishop Christopher, our Diocesan Bishop. Trinity House is just off Borough High Street, within a quarter of a mile of Southwark Cathedral.

The staff who work across the whole Diocese have a core purpose and values that set out their role in supporting the Diocese achieve its Strategic objectives. These are known under the banner of 'Lead, Enable, serve' and are summarised in the table that follows below.

Discipleship and Ministry

In line with its goal of diversifying pathways into ministry, in September 2021 the Diocese expanded its vocational offering by launching a series of new lay ministries to complement the ordained and lay pathways already in place. Entry into the new ministries is via three different routes - affirmed, commissioned, and licensed. The new ministries are:

- Lay Children's, Youth, and Family Workers (affirmed, commissioned, and licensed)
- Licensed Lay Pioneers
- Pastoral Lay Ministers (affirmed and licensed).

Alongside these new pathways, existing lay ministries (Readers, Southwark Pastoral Auxiliaries, Commissioned Lay Pioneers and Church Army Evangelists) continued to be developed. Two new Readers were licensed, and two Readers welcomed from another Diocese. In addition, the Diocese welcomed its first licensed Lay Pioneer minister in November 2021. The Lay Council continued to meet three times a year to provide support and strategic direction for those engaged in lay ministry in the Diocese. The Discipleship and Ministry Team provided a comprehensive training offer in 2021, delivering 58 Southwark run short courses to which 1,210 people signed up (this does not include safeguarding training, Vocations Forums and Children and Youth events, which were organised separately).

The popularity of the flagship Bishop's Certificate course also remained high, with 52 students signing up. The Diocese continued to fulfil its commitment to maximising the number of ordained vocations, with 24 deacons ordained in 2021 to serve in parishes across the communities of the Diocese. Going forward, they will receive bespoke support from the newly created IME2 post for curates undertaking post ordination training. From Easter onwards, the Diocese also engaged in the Living in Love and Faith (LLF) project, in particular the LLF course, a five-session course for group reflection.



**SOUTHWARK VISION 2017 -2025
HEARTS ON FIRE with a Vision for Growth;
Walking, Welcoming, Growing.**

DIOCESAN STAFF PURPOSE

To serve, support, lead, and enable the mission of the God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark.

DIOCESAN STAFF AIMS

- To support our parishes and clergy so that they are energised, equipped, and empowered through specialist advice, leadership in ministry, training and development, good housing and by building effective relationships.
- To meet our statutory and regulatory obligations, and to be proactive in leading and disseminating good practise.
- To evaluate and allocate resources effectively, in line with the vision, aims, values, and policies of the Diocese.
- To resource, and support mission and evangelism, vocational discernment, training, and ongoing development for lay and ordained ministries.
- To ensure that all our structures, policies, practices and the way in which we communicate are fit for purpose now and in the future, through regular review and continuous improvement.