



The Diocese of
Southwark

Assistant Director of Lay Ministry

Job Information Pack

Closing date: 19th October 2022

Interviews: 1st November 2022





The Diocese of Southwark

Discipleship and Ministry

Wendy Robins
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Dear Applicant,

I am delighted that you have expressed interest in the role of Assistant Director of Lay Ministry, 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, that speak well of each other and support each other as together we seek 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 9436

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 Lay Ministry
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 lead, and enable growth of the diocese through discipleship and lay Ministry
Key relationships:	The Lay Council, the Vocations team, colleagues promoting lay leadership, ordained vocations, pioneer ministry, evangelism, children, youth and family ministries and social action in the community.

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 40,000 people on electoral rolls, 500 clergy (stipendiary, self supporting and chaplains) and some 400 lay ministers.

The Department of Discipleship, Lay Ministry and Continuing Ministerial Development (CMD) works in collaboration with colleagues in Vocations and Mission and the Episcopal Areas to deliver the Diocesan vision and in particular to enable all God's people to live out their calling as disciples of the Lord Jesus Christ, to foster collaborative ministry and to develop authorised and ordained ministers as leaders for a church in mission.

The particular focus of this role is Lay Leadership and Lay Ministry group. Valuing and empowering the laity is a core priority for Southwark Diocese and was one of the three charges given to Bishop Christopher on his appointment as Diocesan Bishop.

The post holder will share in delivering the vision, particularly responding to the aspiration to grow the number of lay vocations; by expanding opportunities for licensed and commissioned lay ministry; by affirming and growing other forms of lay leadership and ministry (e.g. worship leaders, family & youth leaders, spiritual directors); to offer relevant and enriching training and create networks of support and celebration which reflect the diversity of the Diocese.

The department currently consists of the Director, two Assistant Directors (the second Assistant Director is responsible for Discipleship and Lay Training), one full time and one P/T Administrator, and draws on the gifts and skills of a wide range of clergy, Readers, SPAs (Southwark Pastoral Auxiliaries) and talented lay people around the Diocese.

Key Responsibilities

- Encouraging the growth of Lay Ministry in all its forms across the Diocese especially the new affirmed, commissioned and licensed lay ministries. We also want to see growth in the more traditional lay ministries such as Readers, SPAs and Church Army.
- To continue to develop the range of lay ministries, encouraged, discerned, and equipped in the Diocese.
- To lead the development of the processes for vocational discernment and selection and renewal of affirmed, commissioned and licensed lay leadership and ministry
- To lead the training of lay pastoral ministry (inc SPAs) and other lay ministry as requested.
- To develop, in partnership with colleagues, suitable forms of training and accreditation of former learning to prepare people for lay ministry and support them in that ministry.
- To enthusiastically and effectively embrace and lead the promotion of lay vocations as a dimension of discipleship in all aspects of life.
- To nurture and enhance your own and the Diocese's commitment to, and understanding of, issues around vocation and vocational discernment for the whole people of God.
- Ensure that the programme of initial training for SPAs is properly developed and staffed.
- To share in the life of the Department of Discipleship, Lay Ministry and CME, by contributing to planning, teaching, facilitation, and consultation.

Main Duties and Responsibilities

1. To organize and plan initiatives to enable lay people to explore areas of vocation and discipleship for licensed and commissioned ministry in the Church, and thereby to develop a more collaborative, mission-shaped focus for parishes and deaneries. This includes but is not limited to contributing to Vocations Fairs and presentations around vocation to deaneries or parishes.
2. To undertake in-depth work with deaneries and incumbents concerning the discernment and nurture of the gifts and talents of all the baptised in order to advance God's mission and kingdom in the Diocese of Southwark.
3. To develop pathways for discernment, selection, and renewal for people in other churches and working communities.
4. To oversee the discernment, selection and renewal pathways for all new streams of lay ministry and lay leadership, including affirmed, commissioned, and licensed streams, currently;
 - SPAs & Licensed Lay Pastoral Ministers
 - Readers (LLMs)
 - Commissioned and Licensed Lay Pioneers
 - Commissioned and Licensed Children's Youth and Family Ministers

Church Army Evangelists

5. To develop, with colleagues and partners, including St Augustine's College, suitable forms of training and accreditation of prior learning to prepare people for lay ministry.
6. To develop and deliver training that will support lay ministers in their ongoing learning and development.
7. To contribute to the aspiration for greater diversity and representation among under represented groups in all areas of diocesan life.
8. To take responsibility for the production and updating of literature and publicity about the various lay accredited and licensed ministries available in the Diocese, including Reader, SPA and Church Army Evangelist ministry, Lay Pioneers (licensed and commissioned)
9. To be a contact point for enquirers about the full range of lay ministries in the Church beyond the licensed/accredited forms of ministry available in the Diocese: such as parish/deanery youth workers, and spiritual directors.
10. To be up-to-date with national developments in vocations and lay training through liaison with the National Church Institutions, including Ministry Division.

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

Qualifications

- A degree in theology or pastoral ministry is essential
- Besides being open to a wide range of Christian lay leaders, this post is also open to those who are ordained in the Church of England.

Knowledge/Experience

- A sound base of theological and educational knowledge with a willingness to develop further.
- Working successfully with a wide range of church traditions and styles of ministry.
- A demonstrable interest in, and some experience of, encouraging and discerning vocation.
- Creating and leading training and learning pathways for adults across a spectrum of spiritual traditions and educational background.
- Understanding, and experience of working/volunteering in Church of England and committed to its core values.
- Experienced trainer with demonstrable working knowledge of the ethos of Church of England

Skills

- Effective communication with a wide range of individuals and groups, and presentation of clear oral and written material.
- An ability to think and plan strategically.
- Highly organised, able to work to tight deadlines and handle conflicting priorities.
- Able to relate to and consult with people at all levels.
- Ability for wise and skilful discernment of vocation.
- Relate well across a wide spectrum of people from different social, ecclesiological, and ethnic backgrounds.
- IT skills for effective writing, research and presentation, including email, Word and Power Point.
- A good administrator and record-keeper

Personal attributes

- Willingness to work on own initiative and be accountable.
- Able to work flexible hours, including regular evening and weekend commitments
- Willingness to travel around the Diocese.
- A passionate team player who is willing to support colleagues at all levels
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Desirable

- Post-graduate qualification in a relevant discipline
- Knowledge of the range and requirements of Diocesan and national licensed and accredited ministries.
- Experience in training adults
- Experience in leading and inspiring change

DIOCESE OF SOUTHWARK
Assistant Director of Lay Ministry
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 £40,000 per annum (pay award pending for 2023)

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 there 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.