



## Chaplain to the Bishop of Ebbsfleet (part-time)

September 2024

### Role Description

The Bishop of Ebbsfleet seeks to provide oversight and encouragement for evangelical congregations in the Church of England which pass resolutions under the House of Bishops' Declaration. Currently 153 churches have done so. The Bishop has formal oversight responsibilities for about half of these but informally relates to all. He is an Assistant Bishop in 18 Dioceses currently, but with resolution parishes in 14 more.

The role of Chaplain to the Bishop of Ebbsfleet is designed to provide support for the Bishop in his engagement with the House and College of Bishops, Dioceses, Parishes and other local church congregations as well as with bodies external to the church. The role is a 0.6 post – it has two dimensions to it - one largely analytical and could therefore be carried out very flexibly and one more active in terms of advice and assistance to parishes requiring some day-time availability. There are not many weekend demands, so it might well suit a part-time incumbent, or part-time ordained deacon.

It will entail:

#### **a) Analysis and Drafting**

- ◇ Analysis of restricted papers and the provision of briefing material on issues that need to be addressed;
- ◇ Some initial sermon planning for the Bishop's preaching engagements;
- ◇ Occasional first drafts of articles, speeches and booklets;
- ◇ Carrying out further work on papers for which the Bishop has provided an initial outline;
- ◇ Preparation of materials for and chairing of meetings of the Bishop's Advisory Group, that take place three times a year.
- ◇ Assisting the PA in producing summary ministry profiles for the +Ebbsfleet's reviews

#### **b) Overseeing the processes of the selection and training of Ordinands**

- ◇ Overseeing the processes of the selection and training of Ebbsfleet Ordinands;
- ◇ Liaising with different dioceses with their particularities in their selection processes;
- ◇ Arranging pastoral meetings with ordinands, through selection, during training and during curacies.
- ◇ Overseeing necessary communication at each stage of processes.

#### **c) Overseeing the Ebbsfleet Network churches where MDR has been delegated**

- ◇ Overseeing the MDR administration of individuals with delegated MDRs;
- ◇ Coordinating and arranging episcopal MDR interviews;

- ◇ Coordinating and liaising with Ebbsfleet Advisors who conduct non-episcopal MDR interviews;
- ◇ Liaising with dioceses' MDR teams ensuring appropriate communication and coordination.

**d) Preparation for Services**

The Chaplain will be responsible for reviewing draft Orders of Service and advising parishes on liturgy.

**e) Oversight of New Initiatives**

The Bishop of Ebbsfleet seeks to play an active part in Church-wide initiatives – for example those relating to 5 Guiding principles, or Developing Pastoral Supervision. The Chaplain may therefore be asked to:

- ◇ Be involved in meetings / conferences / consultations on this, within the wider CoE
- ◇ Consult evangelical 'resolution' church leaders on the part they can play;
- ◇ Prepare initial proposals
- ◇ Approach others who can assist in delivery of initiatives, and oversee their work.

**f) Enquiries**

The Bishop's PA is able to handle many enquiries that come in from parishes but some enquiries involve an exercise of judgement that the PA is not in a position to make. These will be referred to the Chaplain for advice – who in turn will need to decide which ones to refer to the Bishop.

**g) Advice and Encouragement**

The Chaplain will occasionally liaise with or visit parishes and PCCs. This support will vary greatly from answering straightforward queries to longer term supportive involvement, in order to:

- ◇ Provide information on what is involved in the process of passing a resolution and answering questions;
- ◇ Advise on Church of England processes (eg in obtaining BMOs)
- ◇ Provide scriptural teaching, encouragement and pastoral support, especially during vacancies or the long-term absence of incumbents.

**h) Liaison**

The Chaplain will need to establish good working relationships with other chaplains in various dioceses as well as senior staff. It is also important to establish good relationships with those working within the NCIs at various levels and in various capacities. In addition, the chaplain will need to liaise with the Bishop's Pastoral Advisers and members of his Advisory Group from time to time in order to ensure proper communication. A good working relationship with the Bishop's PA will be essential, as he heads the administrative side of the work.



## Chaplain to the Bishop of Ebbsfleet

### Person Specification

This role is designed to provide support for the Bishop of Ebbsfleet from an experienced, ordained colleague. It will, therefore, be of incumbent-equivalent status. The postholder(s) will need to have the following attributes:

#### **Skills**

- ◇ Ability to analyse large amounts of written material and draw clear conclusions;
- ◇ Ability to initiate and develop new areas of work at the Bishop's request
- ◇ An able expositor of the Word of God;
- ◇ Articulate, both in speech and writing;
- ◇ Administratively and organisationally capable;
- ◇ In possession of an eye for detail without making this an obsession.
- ◇ Able to work well in a team, with colleagues in the office, in parish churches and within the NCIs

#### **Spirituality**

- ◇ A conservative evangelical with complementarian convictions;
- ◇ Prayerful;
- ◇ Convinced about the importance of the local church (in terms of congregational gatherings);
- ◇ Mindful of his own spiritual needs.

#### **Character**

Although much of the role can be undertaken in a study, there is an important element which is outward-facing. The Chaplain therefore needs to exhibit:

- ◇ Courtesy, diplomacy and patience;
- ◇ Discretion – especially in maintaining confidentiality
- ◇ Good judgement, especially in considering how to respond to requests for assistance in ways that are supportive of the Bishop's strategy and approach
- ◇ A clear mind – even when under pressure;
- ◇ An ability to empathise with those who come for help;
- ◇ A pastoral heart;
- ◇ Decisiveness combined with humility.

#### **Helpful additional skills**

- ◇ A good working knowledge of the conservative evangelical constituency, and familiarity with its networks.
- ◇ A clear understanding of Anglican polity and liturgy.
- ◇ A capacity to grasp and help coordinate different organisational requirements from different dioceses.

**Details**

- ◇ The role is funded as a 0.6 incumbent's stipend (*National Stipend Benchmark rates*), currently £18,615.60 (FTE £31,026), plus the appropriate pension contributions.
- ◇ The working pattern is understood to be 21 hours per week (three days a week equivalent), flexibly worked, with specific fixed times for coordinated meetings and occasional conference attendance.
- ◇ It is offered as a permanent post, with a probation period of 6 months.

This role will require an enhanced DBS check with a check of the barred lists.

We are able to offer the successful candidate a flexible working pattern in order to accommodate any other commitments. For an informal discussion about the role please contact Steve Drake on 07710 242324.

**The following is an illustrative example of Bishop of Ebbsfleet Activities / Structures  
for the period February – September 2023 (most recent data available)**

▪ No. active resolutions passed by evangelical churches	148
▪ No. churches where the Bishop has extended episcopal oversight	90 (in 16 Dioceses)
▪ Number of Confirmations	47 (over 9 services)
▪ Licensings	5 (in 5 Dioceses)
▪ Ordinations	16 (in 6 Dioceses)
▪ Parish visits	86
▪ Dioceses where +Rob is Honorary Assistant Bishop	12
▪ +Rob's Travel	
○ Almost 11,000 miles by car	
○ 7,300 miles by train	
○ 36 nights away from home	

**Currently**

- Bimonthly Newsletter
- Annual series of Regional Conferences
- As well as +Rob...
  - 1x full-time Administrator
  - 5x Pastoral Advisors
  - 1x voluntary Chaplain
  - 1x part-time Chaplain (currently vacant)