



HEAD OF MINISTRY APPLICATION PACK

September 2024



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ABOUT US

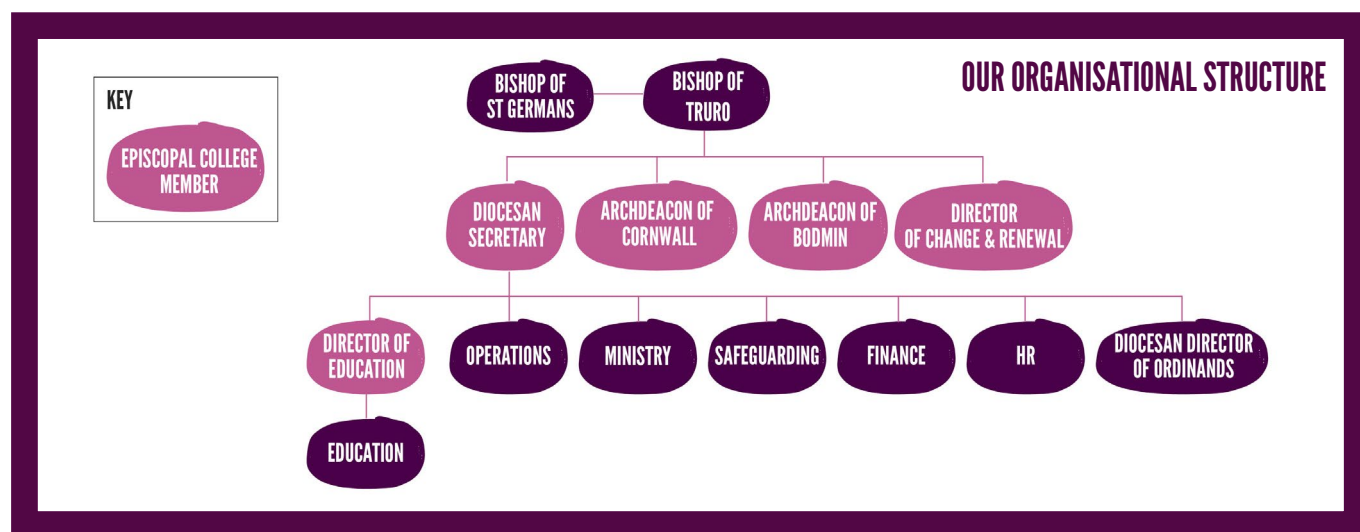
The Diocese of Truro encompasses the whole of Cornwall, the Isles of Scilly, and the western edge of Devon. The diocese is located on a peninsula and is flanked to the north and west by the Atlantic Ocean and to the south by the English Channel, so you are never far from the sea, a factor that influences so many of our lives here, and our faith. In total, the diocese spans a considerable area of 1,370 square miles but has one of the smallest populations, 573,000, of any diocese.

Here in Cornwall we have a remarkable and distinct Celtic heritage and Christian faith, stretching back many centuries from the days of Piran and Petroc through to John Wesley and Billy Bray, to name but a few. Today, we are the happy inheritors of that heritage, and in our ministry and life together we seek to continue to make Christ known in our specific Cornish context. In particular, we are committed to reaching out to the young, serving the poor and caring for the earth. Our ten-year **diocesan strategy** for Change and Renewal seeks to honour the legacy of the past and to build a fruitful and sustainable church for the future in which church communities of every size, tradition, character and style are confident in their calling to worship, witness and service. We are looking forward to the appointment of a new Bishop of Truro in early 2025 to lead us in embedding this vision.

A predominantly rural county, Cornwall has a rich industrial heritage (particularly in tin and clay mining). Whilst there has been a decline in both farming and fishing since the 1960s, these are still two significant industries in the county. More recently, there has been a thirst to engage in new technologies, including aviation, with a growing business park and enterprise zone, Aerohub, based at Newquay airport. However, with so much of our history and culture being dependent on the land and sea, there is an increasing awareness and concern for the preservation of the natural environment, which is deeply rooted in the heritage that surrounds us. Part of our vision is therefore

entitled 'Creation Care' and encourages individuals and communities to cherish creation, cut carbon emissions, and advocate for environmental concerns. As a diocese we are committed to the Church of England's target of achieving Net Zero carbon emissions by 2030.

Our rich industrial, fishing, farming, and cultural heritage combined with Cornwall's beautiful landscapes and coast make the county a uniquely inspiring place to live and work. Not surprisingly, Cornwall's spectacular landscape and mild climate also make it a popular tourist destination. Today, tourism makes up around a quarter of the economy. However, despite the lure of the coastline and dramatic moorlands, there is great variation in poverty and prosperity in Cornwall, with some areas among the poorest in England in terms of per capita GDP and average household incomes, whilst others have seen a surge in house-prices due to an influx of second homeowners, retired people and the increased popularity of remote working. This has led to many young families finding home-ownership unaffordable in some localities. Our diocesan strategy therefore places a significant investment of time, money, prayer, gifts and love in missional service to communities and people experiencing deprivation, as well as to young people and families. This includes an increased awareness of the opportunities to work in partnership in order to grow fresh expressions of church, including supporting pioneering ministries and chaplaincies in harder to reach communities.



WELCOME

In 2020 the diocese began “On the Way”, inviting deaneries to pray, dream and plan for a **fruitful** and **sustainable** future. This work has resulted in **12 Deanery Plans** and an overarching **Diocesan Plan for Change and Renewal**.

The Diocesan Plan describes our key outcomes becoming **fruitful** and **sustainable**. More detail about what we mean by these words is available [here](#).

The first of our three key priorities in delivering these plans: ‘*significant change in patterns of parish ministry*’. That includes a commitment to retaining the current number of stipendiary clergy and, where possible, to increasing that number. In addition, many of the plans draw on an increasingly diverse and “mixed economy” of ministry, with

greater emphasis on oversight and pioneering ministry, and greater investment in local lay ministry.

The retirement of the current Head of Ministry has given the opportunity to review our work in this critical area of diocesan life. In addition to this post, we are considering a new Director of Ministry role, potentially in partnership with the cathedral, to lead on our ministry strategy and development of lay ministry at the cathedral. If that goes ahead the Director of Ministry will line manage the Head of Ministry.

THE MINISTRY TEAM

The Ministry Team provides support, training and leadership to ordained and lay ministers across the diocese. They are closely involved with the life of churches of every kind and in every part of Cornwall.

The team has a well-developed approach to training and formation, which is very well regarded by those who take part. Accompanied Ministerial Development (known as AMD) offers opportunities for in depth learning on key

topics and themes. AMD works with cohorts of ministers across 12-18 months. Participants learn together from both specialist input and each other, with a strong practical and reflective learning approach.

The Ministry Team play a key role in working with benefices when they are without a priest – which we call Transition – providing support to pray and plan for the process of recruitment.

PURPOSE OF THE JOB

To support and lead the implementation of the diocesan and deanery plans as they affect ordained and lay ministry in the Diocese of Truro.

The Head of Ministry is responsible for the effective leadership, management and delivery of all ministry training and formation programmes within the Diocese of Truro.

KEY RESPONSIBILITIES

MANAGE THE MINISTRY TEAM

- Work closely with Diocesan leaders to ensure all strategic plans for ministry are implemented.
- Supervise, support and manage all members of the Ministry Team, building a strong, theologically informed and supportive culture, to support the delivery of diocesan plans.
- Oversee and lead the successful integration of roles associated with the Children and young people strategy into the ministry, working closely with the Director for Change and Renewal and the Director of Education.
- Oversee the Generous Giving, Transitions and parish support work of the Ministry Team.
- Oversee the Continuing Ministerial Development (CMD) programme, including managing those who plan and deliver it, to ensure that it responds to the learning and development needs of all licensed and/or authorised ministers.
- Oversee and promote the Foundations in Christian Ministry course, supervising those running the course. With colleagues, offer advice on the formation required by individual students, as required.
- Ensure that the work of the Ministry Development Review (MDR) Administrator in the Bishop's Office facilitates regular, timely and effective MDR reviews for all licensed clergy. Ensure MDR outcomes are connected to the wider training programme.
- Ensure the Ministry Team is working closely with colleagues in other parts of Church House, in particular with the Change & Renewal team and the Archdeacons.

MANAGE AND LEAD ACCOMPANIED MINISTRY DEVELOPMENT (AMD), SENS KERNEWEK & OTHER PROGRAMMES

- Participate in programme planning and development, including budgeting, for all aspects of AMD and Sens Kernewek, contributing to the integration of practical and theological input throughout the programme.
- Lead the programme of AMD Colleges and Ministry Development Team events, either in person or by delegating to others.
- Assure the quality of all aspects of the AMD programme and Sens Kernewek, including teaching and administration.
- Support individuals and parishes participating in AMD and Sens Kernewek, being especially attentive

to levels of engagement with each aspect of the programme.

- Co-ordinate integration between the AMD programme and wider diocesan formational activities.

SUPPORT OF ORDAINED & LAY MINISTERS

- Support the implementation of the People Plan, developing programmes and approaches that deliver its goals.
- Work with the Clergy Wellbeing Group in the support of ordained ministers.
- Work with the Warden of Readers to ensure Reader ministry is well embedded in the mission and ministry of the church in Cornwall and that Readers are appropriately trained and supported.
- Brief, support, train and debrief AMD Advisors, FiCM teachers and other contributors to ministry programmes.
- Teach and/or lead Reflective Practice Groups, etc. as agreed with the Director of Ministry and according to the needs of the diocese.
- Work with parishes and benefices to provide facilitation, learning and training as agreed with the Director of Ministry and according to the needs of the diocese.

HEALTH & SAFETY

- To adhere to the Diocese of Truro's Health and Safety policy and procedure as well as any other related laws and to do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life, including risk assessments at all event and training venues.

GENERAL

- Undertake other duties, as may be required from time to time, to ensure the effective and efficient fulfilment of the role.
- Take responsibility for own personal and professional development, and undertake relevant learning and development required to best carry out the role, if required.

NB. This job description is a summary of the key areas of responsibility in the job. It is not intended as a definitive statement of job content and will be reviewed periodically, and may be subject to amendment

PERSON SPECIFICATION

CRITERIA
ESSENTIAL
QUALIFICATIONS
A theological qualification to certificate level
EXPERIENCE
Significant experience of teaching, training or facilitating people and groups
Significant people management and leadership experience
Significant experience of involvement in the life, ministry and mission of the church
KNOWLEDGE & SKILLS
A well-developed ability to design, lead and facilitate group learning, and knowledge of learning theories and models
Theological understanding and ability to communicate the Christian faith clearly
Highly developed people management & leadership skills
Excellent organisational skills
Strong communication skills (written & verbal)
Strong analytical and problem solving skills
Experience in setting, reviewing and managing budgets and costs
Appreciation of, and appropriate level of competency in, new technology and IT, especially in relation to leveraging learning and development
A clear and evidenced commitment to safeguarding
Project management skills and able to manage multiple and competing priorities
PERSONAL QUALITIES
A deep faith and the ability to communicate it clearly
Pro-active, self-motivated and able to work on own initiative
Unquestionable personal code of ethics, integrity
Understanding of, and commitment to, equality, diversity and inclusion
A creative approach and the ability to inspire creativity in others
OTHER
Ability and willingness to travel around the diocese as required
Due to the nature of the role, there is an occupational requirement to be a practising Christian.
DESIRABLE
A degree or equivalent professional qualification
Experience of a leadership role within a church (paid or voluntary)
Full driving licence

SAFEGUARDING

The Head of Ministry will actively promote a culture of safeguarding, ensuring it is embedded in all training programmes.

The Head of Ministry will adhere to the Diocese of Truro's Safeguarding policy and procedure as well as any other related laws and to do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life for all who may be vulnerable. This includes a responsibility to remain up to date with your own safeguarding training at the level appropriate to the role.

The diocese recognises that the care and protection of children, young people and vulnerable adults involved in Church activities is the responsibility of the whole Church.

Everyone who participates in the life of the Church has a role to play in promoting a Safer Church for all.

Our approach ensures that we promote **The Church of England Safeguarding Policy** (churchofengland.org) statement based on five foundations and offers six overarching policy commitments:

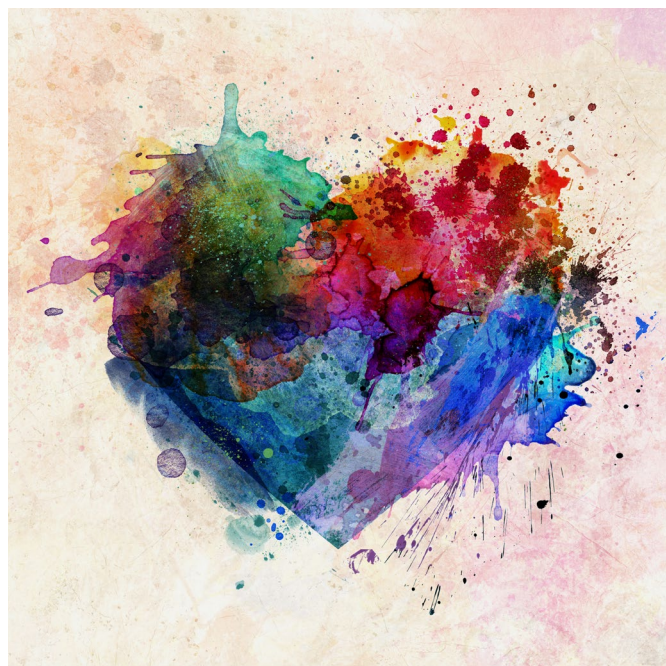
- Promoting a Safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the Church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

Our policies, procedures, and approach meet those requirements and guidance as issued by the **Diocesan Safeguarding Team**.

SAFER RECRUITMENT

The Church of England is committed to the safeguarding and protection of all children, young people and adults, and the care and nurture of them within our church communities.

We will carefully select, train and support all those with any responsibility within the church in line with safer recruitment principles.



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 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, stakeholders 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.

SAFEGUARDING - EVERYONE MATTERS - EVERYONE'S RESPONSIBILITY

The Diocese of Truro strives to be trauma informed, and is committed to developing safer policies, cultures, and practices.

WHAT WE OFFER

SALARY

The salary for this role is £50-£55,000 per annum full time (starting salary depending on skills and experience).

HOURS

This role is 35 hours per week (full-time) but we are open to part-time applications (a minimum of 28 hours per week) or flexible working.

MANAGEMENT

Your employer will be the Truro Diocesan Board of Finance Ltd and you will report to the Diocesan Secretary/ Director of Ministry. You will be the line manager for the Ministry team (see organisational chart on next page).

PENSION

We offer membership of the Church Workers' Pension Fund (CWPF) **Pension Builder Classic scheme**. Our employer contribution is 9% (if you make no contribution) and up to 15% depending on the level of your contribution.

LEAVE

Our annual leave entitlement is 25 days plus 8 days Bank Holiday for full-time staff, rising to 26 days after 2 years' service. We also close our offices between Boxing Day and New Year's Day and give staff an extra day off at Easter on Maundy Thursday (the day before Good Friday).

STAFF HEALTH & WELLBEING

We regard the wellbeing of our employees as a priority. This ranges from small things like free tea and coffee, and free eye tests, to an employee counselling service and assistance programme, and a wider focus on health and wellbeing through our staff wellbeing group.

This role includes some working at evenings and weekends. However, we do not expect or encourage staff to work excessive hours and look to our senior managers to model a sustainable workload as an example to their teams and other professional leaders.

WORKING IN CORNWALL

You will be based at our offices in the heart of Truro, Cornwall's bustling capital city, in the Old Cathedral School, next to the Truro Cathedral (with homeworking where agreed).

We have light and airy open plan offices and offer free car parking on a bookable basis.

For more information on these and other benefits see the **Working with Us** page on our website.

**Our prayer is simply this:
that we become an ever more hopeful,
confident church that seeks the mind,
heart and will of God in Cornwall,
for the communities he calls us to serve,
and for the wider world beyond these shores.**

Will you join us in our mission?.....

GET IN CONTACT

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