

- JOB TITLE:** Warden of Lay Ministry
- LOCATION:** The Diocesan Office, St Nicholas Church, Boley Hill, Rochester, ME1 1SL
- GRADE:** Grade 5
- REPORTING TO:** The Director of Mission and Ministry Development

DIOCESAN VISION

Seeking first the Kingdom of God we are called together by God to change, serve and grow with compassion, courage and creativity.

PURPOSE OF JOB:

Contribute to implementing the Diocesan vision by growing and supporting the contribution of Lay Ministry as a particular expression of the shared ministry of all the baptised. As the culture of church changes in Rochester we look to the development of collaborative lay leadership across traditional and new worshipping communities.

PRINCIPAL ACCOUNTABILITIES

1. Promote collaborative ministry among lay and ordained ministers for those authorised, commissioned and licensed ministers including the Ministry of: Evangelists, Licensed Lay Ministers, Licensed Lay Funeral Ministers, Pastoral Assistants and Readers (referred to as Lay Ministers) along with connections to Licensed Lay Workers, and Anna Chaplains.
2. Raise the profile and diversity of lay ministry through personal stories, literature, Lay Ministry Facebook page, website and general publicity.
3. Meet regularly with the volunteer Archdeaconry Deputy Wardens of Lay Ministries to ensure that:
 - a. Ministerial reviews are conducted in a timely way
 - b. appropriate pastoral support is available to Lay Ministers and their Incumbents.
 - c. Lay ministers are well represented and contribute at diocesan events.
4. Work with the archdeacons to promote, develop and resource lay ministry in line with the diocesan strategy including the development of Focal Ministry, Chaplaincy, and Deployment of Lay Ministers across parishes and communities.
5. Organise and attend the pre-licensing retreat for LLM candidates and in consultation with the Director of Mission and Ministry Development, Bishops court and the Cathedral to prepare services of Licensing for Lay Ministers.

6. Organise and host the annual Lay Ministry conference.
7. Facilitate and host the Rochester Leadership Programmes for Lay Ministers.
8. Welcome new Lay Ministers into the diocese, to ensure they are safely recruited and licensed or otherwise authorised, and to facilitate changes of parish/ministry settings where needed.
9. Support lay ministers through parish interregnum including bespoke training for Lay Ministers and Churchwardens.
10. Contact new incumbents with Lay Ministers and attend the New Posts Conferences to talk about Lay Ministry in the Diocese.

ADMINISTRATION

11. Oversee the arrangements for Working Agreements, Ministerial Development Review, Renewal of Licenses, Commissions Authorisations and Permissions. Ensure appropriate responses are offered to development or training outcomes, in consultation with the Assistant Director of Mission and Ministry Development and the CMD co-ordinator.
12. In collaborating with the Warden of Lay Ministry secretary ensure accurate record keeping related to Lay Ministry including up to date DBS and safeguarding training and the effective management of the process for the renewal and transfer of authorisations, commissions and licenses and Permission to Office as required.
13. Maintain up to date knowledge of National Developments in Lay Ministry and training through attending the Lay Ministry Network (Ministry Division) and other related national or regional events and advise the Bishop and Bishop's staff about the potential impact within the diocese.
14. Be a member of the Diocesan Safeguarding Executive
15. Carry out such duties in accordance with the Canons of the Church of England and the National Church regulations as required for those in Licensed Ministry and other such other duties as the position of Warden of Lay Ministry may require.

The post holder will, at times, be the public face of the Diocese. It is considered there is a Occupational Requirement (OR) for the postholder to be a communicant member of the Church of England, or of a Church in communion therewith or of a member Church of the Council of Churches for Britain and Ireland or of Churches Together in England, or of a member Church of the Evangelical Alliance.

This role is for three days a week, flexible working is available.

SKILLS AND EXPERIENCE

Essential

- A vision for developing the role of Lay Ministry
- Either first-hand experience of Lay Ministry, or experience of having worked effectively with Lay Ministers as colleagues in a parochial setting.
- An enthusiasm for working collaboratively with colleagues within the Mission and Ministry Development Team and other diocesan teams.
- A sympathetic appreciation of the frustrations which can attend Lay Ministry, alongside an eagerness to foster reconciliation and a constructive attitude where necessary.
- An ability to communicate effectively through a range of media to individuals and groups.
- An ability to work effectively with administrative support staff and volunteers.

Highly Desirable

- Skills in discernment when dealing with those sensing a possible call to Lay Ministry.
- Experience in Continuing Ministerial Development.
- Demonstrable theological literacy.
- Skills in basic administration and organisation, including the use of information technology.

COMPETENCIES

Achievement Drive – A desire to meet or exceed standards, welcoming feedback, and continually seeking to improve. It includes staying focused on goals over an extended period of time.

Relationships – The ability to understand the perspectives, feelings and concerns of others and initiate, build and maintain relationships in a mutually beneficial way. Recognise one's own feelings and those of others and manage emotions effectively.

Persuasiveness – The ability to convince others of a view, conclusion, position etc. Communicating in an impactful way, tailored to one's audience.

Problem Solving – The ability to investigate and breakdown a problem or situation into its component parts, identifying implications and the key underlying issues and establish possible solutions.

Independence – A demonstrated belief in one's capability to select an appropriate approach to a situation. It includes confidence in one's judgement or opinion and showing resilience in adversity. Know when to seek the support and advice of others.

Adaptability – The ability to adapt one's behavioural style or method of approach where necessary to achieve a goal. Responds to change with a positive attitude and demonstrates a willingness to learn new ways to accomplish objectives.



Teamworking – The willingness and ability to work co-operatively and collaboratively with others toward a shared goal, contributing actively to the team. Builds positive relationships and a sense of pride within the team.

May 2024