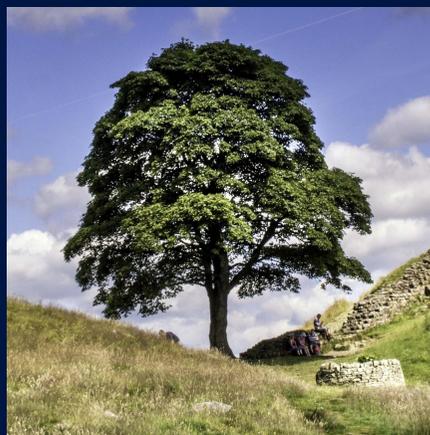




# Continuing Ministerial Formation Officer Diocese of Newcastle



**growing  
church  
bringing  
hope**

● **generous** ● **engaged** ● **open** ●

Diocese of Newcastle

[www.newcastle.anglican.org](http://www.newcastle.anglican.org)

Newcastle Diocesan Board of Finance. A Company Limited by Guarantee and a Registered Charity.

Registered in England number 650977. Registered office: Church House, St John's Terrace, North Shields NE296HS.

# Continuing Ministerial Formation Officer

## Background to the Post

*'The Church is the Body of Christ, the people of God and the dwelling-place of the Holy Spirit. In baptism the whole Church is summoned to witness to God's love and to work for the coming of his kingdom.'* (Common Worship Ordination Services, Church House Publishing 2007)

Previously Continuing Ministerial Development Officer, this newly expanded post combines responsibility for the **ongoing training** for all licensed ministers (clergy and readers) with responsibility for helping to nurture their **ongoing formation** as disciples of Jesus Christ. These are rapidly changing times for the Church of England in Newcastle Diocese which require constant adaptation to new challenges and opportunities whilst remaining faithful to the God who calls and sends. This role is a key part of supporting clergy and readers as they Remain rooted and growing in their faith and vocation but also learn to respond flexibly to a changing context.

As **Continuing Ministerial Formation Officer**, you will ensure that there is a rich pattern of training opportunities to develop skills and offer tools for the tasks ahead, and you will also help nurture and support all those called to lead in their primary vocation as disciples of Jesus Christ. Newcastle Diocese is committed to developing the ministry of the whole people of God, so you will work in partnership with the new **Lay Ministry Development Officer** who is being appointed at the same time. We seek to value, nurture and provide for all the varied ministries of those who make up the Body of Christ in Newcastle Diocese.

As **Continuing Ministerial Formation Officer**, you will be someone with a keen theological mind, whose deep faith is rooted in theological reflection in everyday life, and who will help others who minister to grow in faith. You will be able to discern training needs and ensure those needs are met. You will have demonstrably helped others in ministry to flourish and will have actively fostered the vocations of others. You will be discerning and wise with a faith which is hopeful, playful and infectious, and will be able to nurture, challenge and encourage others.

This post is part of an emerging team led by the Director of Mission & Ministry which draws together new and existing roles, including: Children & Young People Advisers, Generous Giving Advisers, Lay Ministry Development Officer, Director of Ordinands, Director of Initial Ministerial Education (4-7), Social Responsibility, Pioneer Ministry, Spirituality Adviser, Community Missioners, and the Intern Programme. This team will work collaboratively across the diocese to provide formal and informal support, training and development, and resources to support parishes, clergy and the whole people of God as we move into the next stage of **growing church bringing hope**.

## Diocesan Background

Framed by the Rivers Tyne and Tweed the Diocese of Newcastle is the Church of England's most northerly diocese. This Diocese in the 'land of the Northern Saints' was formed in 1882 and comprises **172** parishes across **2,110** square miles. The Diocese covers the local authorities of Northumberland, Newcastle, North Tyneside and also small parts of County Durham and Cumbria. The **12** deaneries within **2** archdeaconries serve a population of **800,000** people across a variety of communities ranging from sparse rural to large inner city areas of deprivation.

Led by the Rt Revd Christine Hardman, and the suffragan Bishop of Berwick, the Rt Revd Mark Wroe, the Diocese of Newcastle is committed to flourishing churches and communities and has developed a vision for **growing church bringing hope** as part of a response to the challenges faced by the church in our rural, urban and suburban settings.

We face the challenges of today with a trust in God, and an expectation that we have what we need for the work we are being called to do. We anticipate significant changes over the next few years, and this post is a key part of helping us to navigate those changes together with hope. We look to grow in discipleship, in generosity, in recognition of everyone's gifts and in the imagination we bring to serving our communities. The vision for **growing church bringing hope** is shaped by our values: **open** to God's transforming love, **generous** with God's transforming gifts and **engaged** in God's transforming work in the world. Priorities include **Bringing Good News, Growing in Christ** and **Living Faith Fully**.

## Employment

The successful candidate will be employed by the Newcastle Diocesan Board of Finance.

## Location

This post will be located at Church House, St John's Terrace, Percy Main, North Shields NE29 6HS. The post holder will be required to travel extensively within the Diocese.

## Accountability and key relationships

Line Manager: **Director of Mission and Ministry**

Other key relationships are with the Mission & Ministry Team, particularly the Lay Ministry Development Officer, the Director of IME2, the Bishop's Adviser for Spirituality, as well as the Warden of Readers, clergy, Readers, Area Deans, Deanery Lay Chairs and the CMF Task Group.

## Key Responsibilities

- To contribute to the vision, values and priorities of Newcastle Diocese through active partnership and participation in the Mission & Ministry Team and in your own mission and ministry;
- To enable and equip clergy and readers in their ongoing formation as disciples of Christ through the development of programmes, gatherings and processes which help nurture their faith and vocation;
- To work closely with the Lay Ministry Development Officer to encourage collaboration across all forms of ministry in the diocese, and to embed all training and development in a culture of lifelong theological learning and Christian formation;
- To work closely with the Warden of Readers and Readers' Board to better understand training and support needs for readers, and develop appropriate provision, valuing their distinctive contribution;
- To develop the provision of coaching, mentoring and work consultancy to support ministers in leading change and adapting to changing roles, in consultation with the Director of Mission & Ministry;
- To collaborate with the Continuing Ministerial Formation (CMF) Task Group in aligning all training provision to better reflect diocesan values and priorities;
- To oversee and participate in the planning and delivery of a programme of day courses and other training planned with support from the CMF Task Group;
- To organise the programme of Bishop's Study Days through the year, in consultation with the Diocesan Bishop and Director of Mission & Ministry;
- To reimagine and oversee the statutory provision of Ministerial Development Review (MDR) for clergy, including greater alignment with vision and recruitment, identification and training of peer reviewers, oversight of administration, and closer connection with the formation and vocation of each minister;
- To follow up training needs identified through MDR by offering appropriate opportunities to both groups and individuals;
- To plan for sabbaticals with individual clergy, and make recommendations for these to the Bishop;
- To be part of wider networks for Continuing Ministerial Development and other conferences, and bring insights and learning from the wider church;
- To have responsibility, under the direction of the Director of Mission & Ministry, for the CMF budget, including the administration of the CMF and retreat grants system;
- To maintain the CMF pages of the diocesan website in collaboration with Communications.

## Person Specification - Key Criteria

<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• It is anticipated that in order to undertake this role, the successful candidate will be an ordained priest within the Church of England or in a Church in communion with it or a Church whose orders it recognises; however applications from lay candidates able to demonstrate that they have equivalent relevant experience will be accepted.</li> <li>• Theology degree or equivalent.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant leadership, teaching and pastoral responsibility within a church community;</li> <li>• Experienced practitioner in adult learning, with demonstrable skills in helping people grow and flourish in faith and vocation;</li> <li>• Experienced trainer, organising and delivering training on a one to one basis and in groups;</li> <li>• Experience of supporting, supervising and developing other licensed ministers;</li> <li>• Experience in spiritual direction;</li> <li>• Experience of working with, and supportive of, Pioneer Ministry, Fresh Expressions and Church Planting;</li> <li>• Experience of working with churches of more than one tradition within the Church of England.</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• A practical theologian, able to relate theology and contemporary life and enthuse and encourage others in faith and vocation;</li> <li>• Effective communicator with ability to make training and development appropriate for different learning styles and needs;</li> <li>• Strategic thinker, evidence of intellectual thinking and agility;</li> <li>• Evidence of ability to work collaboratively; good listening and facilitation skills;</li> <li>• Able to demonstrate self-awareness and emotional intelligence;</li> <li>• Able to build and maintain effective working relationships;</li> <li>• Able to manage a demanding workload;</li> <li>• Excellent IT skills, including Word and Excel;</li> <li>• Experience of managing budgets;</li> <li>• Commitment to the aims and objectives of the Diocese.</li> </ul>
<b>Personal</b>	<ul style="list-style-type: none"> <li>• A demonstrable commitment to the ministry of all God's people;</li> </ul>

	<ul style="list-style-type: none"> <li>• A passion for the flourishing of the Church’s ministry through the nurture and encouragement of our licensed clergy and Readers;</li> <li>• Ability to encourage and challenge others in their faith and vocation;</li> <li>• Imagination and creativity;</li> <li>• Personal credibility and gravitas;</li> <li>• An excellent team player;</li> <li>• A flexible attitude;</li> <li>• Motivated self-starter;</li> <li>• Able to demonstrate enthusiasm, resilience and tenacity;</li> <li>• Able to embrace change;</li> <li>• Strong interpersonal skills.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• An Occupational Requirement exists for the post-holder to be an active communicant member of the Church of England or of a Church in full communion with the Church of England in accordance with the Equality Act 2010.</li> <li>• Ability to work flexible hours, including evening and occasional weekend commitments as required.</li> <li>• Driving licence and access to a car to enable travel to parishes in remote parts of the Diocese.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• An understanding of the ‘Renewal and Reform’ programme in the Church of England and particularly where new initiatives impacts clergy or Reader roles;</li> <li>• An understanding of the growing emphasis on the wellbeing of clergy in the Church of England and the implications of that, including the ‘Clergy Covenant’.</li> </ul>

# General Conditions

## 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, tolerance 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, customers 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.

## Standards of Behaviour and Conduct

Employees are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

## Health and Safety Responsibilities

The Newcastle Diocesan Board of Finance takes Health and Safety at work very seriously and require their employees to familiarise themselves with, and follow, their policy.

<b>Salary</b>	Grade 3 Salary: probationary period £39,222 pa; on successful completion of probationary period £40,006 pa.
<b>Pension Contributions</b>	<p>Employees will be automatically enrolled into the Church Workers Pension Fund (CWPF) Pension Builder Classic Scheme. The Newcastle Diocesan Board of Finance contributes 10% of pensionable salary as an employer contribution to the Scheme. This is a non-contributory Scheme and staff may voluntarily contribute to the Scheme if they wish to do so. Employees have a right to opt out of the Scheme after enrolment.</p> <p>There is the option for a member of clergy to continue membership of the Clergy Pension Scheme by paying the difference in pension cost between the two schemes.</p>
<b>Housing</b>	Housing is not provided with this post.
<b>Hours of Duty</b>	The post is offered on a full-time basis working 37.5 hours per week. The post will require availability and attendance at evening and weekend meetings and events. Overtime is not paid but time off in lieu is provided. Lunch and any other breaks are unpaid.
<b>Annual Leave</b>	The leave year runs from 1st January to 31st December. Full-time staff receive 25 days paid leave per leave year exclusive of 8 public holidays and 4 additional holidays approved by the Board.
<b>Contract</b>	<p>The employer is the Newcastle Diocesan Board of Finance.</p> <p>The post is subject to a six month probationary period.</p>

## Application and Selection Process

For more information and to apply, please visit: [www.newcastle.anglican.org/vacancies](http://www.newcastle.anglican.org/vacancies)

Closing date for receipt of applications: **3<sup>rd</sup> March 2021**. Interviews are scheduled for **22<sup>nd</sup> March 2021**.

You should e-mail your completed application form to [recruitment@newcastle.anglican.org](mailto:recruitment@newcastle.anglican.org).