

**Job Description**

**Job Title:** Bishops’ Adviser for Licensed Lay Ministers

**Salary Range:** 38,085

**Hours of work:** Full time35 hours

Some flexible working is required e.g. travel around the dioceses and work at weekends. The post-holder will be required to attend meetings, training or events regionally, provincially or nationally.

**Normal place of work:** Church House, Daresbury

**Overall Purpose of the Post:**

The Bishops’ Adviser for Licensed Lay Ministers will:

Support and enable the ministry of licensed lay ministers (Pastoral Workers and Readers) across the Diocese of Chester and the integration of licensed lay ministry into the wider ministry and strategy of the diocese. A significant part of the role is the provision of initial training for Pastoral Workers, as well as working with Emmanuel Theological College on the initial training of Readers.

**Accountability and key relationships:**

* Line Manager: The Director of Ministry
* The Bishops’ Adviser for Licensed Lay Ministers is also accountable to the bishops and to the Chair of the Committee of Ministry (currently the Bishop of Stockport).

Other key relationships include:

* The Bishops and Archdeacons
* The Director of Ministry and colleagues within the Ministry Team
* Colleagues within Church House and Bishop’s House, especially the Bishops’ Ministry Administrator
* The community of Pastoral Workers across the Diocese
* Other Wardens of Readers and lay training officers, especially in the north-west region
* The National Ministry Development Team
* Emmanuel Theological College

**Principal Duties and responsibilities:**

* To represent and promote licensed lay ministry in Chester Diocese, articulating a vision for Pastoral Worker and Reader ministry that is consistent with the diocesan vision and strategy.
* To represent Reader and Pastoral Worker ministry in Chester diocese at national and regional level, including at Central Readers’ Council and the National Lay Ministries Network.
* To highlight to the Committee for Ministry and Bishops’ Staff issues of specific concern within and for the Pastoral Worker and Reader community.
* To work with colleagues to support and assist those exploring licensed lay ministry, including vocations events and discernment/selection interviews
* To maintain pastoral contact with those in initial training for Reader ministry, liaising with Emmanuel Theological College.
* To work with the colleagues in the Ministry team and the Bishops’ Ministry Administrator on the processes for admission, licensing and permission to officiate for Readers and Pastoral Workers, working with colleagues on the preparation for and organisation of licensing services and the arrangements for transfer of licences, retirement from licensed lay ministry, and application for Permission to officiate.
* In collaboration with the bishops and others, plan and chaplain the annual pre-licensing retreat and work with colleagues on the planning of the licensing service.
* To work with Pastoral Workers and Readers and their incumbents on the production and review of Ministry Agreements.
* To ensure that print and online information on licensed lay ministry is accessible, accurate and current.
* To build and maintain a culture of safer working across Reader and Pastoral Worker ministry, including the processes for ensuring that all licensed lay ministers have appropriate and up to date safeguarding training and certification.
* To be available, alongside bishops, archdeacons and rural deans, as a resource to help with the resolution of conflicts involving Pastoral Workers and Readers.
* To oversee and maintain a process of regular ministerial review for licensed lay ministers and to liaise with the Bishops’ Ministry Administrator on the renewal of licences.
* To review and develop the support structures for licensed lay ministry, including those supporting Reader and Pastoral Worker ministry at deanery level.
* To develop and build the community of licensed lay ministers and those training for licensed lay ministry across the diocese, including working with colleagues on appropriate pastoral support and CMD provision for Pastoral Workers and Readers.
* To champion lay ministry across the diocese and, in particular, ensure that the particularities of Pastoral Worker and Reader ministry are widely understood and celebrated
* Oversee the initial and ongoing training for Pastoral Workers, including:-
* To widen access to PW training by formulating a non-validated training pathway
* To enable the completion of all six PW specific training modules by candidates
* To manage all tutors contributing to the PW programme; especially ensuring curriculum compliance, quality assurance, and fair assessment
* To teach on the programme as necessary (and never less than on one module)
* To recruit appropriately qualified and experienced tutors and assessors
* To maintain the PW specific modules of the HE Certificate; having particular regard to university requirements, updating materials, and developing the programme in the light of pastoral practice
* To implement effective reporting and review of candidate progress throughout training
* To liaise with the Bishop about the readiness of each candidate for public ministry
* To liaise with Incumbents and parishes through candidate training, providing information and support as needed
* To provide tailored training pathways for candidates with special needs
* To deal with all issues of accreditation of prior learning or experience
* In co-operation with the Director of Ministry to control expenditure in line with the budget provided for PW training
* In collaboration with Safeguarding and other colleagues, to devise and implement a diocesan training package for incumbents and volunteers around safer pastoral practice
* To work with other colleagues in providing vocational and formational training for lay ministry trainees to supplement the validated training programmes
* Work with the wider Ministry team on areas including vocations, initial and continuing learning and development for lay and ordained ministers, marking and monitoring of assessed work, wider training and learning resources
* Stay up to date with national developments in lay ministry
* Track and report on statistics and trends in licensed lay ministry across the diocese

**General Duties**

* Take part in regular line management meetings and a cycle of performance review
* Ensure that records are kept that are accessible, accurate, securely held and able to be analysed
* Engage fully with the diocesan safeguarding process, training and culture, working with colleagues to ensure a consistent culture of safer practice
* Monitor expenditure and budgeting for the specific areas of work
* Attend relevant national meetings and consultations
* Attend Diocesan and departmental staff and other relevant meetings
* Subject to other duties, speak at appropriate services and meetings
* Promote departmental collaboration and work closely with colleagues in Church House in contributing to projects and activities to deliver diocesan priorities
* Play a full part with other staff in the activities of the Diocese
* Undertake training as required
* Carry out other such reasonable duties of a similar or related nature as may be required

Date: June 2023

*Note – this job description does not form part of your Contract of Employment.*