

The Archdeacon of Lynn

Person Specification and Job Description

Information Pack / May 2022



Contents

| | |
|--------------------------------------|-----------|
| Role Specification | 03 |
| Person Specification | 04 |
| The Diocese and its Vision | 05 |
| Diocesan Vision | 06 |
| The Archdeaconry | 07 |
| Diocesan Senior Staff | 09 |
| Archdeaconry Responsibilities | 10 |
| Diocesan Responsibilities | 13 |
| Terms & Conditions | 14 |
| C 22 of Archdeacons | 15 |
| Bishop's staff and roles | 16 |
| Map of the Diocese | 17 |

Role Specification

The Bishop of Norwich, in collaboration with the Bishop of Lynn, seeks an Archdeacon of Lynn to serve an Archdeaconry comprising market towns and rural and coastal communities in west and north Norfolk. We are looking for a prayerful priest who will relish the support and enabling role of an archdeacon and who:

- has a passion to see our communities transformed by the Gospel;
- fosters an enthusiasm for mission, establishing the plans and structures with clergy and lay leaders to enable parishes to flourish and grow;
- will nurture, strengthen, implement and advance the vision of the Diocese;
- is willing to appreciate and develop rural ministry;
- shows loving concern and pastoral sensitivity to those in their care;
- has a mature and thoughtful faith;
- understands challenges and conflict, and is confident in the midst of them;
- genuinely lives out collaborative ministry.

The Bishop of Norwich encourages applications from diverse backgrounds as a way of discerning God's will and calling.

This post is subject to an enhanced disclosure from the DBS.

**Closing date: 27 May 2022, 12 noon,
with applications sent to
sophie.bell@dioceseofnorwich.org**

**Interviews will be held in Norwich
on 20 and 21 June 2022.**



Person Specification

The Bishop of Norwich wishes to appoint a new Archdeacon of Lynn who will:

- Be a loyal friend and colleague, able to work collaboratively with the Bishop of Lynn and other members of the senior staff team, with energy, good humour, theological insight and pastoral wisdom.
- Have a broad understanding and experience of parochial and pastoral ministry with the ability to offer good advice and sound judgment respected by clergy and laity.
- Foster with enthusiasm the mission of the Church of England through its parochial and other ministries, be at ease with the breadth of traditions within it and be committed to a Church in which a mixed ecology is the norm, congregations are enabled to become younger and more diverse, and in which missionary discipleship can be embraced with confidence.
- Support clergy and lay leaders turning vision into action, helping to develop and implement long-term, sustainable plans for mission and growth.
- Understand and appreciate, with a willingness to learn more, the formal and legal structures of the Church of England, being able to work with clergy and laity alike in the fulfilment of the Church's aim to be 'simpler' as well as 'humbler' and 'bolder'; see reformed structures as key to mission, with the capacity to sit with benefices and enable change.
- Be a strategic thinker, able to imagine on a large scale, as well as seek out detail, and within the senior staff team being willing to step up to make contributions and see pieces of work enabled and completed.
- Be able to preach well in a variety of settings and lead worship which is rich in content, intelligent, well-produced and sensitive to a variety of traditions and needs.
- Show loving concern and pastoral sensitivity to those in their care, working in partnership with others including the bishops.
- Exercise responsibility for safeguarding of children and vulnerable adults, the pastoral care of survivors of abuse, and the creation of a culture in which all will flourish, and which is coherent with the safeguarding policies of the Church of England.
- Have the spiritual resources and disciplines to sustain her/himself in a role and setting that can be quite solitary, undertaking ministry with both humour and humility.
- Encourage and motivate clergy and lay leaders living and ministering in widely varying settings, including urban, market town and deep rural.
- Have sufficient financial literacy to make a good contribution to diocesan decision-making and administration on financial matters.
- Have confidence to stand firm and, if necessary, to challenge behaviours with fairness and humanity, within a setting that seeks generous kindness.
- Be a credible public representative of the Church of England in wider society and with ecumenical and other partners.
- Be competent in electronic communication (the post-holder will be expected to have IT skills appropriate to using Office 365); if using social media, to do so wisely and appropriately in the service of the Church and the Diocese.

The Diocese and its Vision

The diocese covers the whole of Norfolk, apart from a few western parishes which are in the diocese of Ely, and the Waveney district of Suffolk.

A new diocesan vision and priorities has recently been adopted and is being used by many parishes and chaplaincies. Work is currently going on to develop strategies for the delivery of the vision and to align our resources accordingly.

Imagining the Future

Jesus said, *"I came that they may have life, and have it abundantly"* (John 10.10). We see the ministry of the whole diocese as being about how we live **our life together** for the flourishing of every person in every place. Any vision should help the local church to flourish and grow in confidence that we are loved by God.

Jesus also said, *"If any want to become my followers, let them deny themselves and take up their cross and follow me"* (Matthew 16.24). The heart of our mission is about being open to, and enabling others to discover, a life **transformed by Christ**.

We join in Christ's mission, conscious of the five marks of mission of the Anglican Communion, through responding to God and the world.

We will **prayerfully** proclaim the Good News of the Kingdom, rooting ourselves in Scripture and the sacraments. We will wait upon God in stillness, contemplation and intercession. Our corporate prayer, an ongoing conversation with **God**, will embrace traditional, fresh expressions, online and evolving models of being Church.

We will **pastorally** model the ministry of the whole people of God after **Jesus** the good shepherd. We will respond with loving service to the needs of the communities where we live and work, and teach, baptise and nurture new believers.

We will prophetically speak out and act, with the fire of the **Holy Spirit**, challenging injustice, confronting violence, and working for peace and reconciliation. We will seek to safeguard the integrity of creation and sustain and renew the life of the earth.

Being open to all of this will enable God in Jesus to accomplish far more than all we can ask or imagine (Ephesians 3.20). If we allow the Holy Spirit to breathe God's divine life into our human plans, much more will be made of them, for God can bring abundance from scarcity.

We are called to be faithful, as God is always faithful to us. By prayerfully placing the life of the diocese where our sails can best catch the wind of the Holy Spirit, God will take us where God wills.

Diocesan Vision

Transformed by Christ: **Prayerful, Pastoral, Prophetic**

Diocesan Priorities

Prayerful

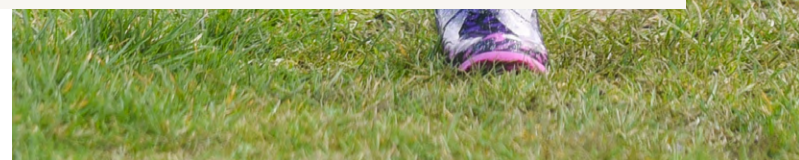
- We will deepen our prayer life and learning and provide a sense of belonging within worship offered in a range of styles for all ages.
- We will equip people in evangelism to find ways to share their faith during the week and be invitational to others to join the life of their local Church, recognising the particular need to engage with children, young people and families.
- We will live a life of generous stewardship in response to God's gifts to us.

Pastoral

- We will promote and equip the variety of lay and ordained ministries, knowing that all are invited to hear God's call and selflessly respond in loving service.
- We will have honest conversations leading to decisions about the mission potential, viability and ways to ease the burden of our church buildings, many of which are treasured places of holiness, stillness and memory, whilst also exploring new possibilities for planting and nurturing Christian communities.
- We will encourage every church community and church school to be engaged somehow, often in partnership, in loving service to its local, diocesan and world neighbours.

Prophetic

- We will ensure an active priestly or lay worker/enabler presence in our lowest economic communities as we seek to address the growing inequalities in our society.
- We will seek to become a safe Church for all and one that embraces diversity and radical Christian inclusion.
- We will work to ensure that ecological concerns are integral to our life together as we care for our single island planet home.





The Archdeaconry

The Archdeaconry of Lynn covers 800 sq m stretching from Breckland in the south-west to the borders of Norwich in the east and including the wide sweep of the Norfolk coast from the Wash to Mundesley. Its largest town is King's Lynn, a town of significant heritage, notable architecture and with historic links to Europe through the Hanseatic League.

Despite being on the main train line to London, it is now the third most deprived benefice in the Diocese, and suffers from low aspiration and a low skills base. There is considerable desire to challenge this within the Borough of King's Lynn and West Norfolk, recently awarded £25m of government funding to improve opportunities for people in the town and wider area.

The diversity of the Archdeaconry as a whole also offers a rich ministry experience. The County of Norfolk, and particularly West Norfolk, has a strong local identity, reflecting the fact that the county is not 'on the way' to other parts of the country. Church life is varied and vibrant in varied parishes and benefices including Cromer, Fakenham, Swaffham and other market towns as well as churches on the border of Suffolk and Cambridgeshire and

on the edge of the Wash. There is glorious countryside, a beautiful coastline and a landscape which includes significant landed estates, ancient woodland and more hills than many expect.

Farming is a key economic activity in the Lynn Archdeaconry. The impact of Brexit and rising fuel and fertilizer costs have hit farmers hard, and farming and livestock farmers particularly experience high levels of stress and anxiety. Changing subsidy patterns are likely to extend this, not least to arable tenant farmers. Other economic activity includes tourism and hospitality, medicine and education, green energy and food processing, and, at least in the area around King's Lynn, some technology and other innovation.



Norfolk is an attractive location to which to retire, and its population is older than the national average. 'Younger congregations' must be seen in this context. Retired people, lay and ordained, are a great gift to the church, and there is a real mission opportunity not only in bringing back to church the younger retired population but also in reaching those who are elderly and isolated. As people left London during the pandemic, second home ownership has further increased (and property prices with it), though with home working people are around more, and this too offers a mission challenge and opportunity.

Within the Archdeaconry of Lynn, there are 74 benefices, with 186 active parishes, 293 churches (342 including ruined, redundant or closed churches) serving a population of around 275,000. There are 110 Church Schools in the Diocese as a whole, of which 36 are part of the Diocese of Norwich Education and Academies Trust (DNEAT), and 7 part of the newer Diocese of Norwich St Benet's MAT.

Church schools are increasingly seen as key to the future mission of the Archdeaconry as well as being vital in their service of rural communities. The Archdeaconry has 8 deaneries and 57 full-time full time or full time equivalent stipendiary clergy. There are 21 self-supporting ministers including curates, 34 Licensed Lay Ministers, 41 Lay Ministers with Permission to Officiate and 46 Authorised Worship Assistants.

The Archdeaconry has many multi-parish benefices, and the Archdeacon has a vital role to play in encouraging and enabling clergy and laity in these contexts. The next Archdeacon of Lynn will have the interpersonal skills to communicate encouragement and reassurance and connect isolated parishes with the wider Church.





Diocesan Senior Staff

The Archdeacon is responsible to the Bishop of Norwich and is a member of the Bishop's senior staff team.

Full-day staff meetings are held once a month and there is also an annual residential meeting. The Archdeacon works very closely with the Bishop of Lynn whose episcopal area is coterminous with the Archdeaconry. In addition to the full meetings of the Bishop's senior staff, the Archdeacon and the Bishop of Lynn meet regularly and confer frequently. It is left to them to organise their own working relationship.

It is imperative that the Archdeacon has close and effective working relationships with the other Archdeacons, the Diocesan Secretary, the Diocesan Registrar and the Rural Deans. The Bishop and Archdeacon of Lynn meet monthly with their Rural Deans and ways are being explored to meet with lay chairs. This is becoming an important team for the development of the Archdeaconry.



Archdeaconry Responsibilities

The formal responsibilities of any Archdeacon are laid out in Canon C22, a copy of which is attached. It is acknowledged that candidates will not have detailed experience in all of these areas but they will need to be curious with a willingness to learn as the role develops.

The Archdeacon's general responsibility is to exercise on behalf of the Bishop a ministry of care, guidance and encouragement towards the clergy, churchwardens and parishes of the Archdeaconry with a particular concern for the material and other resources necessary for the effective expression of the Church's mission. Within the Diocese of Norwich, this responsibility is expressed in the following ways:

1. The Archdeacon takes the lead in developing Bishop's Mission Orders and Pastoral Schemes, about which training will be given. This requires good knowledge of the relevant Measures and Codes of Practice, close liaison with the deaneries and parishes concerned, and also working with the Diocesan Mission and Pastoral Committee (of which the Archdeacon is a member) and, if necessary, the Pastoral Division of the Church Commissioners. The Archdeaconry of Lynn has accrued a considerable number of multi-parish and team ministries without concomitant reduction in numbers of PCCs. If clergy and laity are to be liberated for mission, it is imperative that conversations happen about simplifying the administrative burden this entails, and a key task of the new Archdeacon will be to take those forward. As pastoral reorganisation continues, the new Archdeacon will want to think, with the Bishop of Lynn, about wider input into pastoral reorganisation.
2. Before Covid, Archdeacons held Central Visitations each year, admitting churchwardens to office on behalf of the bishop. For now, this admission has now been delegated to parish clergy. A new Archdeacon may wish to establish a pattern of Deanery Visitations for the admission of Churchwardens. A new Archdeacon will also wish to work with Rural Deans and others, in establishing a pattern of church inspections, to know and be known in a geographically large Archdeaconry (looking at church buildings, churchyards, registers and other records, giving guidance and direction as necessary). Such occasions will be important for developing sustaining relationships with the Churchwardens. Together with the other Archdeacons and the Diocesan Ministry Team, the Archdeacon arranges any necessary training for Churchwardens.
3. Archdeacons in the Diocese of Norwich also undertake Pastoral Visitations. A new Archdeacon will want to reinstate some form of Visitation, to know the churches in the Archdeaconry. Pastoral Visitations have usually happened on a Sunday and the Archdeacon has shared in Sunday worship with the benefice, and met with the Churchwardens and sometimes the PCCs.

4. In partnership with the Bishops, the Archdeacon shares in the pastoral care of the clergy and their families. Within this the Archdeacon has a particular role in relation to:

- Clergy housing, liaising with the clergy themselves, the Diocesan Property Committee (of which the Archdeacon is a member) and Property Department staff;
- Support for clergy found to be in financial need or difficulty: the Archdeacon is able to access grants through the Diocesan Bishop and gives advice on other sources of support;
- Being the 'first port of call' after the Rural Dean in situations of conflict within benefices. The Diocese has both a diocesan counsellor and a diocesan mediation service and it will often be the Archdeacon who signposts clergy to these resources.
- Supporting clergy in their ministry in the context of the Ministerial Development Review pattern in the Diocese. Clergy MDRs take place every two years. In the intermediate year, clergy have a conversation with their Area Bishop or Archdeacon in which to reflect on their ministry.

The Bishop's Council of Trustees is reviewing parsonage provision, and is looking to sell surplus housing to release funds to upgrade (or replace) those with low EPC certificates. The Archdeacon of Lynn will work closely with the Bishop of Lynn on the ministry implications of this before decisions are finalised, also consulting when Diocesan Board of Finance, Pastoral or Stipends Fund properties (often used for curates) are in question.

5. Together with the Bishop of Lynn and the relevant Rural Dean, the Archdeacon supports and advises parishes and benefices in the approach to and during a vacancy. The Archdeacon is involved in the appointments process, including, in consultation with the Bishop of Lynn, the drafting of parish profiles, person specifications and role descriptions. The Archdeacon liaises with clergy over housing and other aspects of their move. The Archdeacon also has a role to induct newly instituted or collated clergy and to install both these and those who are licensed; this is usually all done in the one service with the Bishop.





6. The Archdeacon offers guidance and support to Rural Deans, Deanery Lay Chairs and other deanery officers. As noted above, the Archdeacon and Bishop of Lynn meet regularly with those within the Archdeaconry; they also attend the Diocesan Bishop's meetings with all Rural Deans.
7. With the Bishop of Lynn, the Archdeacon is active in seeking and developing opportunities for initiatives in mission and ministry, encouraging parishes, benefices, and deaneries to develop their mission and outreach intentions.
8. The Archdeacon is usually the first source of advice and guidance for churchwardens and clergy in relation to the care or development of church buildings and other property, especially in encouraging a vision for their effective use within the Church's mission. In consultation with the Diocesan Registrar and the Chair of the Diocesan Advisory Committee for the Care of Churches (DAC) the Archdeacon is closely involved in the working of the Faculty Jurisdiction Measure. Since the revision of the Faculty Jurisdiction in 2015 and 2019, Archdeacons have a role in approving work undertaken in accordance with List B (minor work requiring consultation with the DAC but not a full Faculty). The Archdeacon will be at the forefront of the interface between mission and church buildings, not least as the Diocese takes steps 'ease the burden of our church buildings' (see above, p.5) while recognising their value to communities. A Commission on Church Buildings has been established to consider this, chaired by the Archdeacon of Norfolk.
9. The Archdeacon also gives advice on financial matters and works with Rural Deans and the relevant diocesan staff in encouraging a positive approach to stewardship in general and the payment of parish share.
10. In consultation with the Bishops, the Archdeacon is often the first to become involved where difficulties and disputes arise within parishes. Ideally such matters will be resolved through informal advice and negotiation, sometimes involving the diocesan mediation team, but the Archdeacon also has formal roles under the Clergy Discipline Measure and other legislation concerning the conduct of clergy, Churchwardens and PCCs.

Diocesan Responsibilities

In addition to those tasks and responsibilities specific to their post each member of the Bishop's Staff exercises oversight and leadership on behalf of the Bishop, in relation to various diocesan-wide activities or ministries. For the Archdeacon of Lynn these include the following:

1. Membership of the Bishop's Council of Trustees (comprising the Bishop's Council and Standing Committee of the Diocesan Synod, the Diocesan Board of Finance and the Diocesan Mission and Pastoral Committee) and the Diocesan Synod.
2. Membership of the College of Canons of Norwich Cathedral.
3. Membership of the Diocesan Advisory Committee and relevant sub committees (whose business may be conducted by email).
4. The financial life of the Diocese. The Archdeacon consults with the Norwich Diocesan Board of Finance regarding appropriate levels of Parish Share. The Diocese is committed to The Responsibility is Ours (TRIO) pattern of parish share although this is currently under review. The Archdeacon will take a leading role, in collaboration with the diocesan finance team, in ensuring that parishes understand the importance of the parish share and helping them to contribute what they are asked towards ministry across the diocese.
5. The Diocesan vision, Transformed by Christ: Prayerful, Pastoral, Prophetic, offers a framework for its new mission strategy. This is currently being developed through five workstreams addressing nine priority areas (see www.dioceseofnorwich.org/about/vision-priorities). The Archdeacon, as someone with a passion to see our communities transformed by the Gospel, will be inspired by the Diocesan vision, and seek to nurture, strengthen, implement and advance it in the context of the forthcoming strategy. The Archdeacon will want to see it as a priority to help benefices implement the appropriate mission in their context.
6. Safeguarding is a central part of the Archdeacon's work along with the rest of the senior staff. The Archdeacon of Lynn is expected to ensure that high standards of Safeguarding are being observed in our parish churches. The Archdeacon is a member of any Core Groups that need to be established when issues arise from their archdeaconry. The Archdeacon of Lynn may in future be called to serve on the Diocesan Safeguarding Advisory Panel.
7. Different members of the senior staff have portfolio responsibilities that cover the whole diocese. For example, the Archdeacon of Norfolk is the senior staff lead for safeguarding, the Bishop of Lynn is the lead bishop for mission, as the Bishop of Thetford is the lead bishop for ministry. In time, it may be appropriate for the Archdeacon of Lynn to lead a portfolio of work depending on the particular skills and interest that she/he brings and the needs and priorities of the diocese.
8. Looking beyond the Diocese, the Archdeacon of Lynn will want to participate in the national archdeacons' forum. This offers an email group, regional meetings and a biennial national conference as well as opportunities for training, in person or online, organised by the national archdeacons' officer.
9. Such other responsibilities or tasks as may be agreed from time to time with the Bishop, Bishop's Staff meeting or Bishop's Council of Trustees.

Terms and Conditions

1. The Archdeacon of Lynn is appointed by and responsible to the Bishop of Norwich.
2. The office of Archdeacon will be held under Common Tenure.
3. All other relevant national terms and conditions of service for Clergy apply to this post, as also those that may from time to time be brought into force.
4. A stipend is paid in accordance with the national scale for archdeacons. The Diocesan Board of Finance is responsible for the Archdeacon's stipend which is paid in the normal way through the Church Commissioners. The Archdeacon is included within the Clergy Pension Scheme, with contributions paid by the Diocesan Board of Finance.
5. Unless otherwise agreed with the Diocesan Bishop, the Archdeacon is to reside at a property within the Archdeaconry at a suitable property owned by the Diocesan Board of Finance. It is provided free of rent and water rates. The same conditions of occupancy apply as for any other resident of a diocesan property. Council Tax is paid by the Diocesan Board of Finance.
6. The Diocesan Board of Finance is responsible for all travel, administrative, hospitality and other expenses reasonably incurred in the course of the Archdeacon's work. Expense claims should be submitted monthly in arrears to the Diocesan Secretary. In case of uncertainty about the eligibility of any particular expense claim, the Diocesan Bishop will decide, taking into account any relevant national guidance.
7. The Diocesan Board of Finance provides the Archdeacon with secretarial assistance. A part-time personal assistant works to the Bishop and Archdeacon of Lynn and is based in the bishop's office in East Dereham.
8. An induction programme will be arranged for the Archdeacon, including attendance at any relevant national initial training.
9. The Archdeacon is expected to attend regional and national meetings for Archdeacons and to participate in relevant CMD. The Archdeacon is encouraged to take an annual retreat for which the Diocesan Board of Finance will contribute.
10. The Archdeacon's ministry will be reviewed every other year by the Diocesan Bishop in accordance with national and diocesan guidelines for Ministerial Development Review.
11. A full and reasonably clean UK driving licence is a necessity, or the ability to travel around a large rural archdeaconry with very limited public transport.

C 22 of Archdeacons

1. No person shall be capable of receiving the appointment of archdeacon until he has been six years complete in holy orders and is in priest's orders at the time of the appointment.
2. Every archdeacon within his archdeaconry exercises the jurisdiction which he has therein as an ordinary jurisdiction.
3. Such jurisdiction is exercised either by the archdeacon in person or by an official or commissary to whom authority in that behalf shall have been formally committed by the archdeacon concerned.
4. Every archdeacon shall within his archdeaconry carry out his duties under the bishop and shall assist the bishop in his pastoral care and office, and particularly he shall see that all such as hold any ecclesiastical office within the same perform their duties with diligence, and shall bring to the bishop's attention what calls for correction or merits praise.
5. Every archdeacon shall within his archdeaconry hold yearly visitations save when inhibited by a superior Ordinary; he shall also survey in person or by deputy all churches, chancels, and churchyards and give direction for the amendment of all defects in the walls, fabric, ornaments, and furniture of the same, and in particular shall exercise the powers conferred on him by the Inspection of Churches Measure 1955; he shall also, on receiving the directions of the bishop, induct any priest who has been instituted to a benefice into possession of the temporalities of the same.



Bishop's staff and roles



Bishop of Norwich
The Rt Revd Graham Usher



Bishop of Thetford
The Rt Revd Dr Alan Winton



Bishop of Lynn
The Rt Revd Dr Jane Steen



Archdeacon of Norfolk
The Ven Steven Betts



**Director of Ministry and
Interim Archdeacon of Norwich**
The Revd Canon Keith James



**Acting Archdeacon of Lynn
and Bishop's Chaplain**
The Revd Canon Sally Theakston



Acting Dean of Norwich
The Revd Canon Peter Doll



**Bishop's Adviser
for Women's Ministry**
The Revd Canon Julie Boyd



Diocesan Secretary
Tim Sweeting



Director of Finance
Susan Bunting

Map of the Diocese showing Lynn Archdeaconry deaneries

