

Director of Mission and Ministry in the Diocese of Norwich

Information Pack / July 2023

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Introduction from Bishop Graham, the Bishop of Norwich

Thank you for showing interest in this post. I believe it to be one full of potential at a creative moment for our life together in a diocese where exciting things are happening.

In the new post of Director of Mission and Ministry we are seeking a prayerful and visionary priest who is able to lead and inspire through a time of change. Seeking always their own transformation in Christ, the post holder will be someone whose faith is rooted in the scriptures, open to the Spirit, and steeped in prayer and worship; someone with imagination and resilience; someone who loves the ministry entrusted to them and wants to see a burning passion for the Gospel in others; someone who wants to see vocations being realised; someone who would derive joy and fulfilment from seeing clergy and lay leaders thrive; someone who will seek to provide support in places of challenge in both rural and urban areas; and someone who will enable new possibilities for being the Church for this generation.

The new Director of Mission and Ministry will develop and implement a comprehensive strategy for mission and ministry within the Diocese, in line with our vision to be transformed by Christ through being prayerful, pastoral and prophetic.

They will be able to provide leadership and guidance to the new Mission and Ministry Team, and, as a practitioner, enable effective mission and support to parishes, chaplaincies and schools.

They will have a deep sense of collaborate working with bishops and archdeacons, other clergy and lay leaders, to identify emerging ministry needs, opportunities and challenges, and develop appropriate responses.

They will have the ability to monitor and evaluate the impact of our mission and ministry initiatives and make recommendations for improvement and innovation.

If you have a deep passion for the mission and ministry of God's Church and a love of people then you might well be the person we are looking for.

Such a person will find this post stimulating and fruitful and will be happy in a team and a Diocese where we are determined to play our part in seeing people transformed by Christ - prayerful, pastoral, prophetic – as effectively as we can for the sake of the Kingdom and the Gospel.

+ Graham Norris:

Role description

Role title

Director of Mission and Ministry

Team

Mission and Ministry

Reports to

Bishop of Norwich (or his nominee(s))
Diocesan Secretary (as NDBF employee)

Salary/rate

£56,938

Contract type

Full time – Employed

Hours

35 hours per week

Ministerial experience

In priest's orders

Normal place of work

Diocesan House, Easton
with some homeworking and
work around the Diocese.

Responsible for

The Director will be responsible for the
Parish Support Team staff engaged in
Mission and Ministry activities, including:

- Ministry Team
- Generous Giving
- Children, Youth and Families
- Bishop's Advisers relevant to Mission and Ministry
- Diocesan Environment Officer
- Volunteers engaged in projects and programmes

This post is funded by the
Anne French Memorial Trust and
the Archbishops Council.



Purpose of the role

Jesus Christ transforms those who follow him. We see the fruits of transformation in mission and ministry. In the Diocese of Norwich, we describe this as being Transformed by Christ: Prayerful, Pastoral, Prophetic. Through mission and ministry which are prayerful, pastoral, and prophetic, we seek to grow the church, transform communities and sustain God's creation.

This new and significant role for the Diocese of Norwich aims to support this intentionality. We seek to appoint an imaginative and confident leader who will be committed to shaping the future of mission and ministry in the Diocese.

This role will bring together existing staff into a new Mission and Ministry Team, leading and supporting the team as it serves the parishes, chaplaincies and schools of the Diocese. This includes through its work in recruiting and developing vocations, training, resourcing and supporting licensed and authorised ministers, and enabling the mission and ministry of all the baptised, including discipleship, leadership, stewardship, care for the environment and promoting a loving, outward-facing service to those in our communities.

The Director of Mission and Ministry should expect to divide their time between developing strategy, team leadership and delivering aspects of the Mission and Ministry Team's work and responsibility, depending on their own gifts and the need within the team.

The Director will participate in national and regional consultations in order to advise the Bishop of Norwich and his staff on developments arising from the work and policies of the Archbishops' Council, and to bring to the diocese new ideas and initiatives so that it can adopt best practice.



Key aspects of role

The Director will lead the newly formed Mission and Ministry Team to support the Church of England in the Diocese of Norwich as we become Transformed by Christ: Prayerful, Pastoral, Prophetic.

They will focus the team on supporting delivery of the Vision and Priorities (www.DofN.org/vision-and-priorities).

The Director holds responsibility for line managing colleagues as well as financial oversight of the team's budgets.

They will inform and shape diocesan policy on a wide range of mission and ministry matters. They will work with the Bishops of Thetford and Lynn, respectively, Bishop for Ministry and Bishop for Mission. With the Bishop of Thetford, they will work with all matters concerning lay and ordained ministry. With the Bishop of Lynn, they will support the design and delivery of a diocesan plan for mission and growth that has a solid evidence base, strong local ownership, robust project plans and is accurately costed.

The Director of Mission and Ministry will ensure that colleagues' work supports these interconnected areas of work.

The role is carried out under a contract of employment. Due to the varied nature of the work, including significant evening and weekend working, the Director will work flexible hours, ensuring their contracted hours are completed at the end of each calendar month.

It is expected that the Director of Mission and Ministry would wish to exercise a sacramental ministry across the Diocese or become an Assistant Priest within a local parish. They will be encouraged to exercise a preaching ministry and to visit deaneries and benefices in order to build up networks based upon confidence and friendship with clergy and laity. It is important that they find time for prayer and reflection in order to manage what will be a demanding task and a significant work-load.

Extensive travel throughout the Diocese of Norwich is required, as well as occasional national travel.



Key relationships

The job reports to/is responsible to the Bishop of Norwich and the Diocesan Secretary, and will work closely with the following, in addition to their own teams:

- Bishop of Thetford (Ministry) and Bishop of Lynn (Mission) and other members of the Bishop's Staff.
- Diocesan Director of Finance and other members of the NDBF Senior Leadership team.
- Strategic Programme Manager and HR Manager.
- Chief Executives of the Diocesan Multi Academy Trusts.
- Rural Deans and Lay Chairs.
- Clergy and Laity across Diocese.
- Para-diocesan charities engaged in mission e.g. Imagine Norfolk Together and others.
- Directors of Mission and Ministry working in other dioceses.



Main duties and responsibilities

General

- Work closely with the Bishop and Suffragan Bishops, together with the Bishop's Staff and the Bishop's Council of Trustees, to deliver our vision for discipleship, mission and ministry across the Diocese.
- Lead and oversee the work of the Mission and Ministry Team to ensure that members are well supported, have adequate resources, and their work is aligned to and delivers its areas of responsibility within the Diocesan Vision, Priorities and Strategic Projects.
- Contribute to the capacity of the Mission and Ministry Team by being a practitioner serving the diocese.
- Model good practice in mission and ministry by responding to invitations to preside and/or preach/speak across the Diocese at Sunday worship, at Deanery Chapters and Synods, parish weekends and away-days.

- Work collegially with the Diocesan Secretary, other directors and diocesan officers within the Parish Support Team, to foster and model collaboration.
- Engage in the Vision Programme Board, which is tasked with leading the oversight of work on the Diocesan Vision, Priorities and Strategic Projects.
- Be a member of the Bishop's Staff Meeting and NDBF Senior Leadership Team, and attend meetings of the Bishop's Council of Trustees and Diocesan Synod.

Ministry Support

Working with the Bishop of Thetford, the postholder will grow and oversee a team of leaders, who will in turn support their own teams to undertake the following areas of work that are strategically aligned to the Diocesan Vision and Priorities and support our missional agenda:

- Recruitment and vocational development of ordinands, licensed lay ministers and authorised worship assistants, with other forms of authorised ministry being developed, as well as laity using their skills to serve the Church at all levels in ways that are fit for the future.
- High quality training which supports ministerial and missional development in order to facilitate the effectiveness of clergy and lay ministers. This would include drawing on coaching, action learning sets / pastoral supervision and ministerial development review frameworks.
- Clergy wellbeing approaches that meet the expressed needs of those in local ministry so that our clergy thrive.
- Safeguarding training being embedded in all ministerial training and development programmes.

And other areas subsequently identified.

Main duties and responsibilities

Mission Support

Working with the Bishop of Lynn and Mission and Ministry Team, the post-holder will:

- Lead their team to support the development and delivery of a diocesan plan for mission and growth.
- Provide prayer support to underpin the design and delivery of our plans and to help us discern where the Holy Spirit might be leading us.
- Create and lead a mission-focused team to ensure strategy design has a strong evidence base, strong local ownership, robust project plans and is accurately costed.
- Contribute to successful funding applications that secure resources to fund our mission plans across the diocese

And to lead the newly recruited team to ensure that the following mission activity is aligned to the Diocesan Vision and Priorities. The implementation of parish/benefice mission planning including training, accompaniment and follow-up, and a timely response to help needed by parishes or benefices.

- Ministry with children, young people and families.
- Initiatives such as Leading Your Church into Growth and Partnership for Missional Church, including effective follow up.
- Initiatives in evangelism, including Fresh Expressions, mission with schools and school chaplaincy, sports ministry, church planting and grafts.
- Discipleship courses in order to make new disciples and foster a culture of life-long learning for discipleship across the Diocese.
- Protection of the environment as a mission priority for the diocese, including working with parishes in efforts to be Eco Churches as part of their discipleship, and liaising closely with those supporting parishes to reach Net Zero Carbon.
- Social mission in parishes, including the best use of diocesan charities and other partnerships.
- The formation of communities of learning and practice to support ministry in urban estates, coastal and rural communities.
- And other areas subsequently identified.

Cross cutting work Mission and Ministry areas

Work with the Bishops of Lynn and Thetford:

- Develop ways to ensure that chaplaincy and other non-parochial ministries, lay and ordained, feel integrated into diocesan life.
- Act as a point of contact for the Bishop's Advisers and, where not held elsewhere, for national or diocesan advisers to ensure good communication.

Main duties and responsibilities

Financial Planning and Resource Management

- Develop and manage the annual departmental budget in line with diocesan mission and ministry priorities identified with the Bishops of Thetford and Lynn, and with the Director of Finance.
- Authorise expenditure and payment of expenses in accordance with policy, and monitor against budget with the aid of management accounts.
- Ensure that parish mission development needs are analysed and met, maximise learning from national and local research, and be alert to and contribute to the preparation of applications for national church and other funding.
- Participate in an annual review to reflect on the outcomes of the previous year, agree objectives and establish a work plan for the forthcoming year, including highlighting any personal development needs.
- Establish a line management structure and annual professional development reviews for the staff within their areas of responsibility.

Policies, Processes and Procedures

- Delivery of key policies for discipleship and mission and ministry across the diocese.
- Work with the Diocesan Secretary, Director of Finance and Strategic Programme Manager and other colleagues to prepare applications for National Church and other funding.
- Management of grievances and disciplinary procedures within the Mission and Ministry team.

Information Management

- Ensure information management systems and policies are adhered to within the Team, including social media, GDPR and Data Protection Act 2018.

Safeguarding

- Ensure all Diocesan Safeguarding policies and procedures are adhered to, and all training undertaken by all Mission and Ministry Team and authorised volunteers.
- Participate in safeguarding training to senior level and any additional training and awareness relating to the specific sensitivities and responsibilities of the role.
- Participate in safer recruitment training and adhere to the Safer Recruitment policy and process.

Equality and Diversity

- Promote diversity and inclusion in the Mission and Ministry team and its activities.
- Ensure proactive support of the principles and practices of equality of opportunity as detailed in the DBF's strategies and policies, and in accordance with its legal obligations.

Person specification

The following areas outline what qualifications, training, experience and technical abilities the applicant will need to demonstrate.

Qualifications and Training

Essential

- A developed theology and personal commitment to mission and ministry, with an ability to express this.
- Practical awareness of mission and ministry issues in the Church of England.

Experience

Essential

- Experience of developing and/or leading strategic transformation programmes
- Experience of parochial mission and ministry in different contexts.
- Experience of building and leading teams, with a track record of working collaboratively.
- Proven ability as an effective leader who can inspire others and enable change in a variety of contexts.
- Experience of effective coaching, mentoring and supervising others.
- Financial planning, budgeting and resource allocation.
- Experience of successfully leading projects and programmes from initiation to completion

Desirable

- Skills and experience in conflict transformation and mediation.
- Experience of leading mission to those the Church doesn't currently reach.
- Experience of ministry in place of low household incomes and non-book culture.

Technical

Essential

- Ability to teach and facilitate learning with a range of learning styles.
- Strategic planning.
- Excellent communication skills including presentation and preaching.
- Competent IT skills, including the use of Microsoft Office and Outlook.

Person specification

Personal requirements

Essential

- Given the nature of the role and its central place in promoting and communicating the Diocesan vision, priorities and projects, and within the provision of the Equalities Act 2010, there is an Occupational Requirement that the post holder is a Christian and a Clerk in Holy Orders (Priest).
- A personal commitment to, and a passion for, the mission and ministry of the whole Church.
- A commitment to the development and formation of ministers, both lay and ordained, and modelling that in herself/himself.
- High emotional intelligence.
- Ability to form effective working relationships with a range of people.
- Demonstrable ability to enthuse and enable congregations and lay leaders to grow in confidence and to plan and implement mission.
- Willingness to work flexible hours, including weekends and evenings, whilst maintaining a healthy work/life balance.
- Sensitive to the different cultures, traditions and activities within the Church, and work in a way which is consistent with the Five Guiding Principles in the House of Bishops' Declaration on the Ministry of Bishops and Priests; maintain a consistent approach to clergy and non-clergy matters.
- Being able to travel and work flexibly around the diocese without recourse to public transport, and ability to attend meetings, including residential conferences, within the UK.
- A current and satisfactory enhanced disclosure certificate from the Disclosure and Barring Service is required in connection with this role.

Additional information

The Diocese

The Diocese of Norwich is one of the oldest in the country, it is also one of the largest in England in geographical area but with a relatively low density of population. It covers an area of 1804 square miles and had a population in 2021 of just over 928,000. It comprises almost all of Norfolk, save for most of two deaneries of Ely Diocese, and includes also a small part of Suffolk near Lowestoft. Apart from Norwich, home to the 900-year-old Cathedral, there are five significant towns: these include King's Lynn and Dereham in the Lynn archdeaconry, and Great Yarmouth, Lowestoft and Thetford in the Norfolk archdeaconry. The rural areas contain a scattered population living in communities ranging from market towns (of which Norfolk has many, most of them growing) to villages of various sizes and many very small remote hamlets. In terms of geographical area, the vast majority of the Diocese would be termed rural, whilst over half the total population is in urban areas.

The Diocese is divided into three archdeaconries (Norwich, Norfolk and Lynn) and 20 deaneries. It is served by 237 licensed clergy, 166 of whom are stipendiary, and 303 clergy with permission to officiate and 91 licensed lay ministers. There are currently 570 parishes (201 benefices) with 658 church buildings. The vast majority (89 per cent) are listed buildings. After the Diocese of Oxford, the Diocese of Norwich has more churches in use than any other in England despite having the third lowest population per church building (after Hereford and St Edmundsbury & Ipswich). We delight in having 108 church schools (nearly 50 are in our two multi academy trusts), and we have strong relations with many county and independent schools.



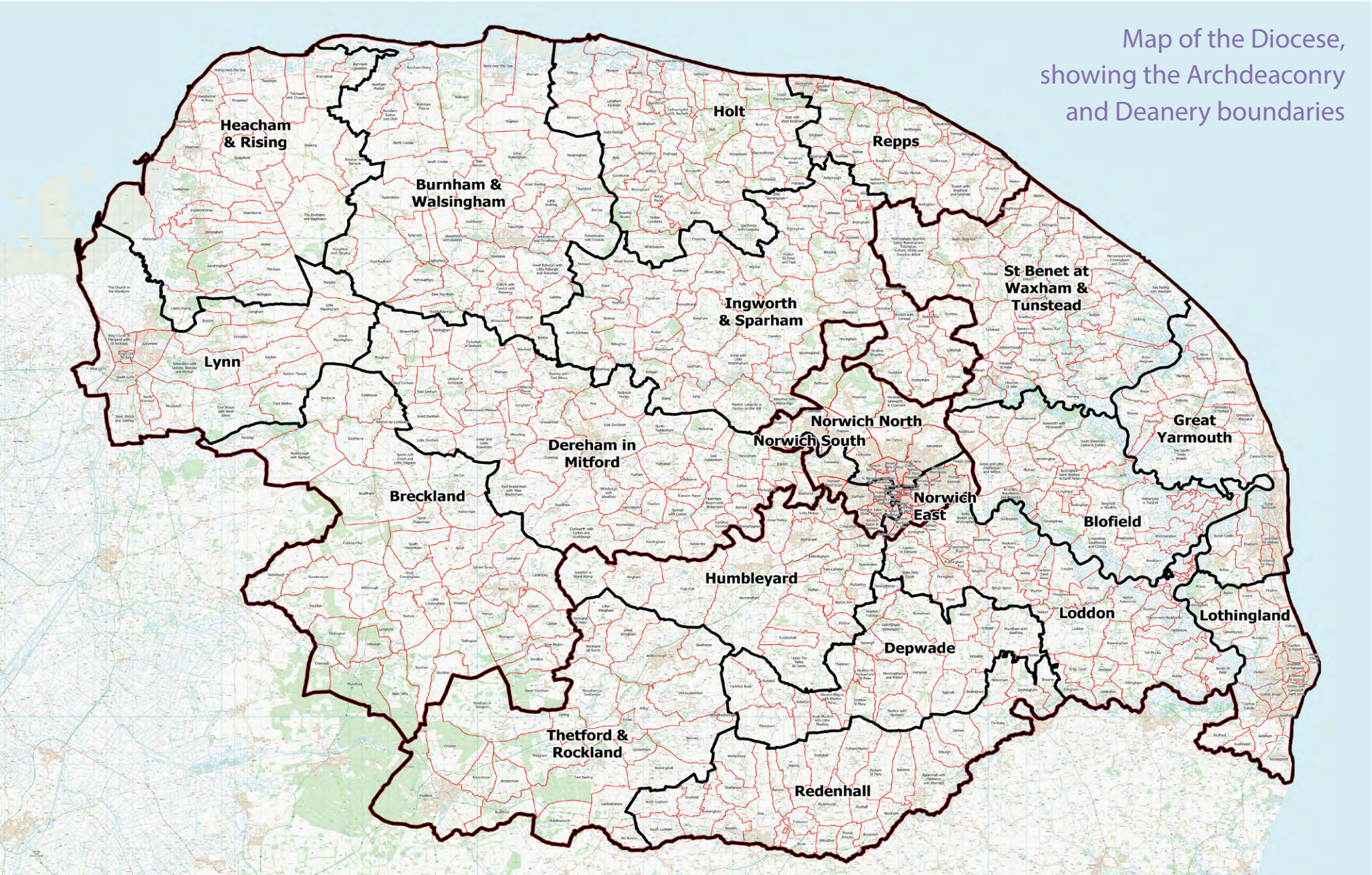
Additional information

A broad range of church tradition is present around the diocese, with many multi-parish benefices representing something of that diversity within their churches. Many of our clergy are familiar with the challenge of working across a variety of traditions and are comfortable with that. There are relatively few parishes that would want to campaign for a particular tradition, and many more that value the diversity within deaneries. The strongly relational ethos that undergirds the life of the diocese binds people from differing traditions together and helps to maintain harmonious relationships around the diocese, so that church tradition is rarely an issue. There are currently nine parishes in the diocese whose PCC has petitioned the Bishop of Norwich under the terms of the House of Bishops' Declaration on the Ministry of Bishops and Priests, and are under the care of the Bishops of Richborough or Ebbsfleet.

Ecumenical relations are good, with church leaders meeting regularly and Norfolk and Waveney Churches Together supervising local ecumenical partnerships. In most rural parishes, however, the only church is Anglican. This is in contrast to the city of Norwich, where the Roman Catholic Cathedral of St John the Baptist is situated, and the larger towns where other denominations and new churches (Soul Church etc) are found and often flourish.



Map of the Diocese,
showing the Archdeaconry
and Deanery boundaries



Bishop's staff and roles



Bishop of Norwich
The Rt Revd Graham Usher



Bishop of Lynn
The Rt Revd Dr Jane Steen



Archdeacon of Norfolk
The Venerable Steven Betts



Archdeacon of Lynn
The Venerable Catherine Dobson



Bishop-designate of Thetford
The Venerable Ian Bishop



Archdeacon of Norwich
The Venerable Keith James



Dean of Norwich
The Very Revd Dr Andrew Braddock



Bishop's Chaplain
The Revd Canon Sally Theakston



Director of Finance
Susan Bunting



Director of Property Services
Alan Cole



Director of Education
Paul Dunning



Diocesan Secretary & Chief Executive
Tim Sweeting

The Vision of the Diocese of Norwich

A new diocesan vision launched in 2021, Transformed by Christ – Prayerful, Pastoral, Prophetic, has been warmly received across the diocese, not least because it describes the role of every minister of the gospel and every parish/chaplaincy. The Diocesan Synod have agreed strategic projects around discipleship, ministry and the environment.

www.DofN.org/VisionProjects2021-2026

The Bishop of Thetford will play a key role in the delivery of these strategic projects, especially how we attract and recruit excellent lay and ordained leaders to an increased range of ministry pathways and support them to thrive.

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.

The vision for the Diocese of Norwich for the period 2021–2026:

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

Priorities that flow from this vision:

Prayerfully

- 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 children, young people and families.
- We will **live a life of generous stewardship** in response to God's gifts to us.

Pastorally

- 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**.

Prophetically

- 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.

Strategies to implement and measure the priorities:

This vision and priorities will change us. For each there will need to be interlinking strategies with attainable, costed, timed and reviewed outcomes. Our **diocesan resources will then need to align accordingly with this vision** which will mean that some current activities will need to stop. Communicating this simply, imaginatively and consistently will be crucial.

Only in Jesus Christ, who is the bread of life, will we find our way into the future we seek to inhabit and to which we are called in faith and hope and love.



Appointment Process

Deadline for applications is:
6 August 2023

Interviews will be held in Norwich on:
13 September 2023

The application form is available at:
www.DofN.org/mission-and-ministry-director

