Background and Introduction

Birmingham is the UK’s second city with the youngest urban population in Europe and one of the most lively and diverse regions. The Church of England Birmingham covers an area of nearly 300 square miles and includes parishes in the West Midlands including Birmingham and parts of Solihull, Sandwell, Warwickshire and Worcestershire.

Right at the heart of what we do there are over 187 Church of England places of worship with an average weekly attendance of 17,000 from a population of 1.5 million. These churches represent a wide scope of Church tradition and breadth of ethnicity.

It is a time of new opportunities and potential in the Church of England Birmingham as we seek to shape ministry for a changing church and world as part of our “Transforming Church - Shaping the Future” vision. We are looking for individuals who will bring imagination and strategic thinking, and who will relish the challenge of encouraging a diversity of vocations and exploring new training pathways in response to the particular needs of the Birmingham context.

This role could be filled by a full-time appointment or we would be happy to consider a part-time appointment in which case we would also appoint a part-time Assistant Director of Ordinands and Vocations Development. We therefore welcome applications from those who feel called to a full-time role as well as from those who would be interested in a half-time role, possibly combined with another of the part-time posts available.

In addition we are looking to appoint a number of additional part-time Assistant DDOs on a portfolio non-stipendiary basis to support this important area of work. The new lead Director of Ordinands and Vocations Development will oversee their work.
ROLE SUMMARY

Key working relationships
The Director of Ordinands and Vocations Development will be part of the Mission, Ministry and Vocations Team convened by the Bishop of Aston which also includes the Director of Ministry, the Director of Mission Learning and Development, the Director of Mission, the Directors of Growing Younger, and the Director of Reader Training.

- On matters of overall policy and direction of work, The Director of Ordinands and Vocations Development relates to the Bishop of Aston, the Sponsoring Bishop.
- He/she will report to the Director of Ministry on operational matters.
- He/she will maintain links with the Principals of the various Theological Education Institutions.
- He/she will liaise with the staff of the Church of England’s Ministry Division, including participation in national conferences and consultations.
- He/she will be part of the West Midlands regional network of DDOs.

Purpose of the Role:

- to lead in developing a culture that encourages all God’s people to discern and develop their gifts and calling.
- to establish a vocations strategy which pro-actively encourages the exploration of Christian vocations.
- to foster a greater diversity in candidates for both ordained and lay ministries.
- to oversee both local and national processes around selection for ordained ministry, to support candidates through these processes, and beyond into Initial Ministerial Educational (IME1).
- to contribute to the Diocese’s thinking about new patterns for ministry in accordance with the Church of England’s Renewal and Reform programme, and in response to the particular needs of Birmingham as we begin to reimagine ministry and effective Christian presence in each community.
- to be a diocesan resource-person with expertise in approaches to initial ministerial education within the Church of England, both residential and context-based.
- to oversee the development of work with clergy and other church leaders, to enable a prayerful, more effective discernment and confident nurturing of new vocations.

Key Responsibilities:

1. Vocations Development

Working and collaborating with colleagues in the Mission, Ministry and Vocations Team; Bishop’s Advisers; Archdeacons; and the Dean of Black, Asian and Minority Ethnic (BAME) Affairs, the Director of Ordinands and Vocations Development will:

- encourage a variety of lay vocations including, but not limited to, current authorised ministries, Reader ministry, other licensed Lay Ministry, and Church Army candidates.
- nurture a range of vocations to other forms of missional leadership, including to Church-planting / Fresh Expressions / Pioneer ministry, and identifying pathways for discernment.
- encourage lay and ordained vocations from under-represented groups including: those from BAME backgrounds; younger people and especially younger women; those from inner urban and outer estate contexts; and those with disabilities.
- lead and further develop the existing vocations team to encompass the discernment and fostering of lay vocations as well as ordained.
- keep abreast of and contribute to the National discussions on vocation.
- Foster personal and corporate prayer for vocation to ministry.
- be available to accept invitations to preach and to undertake vocations work in parishes, chaplaincies and deaneries, especially in assisting parish clergy, chaplains and lay ministers to foster a wide diversity of new vocations.
2. Director of Ordinands

The Director of Ordinands and Vocations Development will be responsible for overseeing all the processes involved with vocations to, discernment of, and initial training for ordained ministry, advising the Sponsoring Bishop about the suitability of candidates for selection, training, ordination, and initial ministerial deployment. This includes:

- encouraging a wide diversity of potential candidates to explore a call to ordained ministry, working with the team of Vocation Advisers, including the Young Vocations Champion and the Minority Ethnic Vocations Champion, to offer a range of vocational promotion material and encounter opportunities, such as the annual “Signposts” course. (To give an idea of the scope of this aspect of the role - the outgoing DDO has been recently working with around 50-60 initial enquiries a year).
- overseeing the discernment of vocations to the ordained ministry in association with the Assistant DDOs, Vocations Team, and leading the team of Examining Chaplains in advising the Sponsoring Bishop about the suitability of individual candidates for sponsorship for Bishop’s Advisory Panels.
- overseeing the work of the ADDO/s – delegating certain areas of the DDO’s overall responsibility according to the individuals’ gifts.
- overseeing all administrative work supporting the discernment process, including:
  - the preparation of application forms and sponsoring papers
  - taking up references
  - liaising with the Bishop’s Officer who deals with the Canon C4 Faculty process
  - ensuring DBS checks regarding candidates are completed before attendance at a BAP
- ensuring all candidates for ordained ministry participate in the formal discernment process, in accordance with the Church of England Criteria for Selection, advising and supporting them through each stage of their vocational journey, including:
  - interview with the DDO or ADDO
  - interview with two Examining Chaplains
  - meet with a psychological assessor appointed by the Bishop
  - interview of spouse/civil partner with DDO or ADDO
- preparing candidates for their Bishop’s Advisory Panel as appropriate, including:
  - organising work with a spiritual director
  - parish placements to broaden a candidate’s experience
  - work in developing interview skills
  - work in setting up an assessment for dyslexia if required.
- ensuring that adequate debriefing and pastoral care is offered to those not recommended for training for the ordained ministry
- keeping abreast of theological training courses and developments, and advising ordinands on programmes for their ministerial education in liaison with TEIs.
- overseeing the progress of those recommended for training during IME1 through to ordination as Deacon, sharing in the pastoral care of ordinands and their families in liaison with TEI staff, meeting each ordinand in training on at least an annual basis, and organising an annual Ordinands’ Day with the Bishops.
- overseeing the finances of those in IME1 training, including:
  - arranging diocesan grants for the maintenance of families of married ordinands in training at residential colleges
  - liaising with the Director of Finance and with the Grants Officer at Ministry Division in connection with the general financial oversight of both single and married ordinands
  - ensuring all financial matters relating to debt are resolved prior to training.
- interviewing and making recommendations regarding any change in a training course for a candidate, any request for an extension to the length of training, or any request for a further degree which is requested outside of Bishops’ Regulations.
• planning Ordination Services together with the Canon Liturgist, involving all arrangements regarding paperwork, robing, rehearsal and ordination retreat, and to liaise with the Retreat Leader. Attendance at the Ordination Retreat, taking particular responsibility for the liturgy and worship.

• Working with the Bishop’s IME2 Adviser to identify and advise the Bishop and Senior Staff on potential Training Incumbents and parish context suitable for Curacy, liaising with ordinands, TEI staff and potential Training Incumbents to ensure IME2 training contexts suitable for individual gifts and the mission priorities of C of E Birmingham.

• Working with the Bishop’s IME2 Adviser in ensuring that Curates and Tis collaborate in writing and regular revision of Working and Learning Agreements between Training Incumbents, Curates and Church of England Birmingham.

• Liaising with the IME2 Adviser in the provision of training for Training Incumbents.

• Interviewing, making recommendations, and preparing papers for consideration by the Candidates Panel of the Ministry Division, concerning:
  - self-supporting priests or deacons recommended for Assistant Ministry applying for transfer to Primary Responsibility/stipendiary ministry
  - deacons or priests ordained in Anglican provinces overseas requesting to minister within the Church of England;
  - deacons or priests ordained within another Christian denomination seeking to minister within the Church of England.

**Person Specification**

The person appointed will:

• have six or more years in ordained ministry, having fully completed IME1 and IME2 with Bishop’s recommendation for Common Tenure Primary Responsibility/Assistant Ministry;

• hold a university degree;

• be secure in their own faith and calling, nourished by a rooted spirituality, with commitment to continuing ministerial development;

• have proven experience of discerning and fostering vocations;

• have a commitment to the contribution of theological education and training in formation for mission and public representative ministry;

• have excellent oral and written communication skills;

• be able to contribute at strategic level to diocesan policy around vocations and ministry;

• be someone who is willing and able to relate to all traditions in the Church of England, appreciating the theological integrity of others;

• be able to work cross-culturally;

• be a team-builder and encourager;

• have a pastoral heart and be sensitive to the vulnerabilities of those exploring vocation, but also able to challenge directly and appropriately where there are causes for concern;

• be prepared and willing to work outside of normal office hours, including evenings and weekends as necessary;

• be able to deal effectively and thoroughly with paperwork and administration which form a significant part of the discernment and assessment processes.

• be committed to the safeguarding policy and practice of the C of E, including regular participation in training.

• have competent IT skills (in particular the use of Word, Outlook and databases)

• have a heart for mission and be committed to the outworking of the C of E Birmingham’s Transforming Church vision, along with the developments that have flowed from this – Growing Younger and Shaping the Future

*A driving licence and use of a car for work purposes is desirable*
TERMS AND CONDITIONS

Diocesan Director of Ordinands and Vocations Development

Hours: Full-time (5 days, 35 hours per week)
Salary: £25,365 (equivalent to a full stipend)
Housing Allowance: £9,870
Pension: Clergy Pension Scheme
Holidays: 25 days holiday per year plus Bank Holidays plus 3 additional Diocesan Discretionary Days
Employer: BDBF (Birmingham Diocesan Board of Finance)
Responsible To: The Bishop of Aston and operationally managed by the Director of Ministry
Responsible For: Part-time Assistant DDO/s, Vocations Team, Examining Chaplains Team, the Young Vocations Champion, the Minority Ethnic Vocations Champion.

APPLICATIONS

To download an application form please go to: http://www.cofebirmingham.com/vacancies/

Deadline for Applications: Friday 22nd September 2017

Interviews: Monday 2nd October 2017
(To be held in our offices at 1 Colmore Row, Birmingham B3 2BJ)

Please send completed applications to: jobs@cofebirmingham.com