

**Role title:** **Archdeacons' Coordinator for Parish Engagement**

Responsible to: Archdeacon of Leicester and Archdeacon of Loughborough

**Key relationships:**

A triad of key working relationships will form between this role, the Shaped By God Together Programme Officer and the Senior Parish Transition Officer. This will enable good communication, integration and liaison with regards to working with parishes as they form Minster Communities.

The postholder will also need to liaise closely with the Archdeacons' PA, Safeguarding Team and Church Buildings Team for certain aspects of the role.

Other Key relationships are: Assistant Archdeacons, Director of Parish Transition and Ministry Development and Team, Diocesan Programme Manager, Area Deans, PTMD Discipleship and Vocations Enabler, Area Deans

Salary: £40-42k

Contract: Fixed-term employed post for 2 years

**Role purpose:**

To represent the Archdeacons at an appropriate level in parish facing change processes and conversations related to:

- Minster Community formation
- Permissions for works to church buildings
- Churches where there are conversations about concerns over sustainability
- Embedding safeguarding policy and practice in newly formed Minster Communities.

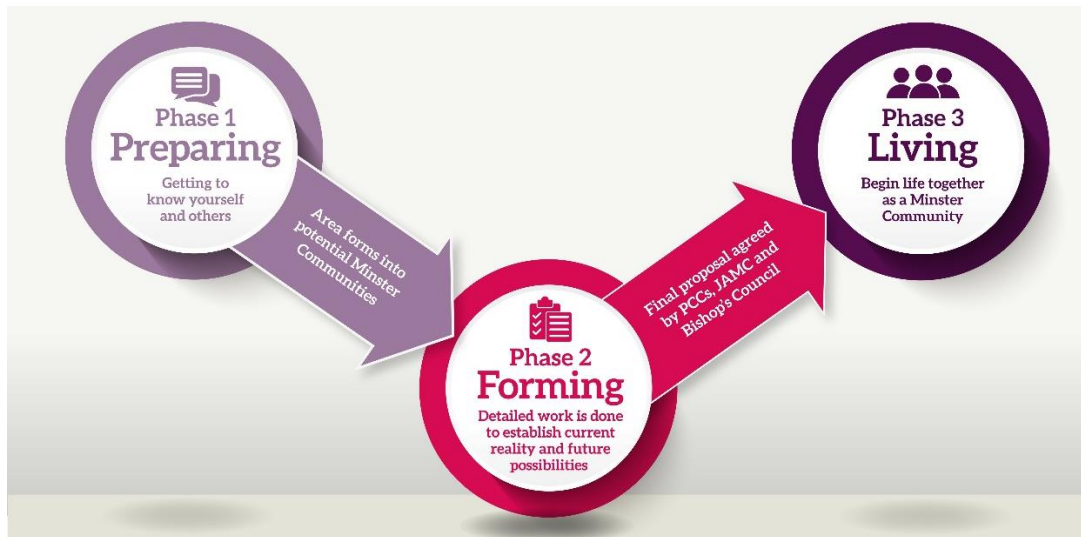
**Key responsibilities**

1. Minster Community formation process:

See below for diagram showing the three phases of the Minster Community formation process.

- i. Provide specific support for the transition from Phase 2 into Phase 3 including representing the Archdeacons at Co-ordinating Group meetings when appropriate, as they work through the detail of emerging Minster Community proposals, and briefing the Archdeacons regarding these proposals as they are developed.
- ii. Support the Minster Community as they shape and discern the vocational and ministry provision within the Community in Phase 3.
- iii. Develop working agreements to document the working arrangements between the oversight ministers and the associate ministers within a Minster Community and, where necessary, to assist in the process of conversations that precedes such agreements.
- iv. Provide support for current ministers, particularly stipendiary clergy, as they understand and transition through the change process of forming Minster Communities, including signposting to sources of therapeutic support provision as required.

- v. Provide guidance for the development of working arrangements between the parishes/worshipping communities in the Minster Communities, including setting up and facilitating, where necessary conversations between ministers about these arrangements.
- vi. Identifying where arrangements under v. necessitate change to the legal structures (Joint Church Councils or pastoral reorganization) and setting up and facilitating conversations leading to agreement on what changes are required.
- vii. Identify where early intervention and or facilitated conversations would be beneficial as part of phase 3 working in Minster Communities and provide facilitation or identify a facilitator as appropriate.
- viii. Liaise with the PTMD Discipleship and Vocations Enabler as they undertake the vocational discernment and development of current ministers in Phase 3.
- ix. For those involved in Minster Community formation phases 1 and 3, to be a first point of contact for, and to triage, enquiries/requests received through the Archdeacons' Office for support from church officers and clergy. This would include: directing to relevant Archdeacon, signposting to other support/advice needed (e.g. other diocesan teams such as Finance, Registry and PTMD), or offering direct support.



## 2. Buildings response: preparation and briefing

As directed by the Archdeacons, to undertake preparatory work in relation to proposals for work on church buildings, including finding out the details of the issue in liaison with local church officers, clergy and diocesan colleagues, and preparing a briefing for the relevant Archdeacon.

## 3. Churches where conversations are taking place or may be needed about the long term future

As directed by the Archdeacons (following consultation with the Church Buildings Enabler), to respond to requests for assistance from churches which are struggling in various ways that may prompt concerns for their future (eg serious issues with the building, lack of church officers).

- Accompanying the Church Buildings Team to meetings;
- Being a listening ear for concerned church officers or local people;

- Active involvement in informal and formal consultation processes around the future of church buildings.

#### 4. Safeguarding

Liaising with the Safeguarding Team to provide support to Minster Communities as they form (phase 2-3) to ensure that safeguarding policies, practices and culture are embedded in Minster Communities. This will include conversations with ministers and Safeguarding Coordinators and follow up on Safeguarding Dashboard reports.

<b>Generic Responsibilities for all DBF employees</b>	
1	To welcome visitors and/or receive incoming enquiries and telephone calls, dealing promptly and courteously with enquiries and ensuring high quality collegiality at all times
2	To ensure that all health and safety instructions are followed and that care is taken to ensure safety for self and colleagues, reporting concerns immediately
3	To undertake other duties as may reasonably be expected

## Person Specification

- Ability to triage effectively within the context of the Archdeacons' office and the role
- Ability to support and assist effectively at local level while remaining rooted in the big picture of Minster Communities and SBT
- Excellent facilitation and listening skills, able to draw the most important points out of a conversation or meeting
- Excellent written skills for technical documents: able to summarize information effectively and concisely in written form
- Comfortable with conflict and able to be a calm and non-anxious presence in difficult meetings, enabling conflict transformation
- Able to exercise influence without having direct authority, inspiring and giving confidence to others
- Personal warmth and ability to develop good relationships with a wide range of people
- Strong organizational skills
- Good knowledge of change processes and ability to implement them effectively
- Good understanding of the structure, breadth and dynamics of the Church of England and ability to work across different church traditions
- Creativity in problem solving
- Good IT skills (Microsoft Office and other common software)
- Able to work within agreed boundaries and take appropriate responsibility and accountability
- Able to maintain confidentiality
- Good team worker
- Able to work under pressure and manage changing priorities effectively
- Able to support people into vocational discernment and development with appropriate signposting
- Good knowledge and understanding of the following (or ability to acquire this knowledge quickly)
  - PCC responsibilities for church buildings and the relevant legislative framework and associated processes
  - Safeguarding policies and procedures
  - Church rules and processes such as the Church Representation Rules and Pastoral Measure
- Able to arrange own transport around the Diocese
- Commitment to undertake training as necessary (safeguarding and other)

There is an occupational requirement that the postholder is a practising Christian.