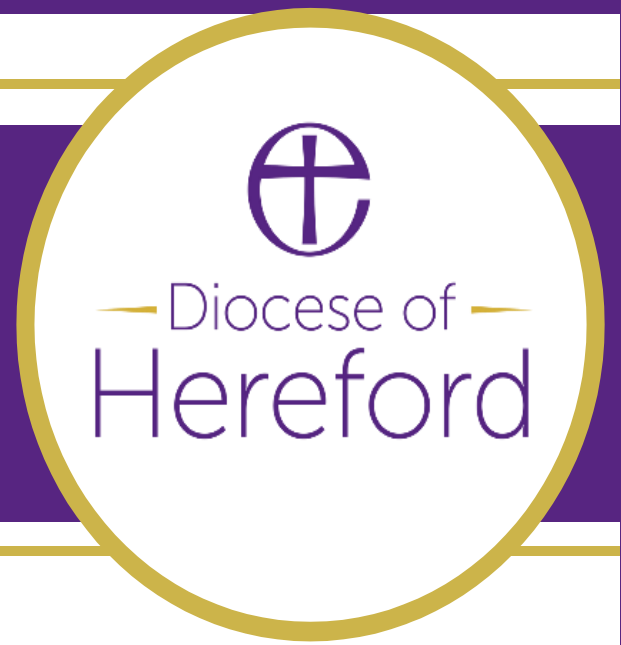


# Job Description: Ministry Development Officer (MDO) and Warden of Readers



## Job Purpose:

To oversee and develop the training and development of curates and newly admitted Licensed Lay Ministers (LLMs) through the programmes of Initial Ministerial Training (IME 2) for curates, and Post Admission Training (PAT) for LLMs.  
To oversee and develop the Continuing Ministerial Development (CMD) programme for lay and ordained ministers.  
To act as Warden of Readers.

## Dimensions:

To manage the Initial Ministerial Training for curates (IME 2) and LLMs (PAT), CMD and Reader budgets.

## Accountabilities:

### IME 2 and PAT

- To oversee the provision of suitable training and ministerial development for curates and newly admitted Readers / LLMs through an integrated IME 2 and PAT programme, including a range of training placements where appropriate.
- To develop and maintain effective working relationships with those in training and their Training Incumbents, arranging 3-way meetings as appropriate, and offering or ensuring additional pastoral care or support as necessary.
- To demonstrate and ensure best practice in terms of Safeguarding.
- To ensure suitable assessment processes are in place for those in training and to provide clear and evidence-based reports at key points.
- To continually monitor the quality of training provided through the programme and in home parishes and placement settings.
- To maintain clear and accurate records both online and in paper files, in line with GDPR.
- To continue to review and develop the programme to meet the learning and development needs of participants in line with national and diocesan strategy.
- To offer training and support to Training Incumbents, including group supervision, and to keep them fully informed of the IME 2 / PAT programme.
- To work with colleagues in the Mission and Ministry Team and wider diocese to deliver this programme.
- To work with colleagues in other dioceses in the region (Worcester, Gloucester, Lichfield, Birmingham, Coventry) where appropriate, and specifically to deliver initial training for Training Incumbents with Worcester and Gloucester Dioceses.
- To keep up to date with the latest developments in ministerial development and training, including coaching, mentoring, supervision, action learning and reflective practice.
- To develop and maintain relationships with a variety of providers (e.g. CPAS, CMS, LICC etc.) who may be commissioned to provide particular training.

## **CMD**

- To oversee the provision of a suitable CMD programme for lay and ordained ministers.
- To be able to offer or advise on bespoke training and development for those with particular ministry development needs, e.g. mentoring, coaching, pastoral supervision.
- To be able to offer Accompanying for clergy new in post and develop this programme if required through training and supervising a team of Accompaniers.
- To demonstrate and ensure best practice in terms of Safeguarding.
- To maintain clear and accurate records both online and in paper files, in line with GDPR.
- To ensure that training is linked to Ministerial Development Review processes where appropriate and to provide clear and evidence-based reports when needed.
- To continually monitor the quality of training provided through the programme and through other providers.
- To continue to review and develop the CMD programme to meet the learning and development needs of participants in line with national and diocesan strategy.
- To work with colleagues in the Mission and Ministry Team and wider diocese to deliver this programme.
- To work with colleagues in other dioceses in the region (Worcester, Gloucester, Lichfield, Birmingham, Coventry) to deliver aspects of the West Midlands CMD programme.

## **Warden of Readers / Licensed Lay Ministers (LLMs)**

- Offering pastoral support and leadership for Reader / LLM ministry within the Diocese.
- Attending to the ministerial development of Readers /LLMs and local ministers through annual reviews.
- Working closely with the DDVO on selection of new Readers / LLMs and vocations to lay ministry.
- To represent the diocese and actively engage with regional and national partners in the development of lay ministry.

## **Reporting to Bishops staff on an occasional basis**

- To keep the Bishop's staff abreast of training developments.
- To bring any other pastoral concerns as is deemed necessary.

## **Relationships:**

- The Bishop of Hereford
- The Archdeacons of Hereford and Ludlow
- The Director of Mission and Ministry
- The Mission and Ministry Team
- The Diocesan Board of Education (DBE)
- Working closely with the other officers tasked with developing vocations and training for ministry.

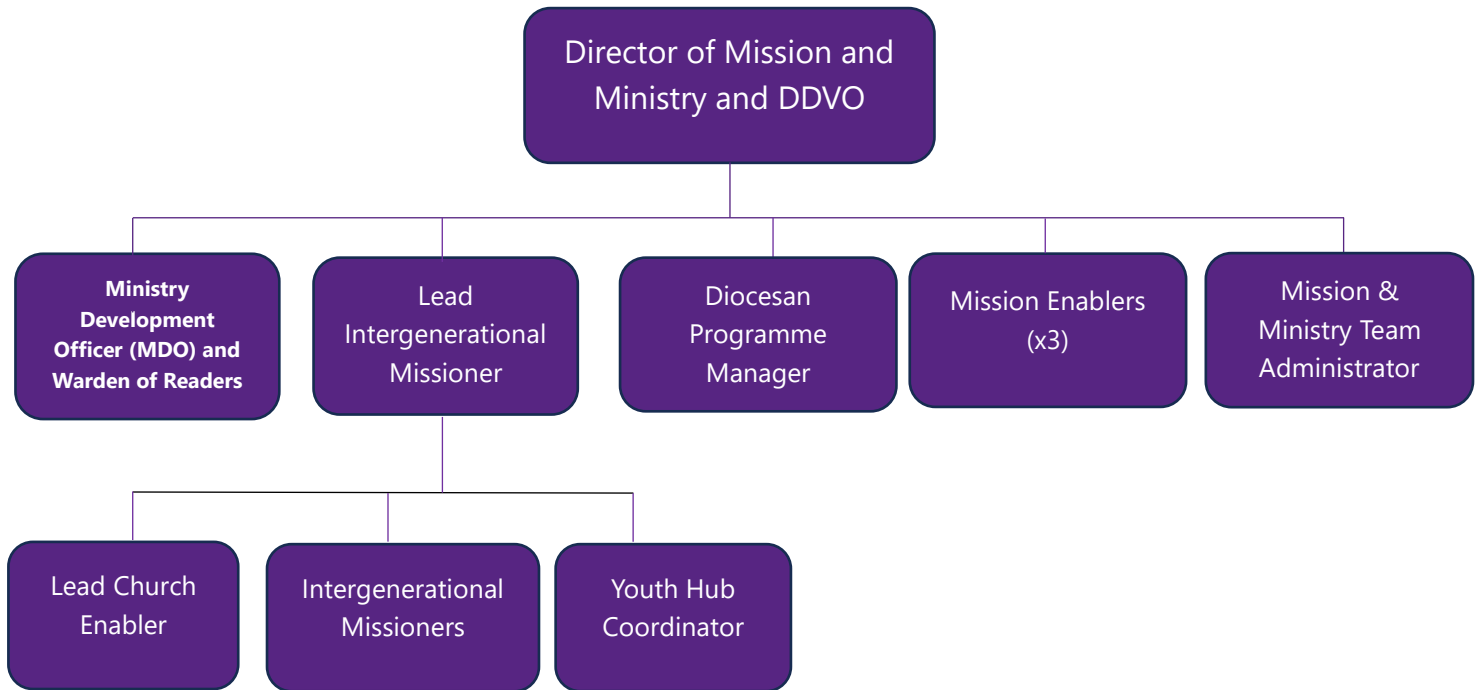
## **Occupational Requirement**

Given the nature of the role and its central place in promoting and communicating the aims of the Diocese and within the provisions of the Equality Act 2010 there is an Occupational Requirement that the post holder be a committed Christian

## **DBS**

Given the nature of the role an enhanced DBS check is required

## Organisation Chart



## Qualifications & Experience

AREA	ESSENTIAL	DESIRABLE
<b>Knowledge/ Qualifications/ Membership of Professional bodies (or equivalent)</b>	<ul style="list-style-type: none"> <li>Theology Degree</li> <li>Lay or Ordained person in communion or sympathy with the aims and ethos of the Church of England</li> <li>Clear understanding of and sympathy with the differing traditions of the Church of England</li> <li>Understands the complexities and breadth of ministry.</li> <li>A strong understanding of safeguarding best practice.</li> </ul>	<ul style="list-style-type: none"> <li>Ordained or Licensed Lay Minister (LLM) in the Church of England</li> <li>Postgraduate training in Theology</li> <li>Adult Education skills</li> <li>Training in Pastoral Supervision</li> <li>If ordained been a minimum of 6 years in Holy Orders and have parochial experience in the C of E at Incumbent Status.</li> </ul>
<b>Type of Experience required</b>	<ul style="list-style-type: none"> <li>Experience of training lay and/or ordained ministers.</li> <li>Experience of dealing with complex pastoral situations and situations of conflict.</li> <li>Experience of assessing suitability for ministry.</li> <li>Experience of reflective practice / pastoral supervision / coaching or similar</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of rural life and ministry in a rural context.</li> <li>Experience of managing a budget and administering it effectively.</li> <li>Experience of leading and developing a team.</li> <li>If ordained, experience as a Training Incumbent for curates or LLMs</li> </ul>

## Competencies

ESSENTIAL	DESIRABLE
<p><i>Skills/Aptitudes:</i></p> <ul style="list-style-type: none"> <li>• Highly skilled in all areas of adult education and training</li> <li>• Ability to develop deliver ministry training courses and events</li> <li>• Ability to enable reflective practice for ministry</li> <li>• Excellent communication skills both written and verbal</li> <li>• Able to relate well to others with different backgrounds and theological perspectives</li> <li>• Track record of working to deadlines</li> <li>• Discerning in the understanding and nature of calling and vocation</li> <li>• Ability to work in a team and build key relationships across the Diocese of Hereford</li> <li>• Ability to work under pressure during busy periods</li> <li>• Ability to critically evaluate a person strengths and weakness and the ability to give honest feedback to that person</li> </ul> <p><i>Personal Attributes:</i></p> <ul style="list-style-type: none"> <li>• A strong, secure and vibrant faith in Jesus Christ.</li> <li>• At ease with the full range of Anglican traditions.</li> <li>• Flexible approach to office life (including structure of working day)</li> <li>• Energetic and engaging</li> <li>• Fully supportive of the aims and ethos of the Diocese of Hereford</li> <li>• Excellent interpersonal skills</li> <li>• Flexible and capable in meeting the fast-changing world of ministerial development</li> <li>• Efficient in administration, well organised, reliable and punctual</li> <li>• Temperamentally a team player committed to collaborative working</li> <li>• Ability to transport themselves around a large rural diocese</li> </ul>	<ul style="list-style-type: none"> <li>• Highly skilled in a range of aspects of ministry and mission and training for these</li> <li>• Coaching or work consultancy skills</li> <li>• Conflict resolution skills</li> <li>• Skilled in developing and growing young leaders</li> </ul>