Archdeaconry of Hertford
Associate Diocesan Director of Ordinands
Role Description

Living God’s Love is the vision of the 336 parishes, 135 church schools and chaplaincies in the Diocese of St Albans. The vision is grounded in our love of God and love for neighbour that flows from God’s prior love for us. Its three priorities: growing deeper into God – transforming communities – making new disciples are furthered by Mission Action Plans to develop confident and outward looking mission leading to spiritual and numerical growth. Across Hertfordshire, Bedfordshire, Luton and Barnet the diocese nurtures vocation, equips lay ministry and fosters generous giving, all rooted in prayer.

Introduction

The Bishop of St Albans wishes to appoint a half-time Associate DDO (ADDO) to the Vocations Team. This is a new appointment to the Vocations Team, increasing its resources to meet the needs of a challenging strategy. Growing vocations, lay and ordained, is a key priority in the Diocesan strategy Living God’s Love (http://www.livinggodslive.org/home). The new ADDO will play a key role in helping to implement a vocations strategy for the diocese in line with the developing ministry strategy. This is an exciting and challenging time in the diocese and the post offers scope for a person with initiative and creative ideas in the area of vocations.

The core team comprises the Diocesan Director of Ordinands (half-time), the Canon Sue Groom, an Associate Diocesan Director of Ordinands (half-time) the Revd Em Coley and the Diocesan Vocations Officer, the Revd Charles Burch (half-time). The Vocations Team also includes eleven voluntary Vocations Advisors (four in the Bedford and Hertford archdeaconries and three in the St Albans archdeaconry). The DDO is the team leader. The new ADDO will work closely with the DDO, existing ADDO and the DVO in sharing the workload and tasks to enable those exploring vocations and those being sponsored for ordination training. The appointment will seek to bring balance to the skills and gifts of the Vocations Team and is designed to locate an ADDO in the Archdeaconry of Hertford. The Revd Em Coley is based in the Archdeaconry of St Albans and the DDO is based in the Archdeaconry of Bedford. Men are currently under-represented in the Vocations Team.

The Vocations Team reports to the Council for Discipleship and Ministry (CfDM) which establishes policy and practice for discipleship and ministry on behalf of Diocesan Synod and Bishop’s Council. The Vocations Team is one of three teams, along with the Ministry Development Team and the Parish Development Team, which supports and encourages all aspects of missional ministry in the diocese working under the oversight of the Director of Ministry (Revd Canon Dr Tim Bull) and in partnership with the Director of Mission (Revd Canon John Kiddle).
1. **Role Description**

The new ADDO shares responsibility with the DDO, existing ADDO and DVO, on behalf of the Bishop, for promoting vocations to lay and ordained ministry throughout the diocese and enabling men and women to pursue their sense of calling under God to ordained or lay public ministry within the Church of England. S/he is answerable to the Bishop working under the day to day oversight of the DDO.

The new ADDO will also serve a co-terminous appointment in the parish of Codicote, in the Archdeaconry of Hertford and the deanery of Welwyn Hatfield. The two appointments will be divided 0.5 as ADDO and 0.5 as Team Vicar (designate) of Codicote, proposed to be located in the Welwyn Team Ministry (in general, three days for ADDO three days for parish ministry).

2. **Key Responsibilities**

i. The ADDO shares with the DDO the nurture and support of candidates considering a vocation to ordained or accredited lay ministry. The ADDO will be asked to take particular responsibility for some candidates. The role includes:

   - interviewing candidates
   - liaising with the candidate’s incumbent
   - arranging and monitoring further exploration/development for candidates (e.g. acquiring wider experience, obtaining tutorial help)
   - initiating faculty applications under Canon C4
   - writing reports to refer candidates to the Bishop for sponsoring for a Bishops’ Advisory Panel
   - completing all the accompanying paperwork for sponsoring
   - drafting the Bishop’s letter to the candidate
   - follow-up interviews
   - monitoring progress during training and maintaining pastoral care
   - attending the Deployment Group as requested
   - helping to arrange title posts
   - assisting with the annual candidates conference with the Bishop
   - assisting with the ordination retreat and service
   - and any other duties as may be required for the work of vocations in the diocese

ii. The ADDO takes an active role in the Vocations Team, liaising with Vocations Advisors, attending meetings of the Team and contributing to a proactive approach to encouraging vocations, including taking opportunities, where possible, to preach and to address deanery chapters and synods.

iii. The ADDO will play a key role in assisting the DDO and the Vocations Team in developing the vocations strategy in order to achieve the goals and outcomes of the mission and ministry strategy of the diocese.

iv. The ADDO attends:

   - Vocations Team meetings
   - Meetings with DDO and Ministry Development (CMD) Team
   - The Bishop’s Staff Meeting when requested by the Bishop
3. **Person Specification**

- A commitment to the diocesan vision *Living God’s Love*
- A heart for mission, evangelism and growth
- An enthusiasm for working with candidates as they explore their sense of vocation combined with willingness to receive training on vocations procedures
- An understanding of the opportunities and challenges of authorised ministry and mission in the Church of England
- A commitment to developing young vocations
- Theological credibility especially with respect to a theology of lay and ordained ministry in the church
- Committed to collaborative working with proven experience in working as a member of a team
- Skills in interviewing and assessing potential for vocational discernment
- Ability to self-manage and prioritise a demanding workload
- Ability to make oral presentations
- Ability to write reports
- Basic IT skills
- The ability to travel around the diocese in order to meet the work requirements of the ADDO

The ideal candidate should also be able to demonstrate:

- Prior knowledge and experience of the selection procedures for ordained ministry in the Church of England
- An awareness of developments with regard to ordained pioneer ministry
- Previous experience of working in a Vocations Team or as a Bishop’s assessor or selector.
- A degree in theology or a related discipline

4. **Terms and Conditions**: The appointment is for two half-time co-terminous posts.

- **Appointment**: This is a full-time post, .5 as ADDO and .5 as Team Vicar (designate) of Codicote in the Welwyn Team Ministry. The appointment as ADDO will be under a contract of employment with the diocese and the appointment as Team Vicar will be
under Common Tenure with a Role Description and a Statement of Particulars.

- **Term:** The appointment of the ADDO will be based upon a probationary period of three months during which it may be terminated by either party by one month’s notice, and thereafter by three months notice on either side. Appointment is subject to enhanced DBS disclosure. (As the parish appointment is under Common Tenure, should either party wish to terminate the appointment of ADDO in the probationary period, further discussions would be required by all parties)

- **Stipend:** Clergy receive the diocesan stipend (£25,599) plus housing.

- **Pension:** The successful applicant will be offered a pension with the Church of England Pensions Board.

- **Hours:** The person appointed shall work not less than 42 hours per week in a six day working week divided approximately equally between the two posts. There are no specified hours of work. The post will involve evening work and the successful candidate will be expected to establish a flexible work programme. No overtime is paid.

- **Holidays:** Annual leave entitlement is 36 working days plus the statutory Bank Holidays in accordance with the entitlement for clergy

- **Expenses:** Approved expenses are paid in full through the CfDM budget at agreed rates.

- **Office Facilities and Administrative Assistance:** The vicarage will be the designated place of work. Administrative assistance from the diocesan office is shared with the other members of Vocations Team. There is a part-time Vocations Administrator, Barbara Young, who supports the Vocations Team.

- More detailed information on terms and conditions for diocesan staff will be found in the Staff Handbook.

Application by Common Application form (please be sure to address both roles in the application) to be submitted to The Ven. Dr Trevor Jones, Archdeacon of Hertford, Glebe House, St Mary’s Lane, Hertingfordbury SG14 2LE; or by email: archdhert@stalbans.anglican.org, by noon Monday 15 May 2015. Interviews will be held on 4 June 2015.

For further information regarding the ADDO position, please contact the Director of Ministry, the Revd Canon Dr Tim Bull, 01727 818151; regarding the Team Vicar (designate) at Codicote, please contact the Archdeacon of Hertford, 01727 818159.

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