

# Role Title: Assistant Director Lay Ministry

**ROLE PURPOSE:**

As part of the Lay Ministry Team within the Mission and Ministry Department, to assist the Diocesan Director of Lay Ministry in developing lay ministry in the Diocese, with a particular focus on Authorised Lay Ministries by encouraging enquirers, overseeing the process to Authorisation and reauthorisation; and working with the DDLM and Lay Development Officer to recruit, support and train the Authorised Lay Ministry Tutors. Assist with the recruitment and oversight of the Sunday Morning Resources.

| Accountabilities  | Measures of success   | What you need to know  |
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| <p><b>Role description:</b></p> <ol style="list-style-type: none"> <li>1. The role will report to the Diocesan Director of Lay Ministry (DDLM) and work collaboratively with other members of the Mission and Ministry Department to help lead the overall strategy and delivery of nurturing and equipping authorised lay ministry in the diocese.</li> <li>2. To work with the DDLM and members of the Mission and Ministry Team to ensure the effective delivery of the identified strategic priorities – growing and nurturing confident lay leaders.</li> <li>3. The role requires collaborative working with the Lay Ministry Development Officer (LMDO) and Authorised Lay minister (ALM) Tutors and with the Development Officers for both Children &amp; Families and Youth &amp; Families and with the Diocesan Development Officer for Schools..</li> <li>4. To oversee the development and on-going equipping of Authorised Lay Ministry across the diocese</li> <li>5. To ensure robust processes are in place and followed for the authorisation and re-authorisation of ALMs</li> <li>6. Overseeing the development of the Sunday Morning Resources.</li> </ol> <p><b>Specific duties:</b></p> <ol style="list-style-type: none"> <li>1. The role will report to the Diocesan Director of Lay Ministry (DDLM) and work collaboratively with the DDLM and Lay Ministry Team to promote ALM ministry across the Diocese – enabling Authorised Local Ministry to grow in number as well as younger and more diverse.</li> <li>2. Working with the DDLM, the Lay Ministry Team and Ordained Ministry Team to engage Incumbents in the vocational conversations and specifically to support them in the supervision of ALMs in their parish or benefice.</li> <li>3. Work with the DDLM and Lay Ministry Team and Incumbents to recruit ALMs across the Diocese.</li> </ol> | <ul style="list-style-type: none"> <li>• Good process for ALMs from enquiry to authorisation</li> <li>• Feedback from all stakeholders</li> <li>• Strength of relationships</li> <li>• Achieving deadlines</li> <li>• Regular 1-2-1 discussions and the annual appraisal</li> <li>• Contribution to the team</li> <li>• Growth in numbers of ALMs across the diocese, particularly in those areas that have historically had low numbers</li> </ul> | <p><b>Qualifications</b></p> <p>Ordained or Licensed Lay, with theology or a related subject studied to at least degree level (Level 5) or other exceptional proven ability to train others.</p> <p><b>Experience and skills</b></p> <ul style="list-style-type: none"> <li>• A Confirmed member of the Church of England.</li> <li>• Commitment to the development of the whole people of God as disciples of Jesus Christ.</li> <li>• Understanding of the Church of England and its missionary interface with contemporary society.</li> <li>• Understanding of and experience of providing accessible ways into learning</li> <li>• Understanding of and experience of the needs of people with a range of academic and lifestyle backgrounds, and the challenges they encounter in engaging with learning.</li> </ul> |

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| <ol style="list-style-type: none"> <li>4. Overseeing the processes from inquiry to authorisation, and after three years re-authorisation, to ensure that individual ALMs are trained, and supported. This includes oversight to ensure that incumbents and ALM have working agreements.</li> <li>5. Working with the DDLM, the Lay Ministry Development Officer and Tutors to ensure that individual ALMs are trained and supported.</li> <li>6. Working with the DDLM and Lay Ministry Team and LMDO to recruit, manage and provide ongoing support to a team of ALM Tutors for specialism courses and re-authorisation refresher courses.</li> <li>7. To work with the DDLM and LMDO to develop the Authorised Local Leadership specialism.</li> <li>8. To ensure that the Sunday Morning Resources are kept up to date and to edit the homilies.</li> </ol> |                          | <ul style="list-style-type: none"> <li>• Ability to deliver training in a range of modes and contexts.</li> <li>• Facilitation skills.</li> <li>• Ability to be flexible and to continue to develop planning in the light of changing needs.</li> <li>• Willingness to work flexible hours.</li> <li>• Confidence with IT and willingness to learn.</li> </ul>                             |
| <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>• Undertake any necessary training to ensure continuing personal development.</li> <li>• Participate in an annual review of performance.</li> <li>• Maintain professional and technical knowledge and keeping up to date with new and available technologies.</li> </ul> <p>Any other duties which might reasonably be requested in association with this role in order to meet the needs of the diocese.</p>  |                          | <p><b>How you act:</b></p> <ul style="list-style-type: none"> <li>• Excellent interpersonal skills, including a proven track record of strong team working.</li> <li>• Strong organisational skills, and the ability to manage a complex workload.</li> <li>• Ability to empower and support others.</li> <li>• Emotional intelligence</li> <li>• Ability to work independently</li> </ul> |
| <p>Agreed by Job Holder..... Date.....</p>   |                          |  |
| <p>Agreed by Manager ..... Date.....</p>   | <p>Review date .....</p> |  |