

Diocesan Director of Ordinands and IME2

Information Pack / October 2024



Introduction from Bishop Graham, the Bishop of Norwich

Welcome to the Diocese of Norwich and to this information pack about our vacancy for a Diocesan Director of Ordinands and IME2.

Thank you for your interest in the post. I hope and pray that what you read here will aid your discernment about whether God is calling you to work with us in this season.

This is an exciting time in the Diocese of Norwich. Our vision is to be Transformed by Christ: Prayerful, Pastoral, Prophetic. We are shaping our mission strategy to enable our benefices, chaplaincies and Christian communities to fulfil this vision. We have appointed three new mission posts, with national church funding, and will bid for further funding in the next twelve months. We are looking at the pastoral shape of the diocese so that God can be worshipped, good relationships built, and communities served in all places.

As DDO and IME2, you will play a major part in developing and supporting this vision. You will hold the vital responsibility for supporting people as they respond to God's call on their life right through to the end of their curacy. You will balance support for individuals with following a rigorous and tightly-defined selection process, considering the good of the Church and the emerging complexity of ministerial

context. You will also be asked to shape a coherent and ambitious Vocations Strategy and to encourage vocations across the Diocese.

It is a significant responsibility but not one you will bear on your own. You will be working alongside a team of bishops and archdeacons who are passionate about encouraging people to answer God's call and with a talented, stable and committed team of people involved in discerning and nurturing vocations, especially the ADDOs and other members of the Mission and Ministry Team.

To do all of this, you will be a person of humility and prayer, who works imaginatively and collaboratively whilst building trust. You will delight in the life of God's Church and rejoice in its well-being. You will seek always your own transformation in Christ. We will be praying for you as you read this information pack; pray also for us as we seek to do God's will here in Norfolk and Waveney.

+ *Graham Norris*

The Diocese of Norwich

The Diocese of Norwich covers an area of 1,804 square miles and has a population of nearly 930,000 (2021). It includes almost all of Norfolk save for two deaneries in the Diocese of Ely, and includes the Waveney district of Suffolk, near Lowestoft. Its significant towns are Norwich, King's Lynn, Dereham, Great Yarmouth, Lowestoft and Thetford.

Its rural areas have scattered populations living in communities ranging from market towns to villages and very small remote hamlets. Half the population of the diocese is in urban areas although, geographically, the vast majority is rural.

The diocese is divided into three archdeaconries (Norwich, Norfolk and Lynn) and 19 deaneries. It is served by 237 licensed clergy (166 of whom are stipendiary), 303 clergy with permission to officiate and 91 licensed lay ministers. There are currently 570 parishes (196 benefices) with 658 church buildings.

The vast majority (89%) are listed buildings. After the Diocese of Oxford, the Diocese of Norwich has more churches in use than any other in England despite having the third lowest population per church building (after Hereford and St Edmundsbury & Ipswich). We delight in having 108 church schools (nearly 50 are in our two multi academy trusts), and we have strong relations with many local authority and independent schools.

A broad range of church tradition is present around the diocese, with many multi-parish benefices representing something of that diversity within their churches. Many of our clergy are familiar with the challenge of working across a variety of traditions and are comfortable with that. There are relatively few parishes that would want to campaign for a particular tradition, and many more that value the diversity within deaneries.

The strongly relational ethos that undergirds the life of the diocese binds people from differing traditions together and helps to maintain harmonious relationships around the diocese, so that church tradition is rarely an issue. There are currently nine parishes in the diocese whose PCC has petitioned the Bishop of Norwich under the terms of the House of Bishops' Declaration on the Ministry of Bishops

and Priests, and are under the care of the Bishops of Richborough or Ebbsfleet.

Ecumenical relations are good, with church leaders meeting regularly and Norfolk and Waveney Churches Together supervising local ecumenical partnerships. In most rural parishes, however, the only church is Anglican. This is in contrast to the city of Norwich, where the Roman Catholic Cathedral of St John the Baptist is situated, and the larger towns where other denominations and new churches (Soul Church etc) are found and often flourish.



Purpose of the role

1. To play a key role in encouraging people to think about vocation in all its forms across the parishes, institutions and congregations of the Diocese of Norwich.
2. To oversee and direct the process of discernment, selection, training and formation from first inquiry about ordination through to the completion of a title post.

These two core responsibilities can be further broken down into the following sections:

- To lead on the development and delivery of a diocesan vocation strategy which results in an increase in the number of those offering for ordination and licensed or authorised lay roles, allowing us to become self-supporting in terms of ministerial leadership while also supporting and embodying our call to be a younger and more diverse Church.
- To encourage vocations across the diocese through preaching, talks and events, offering leadership and oversight among those working to nurture and encourage vocations.
- To advise the Bishop of Norwich and the Bishop of Thetford (as lead bishop for Ministry) around vocations, and about individual candidates for ordination during their selection, training and curacy.
- To provide guidance to those engaging in discernment towards ordination, supporting them through the selection process and subsequent training, as well as working with those who are not recommended for training.
- To ensure that IME2 is offered to a high standard, ensuring that our curates are well-supported and prepared for their future ministry in the life of the church, and that our training incumbents are also encouraged and equipped for their vital role.
- To model effective collaborative working with all of those involved in promoting and supporting vocation and ministry in the diocese as a key part of the Parish Support Team.
- To work with and to learn from the regional and national networks of DDOs as appropriate, ensuring that national initiatives are known in the Diocese and that the Diocese is known to the national church.
- To be known and know the theological colleges, courses and institutions through which candidates are trained for ministry, so that Norwich is known as a good diocese for placements and curacies and to raise the profile of rural ministry.

Towards a strategy for vocations

2024 and 2025 will be vital years in the development of an overall diocesan vision and strategy. We are called to be Transformed by Christ: Prayerful, Pastoral, Prophetic – and we have made a strong commitment to a parish system which is renewed and revived for mission. Vocation work will be an essential part of our effort as we build into the future.

A growing number of clergy and lay vocations is a sign of a healthy, confident church. Having a strategy to ensure that we are talking about vocations, encouraging them, overcoming obstacles to people coming forward and ensuring that we are treasuring the people God will be essential aspects of our wider diocesan strategy. The vocations strategy will be inspired by the diocesan strategy and will be an essential part of its success and realisation.

We need more people to serve as ordained ministers and licensed/authorised lay ministers because we believe that deep relationships and confident leadership are essential if we are to share the Good News in every community in Norfolk and Waveney. We seek to be self-sufficient in our ordained leadership, training and supporting ordinands in such a way that they long to serve in the Diocese of Norwich.

Our clergy and lay leaders must reflect the communities we serve in their background and culture. For example, we do not produce enough vocations from the rural parts of the diocese - and since we are committed to growing younger and more diverse, our vocations strategy is a central part of how we will enact our diocesan strategy in this area. As a diocese, we are committed to racial justice and have just produced a Racial Justice Toolkit. Developing and delivering a strategy which builds on the good things which are currently happening, grasping new opportunities, exploring new ideas and good practice and being more intentional about encouraging vocations in every part of the diocese (especially in the rural communities which are often under-represented in our ordinands) will be an important part of the role of the DDO and IME2.

Part of this work will be to agree our aspirations about the number of people being licensed and ordained and then to be creative and intentional about meeting them, in order that we see an increase in the number of those serving local communities and a consequent growth in the life of the church. This will include a fresh look at the nurturing of vocations to Self Supporting Ministry and ensuring consistency around licensing and authorisation of lay ministry, both to ensure best practice in safeguarding and that every person is valued.



The current context of the role

This post combines the work of the Diocesan Director of Ordinands with responsibility for the organisation and delivery of IME2 including support for assistant curates and training incumbents. It also has a key responsibility for nurturing and encouraging vocations across the diocese as we try to become more intentional and deliberate about encouraging vocations.

Over the last few years, the DDO has built up a team of excellent (voluntary) Assistant DDOs who work with individual candidates as they prepare to go to Selection Conferences. A Shared Vocation Space and a School of Mission have also been established that allow people to meet together to engage with the 5 Marks of Mission and the life of the church in 2024 as they begin their vocational journey. This year the two courses are running as one with 32 people attending.

In relation to IME2, there is close collaboration with the Diocesan Counsellor and Bishop's Adviser for Pastoral Care in supporting curates and training Incumbents in their working relationship. Several parish clergy lead curates' groups. The Director of IME2 is responsible for establishing the priorities and style of IME2 (in accordance with national guidance)

and ensuring its delivery, working closely with each curate to ensure their development and training as they prepare for a post of first responsibility, ideally within the Diocese of Norwich.

The Director of Mission and Ministry, the Revd Richard Lamey, leads the wider team and is the line manager of this role. In addition, the Bishop of Thetford is the sponsoring bishop for the diocese and oversees ministry (the Bishop of Lynn oversees mission) and works closely with the DDO and ADDOs.

The post-holder is likely to become the Diocesan Representative to, and a Diocesan Appointed Trustee of, the governing body of the Eastern Region Ministry Course (ERMC). The post-holder will manage his/her own budget in liaison with the Director of Mission and Ministry.



Key working relationships

Line Manager

Director of Mission and Ministry

Positions Managed

Administrator to the Diocesan Director of Ordinands

Assistant Diocesan Directors of Ordinands

Vocation Mentors

Vocation Champions

Key Relationships

Bishops of Norwich, Thetford (who is the Sponsoring Bishop) and Lynn (who is the lead bishop on Mission)

Archdeacons of Norwich, Norfolk and Lynn.

Diocesan Secretary (the postholder will be a member of the DBF staff team)

Diocesan Counsellor

Diocesan Safeguarding Adviser

SSM Adviser

CMD Officer

Parish Support Team Colleagues

Members of clergy in the Diocese

Church congregations



Person specification

Qualifications and experience

Essential

- An ordained Anglican priest with at least five years' experience in ordained ministry
- Proven experience of discerning and fostering vocations
- Able to contribute at strategic level to diocesan policy around vocations and ministry

Desirable

- Experience of managing budgets
- Experience of applying for grants

Knowledge and Skills

Essential

- Excellent in oral and written communication, including the writing of substantial and complex reports to a set format and delivering on time
- Understanding well the role of the training incumbent and what is entailed in supervision
- Well-organised and efficient, able to deal effectively and thoroughly with paperwork and administration which form a significant part of the discernment and assessment processes
- Talented in organising, developing and delivering effective learning and training
- Able to challenge directly and appropriately where there are causes for concern, or where injustices are identified
- Competent IT skills, including Microsoft software

Personal Attributes & Qualities

Essential

- Secure in their own faith, calling and knowledge of God, nourished by a rooted spirituality, with a personal commitment to continuing ministerial development and reflection
- Blessed with a pastoral heart, leading to the creation of suitable pathways for formation and development in the light of candidates' personal history
- Committed to learning the skills and practices of the role where there are currently gaps
- Honest and realistic at all times and committed to excellence both in how we support those discerning vocation and in what we seek for the church
- Willing to work in a range of teams, sometimes as the lead and sometimes as an adviser
- Able to always remember the delicate nature of their work and the vulnerability of those they work with
- A talented and empathetic listener
- Gifted in objective assessment and Christlike compassion
- An encourager of those whose work you oversee and of those who you are called to work with

Person specification

Values

Essential

- Committed to the safeguarding policy and practice of the Church of England, including regular participation in training
- Eager to preach on vocation, embodying commitment to the life of the church and the vital place priests have in its flourishing
- Passionate about developing vocations for traditional forms of church and pioneer ministry, to evangelism and outreach
- Able to relate to all traditions in the Church of England, appreciating the theological integrity of others
- Committed to encouraging diversity in vocations, embodying a belief in God's call to all people
- Longing for the success of the church's mission and growth, being committed to the outworking of the Diocese of Norwich's vision to be: Transformed by Christ: Prayerful, Pastoral, Prophetic. This will involve building and inhabiting a culture in which those who are nurtured within the diocese see the Diocese of Norwich as an excellent place in which to serve and lead

Availability

Essential

- The role involves attendance at meetings and events at a range of venues around the county, some on weekends, early mornings, or evenings. Notice will be given of these and time off in lieu is available
- Current driving licence and have a car available for travel. Many meetings are held in rural places where public transport is not available, across the Diocese and beyond



Other information

1. The Diocesan Director of Ordinands is appointed by and is ultimately responsible to the Bishop of Norwich.
2. It is an occupational requirement that the postholder is an ordained priest in the Church of England with at least five years' experience in ordained ministry. The post will be held under licence, but the postholder will be an employee of the DBF.
3. The Diocesan Board of Finance provides the post-holder with administrative assistance. A part-time administrator is in post, who works from an office in Diocesan House.
4. An induction programme will be arranged, including attendance at any relevant national initial training.
5. The post-holder is expected to attend regional and national meetings for DDOs, and to participate in relevant CMD. There is encouragement to take an annual retreat for which the Diocesan Board of Finance will pay reasonable costs.
6. The post-holder's ministry will be reviewed every other year by the Diocesan Bishop, or someone nominated by the Diocesan Bishop, in accordance with national and diocesan guidelines for Ministerial Development Review.
7. Appointment will be subject to an enhanced check via the Disclosure and Barring Service and all applicants will be expected to work within Diocesan policies and procedures.



Summary of Terms and Conditions

Role title

Diocesan Director of Ordinands and IME2

Salary

The stipend is set at that of an incumbent in the Diocese of Norwich (£30,638) and a house or housing allowance will be provided by the Norwich Diocesan Board of Finance (NDBF).

Hours

Full time – 35 hours per week over five days.

The postholder will be licensed to preach and preside in the Diocese of Norwich. Time spent preaching is claimed back as Time Off In Lieu.

Pension

Enrolment in the Church of England pension scheme, plus in-service life cover.

Annual Leave

25 days plus 8 public holidays, plus fixed days between Christmas and New Year. 3 additional days after completion of 5 years' service.

Term

Permanent. Probationary period will be 6 months.

Notice Period for both employee and employer

1 month notice during probation period, 3 months afterwards.

Expenses

Working expenses are paid at the Diocesan rates. NDBF is responsible for all travel, administrative, and other expenses reasonably incurred in the course of the post-holder's work.

Base

Diocesan House, 109 Dereham Road, Easton, Norwich NR9 5ES

You may also be required to work at other locations within the Diocese of Norwich in line with the requirements of your role.

Hybrid Working may be considered (up to a maximum of two days working from home).

Contract

The contract of employment will be with the Norwich Diocesan Board of Finance (NDBF).

Status

The successful applicant will need to show proof of right to work in the UK and an enhanced DBS check before taking up the post.

This job description is not an exhaustive document but is a reflection of the duties and responsibilities applicable at the time of issue. Details and emphasis are subject to amendment and revision in the light of the changing needs of the Norwich Diocesan Board of Finance Ltd.

Appointment process

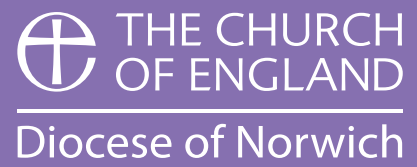
Deadline for applications is:
Thursday 7 November at 9am

Interviews will be held in Norwich on:
Thursday 21 November

Potential applicants should send a completed application form to: **hr@dioceseofnorwich.org**

For an informal discussion, please contact Revd Richard Lamey, Director of Mission and Ministry, on 01603 880853, or Rt Revd Ian Bishop, Bishop of Thetford, on 01953 528010





THE CHURCH
OF ENGLAND

Diocese of Norwich