

ROLE SPECIFICATION

1. The role specification gives an outline of the responsibilities of a position. These may develop while someone is in post and this document will need to be kept up to date.
2. After appointment it can act as guidance for the new person in role and can be used to support ministerial development reviews.
3. The areas in bold should be completed. The areas in non-bold are for guidance and example.
4. This document should not be considered in isolation but in the context of the vows and duties undertaken at ordination [and the consecration as a bishop] and also the Canons of the Church of England.

Role Title		Reporting to/working to	Position
Diocese		Reporting staff and clergy for whom there is direct oversight	Directly or indirectly
Financial framework	Any financial targets Or budget		
Purpose of the role	A brief summary of the reason for the role		

Main priorities of the role What are the key areas that need to be addressed in the next 3 years?	
1	
2	
3	

Main responsibilities of the role The areas and responsibilities listed below are for guidance only and are written generically. They will be different for each role and also more specific to the context. This is a key area in relation to Terms of Service.	
1 Evangelism, mission and growth	To guide the understanding of the Christian message in others in and outside the church To develop members of the church as disciples To attract people to the Gospel and build and expand church communities To take the Christian message to the secular world
2 Worship	To lead worship which is spiritually rewarding, challenging and refreshing which manages a balance between relevance and reverence To articulate and communicate the Christian faith To support individuals and the community with prayer To demonstrate theological expertise and presence To raise standards of liturgy across the diocese and to diversify styles of worship provided
3 Leadership	To work with others to devise and implement the diocesan strategy To lead and guide communities to develop and deliver their vision for the church To guide the development needs of others to allow them to maximise their potential To support those around them To offer guidance on local, regional and national agendas To provide a common vision in complexity and diversity
4 Creating healthy and flourishing church structures	To shape the organisation of the church and develop effective structures To implement changes through discussion and consultation To set and control the budget and finances of the diocese To ensuring that parishes are equipped to conduct their ministry
5 Re-imagining ministry	To develop effective patterns of lay and clergy partnership in ministry To encourage lay people in their ministry in the workplace To ensure effective MDR and oversight of clergy such that they are motivated to explore and experiment in their ministry
6 Community Transformation and public square engagement	To build and maintain key links and relationships in the community To work in partnerships with other faiths To build the capacity of the church to understand and engage with the world
7 Spiritual life and Personal Development	To possess an intellectual appetite and desire to learn To continue the personal spiritual journey and devotional life To nourish and develop different forms of ministry

Person specification		
Previous experience	Details of the experience and personal qualities required in order to carry out the role effectively. Below are <u>examples</u> only Split into <u>Essential</u> / <u>Desirable</u>	
Theology	Deep theological understanding Is an engaging and effective preacher and teacher. Is equipped to provide theological leadership and framing to diocesan life and projects.	Graduate degree in Theology
Vision for mission and delivery	Ability to attract people to the gospel Creative thinking about mission and ministry Able to lead worship and prayer in a thoughtful and inspiring manner	
Engagement in community life and public issues	Strong understanding of building communities Experience in transformative community engagement	Able to build communities and work in partnership Ability to develop and maintain relationships with secular partners
Formation of others	Energetic and creative around reshaping ministry – lay and ordained	
Management of resources and structures	Good listening skills Develop, nurture and encourage others Experience of budget management	Able to manage change Experience of disciplinary issues Has experience in implementation as well as strategic planning
Leadership and oversight of others	Able to lead and inspire Sense of authority Able to surface and manage conflict	Maintain a positive environment Courageous where necessary
Working with others	Comfortable with delegation to lay and clergy colleagues	Experience of drawing people together across church traditions and respected by them
Other		

House of Bishops

Benefits	
Details of the benefits for the role	
Stipend	
Pension	
Car	
Office provision	
Working Expenses	
Secretary	
Other benefits	

Background information on the diocese
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It is also useful to provide background information on the diocese. This will include any vision strategy documents and relevant financial information; a factual picture provides helpful context and the table below might provide a useful format:

Geographical area	Counties in area Major towns/cities		
Historical background	Diocese background		
Size of population	No. of population Trends in population Future issues		
No. of congregations	Parishes Benefices Deaneries	No. of clergy	Clergy Curates NSMs Lay posts
Sociological background	Population structure Issues facing area Regional problems		
Special features	Ecumenical structure Mission Ministry plans		