



DIOCESE OF  
**Bath & Wells**

Living the story. Telling the story.

gifts of all God's people • sustained by prayer • spiritual and numerical growth • sharing the story of Jesus • working for the  
journeying together • working for the com  
ng for the common good • worship and witness • loving and serving our communities • **Living and Telling** • trust in God's holy spirit • confident, every  
unities • releasing the gifts of all God's people

# Ministry Training Team Leader

## Application Pack January 2022

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## Contact details

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### Human Resources

Ph: 01749 685 113

Email: [recruitment@bathwells.anglican.org](mailto:recruitment@bathwells.anglican.org)

For an informal discussion about the role, please contact:

### **The Revd Charlie Peer**

Head of Mission Support and Ministry Development

Email: [Charlie.Peer@bathwells.anglican.org](mailto:Charlie.Peer@bathwells.anglican.org)

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Dear applicant

Thank you for your interest in the post of Ministry Training Team Leader with the Bath & Wells Diocesan Board of Finance (DBF). I am delighted to let you have details about the diocese and information about the post.

We hope you find the application pack provides all the information you need in order to consider your candidature for this post. If, however, you have any further questions please initially contact Human Resources.

Meanwhile, please find opposite, key dates for the appointment process. Should you decide to apply for this post we look forward to receiving your application and wish you well.

Kind Regards

Enita Andrews

**HR Manager**

## Applications

Applications must be received by **Sunday 13 February 2022**. Application forms, with a covering letter no more than one side of A4 describing what attracts you to this role should be returned to Human Resources either by post to The Diocesan Office, Flourish House, Wells, BA5 1FD or by email to [recruitment@bathwells.anglican.org](mailto:recruitment@bathwells.anglican.org).

## Shortlisting

To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification. A copy of our privacy policy for job applicants can be downloaded from our website.

## Interview

Interviews will take place in Wells on **Friday 4 March 2022**. Further details regarding the selection process will be communicated at the time applicants are invited for interview.

## Safeguarding

We are committed to the safeguarding and protection of all children, young people and adults, and the care and nurture of children within our church communities. We will carefully select, train and support all those with any responsibility within the Church, in line with Safer Recruitment principles. This means that we will:

- Ensure that our recruitment and selection processes are inclusive, fair, consistent and transparent.
- Take all reasonable steps to prevent those who might harm children or adults from taking up, in our churches, positions of respect, responsibility or authority where they are trusted by others.
- Adhere to safer recruitment legislation, guidance and standards.

Further information can be found in our Safeguarding Policy available on the diocesan website. All applicants are required to complete a Confidential Declaration Form as part of our recruitment process when an offer of employment is made. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment/appointment process and, when appropriate, the nominated safeguarding lead or someone acting in a similar role/position. All forms will be kept securely in compliance with the General Data Protection Regulation, 2018.



## **The Diocese of Bath and Wells**

The Diocese of Bath and Wells is one of 41 Church of England dioceses in the country. The diocese stretches from Portishead in the north to Crewkerne in the south, Minehead in the west to Frome in the east.

The diocese loves and serves the 940,000 people who live here through its family of 466 parishes and 181 church schools. This family works for the good of local communities in a range of practical as well as pastoral ways: caring for the vulnerable in our societies, supporting local families and encouraging children and young people.

Everything the diocese does is underpinned by prayer and worship and is driven by our vision:

“In response to God’s immense love for us, we seek to be God’s people, living and telling the story of Jesus.”

If successful in your application, you will be arriving in the diocese at a time of significant change and you will have a role to play in the diocesan strategy, which has these three strategic priorities:

- To place mission and evangelism at the heart of all we do.
- To re-align our ministry resources towards mission.
- To identify, develop, and release the gifts of all our people.

# Ministry Training Team Leader

## Introduction

Thank you for your interest in this post. This is an exciting opportunity for someone who is interested in developing training that genuinely equips people in ministry to serve, and to lead, in the light of all the challenges and opportunities of the current context for the Church of England.

## The Diocese of Bath and Wells

Please see the attached brochure which gives a snapshot of the context of the diocese, together with a summary of the key priorities in mission and ministry. These pages are taken from the statement of needs prepared as part of the discernment process for the next Bishop of Bath and Wells (an appointment is expected in the middle part of 2022).

## The Role

This job is titled “ministry training” as the postholder will be responsible for both Continuing Ministerial Development (CMD) and Initial Ministerial Education (IME) phase 2 in the diocese. However the person we seek will be more than simply an officer who administers a training programme. There is an opportunity to bring creativity to the design of ministerial formation in the diocese, and to work collegially to curate a programme that enables people in ministry to engage with the rich diversity of ministry contexts and mission opportunities in this diocese.

Prior to the Covid pandemic, a varied learning and development programme (renamed from the more traditional CMD) was on offer. As well as distinctive training for different ministries, many learning opportunities were open not only to licensed ministers, but also to anyone with an interest in the subject, allowing a rich cross-fertilisation of learning to take place, and encouraging a broad understanding of what “ministry” means in the diocese. Much of this has been on hold during Covid, and it is important that we now refresh the programme and offer a good range of learning and development once again.

IME phase 2 is running effectively, and the new team leader will inherit a healthy system of training for curates in the diocese. In this area there is also an opportunity to refresh the content, to ensure that newly licensed ministers are well equipped for today’s contexts. The team leader will also ensure that Reader IME phase 2 takes place in a way that is integrated with the clergy programme, so that newly licensed lay ministers and newly ordained ministers learn together.

Our vision for ministry training and formation is that it will:

- **Enable people in ministry to serve with confidence and joy.** There is a sense of weariness in some, especially the wake of the Covid pandemic, when circumstances have made ministry a draining experience in many places. We also sense a loss of confidence in some clergy and lay ministers – not necessarily confidence in themselves, but in what Christian ministry means at

this time, and what the future of ministry in the Church of England looks like. We want to create learning spaces which will give refreshment and renewal of vocation.

- **Equip ministers to understand their missional context.** Talk of “mission” and “growth” can be a source of anxiety to those who feel either ill-equipped, or that the rhetoric does not equip them to serve in their particular context. We aim to provide learning that is contextually appropriate and that enables a deep understanding of the different forms that mission takes, reflecting the breadth of the five marks of mission. In the support team and in the wider diocese there is expertise in pioneering, church planting, chaplaincy, youth ministry and the mixed ecology. There are examples of great missional practice in all contexts, from deep rural to deprived urban areas. Our ministry training needs to draw on this experience to enable all in ministry to learn from it.
- **Develop new ministries alongside those that already exist.** Our work on developing pioneering and chaplaincy in the diocese has made us aware that the shape of ministry is changing, and new forms of ministry are emerging to take their place alongside those of the inherited church. The learning and development programme will need to be flexible enough to encourage the emergence of new ministries, and to equip those who are called to them. The diocese is currently exploring focal ministry, and the development of what this looks like in our contexts is a crucial piece of work for the next few years.
- **Encourage the mutuality of lay and ordained ministry.** The development of lay ministries has been a priority for this diocese and we seek every opportunity for lay and ordained to learn and develop together. It is essential that the new team leader values lay ministry highly.

## The Training Team

The team leader will manage colleagues in the following roles:

- **Ministry training administrators.** Two people: one full time, one part-time who also works in the Deanery and Parish Support Team. Ensure the smooth running of events, courses, and all other admin associated with training, learning and development.
- **Developing Ministries Adviser** (part time). Responsible for developing new pathways of ministry training and support, with a particular emphasis on the emerging model of focal and oversight ministry in the diocese.
- **Counselling and Wellbeing Adviser.** Leads and manages the counselling and wellbeing service for clergy and others in ministry in the diocese. Works from home.
- There is also a vacancy for a part-time adviser role responsible for training associated with particular lay ministries (eg. Lay Worship Assistants, Lay Pastoral Assistants).

The role of team leader carries responsibility for establishing a good team culture with these colleagues, within the wider Mission Support and Ministry Development Team.

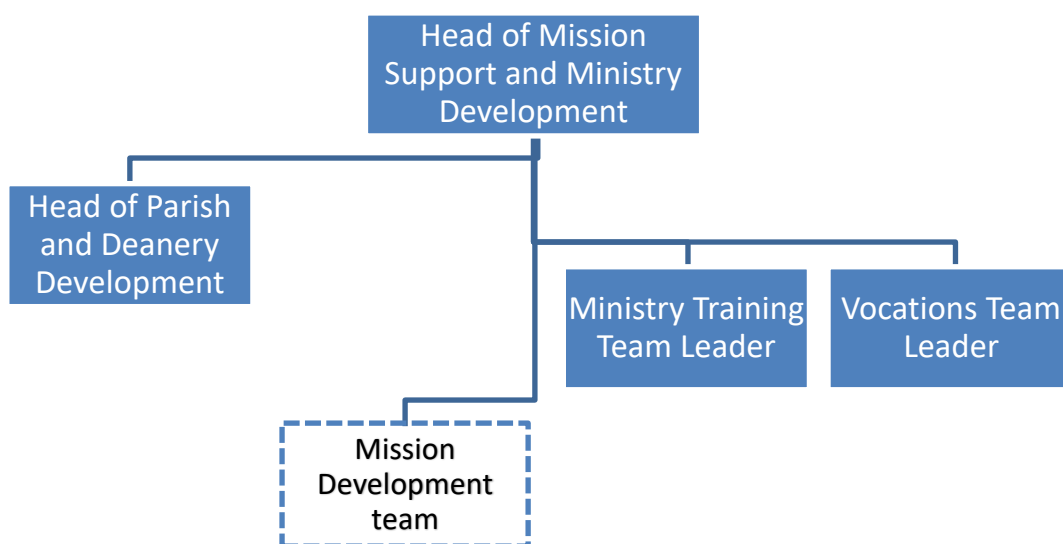
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In addition, the postholder will lead the team of Assistant IME Officers (AIMEs). The AIMEs are a team, mostly but not exclusively clergy, who give their time to support IME phase 2. The AIMEs carry out much of the hands-on meeting with curates and incumbents, and the reception of reports and theological reflections, allowing the team leader to take an overview while still being involved in situations that require the attention of the IME phase 2 Officer.

## The Wider Team

Ministry Training sits within the wider Mission Support and Ministry Development team. The postholder will belong the group of team leaders responsible for this wider team:



Working collegiately across team boundaries is an essential element of the team culture. This includes not only the teams shown above, but also valuable relationships with the Education and Faith Development team, and with colleagues in diocesan central services. For the Ministry Training Team Leader this will be particularly important for two reasons: to collate the wisdom and expertise of colleagues in different teams into the training programme, and to obtain an overview of all kinds of training offered across the diocese, with a view to being as integrated as possible.



## Job Description

**POST:** Ministry Training Team Leader

### Our vision

In response to God's immense love for us, we seek to be God's people living and telling the story of Jesus.

### Key Purposes of the Post

- To lead the Ministry Training Team ensuring effective support for all in ministry in the diocese
- To lead the design and delivery of an excellent learning and development programme, integrating lay training and lay leadership development with continuing ministerial development (CMD) for clergy.
- To ensure the learning and development programme effectively equips those in ministry to respond to the current missional context and challenges.
- To ensure the provision of appropriate support to licensed ministers at different stages of ministry, in line with diocesan and national policies.
- To lead the provision of delivery of IME phase 2 for clergy, and for Readers in the first year after licensing.

**LOCATION:** Flourish House, Wells, Somerset

**HOURS OF WORK:** Full time

**REPORTING TO:** Head of Mission Support and Ministry Development

### LINE MANAGEMENT RESPONSIBILITY:

- Developing Ministries Adviser
- Training and Ministry Administrator
- Counselling and Wellbeing Adviser

### VOLUNTEER MANAGEMENT RESPONSIBILITY:

- Assistant IME Phase 2 Officers



**KEY RELATIONSHIPS:**

- Bishop of Bath and Wells, Bishop of Taunton, Archdeacons
- Mission Development Team, Deanery and Parish Support Team, and colleagues throughout diocesan support services
- Training Curates and Incumbents
- Diocesan Clergy and Readers
- Lay ministers
- Parishes and deaneries
- Warden of Readers and Archdeaconry Wardens of Readers
- Staff at Ministry Division
- Staff at training institutions

**MAIN DUTIES & RESPONSIBILITIES:****Training, learning and development**

- Oversee the provision of an integrated learning and development programme using a variety of day, residential and longer learning programmes for the development of churches, clergy, Readers and lay leaders of all kinds in the diocese; which takes account of local needs, the diocesan vision and direction from Ministry Division.
- Ensure the needs of each specific ministry are catered for within the integrated programme, providing opportunities for clergy, and lay ministers to learn together as well as in their own cohorts.
- Ensure effective lay training and development is provided within the programme. Actively promote and champion the mutuality of lay and ordained, affirming the importance of lay leadership, ministry and discipleship.
- Work collaboratively with other teams across the whole of diocesan support services to ensure the coherence of the learning and development programme.
- Ensure that the learning and development programme effectively responds to current missional contexts and equips ministers and leaders for the opportunities and challenges that they face. Seek and collate the expertise and advice of colleagues, both in support services and across the diocese, in discerning what the priorities are.
- Contribute to the work of the South Central Regional Training Partnership.
- Be part of the team enabling the implementation of the Enabling Ministries programme, contributing to the ongoing development of focal ministry in the diocese and ensuring effective training and support is in place for focal ministers.
- Liaise with the other dioceses and training institutions in the South West in providing appropriate learning opportunities and identifying opportunities for further collaboration.
- Monitor and respond to policy reviews and changes from Ministry Division.

### **Ministerial Development and MDR**

- Keep the learning and development programme under review to ensure it meets the CMD needs of clergy and of Readers. Advise the Bishops' Staff on the continuing development of CMD policy in the diocese.
- Ensure appropriate support is available for new incumbents. Oversee a system of mentors for clergy, especially those in their post of first responsibility.
- Ensure facilitation is provided for reflective practice groups for clergy in positions of first responsibility, and other groups as appropriate.
- Oversee the system of clergy Ministerial Development Review in the diocese, in line with national guidelines. Ensure regular reviews of the effectiveness of MDR and training for reviewers.
- Discuss with individual clergy their Extended Ministerial Development Leave plans and oversee the EMDL policy.
- Be the point of contact and advice for clergy seeking financial assistance with higher degrees or other external CMD and oversee the policies for these areas.
- Maintain an effective Ministerial Development Review process for Readers.
- Attend the diocesan Readers' Council.

### **IME phase 2**

- Ensure the effective delivery of the IME Phase 2 training programme in line with national guidelines and with the aims of the diocesan learning and development programme.
- Ensure that training incumbents are adequately equipped and prepared for the arrival of a Deacon.
- Oversee the IME Phase 2 (clergy) year groups through recruiting, training and working with the network of Assistant IME Phase 2 Officers.
- Encourage, develop and communicate good practice in the training relationship between new ministers and training incumbents.
- Should difficulties arise, make appropriate interventions and/or escalate concerns as required.
- Manage the assessment in curacy process.
- Ensure that all policies and paperwork relating to IME Phase 2 are kept up-to-date in line with the requirements of the national church. Maintain accurate records and supporting documents for all curates.
- To participate in the annual review meeting and other meetings with the SC RTP to ensure development and quality assurance across the region.
- Ensure the delivery of IME phase 2 for Readers in the first year after licensing, integrated with clergy IME phase 2 wherever possible.

**Management and leadership**

- Lead the Ministry Training team, enabling the building of effective team working and sense of purpose, within the context of the diocesan vision and strategy.
- Monitor and manage the budget for training.
- Work within the overall strategic plan of Mission Support and Ministry Development, including attendance at regular meetings and contributing to joint projects. Contribute to diocesan groups and committees as required.
- Undertake any other duties as may reasonably be required.

## Person Specification

Key Criteria	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent</li> <li>• Substantial experience in training, adult education or Learning &amp; Development, including programme design and development</li> <li>• Knowledge of setting and managing budgets</li> <li>• Experienced people and team leader</li> <li>• Understanding or experience of supporting IME Phase 2 and ministerial development</li> </ul>	<ul style="list-style-type: none"> <li>• Wide knowledge of the Anglican Church and its ecumenical links</li> <li>• Has been a minister of the Church of England (either lay or ordained)</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>• Strategic and visionary thinker about what is required of ministry training at this point in time. Ability to perceive what people really need: the opportunities and challenges they are facing and how we best equip them to deal with those.</li> <li>• Theologically reflective – able to utilise reflective skills in practical decision making and policy writing</li> <li>• Demonstrated ability to work collaboratively and engage the interest, enthusiasm and experience of the team, colleagues and beyond</li> <li>• Able to communicate well, listen, converse and influence at different levels and with different personalities</li> </ul>	
Work-related Personal Qualities	<ul style="list-style-type: none"> <li>• A good understanding of the Church of England, its structures, functioning and traditions</li> <li>• Innovative approach</li> <li>• Collaborative</li> </ul>	

An Occupational Requirement exists for the post-holder to be a practising Christian of a denomination which is a member of Churches Together in England.

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## Main Terms and Conditions

Hours of Work	36 hours per week Core office hours are 9am until 5.15pm Monday to Thursday and from 9am to 5pm on Fridays with an hour unpaid lunch break taken as appropriate. Some evening and weekend work will be required. Flexible working and home working will be considered.
Salary	£37,000 - £42,000 per annum
Pension	Pension Scheme administered by the Church of England Pensions Board. The employer will contribute 10% of the employee's pensionable salary and the employee may choose to make an additional voluntary contribution of any proportion of their pensionable salary.
Holiday	25 days per calendar year plus bank holidays. The holiday year runs from 1 January to 31 December. Additional discretionary days are given at Christmas and Easter.
Expenses	All reasonable working expenses will be met at the agreed Diocesan rates.
Probation	This post will be subject to a probationary period.
DBS check	An enhanced DBS check is required for this role.