












Interim Change Minister

THE CHURCH OF ENGLAND
DIOCESE OF DURHAM

BLESSING OUR COMMUNITIES IN JESUS' NAME

Job Description & Person Specification

Job Description

Job Title:

Interim Change Minister

Grade

6.3 (£47,454 pa). Employed by the DDBF, holding SSM Bishop's Licence
See below for additional information.

Accountable To:

The Bishop of Durham and Archdeacons
Line management from the Growing Mission Strategic Lead

Hours & Term:

Full time, to include Sunday duties and Common Tenure requirements.
7-year fixed term.

Location:

Various parishes, as required, within the Diocese of Durham.

Key Relationships:

Bishop of Durham and Bishop of Jarrow
Archdeacons
Growing Mission Strategic Lead
Head of Programme Delivery for Diocesan Transformation
PCCs and congregations of parishes
Parish/Deanery clergy and lay leaders, including Area Deans and Lay Chairs
Other Interim Change Ministers
Growing Mission Enablers

Background:

Durham Diocese has a vision to *'Bless our communities in Jesus' name, for the transformation of all'.* Our Diocesan Transformation programme is a comprehensive, strategic plan to evolve and transform how ministry is delivered through the diocese, enabling us to increase our mission, deepen in discipleship, and engage younger generations. This is a significant and exciting chapter in our journey, and Interim Change Ministers will play a key role in this programme of strategic change.

Job Description

Job Summary:

Interim Change Ministers will work in parishes as an agent of change, equipping and enabling PCCs and congregations to address barriers to growth and change. Interim Change Ministers will be deployed to parishes where a need for change ministry has been identified from the Vacancy Audit Process (VAP), which is facilitated in all vacant parishes to enable self-reflection to recognise areas of strength and weakness across four key themes: missional potential, financial health, buildings fit for mission, and effective leadership and governance.

It is anticipated that a Minister will work in several parishes over the seven-year term, with postings expected to be between six months and two years. It is possible that the role holder could be deployed to more than one setting at a time. As DDBF employees, Interim Change Ministers are part of the Growing Mission team within the Diocesan Mission, Discipleship and Ministry team, and are line managed by the Growing Mission Strategic Lead and supported by the VAP and Interim Change Ministry Enabler.

Key Duties

1. Work with the PCCs and congregations in parish settings to address issues raised in the VAP, and any other challenges that are blocking the church from realising their potential. Enable the development of a strategy for change, including an implementation plan, which will include but not be limited to:

- Coming to terms with the past, losing old fears and finding new hopes
- Considering future witness, mission and ministry
- Reassessing resources, needs and priorities
- Identifying where and how change is needed, and working through inevitable transitions
- Making plans for the future to prepare for the next chapter of church life.

2. During each posting, be SSM Priest in Charge of parishes, fulfilling all usual clerical duties, and ensuring a good platform is built for the arrival of a new minister, where appropriate.

3. Bring about necessary changes in leadership, roles and structures; stimulate and champion the emergence of new leadership and giftings, especially lay.

4. Work with PCCs and congregations to enable parishes to have a fruitful, missional future.

5. Be an active and engaged part of the Interim Change Ministry Learning Community, contributing skills and experiences to build expertise and good practice.

6. Support wider strategic development and learning, to contribute to Local Transformation Planning within deaneries, the Vacancy Audit Process in parishes and to the Diocesan Transformation programme.

This list is not exhaustive and is intended to reflect the main tasks and areas of work. Changes may occur over time and through consultation with the postholder, who will be expected to agree any reasonable changes to the job description that are in line with the general nature of the post.

Job Description

Common Duties & Responsibilities

Health and Safety

Under the Health and Safety at Work Act 1974, whilst at work the post-holder must take reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions.In addition, they must co-operate with the DDBF on health and safety and not interfere with or misuse anything provided for their health, safety and welfare.

Confidentiality

The post-holder must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their line manager.

Safeguarding

The Diocese of Durham is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment. If at any time the post-holder becomes aware of a safeguarding risk, they should report it immediately to the Diocesan Safeguarding Officer (DSO).

Equality, Diversity & Inclusivity

The DDBF is committed to promoting a diverse, non-discriminatory and inclusive community that gives everyone an equal chance to learn, work and live free from discrimination, bias and prejudice. To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations. If at any time the post-holder sees or hears anything that could suggest a breach to our commitment and policy to equality, diversity and inclusivity or has any other reason to be concerned, it should be reported immediately to your line manager.

Genuine Occupational Requirement

Due to the nature of working in a specifically church leadership context, the post holder must be an ordained minister, eligible for Bishop's License within of the Church of England. This post is exempt under paragraph 3 of Schedule 9 of the Equality Act 2010. The Diocese of Durham supports and promotes the aims of the Church of England.

Person Specification

This section outlines the requirements and qualities the post-holder needs to fulfil the post. These are divided into 'essential' and 'desirable' criteria. 'Essential' criteria are those that the post-holder absolutely must have to do the job, that is the job cannot be done without those qualities. 'Desirable' criteria are those qualities that would be either useful, an advantage or preferable to have to do the job or those which can be trained to do, that is the job can be done without those qualities.

The table below also identifies how the criteria will be assessed. Please ensure that you demonstrate, as a minimum, the 'A' criteria on your application form.

- A - Application Form
- I - Interview

Ref:	Criteria	Essential / Desirable	A / I
Qualifications			
1	Educated to Degree level (or equivalent) or holding an appropriate theological/missional/evangelistic qualification.	Essential	A
2	Ordained and eligible to work as a priest within the Church of England, with at least 8 years in priestly orders.	Essential	A
Experience			
3	Experience of change management and conflict resolution.	Essential	A / I
4	Extensive experience of church leadership in Anglican parish settings, including at least one incumbency.	Essential	A / I
	Experience of the Vacancy Audit Process or similar audit tool.	Desirable	A / I

Person Specification

Knowledge			
5	Understanding of and a commitment to the context and culture of the North East region, along with contextual mission and ministry.	Essential	A / I
6	Understanding of the current structures, culture and breadth of the Church of England.	Essential	A / I
	Understanding of family systems theory, or appreciative enquiry, or similar tool.	Desirable	A / I
Skills & Aptitudes			
7	Ability to work collaboratively with lay leadership, local clergy and volunteers, and commitment to lay/clergy mutuality.	Essential	A / I
8	Ability to work effectively across the spectrum of Church of England traditions.	Essential	A / I
9	Good written and oral communication skills, ability to analyse and articulate complex information, be persuasive and sympathetically convey difficult messages when necessary.	Essential	A / I
10	A proven ability in managing conflict and dealing with difference.	Essential	A / I
	Skilled in problem solving, group facilitation and transition management, team building	Desirable	A / I

Person Specification

Personal Attributes & Competencies			
11	A deep commitment to a personal Christian faith with a motivation to see that grow in others and a prayerful and hopeful response to challenge.	Essential	A / I
12	A desire to meet or exceed standards, welcoming feedback, and continually seeking to improve, staying focused on goals over an extended period. A lifelong learner.	Essential	A / I
13	Demonstrated self-belief and self-awareness, having confidence in one's judgement and resilience in adversity, and managing emotions effectively.	Essential	A / I
14	Emotional intelligence, displaying empathy and understanding for the feelings of others.	Essential	A / I
15	Able to travel widely around the diocese; with evening and weekend work a core part of the role.	Essential	A / I

Additional Information

1. The role is a salaried post operating within the DDBF as employer and subject to the DBF Staff Handbook, as appropriate (please see point 7 below). Therefore, the role holder will be considered as an employee for tax purposes, and as SSM priest in charge of the parishes in which they are deployed.

2. The role holder will be subject to the Clergy Discipline Measure and will be accountable under the Professional Conduct of Clergy Guidelines.

3. The role will be remunerated at Grade 6.3. This role will not be eligible for the reward and recognition policy of DDBF employees.

4. The role holder will be eligible to remain in the clergy pension scheme.

5. The role will be subject to a 6-month probation period.

6. The role holder will not be required to live in the parish setting. They will not receive a housing allowance or HLC payment. Council tax and water rates will not be paid by the Diocese.

7. DDBF Employee staff terms and conditions apply with some exceptions: e.g. pension, working hours, holiday entitlement, expenses, reward and recognition policy. This is to reflect the role holder's employee status, whilst still retaining some aspects of clergy office holder terms and conditions.

8. Expenses incurred within the parish(es) will be reimbursed by the relevant parish or benefice. Commuting expenses to and from Cuthbert House are not reimbursed, but mileage from Cuthbert House or the role holder's home to the parish (whichever is the shorter distance) would be reimbursed.

9. Any fees accrued as a result of acting as SSM in parish(es) would be assigned to the diocese in the usual way.

10. The Interim Change Minister will be expected to engage in all appropriate Diocesan training and development.

11. The Interim Change Minister is expected to play a full part in relevant Deanery Chapter and Deanery Synod activities as agreed with relevant Archdeacon and Area Dean.