

ROLE DESCRIPTION AND PERSON SPECIFICATION

Job title:	Warden for Lay Ministry
Department:	Apostolic Life
Reports to:	The Officer for Lay Ministry and Training
Line manager to:	The Assistant Wardens
Key working relationships:	Officer for Lay Ministry and Training Assistant Wardens for Lay Ministry Chaplain to Retired Lay Ministry Assistant Chaplain to Retired Lay Ministry

1.0 Main purpose of job

- The Warden is responsible to the Diocesan Bishop for supporting and promoting the ministry of Readers and Authorised Lay Ministers in the Diocese. This is a voluntary role is for three years, renewable.
- Time commitment is expected to be 2-3 days a month.

2.0 Principal duties

- Share in the promotion of Lay ministry in the Diocese and keep in touch with national development in Lay and Reader training, ministry and lay discipleship.
- To work collaboratively with the Officer for Lay Ministry and Training and appropriate others in the development of CMD
- To oversee Reader MDR
- Ensure that pastoral care is adequately provided for lay ministers and become directly involved when appropriate.
- Providing resources for incumbents, churchwardens and retiring readers to enable a good transition into retirement in their parish.
- Is directly involved with Readers, Lay Apostolic Workers, ALMs and clergy if called upon to do by the Assistant Wardens in pastoral matters. The Warden always receives copies of correspondence on the latter. This may also include collaborative working with clergy, rural deans, archdeacons, and/or suffragan bishops.
- Works with the Officer for Lay Ministry and Training in organising the Readers' Licensing service and future commissioning services for ALMs. Assists with organising the annual Readers' pilgrimage and Lay Ministry day.

- Meets quarterly with the Assistant Wardens for Lay Ministry. The Warden is the line manager in their work.
- Attends the diocesan Council for Apostolic Life and Apostolic Life team meetings when invited to do so
- Represent the diocese on Central Readers' Council and attends other national and local meetings as required
- Chairs the Reader selection days as required

2.0 General responsibilities

- 2.2 The post holder will comply with all standards, policies and procedures set by the diocese including, but not limited to, those governing safeguarding, health and safety, data protection and confidentiality and equal opportunities.
- 2.3 The post holder is required to:
- support the ethos, aims and objectives of the Church of England and the diocese;
 - keep up to date with developments in their area of work;
 - engage in appropriate training
- 2.4 The post holder may be required to travel across the diocese and to meetings in London. Travel expenses will be reimbursed
- 2.5 The DBF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share that commitment.
- 2.6 This is a role to which an Occupational Requirement under paragraph 1 of Schedule 9 to the Equality Act 2010 applies, the requirement being that the post holder is a practising Christian.
- 2.7. This role is subject to an enhanced DBS check.

Review Date:

Signature of Line Manager:

Signature of Employee:

Next Review Date:

PERSON SPECIFICATION

Criteria		Essential	Desirable
Qualifications	Successful completion of a recognised theological and formation programme (e.g. Licenced Lay Ministry, Authorised Lay Ministry, Church Army)	√	
Knowledge and Experience	Knowledge and understanding of the Church of England with its roots in Scripture, Tradition and Reason.	√	
	Familiarity with recent thinking and developments in the field of lay ministry and the relationship between ministry and mission	√	
	Experience providing support, guidance or mentoring to individuals and groups	√	
	Excellent verbal and written communication skills	√	
	Excellent organisational, planning and coordination skills	√	
	Ability to network, collaborate and build relationships with a diverse range of people and church and theological traditions	√	
	Good IT skills, including working knowledge of MS 365 suite (Word, Outlook, SharePoint etc)	√	
		Essential	Desirable
Personal Qualities	Professional, positive, friendly and approachable	√	
	High levels of enthusiasm, self-motivation and a self-managing attitude	√	

	Collaborative and supportive when working within a team	√	
	A strong commitment to safeguarding	√	
	Willing to travel for work purposes		√