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**DURHAM DIOCESAN BOARD OF FINANCE**

**JOB DESCRIPTION**

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| **TITLE:**  **GRADE:** | **INTERIM CHANGE MINISTER**  **(7-year post)**  Grade 6.3 employed by DBF, holding SSM Bishop’s Licence (£42,934) |
| **ACCOUNTABLE TO:**  **REPORTING TO:**  **SUPPORTED BY:** | The Bishop of Durham & Relevant Archdeacon  Archdeacon of Durham with Diocesan Responsibility for Mission, Discipleship & Ministry  Vacancy Audit Process & Interim Change Ministry Coordinator |
| **LOCATION:** | Various parishes, as required, within the Diocese of Durham |
| **HOURS:** | Full time – to include Sunday duties and Common Tenure requirements |
| **KEY RELATIONSHIPS:** | Bishop of Durham and Bishop of Jarrow  Archdeacons  VAP & Interim Change Ministry Coordinator  Other Interim Change Ministers  PCCs of parishes  Parish/Deanery clergy and lay leaders |
| **BACKGROUND:** | The mission of the Diocese of Durham is to “*Bless our communities in Jesus’ name for the transformation of us all*”. Following a period of prayer and shared reflection the Diocese identified four missional priorities for the five years commencing 2021:   * Energising Growth; * Engaging with Children, Youth and 18-25s; * Challenging Poverty; * Caring for God’s Creation.   The focus on these four missional priorities runs alongside the continuing diocesan programme, to evolve and transform how ministry is delivered throughout the Diocese.  As part of our programme of strategic change, Interim Change Ministers will be deployed to parishes where a need for change ministry has been identified from the vacancy audit process. |
| **JOB SUMMARY:** | To work in parishes as an agent of change, equipping and enabling PCCs and congregations deal with barriers to growth and change. It is anticipated that a minister will work in several parishes over the seven year period – postings are likely to be between six months and two years. It is possible that the role holder will be deployed to more than one setting at a time. |

**KEY DUTIES:**

1. Work with the PCC(s) and congregations in parish settings to address issues raised in the vacancy audit process, and any other issues that block churches from realising their potential; developing a strategy for change, including an implementation plan. This will include enabling the parish(es) to:

* come to terms with the past, lose old fears, find new hopes;
* consider future witness, mission and ministry;
* reassess resources, needs and priorities;
* see where and how change is needed, and work through inevitable transitions
* make plans for the future and prepare for the next chapter of life.

1. Be part of a learning community for Interim Change Ministers, building expertise and good practice.
2. Act as SSM Priest in Charge of parish(es), 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 change in leadership, roles and structures; stimulate and champion the emergence of new leadership and giftings, especially lay.
4. Manage a budget to support their interim post (authorised by the Archdeacon) to ensure outcomes are in line with the strategy and implementation plan.

*This list is not exhaustive and is intended to reflect the main tasks and areas of work. Changes may occur over time, and after 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.*

**COMMON DUTIES AND RESPONSIBILITIES:**

**Health and Safety**

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

**Confidentiality**

You must not pass on to unauthorised persons any information obtained in the course of your duties without the permission of your line manager.

**Safeguarding**

If at any time the post-holder sees or hears anything that could suggest a safeguarding risk or has any other reason to be concerned, it should be reported immediately to the Diocesan Safeguarding Adviser (DSA).

**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 Licence 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 in order to fulfil the post. These are divided into ‘essential’ and ‘desirable’ criteria. ‘Essential’ criteria are those that the post-holder absolutely must have in order 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 in order to do the job or those which can be trained to do, that is the job can be done without those qualities.

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| **Ref:** | **Criteria** | **Essential /**  **Desirable** |
|  | **QUALIFICATIONS** |  |
| 1 | Educated to degree level or equivalent, or holding an appropriate theological/missional/evangelistic qualification. | Essential |
| 2 | Ordained and eligible to work as a priest within the Church of England, with at least 8 years in priestly orders. | Essential |
|  | **EXPERIENCE** |  |
| 3 | Experience of change management and conflict resolution | Essential |
| 4 | Extensive experience of church leadership in Anglican parish settings – including at least one incumbency | Essential |
| 5 | Experience of the Vacancy Audit Process or similar audit tool | Desirable |
|  | **KNOWLEDGE** |  |
| 6 | Understanding of, and commitment to, the context & culture of the North East region, along with contextual mission and ministry. | Essential |
| 7 | Understanding of the current structures, culture and breadth of the Church of England. | Essential |
| 8 | Understanding of family systems theory, or appreciative enquiry, or similar tool | Desirable |
|  | **SKILLS & APTITUDES** |  |
| 9 | Ability to work collaboratively with lay leadership, local clergy and volunteers, and commitment to lay/clergy mutuality. | Essential |
| 10 | Ability to work effectively across the spectrum of Church of England traditions. | Essential |
| 11 | Good written and oral communication skills, ability to analyse and articulate complex information, be persuasive and sympathetically convey difficult messages when necessary. | Essential |
| 12 | A proven ability in managing conflict and dealing with difference | Essential |
| 13 | Skilled in problem solving, group facilitation and transition management, team building | Desirable |
|  | **PERSONAL ATTRIBUTES & COMPETENCIES** |  |
| 14 | Able to travel widely around the diocese; with evening and weekend work a core part of the role. | Essential |

**Other 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.