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Role Description

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| **ROLE TITLE:** | Convenor of Self Supporting Ordained Ministers (SSOMs) |
| **SUMMARY:** | * An SSOM who gathers, supports and advocates for SSOMs in the Diocese of Bristol * An interface between the SSOM community and the Diocese of Bristol |
| **ACCOUNTABLE TO:** | Director of Mission and Ministry Support |
| **HOURS:**  **LENGTH OF POST:** | Up to one day per week  This is a three year appointment, renewable by agreement of the Bishop of Bristol and the post holder. |
| **SALARY OFFER:** | This is a voluntary post. |
| **KEY RELATIONSHIPS:** | Bishops of Bristol and Swindon  Archdeacons  SSOMs in the Diocese of Bristol  The Director of People and Safeguarding and the HR team  The Director of Mission and Ministry Support and members of the Mission and Ministry Support Team  Area Deans  Diocesan Support Services |
| **LOCATION**  **PURPOSE** | Home based  To support SSOMs in the Diocese of Bristol and to enable the Bishops, Archdeacons, and Diocesan Support Services to support them well**.** |

**MAIN RESPONSIBILITIES**

**Gathering**

* To provide opportunities for the Self Supporting Ordained Ministers of the Diocese to gather and share experiences, joys and challenges;
* Identify matters of shared concern amongst SSOMs;
* Identify opportunities for SSOMs to serve the mission and ministry of the church in the Diocese.

**Support**

* To promote good practice around the discernment, deployment, and exercise of SSOM;
* To contribute to the thinking about mission and ministry in the Diocese;
* To support the development of SSOMs in the Diocese.

**Advocacy**

* To promote and support vocations to SSOM in the Diocese of Bristol;
* To ensure that the concerns of SSOMs are heard by the Director of Mission and Ministry Support and the Bishop’s Staff Meeting;
* To share the unique contributions of SSOMs to mission and ministry in the church.

**NOTES AND CONDITIONS**

Budgeted expenses associated with the responsibility will be reimbursed by BDBF following presentation of receipts in connection with such expenditure for approval. A budget line to cover these expenses and other activities in support of this role is held by the Director of Mission and Ministry Support.

The postholder will be expected:-

* To be fully supportive of the Christian objectives and ethos of the Diocese of Bristol.
* To comply with terms and conditions of service.
* To adopt a flexible approach to changing patterns of work including times where there is a requirement to work outside normal office hours and undertake such other duties as are consistent with the job purpose.
* To promote best practice in meeting the requirements of Health and Safety legislation and comply with other relevant statutory legislation.
* To carry out duties in accordance with the Diocese of Bristol policy on equality and diversity.
* To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect.
* To develop oneself and others by making every effort to access development opportunities and contribute effectively by participating in the Diocese of Bristol’s personal development and performance review scheme.
* To be willing to undertake travel as required.
* To ensure that the principle of confidentiality and the requirements of the Data Protection Act are fully applied to all work of the Bristol Diocesan Board of Finance.
* To act in such a way that at all times safeguards the health and wellbeing of children and vulnerable adults. Familiarisation with and adherence to the Diocese of Bristol’s Safeguarding policies is an essential requirement of all employees as is participation in related mandatory/statutory training
* To undertake such other tasks as may be reasonably requested by the Bishop of Bristol

**GENERAL NOTES**

This is a description of the job as it is constituted at the effective date shown. It is the practice of the Diocesan Board of Finance to periodically review job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.

In these circumstances, it will be the aim to reach agreement on reasonable changes, but if agreement is not possible, the Board of Finance reserves the right to make changes to your job description following consultation.

**SAFEGUARDING**

The Diocese of Bristol is committed to safeguarding, safer recruiting practice and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the Diocese Allegations Management procedure will be followed, alongside implementation of the Disciplinary Procedure as required.

**Employee Specification**

**Selection Criteria**

*To enable us to shortlist in a fair and unbiased way it is absolutely vital that you provide us with sufficient information to demonstrate how you meet or exceed the criteria outlined in the vacancy description.*

**Qualifications**

Essential

* A Self Supporting Ordained Minister in the Diocese of Bristol

**Skills and Abilities**

Essential

* Excellent oral and written communication skills, able to represent the SSOM community
* Evidence of encouraging ordained and lay colleagues to take responsibility for their own development and support needs in ministry
* Skills in gathering colleagues for mutual support

**Knowledge**

Essential

* Knowledge of current issues in ministerial formation and the mission of the church;

Desirable

* Familiarity with the Church of England’s procedures for curacy and clergy development

**Experience**

Essential

* Experience of ministry within the Church of England at parochial level
* Experience of engaging with and being at home with the breadth of traditions within the Church of England
* Broad experience of discerning gifts and calling within ministry

Desirable

* Experience of advising and encouraging vocations to ministry.

**Personal Attributes**

Essential

* A lively and committed faith that sustains through times of challenge
* High emotional intelligence and self-awareness, and demonstrating critical discernment
* Able to have difficult conversations about sensitive matters, hold appropriate levels of confidentiality, and speak truth to power
* Evidence of commitment to their own continuing professional development
* Able to travel across the Diocese of Bristol

Desirable

* Able to work within a changing environment, adapting practices and approaches.

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| **Effective Date**: 16th July 2024  **Revised Date**:  **Ref**: Personnel/JD/ |