**DIOCESAN BOARD OF FINANCE**

Job Description and Person Specification

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| **JOB TITLE** | Convenor of Self Supporting Ordained Ministers (SSOMs) |
| **LINE MANAGER** | Director of Mission and Ministry Support |
| **SALARY** | This is a voluntary post |
| **HOURS** | Up to one day per week |
| **DURATION** | This is a three-year appointment, renewable by agreement of the Bishop of Bristol and the post holder |
| **LOCATION** | Home based |

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| **JOB 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   **Purpose**  To support SSOMs in the Diocese of Bristol and to enable the Bishops, Archdeacons, and Diocesan Support Services to support them well**.** |

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| **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 |

**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.

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| **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**  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. |

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| **CONVENOR OF SELF-SUPPORTING ORDAINED MINISTERS PERSON SPECIFICATION**  To enable us to shortlist in a fair and unbiased way it is helpful if you provide us with sufficient information to demonstrate how your skills and experiences meet or exceed the criteria outlined in the vacancy description. | | |
| Attributes | Essential | Desirable |
| Experience | * 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 | * Experience of advising and encouraging vocations to ministry. |
| Education/ Qualifications | * A self-supporting Ordained Minister in the Diocese of Bristol |  |
| Skills/ Ability | * Excellent oral and written communications 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 of current issues in ministerial formation and the mission of the church | * Familiarity with the Church of England’s procedures for curacy and clergy development |
| Personal | * 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 * To be fully supportive of the Christian objectives and ethos of the Diocese of Bristol. | * Able to work within a changing environment, adapting practices and approaches. |

**Date:** 18 July 2024