



Initial Ministerial Education Officer (Phase 2)

Appointment Pack
Spring 2024



Thank you for your interest in the role of Initial Ministerial Education Officer (Phase 2).

The IME2 Officer will work alongside the Deputy Director of Mission and Ministry and IME1 Officers in developing a thorough and transformative IME Phase 2 programme which equips curates and newly-licensed Readers for mission-focussed ministry within the Church of England in line with the national formation framework.

We are looking for someone with experience of teaching adults, an understanding of ministry, and an awareness of current issues related to training and formation within the Church of England. This is a 0.5 role, which may be combined with a 0.5 parish role.

If this could be you, we would be delighted to receive your application. If you would like an informal conversation to help you in considering your application please contact the Director of Mission and Ministry, the Revd Tim Lomax, via [Email](#) or phone 07342994171 - to arrange this.

We look forward to hearing from you!

A handwritten signature in dark ink, appearing to read 'David White'.

David White
Diocesan Secretary

Job Description

Job Title:	Initial Ministerial Education Officer (Phase two)
Department:	Mission and Ministry
Line Manager:	Deputy Director of Mission and Ministry
Reviewed By:	Deputy Director of Mission and Ministry

Job Profile

Purpose of the Role – The purpose of this role is to ensure that high-quality teaching and training is delivered to curates and newly-licensed Readers across the diocese for the purposes of their formation as priests and ministers. Both through involvement in parochial ministry, including the training and preparation of Training Incumbents, and also through structured diocesan provision – so that each one is fully equipped and prepared and formed for the demands of ministry.

Decision Making and Authority – The IME2 Officer is required to recommend, to the Bishop, sign off for curates as having reached the required standards and characteristics for ministry, and in addition to recommend the sign off for the renewal of Reader Licenses to the Warden of Readers. They have responsibility for the content, shape and delivery of the IME2 training programme and coordination and oversight of the formation groups. The role reports to the Deployment Group as the key decision-making body for the placement of curates and significant changes to the structure of the programme.

Guidance and Direction – The role is largely independent but liaises regularly with the Line Manager to ensure the high quality of the programme and to consider feedback from Deployment Group. The pastoral care of curates is held within this role and is largely reactive. The role requires creativity and independent working for the training programme to keep pace with contextual change.

Key Relationships and Context – The role relates within the department to the Deputy Director as Line Manager, and those responsible for IME1 to ensure coordination. The role liaises directly with the Deployment Group and the Warden of Readers as key stakeholders. In addition, the role liaises with key trainers who support the delivery of the training programme, the independent conveners for the reviews for the formation groups and with independent assessors for the final sign off. The role also is required to work closely with the Training Incumbents to ensure the formation and training is happening in context.

Pressure and Working Environment – The role has rigid deadlines for the curate and reader timetable, including the delivery of training, the assessments and the final reports and sign off. The role is approximately 50% desk based and 50% in face-to-face meetings with the key relationships. The role requires an agility to respond to complex pastoral situations and flexibility in delivering a detailed programme with many components which carries a significant level of demand.

Context of the Role

The IME2 Officer role will support Mission and Ministry colleagues in embedding our department purpose, vision and values in all our work:

Purpose - to enable people in every place in the diocese to glimpse the good news of Jesus and be empowered in their discipleship and calling.

Values - Resourceful, imaginative, caring, hopeful (RICH)

We are Inspired by Matthew 9:35-38 – ‘Ask the Lord of the harvest to send out labourers into his harvest’.

Vision - to see our people and places flourishing in God’s purposes and achieving our eight mission and ministry objectives:

1. *More activities that seek to grow discipleship enabling us to join in with God’s action in the world*
2. *Parishes equipped with appropriate ministerial capacity*
3. *Enhanced wellbeing of our ministers*
4. *Churches growing younger and more diverse*
5. *Parishes that are financially sustainable*
6. *More New Worshipping Communities*
7. *Parishes operating safely and with good governance*
8. *Net Zero Carbon by 2030*

Duties and Key Responsibilities

The IME2 Officer will work alongside the Deputy Director of Mission and Ministry and IME1 Officers in developing a thorough and transformative IME Phase 2 programme which equips curates and newly-licensed Readers for mission-focussed ministry within the Church of England in line with the national formation framework.

- The effective delivery of the IME Phase 2 training programme and formation groups with the aim of i) curates and Readers becoming effective and reflective practitioners and ministers and ii) curates being equipped to lead change for growth.
- Advises on Curates further study.
- Coordinates the ongoing monitoring and formal assessments for progress for curates and readers, including end of year reviews, final assessments, and preaching assessments.
- Oversight of the relationship between Curates, Readers and their Training Incumbents, through i) formal reviews and scheduled catch-ups for ongoing feedback, ii) equipping Training Incumbents for the ministry of supervision, iii) responding appropriately to pastoral concerns raised.
- Reports to the Deployment Group and i) advises on Curates moving on, ii) advises on significant changes to the training programme, and iii) liaises with others on critical pastoral issues.
- Reports where necessary to the Board of Mission and Ministry on planning and progress related to IME2 delivery.
- Collaborates with Mission and Ministry Department colleagues by contributing, where appropriate, with the shared vision and goals.

Diocesan Policies

- To be aware of and adhere to diocesan policies and protocols including, but not limited to, the areas of
 - Safeguarding
 - Data Protection and GDPR
 - Net Zero Carbon
 - Racial Justice
- To commit to undertake training and engage with information and instruction in respect of the diocesan policies and protocols referred to above.

Person Specification

Experience and Skills

The role requires graduate level or beyond education in theology as well as significant parochial experience, plus:

- an understanding of the distinctive ministry of lay and ordained people, and an awareness of the current issues related to training and formation within the Church of England.
- an understanding of the mixed ecology of church and of contextual mission and experience of leading change in a ministry setting.
- significant knowledge of the principles underlying adult learning, and experience in creating and delivering programmes of education.
- an ability to teach in a way that is sensitive to the needs and aptitudes of individuals and their different learning preferences.
- experience of interviewing and/or conducting reviews.
- a sound understanding of both the joys and challenges of parochial ministry.
- theological credibility especially with respect to a theology of lay and ordained ministry in the church.
- an ability to manage their own time and to prioritise a demanding workload.
- ability to work collegially, collaboratively and flexibly with others, being able to both give and receive appropriate management and leadership, high emotional intelligence.
- an ability to mediate and work in situations of conflict.
- skills in networking with people across the diocese and across the church traditions
- good skills in administration, paperwork and procedures; well-developed oral and written communication skills; and a high level of computer literacy.
- the ability and willingness to travel around the diocese as necessary for the work as the IME 2 Officer.

The Team

The Mission and Ministry Department covers a significant and broad spectrum of work encouraging, enabling and resourcing discipleship and vocations, a vibrant mixed ecology of church, clergy wellbeing and development, lay training and local contextual mission action plans. In all of this we are working to enable people in every place in the diocese to glimpse the good news of Jesus and be released and empowered in their discipleship and calling.

The department is led by Tim Lomax as Director of Mission and Ministry.

The department is organised into three key teams:

1. Growing Younger and More Diverse Team – Led by the Assistant Director of Mission and Ministry
2. Flourishing Churches Team – Led by the Flourishing Churches Team Leader
3. Ministry Development Team – Led by the Deputy Director of Mission and Ministry

All three teams work collaboratively and are governed by the Board for Mission and Ministry.

This role sits within the Ministry Development Team which includes the Diocesan Director of Ordinands, Growing Vocations and Lay Ministry Officers (x2), Ministry Development Administrator and the Ministry Development Review and IME2 Administrator (who provides admin support for the IME2 Officer). The Ministry Development Team reports to the Deputy Director of Mission and Ministry (post currently vacant), and the team work collaboratively to oversee lay and ordained ministry development through lay leadership pathways, IME1 and IME2. The changes and challenges the church has seen in recent times have meant we have been reviewing and reflecting on our work, and we are working on developing a new ministry strategy for the diocese.

The Diocese of St Albans

The Diocese of St Albans consists of the counties of Hertfordshire and Bedfordshire and part of the London Borough of Barnet. The population is approximately 1.8 million, and the total electoral roll number is approximately 32,000. The Bishop of St Albans has overall responsibility for the Diocese. He is assisted by two suffragan bishops, the Bishop of Bedford and the Bishop of Hertford, who in turn are assisted by the Archdeacons of St Albans, Bedford and Hertford. There are twenty deaneries, and the Diocese has 340 parishes, of which about one third are rural, 210 benefices, 380 churches, 257 stipendiary clergy, 44 non-stipendiary clergy, 223 clergy with Permission to Officiate and 248 Lay Readers. There are 137 Church Schools and Academies in the Diocese.

The Diocesan Synod is the elected decision-making body of the Diocese and the Bishop's Council as the Standing Committee of the Synod has a key role in formulating diocesan policy.

The Diocese of St Albans has a clear vision of Living God's Love with three priorities: Going Deeper into God; Transforming Communities and Making New Disciples, and doing so with: creativity, joy imagination and courage. The vision flows from God's love for us and is expressed in our love for God and our neighbours. Through *Living God's Love* we are seeking spiritual and numerical growth across our parishes, benefices, schools and chaplaincies.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan office, located in Holywell Lodge in St Albans. There is a strong Christian ethos within the office, but there is no expectation that all staff will necessarily be practising Christians.

The work of the staff is overseen by three Boards:

The **Board of Finance** is responsible for formulating the diocesan budget, which is currently about £16m, and for managing clergy housing, investments and overseeing parochial trusts, the combined value of which is about £160m. The lead officer of the Board, who has overall responsibility for the staff of the Diocesan Office, is the Diocesan Secretary.

The **Board of Education** is responsible for the 138 church schools and academies. Most of these schools and academies are in Bedford Borough, Central Bedfordshire and Hertfordshire, with one in Luton and two in the London Borough of Barnet. The education team is led by the Director of Education.

The **Board for Mission and Ministry** is responsible for the development and learning of ministry teams within the Diocese and the mission of the Church in wider society. This work is led by the Director of Mission and Ministry.

Terms and Conditions of Employment

This post may be combined with a 0.5 parish ministerial role. In that situation employment will be as two separate roles on the basis of a 0.5 DBF employed role, on the terms set out below, and a 0.5 stipendiary parish role. If you would be interested in this option, please speak to the relevant archdeacon for the parish role and/or the Director of Mission and Ministry.

- Salary:** Salary in the range £46,500 – £55,000 per annum, pro rata.
- Pension:** Enrolment with the relevant Church of England Pensions Board with a competitive employer contribution.
- Hours:** This is a part time (0.5) position of 17.5 hours per week. Normal Diocesan Office working hours are Monday to Friday, 9am to 5pm with an hour for lunch. There is a requirement to work flexibly with occasional out of hours and evening/weekend commitments, for which time off in lieu is given.
- Holidays:** Annual leave entitlement will be pro-rata to the full time entitlement of 26 days per year, plus the statutory Bank Holidays and the working days falling between Christmas Eve and the New Year bank holiday.
- Term:** This is a permanent position. Following a six months' probationary period, the notice period will be three months.
- Place of Work:** The post is based at the Diocesan Office with some home working. Attendance at the Diocesan Office is expected for a minimum of two days per week.
- Ongoing Development:** We are committed to staff development based on an annual review which helps highlight learning and training requirements.
- Status:** The successful applicant will need to provide proof of right to work in the UK before taking up the post.
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To apply for this post, please complete the Application Form and send this, together with the Recruitment Monitoring Form (both available on our website at www.stalbansdiocese.org/vacancies) to the Diocesan Secretary (details below):

Closing date: **Monday 8 April 2024, 12 noon**
Interviews: **24 April 2024, in St Albans**

Submit via email: diosecpa@stalbans.anglican.org

or by post to: David White, Diocesan Secretary, Diocese of St Albans, Holywell Lodge, 41 Holywell Hill, St Albans, AL1 1HE

References may be taken up before interview. Please indicate clearly if anyone may not be approached at this stage.