



# DIOCESE OF CHELMSFORD BRADWELL EPISCOPAL AREA



## LAY DISCIPLESHIP ADVISER

**Job Title:** Bradwell Area Lay Discipleship Adviser  
Priest in Charge of the Parish of Roxwell

**Job Location:** Based at the Vicarage, Roxwell

**Time commitment:**

The split between the post-holder's Adviser and Parochial responsibilities will be 3½ days a week as Lay Discipleship Adviser and 2½ as Parish Priest (0.58 / 0.42). As is often the case with dual role posts, this split will vary week to week, but should average to these proportions over a year.

**Responsible to:** The Area Bishop of Bradwell

**Licensed by:** The Area Bishop of Bradwell

**Aim**

We look forward to welcoming a new colleague to the Bradwell Episcopal Area Team who will work with the parishes and deaneries of the Area to promote lay growth and development. We aim to open windows on lay discipleship by developing vocation, Christian education and ministry collaboration.

**Lay Discipleship Adviser: Principal Responsibilities**

- 1) To work with parishes and deaneries to promote and resource local education programmes. Such programmes should, above all, enable lay people to articulate their faith and understand their individual ministries, not only in church but also in the world
- 2) To assist individual parishes to understand where God is leading them as they identify their vision and create their mission plan
- 3) To resource parishes in developing their collaborative ministry, either by formal teams or by other more informal arrangements, depending on local circumstance
- 4) To foster a greater awareness and deeper understanding of lay ministry and discipleship, in the deaneries and parishes of the Area, whether or not that ministry requires a licence or accreditation.
- 5) The adviser will research the possibility of drawing together a working team to help in the task
- 6) To undertake other related activities as required in consultation with the Area Bishop

Other advisers, at Area and Diocesan level, work in allied fields of ministry and there will, therefore, be opportunities for strategic networking.

The Adviser will work at all times within the Agreed Diocesan Policies particularly relating to Child Protection, Health and Safety and Equal Opportunities

## **Priest in Charge of Roxwell**

Roxwell village is 5½ miles west of Chelmsford and no more than an hour's drive from any parish in the Episcopal Area. It has a population of 1,100. There is a mediaeval church with an electoral role of 62 and a Voluntary Controlled Church School. The parish has many years of positive experience of dual role ministry

Further details of the parish, its statement of needs, and the vicarage can be found in the Parish Profile.

### **Background**

- a. The Chelmsford Course in Christian studies (CCS) is a two year course exploring the Christian Faith. It has a foundational first year and a more flexible second year which leads to the Bishop's Certificate. In its twenty years 2,500 people have been through CCS across the Diocese. While some have gone on to Reader, Pastoral Assistant and Lay Evangelist training, others have simply returned to everyday parish life, often as if nothing had changed. The adviser's work will enable such people to develop their ministries in the Bradwell Area.
- b. Recently the deaneries of the Diocese were asked to develop Vision documents. For many, this led to a similar exercise in parishes, both of which have highlighted the need to develop Lay Discipleship. The adviser's work will address this need.
- c. We are aware that many people are reluctant to engage in mission because they lack confidence in themselves. The adviser's work will help lay people build this confidence

Details of the Bradwell Area Team and a profile of the Area are set out in separate documents. The importance which the Bishop and his team attach to lay discipleship is demonstrated by the creation of this post.

Chelmsford Diocese has a Diocesan Bishop with an Area Bishop for each of the three Episcopal Areas. In addition to their particular responsibilities, each bishop takes a lead-role across the Diocese in a particular area. The Bishop of Colchester is the lead bishop in Ministry. Issues of Diocesan-wide significance and wider networking will be handled from his office with effective links to Area advisers.

### **Person Specification**

We are looking for somebody who:

- Has specific expertise and experience in working in one or more areas of lay ministry development;
- Has a proven commitment to the ministry and discipleship of the whole People of God;
- Has knowledge and experience of adult education;
- Has the initiative to develop this role in collaboration with others, and to manage the balance between responsibilities in the Episcopal Area and Roxwell Parish;
- Is conversant with the different styles of ministry in the Church of England and is able to work with practitioners who reflect this diversity;

- Has excellent and proven communication and presentation skills and the flexibility to tailor material to the needs of different groups;
- Has good IT skills, with the ability to use MS Word, PowerPoint and email, or is prepared to undergo training to develop good IT skills in these areas;
- Is a team player, able to draw on the gifts of the other Area Team members, but also has the confidence to work alone on individual projects and programmes when appropriate;
- Is prepared to work from home but is also willing to travel extensively throughout the Bradwell Episcopal Area and, when necessary, to work in the evenings and at weekends.

### **Conditions of Employment**

- The post is open to ordained women and men.
- Remuneration will be at the diocesan incumbent's stipend. The adviser will reside in Roxwell Vicarage.
- Validly incurred expenses of office will be fully reimbursed.
- The Adviser will be entitled to days off and holidays as set out for clergy in the Chelmsford File.
- The post is subject to enhanced Criminal Records Bureau disclosure.
- The Adviser will be expected to attend appropriate training events and conferences each year as part of their ongoing personal and professional development, in particular in relation to adult education.
- This job description will be reviewed by the Adviser and the Area Bishop between three and six months after coming into post.