

# DIOCESE OF EXETER

**Grow in Prayer | Make New Disciples | Serve the People of Devon with Joy**

## ROLE DESCRIPTION

<b>DETAILS</b>	
<b>Role Title</b>	Diocesan Director of Ordinands
<b>Department</b>	Mission and Ministry
<b>Reports to</b>	Diocesan Bishop via Director of Mission and Ministry
<b>Contract Type</b>	Full-time
<b>Hours</b>	36.25 per week
<b>Normal Place of Work</b>	The Old Deanery, The Cloisters, Exeter, EX1 1HS with the expectation of travel throughout the county of Devon (including Plymouth and Torbay) and to TEIs and the possibility of remote working arrangements by agreement.
<b>Responsible for</b>	<ul style="list-style-type: none"> <li>• Vocations Development Officer</li> <li>• Vocation and Initial Formation Co-ordinator</li> <li>• Team of part-time Assistant DDOs</li> </ul>
<b>Date of Issue</b>	November 2024
<b>NATURE OF WORK</b>	
<p><b>Role Purpose:</b></p> <p>In alignment with the Diocesan Vision to grow in prayer, make new disciples, and serve the people of Devon with joy, the DDO will be responsible for nurturing, discerning, and selecting potential ordinands within the Diocese of Exeter. They will support and manage both individuals and processes up to the point of ordination.</p> <p>The DDO will oversee a strategy aimed at increasing the number of ordinands, both stipendiary and self-supporting, in line with the Church of England's Resourcing Ministerial Education strategy.</p> <p>In collaboration with the team of Assistant DDOs, the DDO will:</p>	



- Lead discernment processes for candidates for ordained ministry, ensuring alignment with national selection criteria and Mission and Ministry Team guidelines.
- Provide pastoral care throughout the process, particularly for those not recommended for training.
- Work with the Vocations Development Officer to promote understanding of the Church of England, its ministry, and its mission across various traditions.
- Maintain contact with ordinands and their families during training, sharing pastoral care responsibilities with training institutions.
- Support the senior clergy in discerning appropriate training incumbents and training contexts.
- Support the Initial Ministerial Formation Officer in offering training and support to training incumbents.
- Oversee ordination retreats and attend the ordinations of deacons and priests.
- Contribute to decisions concerning ministry within the diocese.
- Continuously update the strategy for vocations to attract the whole diversity of Christians in Devon and to ensure best practices in a changing environment.

#### **Key Aspects of Role:**

The role of Director of Ordinands requires a high level of expertise in the following areas:

- Oversight of the process for candidates seeking ordained ministry
- Development of new pathways to ordination for a wider and more diverse range of candidates
- Selection and support of candidates during the discernment pathway
- Development and delivery of training for diocesan assessors and Assistant DDOs
- Providing pastoral support to candidates and team members
- Strategic development of vocations work within the diocese
- Financial planning and reporting for the DDO office budget
- Management of third-party training suppliers and engagement with Church of England TEIs

Given the diverse nature of the role, including regular evening and weekend commitments, the Director of Ordinands will work flexible hours, ensuring that contracted hours are completed by the end of each calendar month. A Time Off In Lieu (TOIL) policy applies to all EDBF employees who work beyond their contracted hours due to evening and weekend meetings.

The role requires extensive travel throughout Devon, with occasional national travel. The Director will also need to apply for an Enhanced Disclosure Certificate from the Disclosure and Barring Service for this position.

#### **Key Relationships:**

The Director of Ordinands reports to the Director of Mission and Ministry and will work closely with:



- The Bishops and Archdeacons of the Diocese
- The Initial Ministerial Formation Officer
- The Dean of Women's Ministry
- The Diocesan UKME Champion
- The South-West Ministry Training Course and St Mellitus South West
- Other Theological Education Institutions (TEIs)
- DDOs in neighboring dioceses and the national DDO network
- The Ministry Team of the Church of England
- Colleagues in the Mission and Ministry Department
- Colleagues in other departments in the EDBF

The Director of Ordinands line manages

- The Vocations Development Officer
- The Vocations and Initial Formation Co-ordinator

Role Area	Main Duties and Responsibilities
<b>Vocations Leadership</b>	<ul style="list-style-type: none"> <li>• Oversee ordination retreats and attend ordinations of deacons and priests.</li> <li>• Contribute to ministry-related decision-making within the diocese.</li> <li>• Participate in Mission and Ministry Team meetings and diocesan committees as required.</li> <li>• Collaborate with the Bishop's Staff and colleagues to identify and match curates with training incumbents.</li> <li>• Interview candidates, assess evidence, and advise the sponsoring bishop on their suitability for Bishops' Advisory Panels (BAPs), preparing necessary paperwork.</li> <li>• Appoint and train assistant DDOs and diocesan advisors, with agreement from the Bishops Staff Group.</li> </ul>
<b>Vocations Strategy</b>	<ul style="list-style-type: none"> <li>• Contribute creatively and energetically to the outworking of innovative pathways to ordination which allow for a wider and more diverse range of candidates to realise their vocation</li> <li>• Support church planting curacies and explore new training forms</li> <li>• Lead a flexible approach in consideration of local and national discernment processes</li> </ul>
<b>Vocations Support</b>	<ul style="list-style-type: none"> <li>• Support the Initial Ministerial Formation Officer in the training and development of Training Incumbents</li> <li>• Advise candidates on suitable training pathways.</li> </ul>
<b>Vocations Training</b>	<ul style="list-style-type: none"> <li>• Ensure all involved in processes are trained in unconscious bias with the Director of Ministry.</li> </ul>



	<ul style="list-style-type: none"> <li>• Liaise with the IMFO to ensure smooth transitions from IME Phase One to Phase Two.</li> </ul>
<b>Ministry Development</b>	<ul style="list-style-type: none"> <li>• Provide theological responses to current ministry contexts and offer creative, critical reflection to shape vocational discernment and ministry.</li> </ul>
<b>Resource Development</b>	<ul style="list-style-type: none"> <li>• Prepare and manage the annual budget for vocations work.</li> </ul>
<b>Policies, Processes and Procedures</b>	<ul style="list-style-type: none"> <li>• Implement the Church of England's diversity policies for ordinands.</li> <li>• Monitor and respond to policy changes from the Ministry Division.</li> <li>• Liaise with the Diocesan UKME Champion.</li> </ul>
<b>Information Management</b>	<ul style="list-style-type: none"> <li>• Ensure TEIs provide adequate reports on ordinands in training and address any issues.</li> <li>• Adhere to information management policies, including GDPR and the Data Protection Act 2018.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Ensure compliance with diocesan safeguarding policies and procedures.</li> <li>• Ensure all team members and volunteers complete required safeguarding training.</li> <li>• Complete level C4 safeguarding, Domestic Abuse awareness, and relevant training.</li> <li>• Follow Safer Recruitment policies and processes.</li> <li>• Collaborate with the People Team to stay updated on safeguarding matters.</li> </ul>
<b>Equality and Diversity</b>	<ul style="list-style-type: none"> <li>• Promote diversity and inclusion in discernment practices with the Diocesan UKME Officer.</li> <li>• Support equality of opportunity in line with diocesan strategies, legal obligations, and theological values.</li> </ul>



## PERSON SPECIFICATION

The following areas outline what qualifications, training, experience and technical abilities the applicant will need to demonstrate.

Under the Equalities Act, it is a genuine occupational requirement for the post holder to be a practising member of the Church of England or another church affiliated with Churches Together in Britain and Ireland, and to be in Holy Orders. The successful candidate must be licensed as a priest and able to preach or officiate in the Diocese of Exeter. If not already licensed, the candidate must demonstrate a strong understanding of missional theology to teach discipleship and collaborative ministry effectively.

	Essential	Desirable
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Experienced Anglican priest in good standing.</li> <li>Degree or equivalent qualification in Theology.</li> <li>Experience at incumbent level.</li> </ul>	<ul style="list-style-type: none"> <li>Experience as a theological educator.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Proven organisational and administrative skills.</li> <li>Discreet and capable of handling confidential information.</li> <li>Experience in supporting those exploring vocations.</li> <li>Experience in overseeing and developing adult vocational training.</li> <li>Experience managing third-party training suppliers.</li> <li>Ability to manage the deployment of curates in training.</li> <li>Line management experience of both lay and clergy.</li> <li>Experience in financial planning, budgeting, and resource allocation.</li> </ul>	<ul style="list-style-type: none"> <li>Experience as a DDO or Assistant DDO.</li> </ul>
<b>Technical</b>	<ul style="list-style-type: none"> <li>Strong understanding of the vocational processes within the Church of England, including diversity policies.</li> <li>Financial planning and budgeting skills for the DDO office.</li> <li>Proficient in interviewing, assessment, recommendation, and report writing.</li> <li>Excellent communication skills, including presentation and preaching.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of how belief systems within the Church may influence safeguarding work in the Church of England.</li> </ul>



	<ul style="list-style-type: none"> <li>• Competent IT skills, particularly in Microsoft Office and Outlook.</li> <li>• Understanding of the Church of England's parochial system and the wider diocesan structure.</li> </ul>	
<b>General Requirements</b>	<ul style="list-style-type: none"> <li>• Welcome visitors and handle enquiries and telephone calls promptly and courteously.</li> <li>• Follow health and safety instructions, ensuring personal and colleague safety, and report any concerns immediately.</li> <li>• Be sensitive to the various cultures, traditions, and activities within the Church, working in line with the Five Guiding Principles of the House of Bishops' Declaration on the Ministry of Bishops and Priests.</li> <li>• Commitment to anti-discriminatory practices within the legal context of the Church of England.</li> </ul>	
<b>Personal Requirements</b>	<ul style="list-style-type: none"> <li>• A living commitment to following Jesus Christ.</li> <li>• A person of prayer, committed to mission and diocesan priorities.</li> <li>• Passionate about helping others discern their vocation.</li> <li>• Confident in and committed to the aims and ethos of the Diocese of Exeter and the mission and ministry of the Church of England.</li> <li>• Creative in the approach to discernment and ordination pathways</li> <li>• Practising communicant member of the Church of England or a church belonging to Churches Together in Britain and Ireland or Churches Together in England.</li> <li>• Car driver (unless prevented by a disability as defined by the Equality Act 2010).</li> <li>• Full driving licence.</li> <li>• Ability to travel and work flexibly across the Diocese and within the Church of England as required.</li> </ul>	



## ROLE COMPETENCIES

The following impact areas outline the typical strengths, abilities and behaviours expected to fulfil the role.

<b>Setting Direction</b>	<b>Seeing the Big Picture:</b>	<ul style="list-style-type: none"> <li>• Understand how the Vocations team fits within the Mission and Ministry team, supporting the diocese's aims and priorities to provide quality Vocations Support Services.</li> <li>• Clearly define the scope of your role and ensure that activities align with the strategic aims of the Mission and Ministry team.</li> <li>• Gain a deep understanding of the needs and views of those you are accountable to, informing vocational pathway development and setting team objectives.</li> <li>• Identify and drive opportunities for change to improve organisational performance and the success of vocational pathways leading to ordination.</li> <li>• Plan for and oversee the strategic growth of ordinands entering ministry.</li> <li>• Stay informed about issues affecting your team and anticipate trends or external factors that may impact the team and diocese.</li> </ul>
	<b>Changing and Improving:</b>	<ul style="list-style-type: none"> <li>• Assess and develop vocational pathways, supporting ordinands, laypeople, and clergy as they adapt to change.</li> <li>• Clearly communicate the reasons for change to diocesan leadership, the Mission and Ministry team, ordinands, and other key stakeholders, and advise on implementation.</li> <li>• Manage and oversee organisational changes within your team, enhancing the flexibility, responsiveness, and quality of Vocations Support Services.</li> <li>• Gather feedback and learn from experience to continually improve the delivery and development of Vocations Support Services.</li> </ul>
	<b>Making Effective Decisions:</b>	<ul style="list-style-type: none"> <li>• Review, assess, and analyse your area of the organisation to inform decision-making.</li> <li>• Make fair, transparent, and sensitive decisions within the limits of your authority, remaining unbiased.</li> </ul>



		<ul style="list-style-type: none"> <li>• Consult with others to clarify needs and expectations before making decisions, ensuring decisions are made at the appropriate level.</li> <li>• Communicate decision-making outcomes clearly to your team, the wider Mission and Ministry team, ordinands, and other relevant parties.</li> </ul>
<b>Engaging People</b>	<b>Leadership:</b>	<ul style="list-style-type: none"> <li>• Lead, motivate, and influence the Mission and Ministry Director, ordinands, and other key personnel, inspiring full engagement with the Vocations team's strategy and aims.</li> <li>• Ensure the Vocations team understands and owns their roles, responsibilities, and diocesan priorities, and demonstrates enthusiasm for the team's work.</li> <li>• Serve as a role model for potential ordinands, promoting inclusive and collaborative approaches that value the diversity of backgrounds and experiences.</li> <li>• Ensure fair management practices and address inappropriate behaviour, including discrimination, misconduct, and substandard performance, promptly and effectively.</li> </ul>
	<b>Communicating and Influencing:</b>	<ul style="list-style-type: none"> <li>• Communicate clearly, honestly, and positively with others to build trust.</li> <li>• Develop and implement a communication framework for the team and ordinands, monitor its effectiveness, and take action to improve where necessary.</li> <li>• Share the team's aims and goals with members and other stakeholders, giving praise and recognition for good performance.</li> <li>• Respond constructively to comments and questions, encouraging feedback and mutual learning.</li> <li>• Handle challenging conversations with sensitivity, understanding the vulnerability of those exploring and training for vocations.</li> </ul>
	<b>Working Together:</b>	<ul style="list-style-type: none"> <li>• Build strong, effective relationships with the Mission and Ministry team, Vocations team, ordinands, and other key personnel.</li> <li>• Take responsibility and accountability for your work and that of the Vocations team, understanding their varying needs and supporting them effectively.</li> <li>• Understand the roles of diocesan leadership, senior management, and other key personnel within the EDBF and externally concerning Vocations Support Services.</li> </ul>





		<ul style="list-style-type: none"> <li>• Create and support opportunities to share knowledge and experiences across the vocations pathway to improve Vocations Support Services.</li> </ul>
<b>Delivering Results</b>	<b>Developing Self and Others:</b>	<ul style="list-style-type: none"> <li>• Foster a supportive learning environment for the Vocations team and ordinands, encouraging individuals to identify and take responsibility for their training and development needs.</li> <li>• Provide or direct access to development opportunities for key skills within the Vocations team and guide ordinands in their journey to ministry.</li> <li>• Recognise gaps in your own skills and knowledge, manage your development needs, and model continuous self-learning.</li> <li>• Identify signs of stress in yourself and others, seek appropriate support for yourself, and offer support to your team.</li> </ul>
	<b>Managing a Quality Service:</b>	<ul style="list-style-type: none"> <li>• Monitor and manage the effectiveness of the vocations pathway to maintain the delivery of Mission and Ministry's Vocations Services, planning for growth in the number of participants.</li> <li>• Identify and allocate resources for implementing and improving Vocations Support Services, including training provision.</li> <li>• Delegate authority and responsibility appropriately within the Vocations team, encouraging initiative and creativity in delivering better Vocations Support Services.</li> <li>• Establish clear processes and standards for performance management within the team, integrating feedback from ordinands to enhance team performance and service quality.</li> </ul>
	<b>Delivering at Pace</b>	<ul style="list-style-type: none"> <li>• Translate strategic aims into clear, outcome-focused goals for the Vocations team.</li> <li>• Ensure the team and other key personnel stay focused on priorities, providing clear direction on actions needed to achieve goals and addressing unexpected challenges.</li> <li>• Ensure the Vocations team has the necessary tools and resources to fulfil their roles.</li> <li>• Remain calm under pressure, effectively managing deadlines, conflicting priorities, and budget/resource constraints.</li> </ul>