

The Diocese of Blackburn

Pastoral Secretary

Recruitment Pack

The Diocesan Webpage gives full details of the Vision. www.blackburnanglican.org

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1. Role Description

Job Title: Pastoral Secretary

Responsible to: Director of Vision Delivery

Hours: 21 hours (worked over 3 or 4 days)

Salary: £32,100 FTE pa (£19,260 for 21 hours)

Normal place of work: Diocesan Offices, Walker Park, Blackburn, BB1 2QE

2. Background

This is an opportunity for somebody with an eye for detail and process who enjoys communicating with a wide range of people to play a key role in enabling the delivery of Blackburn Diocese’s Vision 2026 - *“Healthy Churches Transforming Communities”*.

‘Pastoral Schemes’ are the way a number of legal changes are delivered within the Church of England in and through dioceses. They are a vital means through which the church evolves to reflect the changing population of Lancashire and the changing needs of parishes and their communities. For example, they can include joining parishes together or creating new ones e.g. in new housing areas; re-naming parishes; setting up a [Bishop’s Mission Order](#) to support a new mission initiative or fresh expression of church; closing a church building no longer required as a place of worship, replacing one which is unsuitable or the creation of team or group

ministries. 'Pastoral Schemes' are brought to the 'Diocesan Mission and Pastoral Committee' (DMPC) for consideration and comment.

The Pastoral Secretary is an important role being responsible for delivering structural changes across the diocese through legally binding processes. This is achieved by interpreting legislation, being the main point of contact to provide advice directly to bishops, archdeacons, deanery standing committees, parochial church councils (PCCs), clergy, and laity in parishes.

The role ensures fully legally compliant consultation and decision making is carried out with relevant parties including clergy, PCC's, patrons, the diocesan bishop, archdeacons, local authorities, parish councillors etc, alongside the drafting appropriate legal documents. The work can affect the legal rights of clergy and patrons, involve the lifting of consecration of church buildings and land, sometimes prior to sale and occasionally the relocation of the contents of churchyards and gardens of remembrance.

The role also provides a service to the DMPC and oversees the work on and possible disposal of closed churches and relocation/disposal of church furnishings including those relating to the sacraments.

The role will report to the Director of Vision Delivery on a day-to-day basis. They will work closely with the Chair of the DMPC, the Archdeacon of Lancaster, the Archdeacon of Blackburn, the Diocesan Secretary and the Diocesan Registry.

3. The Context

Blackburn diocese is approaching its 100th anniversary having been founded on the 12 December 1926 and serves almost the whole of the county of Lancashire with a population of 1.3 million. It is divided into 14 Deaneries and two Archdeaconries (Blackburn and Lancaster). The Diocese covers an area of extraordinary variety, from the stunning countryside of the Trough of Bowland to the former mill towns of East Lancashire, from the University cities of Preston and Lancaster to the seaside towns of Blackpool and Morecambe. We have Parishes of all traditions and are strongly committed to the principle of mutual flourishing.

Vision 2026:

Vision 2026 is an agenda for growth and change agreed by the Blackburn Diocesan Synod in 2015. It challenges our parishes to be healthy churches which can transform the communities in which they are set. It also lays out four ways in which this over-arching goal can be achieved: Making Disciples, Being Witnesses, Growing Leaders and Inspiring Children and Young People for Jesus Christ.

Over the course of 2020 the Diocese engaged in a ‘Vision Update’ through which we sought to identify what is going well and where the challenges are as we seek to realise our Vision of seeing Healthy Churches Transforming Communities in 2026. This Update began with a ‘Parish Vision Survey’ and has encompassed extensive feedback from parishes and representative groups including Deanery Synods, Areas Deans and Bishop’s Council in order that plans focus on what will really make a difference to realising our Vision. The Update has resulted in the Vision 2026 Implementation Plan (2021 – 2024) which can be found on the diocese website [here](#).

Missional and Financial Flourishing

The next four years (2021-24) are a key window of opportunity for the Diocese of Blackburn. Rather than pull back clergy from front line roles in parishes to pursue a “sustainability agenda”, we are endeavouring to step out in faith and courage. We have an opportunity to (a) generate a pipeline of leaders across all traditions, lay and ordained, who can bring church growth by parish renewal and planting and (b) address challenges being faced by parishes with significant long-term issues, whether missional, pastoral or financial.

Through the Missional and Financial Flourishing exercise, our Director of Vision Delivery is working with colleagues from across the Diocese to plan missionally, vocationally, financially and prayerfully, to develop a strategic approach to seeing “healthy churches transforming communities” across all spheres of life in Lancashire. More information can be found on the website [here](#).

4. Responsibilities

- i) **Oversee Pastoral Reorganisation in the Diocese of Blackburn**
 - **Oversee all pastoral schemes and orders within the Diocese of Blackburn.**
 - **Draw up proposals for pastoral reorganisation in the light of requests from deaneries and parishes and guidance from the archdeacons, Registrar and Diocesan Secretary.**
 - **Provide advice and support to the bishops, archdeacons, deaneries, and parishes in all matters relating to pastoral reorganisation. This may include attending local consultations with PCCs/incumbents and/or public meetings and the delivery of workshops.**
 - **Co-ordinate the implementation of the work of the DMPC including the drafting of pastoral schemes and orders.**
 - **Co-ordinate consultation with interested parties concerning proposed pastoral schemes, including serving copies of draft pastoral schemes and orders to interested parties. To enable fully the formal consultation procedures laid down in the Mission and Pastoral Measure 2011 and the related Code of Practice.**
 - **Arrange for the submission to the Church Commissioners of the necessary documentation to accompany proposals for pastoral reorganisation.**
 - **Maintain an accurate list of places where the patron's right of presentation has been suspended and ensure that suspensions are reviewed by the expiration date.**
 - **Produce digital maps for parishes and other purposes when needed.**
- ii) **Ensure the Smooth Running of the DMPC**
 - **Prepare the agenda and papers for the DMPC.**
 - **Liaise with Property and Finance Departments in relation to matters on the DMPC agenda with property and/or finance implications for the diocese.**
 - **Draft the annual report of the Diocesan Mission and Pastoral Committee to the Diocesan Synod.**

iii) Closed Churches

- Oversee the work on closed churches including pastoral schemes for church buildings closed for regular public worship in liaison with colleagues in the Property Department, the Finance Department and in the Church Commissioners' Pastoral Division.
- Provide advice and support to the bishops, archdeacons, deaneries, and parishes in all matters relating to closed churches.
- Work with the Church Commissioners, the diocese's professional advisers and other relevant parties to facilitate the process of seeking alternative uses for churches closed for regular public worship.
- Work with the Church Commissioners and liaise with the Diocese's agents in the marketing of closed churches and supplying information to prospective purchasers.
- Liaise and consult with the Church Commissioners concerning church closure and the disposal of closed churches.
- Ensure that insurance cover is in place and appropriate for closed churches.
- Liaise with the Property Department to arrange for essential inspection and maintenance work to be carried out on closed churches to ensure that they are maintained in a secure and weathertight condition.

iv) Diocesan Furnishing Officer

- Oversee the creation of a diocesan church furnishings exchange and the safe storage, re-location and disposal, if appropriate, of surplus church furnishings.

v) Diocesan Missional and Financial Flourishing Exercise

- The Pastoral Secretary will support the Director of Vision Delivery with the Missional and Financial Flourishing Exercise which may involve arranging and minuting meetings, liaison with deanery and parish representatives, support with the drawing up of plans.

5. What we are looking for:

Knowledge, Experience and Qualifications

Essential

- Educated to degree level or equivalent.
- Evidence of working with very complex legal requirements. The postholder will be expected to have, or quickly acquire, a working knowledge of relevant legislation. Detailed professional advice and assistance is available from the Diocesan Registrar, the Church Commissioners and from the specialist members of each of the Boards and Committees.
- Ability to interpret and work with Church and Statutory legislation as appropriate.
- Demonstrable experience of being able to see possibilities and be creative within legal frameworks.
- Proven ability to think strategically and contribute to the development of policy and planning.
- Experience of Committee work, including the preparation of agendas and presentation of papers both orally and in writing.
- Evidence of ability to influence, through effective communication, negotiation, professionalism, and development of trust.
- Experience of working in situations requiring attention to detail and thoroughness in all aspects of work.
- Excellent communication skills, both written and verbal
- Good IT skills, in particular with Microsoft 365 – especially Sharepoint

Desirable

- Knowledge of the relevant legislation and structures of the Church of England
- Experience of using GIS systems
- Experience of running training workshop events

Personal Attributes and Interests

Essential

- Commitment to the aims and mission of the Church of England.
- Interest and commitment to the missional development of the Church – its deaneries and parishes
- The ability and initiative to work on and progress different complex work areas and projects at the same time, with a minimum of supervision.

- The ability to manage a fluctuating workload
- Interpersonal and diplomatic skills with the ability to deal with people at all levels.
- A problem solver: ability to identify solutions to complex missional and legal challenges and opportunities.

Desirable

- Experience of the worship and practices of the Church of England.
- Ability to interpret and work with Church and Statutory legislation as appropriate.
- Demonstrable experience of being able to see possibilities and be creative within legal frameworks.
- Proven ability to think strategically and contribute to the development of policy and planning.
- Experience of Committee work, including the preparation of agendas and presentation of papers both orally and in writing.
- Evidence of ability to influence, through effective communication, negotiation, professionalism, and development of trust.
- Experience of working in situations requiring attention to detail and thoroughness in all aspects of work.
- Excellent communication skills, both written and verbal
- Good IT skills, in particular with Microsoft 365 – especially Sharepoint

Desirable

- Knowledge of the relevant legislation and structures of the Church of England
- Experience of using GIS systems
- Experience of running training workshop events

6. Outline of Terms and Conditions

Employer: You will be employed by the Blackburn Diocesan Board of Finance

Salary: £32,100 FTE pa (£19,260 for 21 hours)

Hours: This is a part-time role based on a 21-hour working week, but the post holder may be required to work additional hours as to meet the reasonable requirements of the role. The post holder will be entitled to time off in lieu for attending meetings outside normal office hours which may include evening and weekends.

Location: The post holder will be based at the Blackburn Diocese Board of Finance, Clayton House, Walker Office Park, Blackburn, BB1 2QE.

The nature of the role requires regular travel around the diocese, and sometimes beyond. A smartphone and laptop are provided to assist remote working.

Pension: Member of the Royal London Pension Scheme, 10% Employer contribution 2% minimum employee contribution.

Annual leave: Entitlement of 25 days (not including statutory bank holidays) in the first year of employment rising by 1 day per completed calendar year up to a maximum of 30 days per year. Pro rata for part time employees.

The holiday year runs from 1 January to 31 December.

Additional discretionary days (non contractual) may be given between Christmas and New Year.

References: Appointment will be subject to the receipt of satisfactory references.

Probationary period: The appointment is subject to the satisfactory completion of a six-month probationary period.

Notice Period: During the six-month probationary period two weeks' notice is required on either party. Thereafter you will be required to give six months' notice should you wish to resign.

Housing: This role does not qualify for housing or allowances such as council tax, water or heating lighting and cleaning. No removal allowances are paid for the successful candidate.

Expenses: Working expenses are paid at the diocesan rates.

Right to work: The post-holder must have the right to reside and work in the UK.

7. How to Apply

Applications via the Church of England's *Pathways* website are invited.

For an informal conversation regarding this post please contact: Carolyn Barton, Director of Vision Delivery – carolyn.barton@blackburn.anglican.org

Closing date: Tuesday 1st February

Interview date: Wednesday 16th February