

Blackburn Diocesan Board of Finance Ltd

Job Description

Making Disciples Coordinator (21 hours per week)

Purpose and scope of the post:

This exciting part-time post will co-ordinate and support the work of the Making Disciples team, which delivers one of the four key strands of Blackburn Diocese's vision of 'healthy churches transforming communities'. The role of the team is to help the churches in the diocese to form and grow deeply committed disciples for Jesus Christ who will confidently live out their faith in their daily life.

The post holder will co-ordinate the work of the Making Disciples team, which comprises two paid staff and a large number of volunteers, and will report to the Archdeacon of Blackburn, as lead for Making Disciples within the diocese. The post holder will be expected to use their own initiative in providing and seeking information and solving problems relating to the work of the department and enquiries from parishes seeking help and advice in making disciples.

Because the role of the Coordinator is to help and support parishes in the making of Christian disciples there is a genuine occupational requirement for the post holder to have an active personal faith.

For more information or to arrange an informal chat about this role please email Mark Ireland, Archdeacon of Blackburn, who is lead for Making Disciples: mark.ireland@blackburn.anglican.org. Tel. 07866 778791.

The Diocese of Blackburn

The Diocese of Blackburn represents the Church of England in most of Lancashire and part of Wigan Metropolitan Borough, covering an area of 878 square miles with a population of 1.3 million. There are 281 Churches, comprising around 226 parishes, with around 250 clergy (c. 200 stipendiary) and a large number of licensed local ministers (LLMs) and authorised local ministers (ALMs).

The diocese has a bold strategy, Vision 2026, which aims to renew the life of its churches and help them to become more effective in making disciples for Jesus Christ. The latest Update on Vision 2026 can be found at: [Vision 2026 Update; including Vision Implementation Plan 2021-24 | The Diocese of Blackburn \(anglican.org\)](https://www.blackburn.anglican.org/vision-2026-update)

The Making Disciples Team

The Making Disciples Team is one of five departments in Blackburn Diocese delivering aspects of Vision 2026 – the others being Being Witnesses to Jesus Christ, Growing Leaders for Jesus Christ, Inspiring Children and Young People, and Central Services/Enablers. The Making Disciples team's purpose is to serve the diocesan vision 'Healthy Churches Transforming Communities' and to support parishes in playing their part in this vision becoming a reality. The Making Disciples Team is a busy department, which has few paid staff (including a Stewardship Resourcing Officer, who works 4 days, and a Generous Giving Officer to be appointed) but many volunteers – lay and ordained - who work in a variety of roles.

The team are seeking to help parishes grow mature disciples of Christ, who are scripturally knowledgeable, growing in the disciplines of prayer, are active members of their worshipping community (in small groups as well as the wider congregation) and are actively discipling others. They are equipped to live out their Christian faith wherever their own 'frontline' is, whether in their work, leisure, family or local community and give willingly of their time, talents and money to further the kingdom of God being fed on God's word and sustained by the sacraments.

Current areas of work for the team include:

- Lent and Advent devotionals – a high quality resource to encourage daily Bible reading, written and produced within the diocese, published twice a year, and distributed free to around 200 parishes
- Whalley Abbey – supporting the reopening of the Abbey as a Centre for Christian discipleship and prayer
- Parish Giving Scheme – supporting parishes in transferring their giving to the national scheme
- The Vine Community – a new diocese-wide praying community bound by a common Rule of Life, based on John 15, to be launched in Spring 2022
- Roots of Faith – a completely rewritten modular discipleship course, delivered online and in person, being relaunched in February 2022
- The Warden of Spiritual Directors, based at Whalley Abbey, who provides this ministry and trains new spiritual directors
- Pathways to Prayer – a team who lead workshops for parishes and deaneries on different ways to pray
- Contactless giving – Blackburn diocese is the leading diocese in the northern province in the take-up of contactless giving, which has helped many parishes during the pandemic
- Setting God's People Free/Everyday Faith – we are working to provide online resources (including a new app) to parishes to equip their members to live out their Christian faith 24/7
- Recruiting a new Generous Giving Officer, to support parishes in inspiring generous giving and stewardship
- Planning clergy study days for all clergy in 2023 on the theme of 'Offering worship in Spirit and Truth through the ministry of Word and Sacrament'
- Launching a new series of discipleship podcasts, recorded by clergy and lay people around the diocese.

Duties:

1. Coordinating the staff and volunteers who work in or are associated with the department, particularly helping the busy volunteers who now deliver much of the work of the Making Disciples Team with office support and administration.
2. Using own initiative in responding to enquiries to the Department. Providing and finding information and using judgement in directing calls to the appropriate person and ensuring that appropriate information is brought to the relevant person's attention to ensure timely, effective communication between Parishes and the staff and volunteers who oversee different parts of the Making Disciples brief.
3. Organising training events, publicising and taking bookings for courses (such as Roots of Faith) and other outreach activities, including advertising, arranging venues, managing bookings and enquiries and taking payments where necessary, liaising with speakers, producing handouts and PowerPoint presentations and, where appropriate, undertaking practical tasks during the event.
4. Keeping the Department's section of the Diocesan website up to date and posting on the diocese's social media channels.
5. Organising mailings, both electronic and paper, including layout and design, and devising appropriate mailing lists, such as Blackburn Prayers (monthly) and the Lent and Advent Devotional booklets (a major project twice a year, print run c.10,000).
6. Arranging appointments and managing diaries. This will include booking meeting rooms and ensuring the provision of adequate refreshments.

7. Provision of efficient and accurate secretarial and administrative support to the team, including photocopying, typing taking minutes of meetings as required, including the Making Disciples Team and the Whalley Abbey Governance Committee.
8. *Provide data records and reports on the activity within Making Disciples for the Archdeacon and activity lead.*
9. Develop , implement and improve the processes of the Making Disciples function.
10. Support and develop the Making Disciples Volunteers so they are equipped to perform their roles.
11. Being proactive in scheduling tasks from a variety of sources to ensure that deadlines are met and agendas and papers are sent out on time.
12. Provision of information for meetings that the Making Disciples team attend. This will involve some research.
13. Attending Departmental and Diocesan events, Boards and Committees as appropriate, which may involve some evening and weekend working.
14. Assisting with the parish giving scheme
15. Note taking at meetings
16. Other relevant duties as required.

Making Disciples Coordinator: Person Specification

Skills and Abilities

1. Someone who understands what being a disciple of Jesus Christ is about, and is seeking to grow personally as a disciple of Jesus.
2. Understanding of the different ways in which people can be helped to grow as disciples, willingness to learn how the work of the different members of the Making Disciples team helps people grow as disciples for Jesus Christ, and ability to signpost enquiries from parishes or individuals to the resources that will help them grow.
3. Ability to build strong supportive relationships with paid staff and volunteers, and to coordinate the work of very diverse members of the team based in different locations, most of whom have busy other responsibilities.
4. Excellent interpersonal customer service skills, able to maintain effective working relationships and to communicate well with members of the public with tact and integrity, on the telephone and face to face.
5. Strong administrative ability, able to plan ahead, coordinate diaries and make sure that policies and procedures are followed and deadlines met.
6. At least 2 years' experience in providing high level administration support.

7. Proven experience of supporting and administering a department function including committee meetings
8. Experience of supporting, coaching and developing others eg volunteers
9. Written communication skills, ability to draft well-presented and accurate minutes of meetings, correspondence, training notes and visual aids for presentation in a clear and concise style.
10. Proven ability to use Microsoft office applications including Word to intermediate level, Excel, PowerPoint and Outlook. Ability to use business systems, including databases to record, check and search for information. Basic internet search skills.
11. Excellent teamwork skills, flexible, co-operative, supportive, able to share work to contribute to team goals.
12. Ability to manage own workload according to given priorities
13. Ability to maintain the security and confidentiality of sensitive material.
14. Proactive and committed to continuous improvement in service delivery
15. NVQ level 3 in business administration or relevant exempting experience

There is a genuine occupational requirement for the post-holder to be a communicant member of a church which is a member of Churches Together in Britain and Ireland.

Terms and Conditions

- Reporting to: Archdeacon of Blackburn, as Lead for Making Disciples
- Working alongside (paid staff): Stewardship Resourcing Officer, Generous Giving Officer, PA to Archdeacon Mark
- Responsible for: Nil employees
- Hours of Work: 21 hours per week. Flexible working will be needed to support occasional training events at evenings and weekends.
- Salary £23,089 per annum. 21 Hours Salary £13,853 per annum
- Normal Place of Work: Diocesan Offices, Clayton House, Walker Office Park, Blackburn BB1 2QE