

**The Derby Diocesan Board of Finance Limited**  
**Diocesan Mission and Pastoral Committee (DMPC)**  
**and Diocesan Board of Patronage (DBP) Secretary**  
**Job Specification**

<b>DEPARTMENT:</b>	Diocesan Mission and Pastoral Committee (DMPC) & Diocesan Board of Patronage (DBP)
<b>LOCATION:</b>	Church House, Full Street, Derby DE1 3DR
<b>RESPONSIBLE TO:</b>	Head of Buildings for Mission Team
<b>ACCOUNTABLE TO:</b>	Archdeacons and Diocesan Secretary
<b>FULL/PART TIME:</b>	35 hours per week
<b>SALARY:</b>	£30,000 per annum

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### **Diocese of Derby**

The Church of England operates through 42 dioceses each under the leadership of its own Diocesan Bishop. The Diocese of Derby covers almost all of the County of Derbyshire (except for a small area in the north), the City of Derby, and a small area of Staffordshire. The Church offers its ministry to the whole community, in the Diocese of Derby covering a population of around one million.

Within the Diocese there are more than 250 parishes and other ministry contexts, around 330 church buildings (of which around two thirds are listed) served by approximately 120 paid clergy, over 40 self-supporting ministers supported by over 180 clergy with a Permission to Officiate, 130 active readers and hundreds of volunteers.

The Derby Diocesan Board of Finance Ltd employs around 50 people to resource the diocese. There are also 111 church schools within the Diocese governed by the Diocesan Board of Education.

### **The Diocesan Vision**

The Diocesan Vision is The Kingdom of God: Good news for all, as seen in Transformed Lives through Growing Church and Building Community. We will deliver this vision through deepening our relationship with God, making new disciples, serving our local contexts, and challenging injustice.

### **Job Summary**

The DMPC & DBP Secretary role is an exciting opportunity for someone to be part of the team who could make a significant difference to the mission and ministry of the Diocese for future years. The role is a significant enabling role in promoting and supporting the pastoral and organisational changes and developments that are needed to ensure our organisational structures help to facilitate the mission and ministry of our churches, parishes, deaneries, archdeaconries, and diocese.

They will be the first point of contact for incumbents, churchwardens, patrons and others when they seek advice about pastoral reorganisation and have questions concerning the future of individual church buildings.

## **1. Diocesan Mission & Pastoral Committee**

### **Key Responsibilities**

Act as the Diocesan Mission and Pastoral Secretary, working closely with the Archdeacons, Area Deans and the deaneries to develop any pastoral schemes that may arise, following the procedures laid down in the Mission and Pastoral Measure 2011 (and any future legislation which may amend or replace the 2011 Measure), providing good service to all Interested Parties. In addition, the post holder will set up and manage any sub committees for Churches Closed for Public Worship, as required.

### **The Effective Management of the DMPC**

- To prepare papers for Bishop's Council (acting in its capacity as DMPC) and to prepare the agenda, papers and minutes for meetings of any sub-committees.
- To effectively communicate the decisions of the committee and implement those decisions.
- To draft Schemes under the Mission & Pastoral Measure 2011.
- To conduct full consultation with all Interested Parties, both informal and formal.
- To respond to any representations made to these consultations and to represent the Diocese at National Committee meetings as required.
- To prepare paperwork for the Church Commissioners.
- To implement Pastoral Schemes once approved.
- To manage the processes for implementation of Bishop's Mission Orders.
- To manage the Suspension of Presentation process and to keep a systematic record of Suspensions.

### **Churches Closed for Public Worship**

- To create sub-committees as required for new cases.
- To manage the processes laid down in the Mission & Pastoral Measure.
- To be responsible for closed churches during the use seeking period; once a church has been formally closed by Pastoral Scheme / Order responsibility for its day-to-day property and asset management will transfer to the Property department.
- To work closely with the Diocesan Advisory Committee Secretary on matters relating to closed and closing churches.

## **2. Diocesan Board of Patronage**

### **Key Responsibilities**

Act as the Diocesan Board of Patronage Secretary, working closely with the Bishop, Archdeacons, Area Deans and the deaneries and the members of the Board, providing good service and informed advice to all Interested Parties.

### **The Effective Management of the DBP**

- To prepare papers for the Diocesan Board of Patronage and to prepare the agenda, papers, and minutes for meetings.
- To effectively communicate the decisions of the committee and implement those decisions.
- To conduct full consultation with all Interested Parties, both informal and formal.
- To respond to any representations made to these consultations and to report back to the DPB.
- To prepare paperwork for the Church Commissioners, Diocesan Registry and others as required.

### 3. GENERALLY

- To maintain good relationships and deliver excellent customer service to clergy, PCC members and other interested parties, including statutory bodies.
- To be able to provide accurate advice in response to enquiries from parishes regarding pastoral reorganisation and patronage.
- To understand the development of the Church's organisational structures and their place in the worship and mission of the Church in the 21<sup>st</sup> Century.
- To introduce the DMPC and DBP to new incumbents, churchwardens and other PCC members as required.
- To be familiar with the work of the Diocesan Advisory Committee Secretary and provide continuity of service during periods of illness and annual leave.
- To keep up to date with planned or actual changes in legislation affecting this post, advising internally as appropriate as internal expert, and consulting on and representing the diocese's interests in any consultation (Note: a review of the Mission and Pastoral Measure 2011 is currently ongoing which will have implications in 2024 or shortly thereafter).
- Any other duties commensurate with the post.

### KEY CONTACTS

Internal	External
Bishop	Church Commissioners Pastoral and Closed Churches Team
Archdeacons	Patrons
Area Deans & Lay Chairs	
Diocesan Registrar	
Diocesan Secretary	
DAC Secretary	
DAC Chair	
Bishop's Council	
Clergy	
PCCs	

## PERSON SPECIFICATION

Key Criteria	Essential and Desirable
<b>Knowledge, Qualifications and Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Educated to degree level or equivalent experience.</li> <li>• Sympathetic understanding of the working and mission of the Church.</li> <li>• Inspired by an understanding of the work of the Diocesan Advisory Committee as an expression of our Diocese’s Vision – the Kingdom of God, Good News for All.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Some knowledge of the workings of the Church of England and of church organisational structures in the furtherance of Christian worship and mission (or a demonstrable ability to learn).</li> <li>• Experience of drafting legal documents.</li> </ul>
<b>Work related qualities</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• To be a good communicator, a team player, able to work creatively with colleagues.</li> <li>• Organised and administratively able, with effective working knowledge of IT (in particular Microsoft 365).</li> <li>• Excellent communication skills – both oral and written with the ability to:               <ul style="list-style-type: none"> <li>• summarise complex information.</li> <li>• use websites and social media.</li> <li>• communicate effectively to groups, and at meetings.</li> </ul> </li> <li>• To be a motivated self-starter and able to take initiative.</li> <li>• Ability to develop and improve administrative procedures to provide effective service to parishes.</li> <li>• To be able to work under pressure to meet deadlines and to prioritise a busy schedule.</li> <li>• Excellent interpersonal skills and a strong customer focus.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Familiarity with (ability to acquire) a working knowledge of appropriate Church Measures and an understanding of the structures of the CofE.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Able to travel around the diocese, and nationally when required.</li> <li>• Able to work flexibly including evenings and weekends – with notice.</li> <li>• Awareness/appreciation of the Church of England aims and values.</li> </ul>

The Diocese of Derby intends to review job descriptions annually as part of the staff review process, to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed.

This review will be carried out by the line manager in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

### Terms and Conditions

Employer:	Derby Diocesan Board of Finance Limited
Line Manager:	Head of Buildings for Mission Team
Place of Work:	Church House, Full Street, Derby DE1 3DR
Salary:	£30,000 per annum
Working hours:	35 hours per week (some remote working possible, as agreed with Line Manager).
Holidays:	Full time holiday entitlement - 25 days plus statutory bank and public holidays. In addition, the DBF provide 5 further days paid leave which are to be taken on a discretionary basis as determined by the DBF.
Pension:	Based on Auto Enrollment qualifying criteria employer contributions equivalent to 10% of the gross salary into an approved personal pension plan, paid monthly. If the Church workers pension fund is selected 9.5 % of the gross salary will be paid into the pension fund and 0.50% will be paid to life insurance.
Sickness/Absence:	Company sick pay is paid during periods of absence and in accordance with company policy.
Expenses:	All reasonable working expenses will be met at the agreed Diocesan rates.
Termination	The appointment is subject to a six-month probationary period during which it may be terminated by either party by one week's notice. Following the satisfactory completion of the probationary period the appointment may be terminated by either party by three months' notice.

Signed by the Employee: .....

Date: .....

Signed by the Manager: .....

Date: .....