



# Diocese of Christchurch

Anglican Church in Aotearoa, New Zealand and Polynesia (ACANZP)  
Te Hahi Mihinare ki Aotearoa ki Niu Tirenī, ki Nga Moutere o Te Moana Nui a Kiwa

## Diocesan Ministry Educator (DME) POSITION DESCRIPTION

Responsible to:	Standing Committee
Reports to:	The Bishop of Christchurch
Stipend and Allowances:	As per individual covenant
Date:	November 2018

The Diocese of Christchurch is part of Anglican Church in Aotearoa, New Zealand and Polynesia - Te Hahi Mihinare ki Aotearoa ki Niu Tirenī, ki Nga Moutere o Te Moana Nui a Kiwa. It is also part of the worldwide Anglican Communion. The Mission Statement of ACANZP is:

- i. To proclaim the good news of the Kingdom;
- ii. To teach, baptise and nurture the new believers;
- iii. To respond to human needs by loving service
- iv. To seek to transform unjust structures of society, to challenge violence of every kind and to pursue peace and reconciliation;
- v. To strive to safeguard the integrity of creation and sustain and renew the life of the earth

Within this Mission, the Diocese of Christchurch responds to God's Call in Otago and Southland with faith communities who read the Bible, pray and live out the life of Jesus Christ.

### History of Role

The Diocese seeks a new Ministry Educator because the current equivalent, Peter Carrell has been elected the next Bishop of Christchurch, taking office on 9 February 2019. Peter holds the twin roles of Director of Education (0.5 FTE) and Director of Theology House (0.5 FTE). The position advertised here is no longer twinned with the Director of Theology House role; has been renamed; and will be a minimum of 0.8 FTE and a maximum of 1.0 FTE (as agreed with the post holder).

### Purpose of the Role

The Diocesan Ministry Educator (DME) is a specialist in ministry education and training, employed by the Diocese of Christchurch. The role involves a mix of providing and/or coordinating ministry related learning opportunities within the diocese, as well as working with other educational/training staff such as the Director of Post Ordination Training (a 0.1 FTE role) and the Director of Diocesan Ordination (a 0.1 FTE role) as they lead specific learning opportunities. There is room within this Job Description for the personal skills and interests of the holder of the position to develop, in a creative and responsive manner with respect to the requirements of the job.

The Diocesan Ministry Educator is an actively participating member of the Diocesan Ministry Team which is co-convened by the Bishop of Christchurch and a senior member of the team (who, in 2019, will be the Rev. Spanky Moore). The Diocesan Ministry Team (DMT) consists of diocesan staff supported by educational funding from the St John's College Trust Board and currently includes young adults, youth, children's ministry staff.



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The position of Ministry Educator is pivotal as the diocese faces changing environments and engages with new opportunities for church growth and missional development and thus the post itself will evolve over time. The next Ministry Educator of the Diocese of Christchurch needs to be an adaptable post holder as well as a key agent of change who assists the Diocese to discover and implement missional opportunities within our current social, cultural and geographic situation.

The effectiveness of the DME position is largely dependent on the post holder's availability to travel (by car or air), to communicate by email, phone, video conferencing and their ability to establish and develop networks with stakeholders – diocesan clergy and lay ministers, diocesan staff, peers within Tikanga Pakeha particularly, as well as across the whole of ACANZP.

In particular, the Ministry Educator:

- Offers educational support to parishes, diocesan groups and individuals pursuing ministry development, theological education or evangelistic training and support;
- Encourages and provides in-service learning for clergy including working with the Bishop and other members of the DMT on planning and delivering an annual clergy conference;
- Supports applicants making applications for St John's College Trust Board scholarships for ministry training and theological education;
- Co-ordinates the annual Diocesan application for educational funding from the St John's College Trust Board;
- Chairs the Diocesan Study Leave Committee and works with clergy on their planning for study leave;
- Works collaboratively with the Director of Post Ordination Training and the Director of Diocesan Ordination on the training of candidates for ordained ministry and on the training of recently ordained ministers;
- Represents the Diocese at regular meetings of the Tikanga Pakeha Ministry Council and the Anglican Ministry Educator Network (both bi-annual);
- Oversees the Diocesan Children and Young Persons Safety Officers scheme, including facilitation of regular training for these officers;
- Oversees "Boundaries Training" (safe practice of ministry) for the Diocese's licensed ministers and churchwardens;
- As required, works supportively of the Archdeacon of the Household of Deacons in her role in training and supporting vocational deacons.
- As required, works collaboratively with the Director of Theology House on the provision of formal accredited courses of education (with specific reference to Diploma of Christian Studies courses).



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## Competencies Required for the Role

<b>Interpersonal Relationship Skills</b>	Relates well to all kinds of people inside/outside the Diocese; builds appropriate rapport, especially with people new to Dio education; builds constructive and effective relationships with diplomacy and tact; can diffuse tense situations comfortably.
<b>Dealing With Paradox</b>	Can articulate diverse views held within the Diocese; is very flexible and adaptable when facing tough calls; can combine seeming opposites like being compassionately tough, or setting strong but flexible standards; can act differently depending upon the situation; and is seen as balanced despite the conflicting demands of the situation.
<b>Planning</b>	Accurately scopes out extent, difficulty of tasks and projects; sets achievable objectives and goals; breaks down work into a manageable steps; develops schedules (diary, annual calendar of events) and lists of tasks/people assignments; adjusts for problems; measures performance against goals; evaluates results.
<b>Presentation Skills</b>	Is effective in a variety of formal presentation settings: one-on-one, small and large groups, with peers, direct reports, and bosses; is effective both inside and outside the organization; commands attention and can manage group processes during the presentation; can change tactics midstream when something isn't working.
<b>Self-Development</b>	Is personally committed to and actively works to continuously improve him/herself; understands that different situations and levels may call for different skills and approaches; works to deploy strengths; works on compensating for weakness and limits.
<b>Understanding Others</b>	Understands why groups do what they do; picks up the sense of the group in terms of positions, intentions, and needs; what they value and how to motivate them; can predict what groups will do across different situations.
<b>Written Communications</b>	Is able to write clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect.
<b>Pedagogy</b>	Is able to teach; understands basic principles of adult education; recognizes importance of small group work as well as value of plenary sessions; can use a variety of tools to connect with a range of learning styles.



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## Key Relationships

- Bishop – appointed by, accountable to for performance
- Diocesan Ministry Team
- ☐ Standing Committee
- ☐ The Senior Leadership Team (including Archdeacons, Dean, Diocesan Manager)
- ☐ St Johns College Trust Board (funds this position, requires annual detailed application and report)
- ☐ Parishes and Clergy in the Diocese of Christchurch
- ☐ National links with others in similar positions

## Person Specification

	ESSENTIAL	DESIRABLE
<b>Education and Qualifications (or equivalent level of learning)</b>	<ul style="list-style-type: none"> <li>• Familiar with and experienced in the Anglican Church, and in good standing with the Anglican church.</li> <li>• A person with sound theological training, preferably to degree level and with experience in the delivery of theological education that meets the needs of a wide range of people</li> <li>• A person with a commitment to the development of sound</li> </ul>	<ul style="list-style-type: none"> <li>• An ordained person with parish experience - would consider an appropriately skilled layperson.</li> <li>• Post graduate qualification in education/learning related area</li> <li>• Proven experience in educating others</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experienced in the design and delivery of educational programmes.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in developing electronically available resources (e.g. via Websites or other e-learning packages)</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• A good communicator in the spoken language, written language and able to use electronic media</li> <li>• Well informed about educational resources and practice</li> <li>• A person who can both accept and offer supervision at least</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Someone with a well-established Christian faith and current worshipping practice, willing to pray with and for those with whom they work.</li> <li>• Able to establish priorities and manage their time.</li> <li>• Open to be a learner themselves, both from those that they work with and by resourcing from wider contacts.</li> <li>• Someone with strong inner security, who is prepared to deal personally with the wide range of expectations that others will have for them.</li> </ul>	

Diocese of Christchurch Position description:

Employee's initials: \_\_\_\_\_

Authorised by: Bishop-elect Peter Carrell

Employer's initials: \_\_\_\_\_



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## Key Accountabilities and Activities-Results

Key Accountabilities	Examples of Activities - Results
<p><b>1. Collaborate on (pre/post) Ordination Training</b> The DME will work with the Director of Diocesan Ordination (concerning discernment for ministry, organizing of training for ordained ministry) and the Director of Post Ordination Training on the training of ordinands and the recently ordained.</p>	<p>Participation in :</p> <ul style="list-style-type: none"> <li>• Monthly POT training days as member of the POT training team;</li> <li>• Development of a creative training relationship between members of the POT group and their respective supervising clergy;</li> <li>• Annual Discernment Weekend;</li> </ul>
<p><b>2. Involvement in Parish Profile Consultations</b>  The Bishop requires Parish Profile Consultations in all parishes as part of the nomination process for a new vicar.  Requests for similar consultations may take place at other times of transition in parish life.</p>	<p>Collaborate with others, particularly local archdeacons on:</p> <ul style="list-style-type: none"> <li>• Review and revise the design of the consultation process in the light of experience;</li> <li>• Be responsible, when required, for seeing that the process is followed and that a Parish Profile Report is prepared to a high standard as soon as possible after the consultation event;</li> <li>• Provide follow-up educational resources as required.</li> </ul>
<p><b>3. Resourcing other diocesan ministry education</b> <i>a) Diocesan Boundaries Training:</i> Each three years every person who holds a bishop's license is required to attend a Boundaries training event. Attendance is required for a person to be re-licensed. <i>b) Authorised or licensed lay ministry in the Diocese of Christchurch</i>  <i>c) Regional Events</i></p>	<ul style="list-style-type: none"> <li>• Develop, run and monitor Boundaries training within the Diocese.</li> <li>• This is an area of ministry which needs a "reset" via the lead of the new Bishop and the DME will work with the Bishop on this reset and consequential educational requirements.</li> <li>• (As required) initiate regional training opportunities focused on particular skills, supplementing other options available.</li> </ul>
<p><b>4. Resourcing parish and clergy reflection on and development of ministry strategies</b>  The ministry climate in the Church is one of embracing change. This is being experienced in the social and cultural -norms of our society as well as the theological, financial, constitutional, liturgical and organisational aspects of the</p>	<p>Act as a resource person in the diocese to assist parishes and clergy in reflecting on changes and the challenges for ministry that they represent. This will include actions such as:</p> <ul style="list-style-type: none"> <li>• Personal conversations with clergy;</li> <li>• Choosing content for existing training programmes;</li> </ul>



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<p>church. This change requires careful reflection on and implementation of new models of ministry.</p>	<ul style="list-style-type: none"> <li>• Provide specific opportunities for group reflection;</li> <li>• Parish consultancy.</li> </ul>
<p><b>5. Ensuring personal competence and adequate resourcing</b></p> <p>The DME has a responsibility to keep familiar with basic literature/resources in the fields of ministry education and the skills required for fulfilling this Position Description.</p>	<ul style="list-style-type: none"> <li>• Spend a significant proportion of time in identifying, browsing and evaluating resources.</li> <li>• Actively enhance their own competence both in reflective study of relevant thinking and experience.</li> <li>• Develop relevant skills for this position in conjunction with a personal learning plan.</li> </ul>
<p><b>6. Provide a link for the diocese with ministry/education developments beyond the diocese</b></p> <p><b>a) Collegial relationships with the AMEN (Anglican Ministry Educators Network).</b> The Anglican Ministry Educators' Network is an important peer group for the DME and a working, relationship will be maintained with members of this group</p> <p><b>b) Represent Diocese at Tikanga Pakeha Ministry Council</b></p> <p><b>c) Attendance at significant conferences and training events.</b> The DME is responsible to ensure that the diocese benefits from conferences and training events that might enhance ministry development in the diocese.</p>	<ul style="list-style-type: none"> <li>• Contact via individual communications and through AMEN organised meetings.</li> <li>• Be a point of contact for the diocese on matters pertaining to ministry and theological education i.e. processing mail and ephemeral published material to and from others involved in related fields.</li> <li>• Personally attending events as appropriate/ seeking ways to ensure others can attend.</li> </ul>
<p><b>7. Ministry development for clergy and laity</b></p> <p><b>a) Initiate and encourage in-service learning opportunities for clergy</b></p> <p><b>b) Provide consultancy to individuals considering study leave</b> Acts as Chair of the Diocesan Study Leave Committee and from that role as a liaison and consultant person for clergy considering study leave.</p>	<ul style="list-style-type: none"> <li>• Inform clergy and laity in the diocese of relevant learning opportunities.</li> <li>• Initiate in-service training for clergy each year to complement opportunities available from other sources.</li> <li>• The DME will seek to encourage clergy to lead regular in- service training.</li> <li>• Assist individuals making applications for SJCTB scholarships.</li> </ul> <p>This will involve:</p> <ul style="list-style-type: none"> <li>• Helping individual clergy develop their study leave proposals</li> <li>• Working with any study leave committee and the Bishop in developing and implementing appropriate policies and procedures for taking study leave.</li> </ul>



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<p>c) <i>Involvement in the planning of the annual Diocesan Clergy Conference</i></p>	<ul style="list-style-type: none"> <li>Working with the Bishop's planning group for the Diocesan Clergy Conference or its equivalent.</li> </ul>
<p><b>8. Work collaboratively and supportively as directed by the Bishop in education and training with:</b></p> <ul style="list-style-type: none"> <li>– Theology House</li> <li>– Household of Deacons</li> <li>– Laidlaw College</li> </ul>	<ul style="list-style-type: none"> <li>Typically ministry educational personnel in the Diocese of Christchurch have close relationships with Theology House, the (Diocesan) Household of Deacons and with the Christchurch campus of Laidlaw College</li> <li>Collaboration and support for these entities is encouraged.</li> </ul>
<p><b>9. Financial Management</b></p> <p>Accountable to Standing Committee for management of DME funding and ultimately to the St John's College Trust Board</p>	<ul style="list-style-type: none"> <li>Collaborate with Diocesan Finance Manager in preparing a draft budget each year for each area of responsibility</li> <li>Manage funds with-in the approved budgets</li> <li>Provide annual detailed application and report to the St John's Trust</li> </ul>
<p><b>10. Membership of the Diocesan Ministry Team</b></p>	<ul style="list-style-type: none"> <li>Regular Wednesday morning coffee meetings with remainder of DMT.</li> <li>Two or three quiet days or planning days, led by the Bishop.</li> <li>Occasional DMT-led events across the Diocese.</li> </ul>
<p><b>Health, Safety and Wellbeing</b></p>	
<p>Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Anglican Diocese of Christchurch's Health, Safety and Wellbeing policies, procedures and systems.</p>	<ul style="list-style-type: none"> <li>Understand and consistently meet obligations under the Anglican Diocese of Christchurch Health and Safety policy/procedures.</li> <li>Actively encourage and challenge peers to work in a safe manner.</li> <li>Make an effort to strive for best practice in Health and Safety at all times.</li> </ul>



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## Treaty of Waitangi

Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day-to-day basis.

- *Partnership* – interact in good faith and in the nature of a partnership. There is a sense of shared enterprise and mutual benefit where each partner takes account of the needs and interests of the other.
- *Participation* – work in partnership with our treaty partners to enable our Diocese to reach its full potential. You are mindful of the varying socio-economic conditions that face our people and work hard to remove barriers of access to justice, wholeness and faith.
- *Protection* – work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.

Note: the above example measures are a guide only. The precise activities-results measures for this position will require further discussion between the post holder and the person-group they report to or are responsible to.



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## CHANGES TO POSITION DESCRIPTION

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of performance and development reviews.

Acknowledged / Accepted:

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Post holder

Date

.....

Bishop

Date