

DAC Chair in the Diocese of Liverpool

Role description

Vision: the mission of the Church

Bishop Paul writes:

In the Church of England we hold two perspectives: we are here for God and for England. God is unchanging, and England is changing all the time. To this changing context we need to bring all our resources, including the opportunities for mission presented by our rich stock of church buildings.

The establishment of the Church brings its own possibilities for mission and for making the most of the buildings we have been given. The Church of England is responsible for operating its own system of planning consents for works to churches. Faculties (permission to undertake works) are granted by the Diocesan Chancellor. Before considering a faculty application the Chancellor is rightly obliged to take advice from the Diocesan Advisory Committee (DAC). The DAC therefore plays a central role in the equipping of the local church to fulfil the mission of God in this changing context.

To fulfil this role the Committee draws on a range of expert advice, including the architectural, the historical and the theological. The chair of the DAC shapes the work of the Committee so as to make the most of its skills within the wider mandate of the Diocese to fulfil the work of God in our generation.

In the Diocese of Liverpool we are asking God for a bigger church so as to make a bigger difference, and we say: more people knowing Jesus, more justice in the world. Further detail on the purposes, aims and objectives of the Diocese is unfolded below.

Thank you for reading this document. May God guide you as you consider whether it might be right for you to express interest in this role.

Background: the work of the DAC

The DAC is the lead body in the diocese for advice on the care and development of churches; providing advice to parishes, Archdeacons and the Diocesan Chancellor. It has a key role to promote good practice over the maintenance and development of church buildings.

The DAC helps parishes make changes to their buildings. All deliberations are undertaken with the aim of balancing care and conservation with enabling worship and mission. The committee is made up of both clergy and lay people and can offer specialist

advice on a wide range of topics including archaeology, bells, clocks, lighting, organs, stained glass, heating, re-orderings, etc – as well as on the conservation of our rich store of historic buildings. All of this time and expertise is given freely. Historic England, the national amenity societies, and the Local Government Association are each consulted about making an appointee.

Nationally, the Church Buildings Council provides support to the diocesan committees by organising training events, a national conference for DAC Chairs and Secretaries and responding to requests for advice on specific issues. The Council provides the website ChurchCare.co.uk to support DACs and parishes.

The Diocese of Liverpool contains 250 churches, half of which are listed buildings. Liverpool DAC meets 11 times a year and will discuss 10-20 cases, usually within a two-hour lunchtime meeting. There are no sub-committees, although Archdeacons have discretion to approve certain designated actions independently.

Context: the purposes, aims and objectives of the Diocese

For many years we have been working to achieve growth in our Diocese of Liverpool. We have used different ways to express this but the aim and direction of travel has remained the same – consistent with the whole of the Church of England. As previously stated, we are asking God for a bigger church so we can make a bigger difference so that more people know Jesus and there is more justice in the world.

We think we will achieve this mission if we have:

- 100 new congregations
- 1,000 new leaders
- 10,000 disciples

To help us do this we are calling every worshipping Christian in our diocese to sign up to the Bishop of Liverpool's rule of life which will encourage and support us in our inner journey (called to Pray, Read, Learn) and outer journey (Sent to Tell, Serve, Give).

Within this we are encouraging *everyone* to:

- *Bring 1 friend* – into the regular worshipping and serving life of the church (bring one friend)
- *Do 10 things* – 10 acts of service or find 10 new points of connection beyond the walls of the church (do ten things)"

To plant 100 new congregations, develop 1,000 new leaders and encourage 10,000 disciples we are asking *every person currently in a leadership position* to help us:

- *100: New congregations*
 - Plant 100 new congregations which draw new people into the worshipping and serving life of the church (10 years)

- *1,000: New leaders*
 - Identify and nurture 1,000 new leaders in the worshipping and serving life of the church (5 years)

- *10,000: Disciples*
 - Encourage 10,000 people to sign up to the Rule of Life (3 years)

The DAC, as with all committees in the Diocese of Liverpool, will need to be mindful of this context and the Chair will have a key role in enabling the DAC to interpret its role accordingly.

Role: a summary of what we are seeking

The Chair, together with the DAC Secretary, represents the DAC within the diocesan structures. Within those structures, the Chair represents the work of the Committee and seeks to ensure that its interests are fairly considered in the formulation of diocesan policy and allocation of resources. The Chair is an ex officio member of Diocesan Synod and of the Bishop's Council.

The DAC currently meets monthly at St James House. Some travelling for site visits and attendance at the annual conference is expected. In addition to allowing time for chairing the meetings of the DAC, it will be important to make time prior to each meeting to discuss the agenda and all the applications with the DAC Secretary.

Within the DAC it is important for the Chair to affirm the work of all members and advisers and the contribution which they make. Nationally there is a drive for simplification and reduction of bureaucracy in church administration. The DAC chair should be looking for ways to achieve this at a diocesan level and able to participate in online working, including the Online Faculty System. We seek to balance excellence in judgement and decision-making with making the applications process as easy as possible for parishes.

The Chair is expected to be actively involved in recruitment of members of, and advisors to, the DAC Committee.

From the casework, the Chair may identify needs for training or the preparation of a guidance note, either by the DAC or from the Church Buildings Council.

The Chair reports to the Diocesan Bishop and works closely with the Archdeacons, Registrar, Chancellor and DAC Secretary. They should have a good relationship with the Diocesan Secretary.

Administrative support for the DAC is provided by the DAC Secretary. The Chair has no line management responsibility but is expected to work closely with the DAC Secretary.

The post is voluntary but expenses are paid.

Key qualities

The ideal candidate will possess excellent chairing skills, diplomacy and tact. In chairing meetings of the DAC, the preferred candidate will need to possess the ability to weigh up decisions carefully, possess well-developed listening skills and be able to move each agenda along quickly and smoothly but still allowing for each decision to be carefully and thoughtfully reached. The Chair will need the wisdom to stand back from the detail of schemes to ensure that all meetings of the DAC are chaired in a fair and unbiased way. Flexibility in approaching different proposals is essential as is the ability to absorb the key features of disciplines that may be unfamiliar. Whilst conservation skills are not required, the Chair will need to develop a clear understanding of current issues.

The Chair will need a clear understanding both of diocesan strategy and the realities of parish life and ministry. S/he must be in sympathy with the mission of the Church of England and have an awareness of the issues involved in balancing worship and mission with the nurture, care and conservation of a community and/or heritage asset. Also helpful is an understanding of the history and ethos of the Church of England and an understanding of the challenges faced by those responsible for the care of church buildings in the context of seeking to become a bigger church making a bigger difference.

The Chair will also need an ability to relate well with people at all levels; good analytical skills and grasp of detail are necessary. The preferred candidate will possess the skills to be an ambassador of the Committee within the life of the diocese and positively promote its work among clergy and churchwardens.

The Chair will work closely with the DAC Secretary to ensure the smooth passage of proposals through the faculty process, but will not engage directly in the evaluation or support of any particular scheme. A relationship of trust and co-operation with the DAC Secretary will be an essential part of the post.

The Chair is appointed by the Diocesan Bishop after consultation with the Bishop's Council, the Chancellor and the Church Buildings Council. The term of office of the Chair is from their appointment until the making of new appointments to the Committee (in 2024/25). The Chair may then be re-appointed by the Bishop after consultation as above.

Person Specification

Each of the following criteria will be assessed via: (a) application form; (i) interview ;(p) presentation

	Essential requirements	Desirable requirements
Qualifications		
Experience	<ul style="list-style-type: none"> • Understanding of the roles / responsibilities of a management committee (a/i/p) • Proven experience of chairing meetings (a/i/p) 	<ul style="list-style-type: none"> • Experience of organisational and people management (a/i) • Understanding of current practice relating to conservation and urban design principles, statutory duties, legislation, enforcement (a/i)
Knowledge and skills	<ul style="list-style-type: none"> • Broad knowledge of DAC function and current issues facing it (a/i/p) • Understanding of and commitment to both diocesan strategy and the realities of parish life and ministry (a/i/p) • Strong leadership skills, with an ability to positively motivate committee members ensuring decisions are taken and followed through (a/i/p) • Clear vision and passion for the work of the DAC Committee (a/i/p) • Excellent communication and interpersonal skills (a/i/p) • Experience of using Microsoft applications (Word, Excel and Outlook) (a) 	
Personal qualities	<ul style="list-style-type: none"> • Comfortable in an ambassadorial role (a/i) • Able to demonstrate tact and diplomacy, with the ability to listen and engage effectively (a/i) • Able to foster and promote a collaborative team environment, yet with the ability to recognise when to take a clear (and if necessary a controversial) decision (a,i) 	

	<ul style="list-style-type: none"> • Respectful to the needs of others but with an ability to challenge and confront areas of concern when necessary <i>(a/i/p)</i> 	
Work related circumstances	<ul style="list-style-type: none"> • To have an understanding of, and be in sympathy with the Church of England and have an awareness of the issues involved in balancing heritage and mission <i>(a/i/p)</i> • Be willing to respond to urgent matters outside normal office hours, and attend occasional evening or weekend meetings <i>(a/i)</i> • Current driving licence with access to own transport <i>(a)</i> • Willingness to travel within the Diocese of Liverpool and further afield when required and necessary <i>(i)</i> 	<ul style="list-style-type: none"> • Practising Christian <i>(a)</i> • Current driving licence with access to own transport