

Bishop's Planning Officer

Job Description



Background

The Diocese of Liverpool wants to be a bigger church to make a bigger difference. We can become a bigger church through multiplying congregations; through creating new, fresh expressions of church; through working out in our context what it means to be Disciples of Christ. Being a bigger church is not enough. We want to make a bigger difference through our social action; through our relationships with the wider community; through being a meaningful presence in people lives. We want to encourage those who are hearing God's call on their lives to explore their vocation. We do this because we want to better serve Christ and enable others to know him.

Our bishops and clergy share this vision and want to see it worked out locally through strong devolved deanery mission planning. We support those who want to make a difference in the service of Christ.

The principal task of the Planning Officer on behalf of the Bishop is to support the Mission of God in each Deanery, having regard to the Bishop's Growth Agenda and to Deanery Mission Plans. S/he will therefore work with the Bishops, Archdeacons, Area Deans, Lay Chairs, Deanery Mission & Pastoral Committees. S/he will work closely with the Mission and Pastoral Officer to support a mixed economy of both the inherited church and pioneer ministry as they seek to grow numerically, kindle their love for God and neighbour and serve their local community.

It is a task which requires a clear understanding of God's mission in each of the deaneries of the diocese and the ability to get alongside parishes and deaneries and to help them through the legal processes.

The Bishop's Planning Officer and Mission and Pastoral Officer will be supported by the Assistant Bishop's Planning Officer/s who will have particular areas of responsibility.

Terms and Conditions

The appointment, which is made by the Bishop of Liverpool on advice from the Bishop of Warrington, is for five years. The post-holder is accountable to the Bishop of Warrington, as Chair of the Mission & Pastoral Committee, but will also have access to the Diocesan Bishop as required.

The role will involve some evening work and substantial travel in and around the diocese. Experience suggests that the role can take 15+ hours per week, and involves 3 – 4 evening meetings per month.

All travel and other out of pocket expenses will be covered, including travel to and from St James House.

The post-holder is a member of the Diocesan Advisory Team and will be expected to attend its monthly meetings.

The post-holder is also a member of the Church Buildings (Uses and Disposal) Committee.

Key links and relationships

The post-holder will be expected to liaise with the Bishop of Warrington's office, the Archdeacons, the Registrar, Area Deans, Church Commissioners and local planning authorities, as required. S/he will particularly need to form a good working relationship with the Mission & Pastoral Officer as well as the Secretary of the Church Buildings (Uses and Disposal) Committee.

Core knowledge

The post-holder will be expected to have or develop a working knowledge of the Mission and Pastoral Measure, Patronage Measure and Parsonage Measure and other national publications that relate to Mission and Pastoral Measures, as well as being alert to financial and political issues affecting the diocese.

It would be helpful, but not essential, if the post-holder is informed as to the demographic trends and the planning of local and regional authorities as they affect population distribution, trunk roads, and other factors bearing on appropriate pastoral units.

The post-holder will be expected to keep abreast of developments in the diocese and especially through receiving and reading minutes of the Clergy Housing Committee and the Diocesan Advisory Committee.

Key tasks

These can be summarised as follows:-

1. Working with parishes and deaneries in advising the best way forward to meet parish and deanery mission and growth plans and aspirations, in line with the Bishop's 'Bigger Church to make Bigger Church' agenda.

2. In pursuit of the diocesan Making it Easier agenda to ensure that we maintain and develop good, efficient and user-friendly procedures for managing and processing mission and pastoral reorganisation consultations. This will require working with the Mission and Pastoral Officer on the drafting of proposals and schemes, Bishop's Mission Orders, suspension of presentation, boundary changes, etc; and the Church Buildings (Uses and Disposal) Committee Secretary on drafting proposals for redundant churches.
3. In conjunction with the Mission and Pastoral Officer overseeing the preparation of the agenda for the Diocesan Mission and Pastoral Committee and Legal and Administrative Sub Committee meetings and ensuring that all decisions taken are acted upon.
4. Working with and having general oversight of the work undertaken by the Assistant Bishop's Planning Officers/s.
5. Acting as Designated Officer in patronage issues, including the maintenance of the church status and patronage register for the diocese.
6. Contributing to the development of diocesan strategy and policy both through constructive engagement and input in meetings and by producing discussion papers as required.
7. Giving advice on request to the Bishops, Archdeacons and others on mission and pastoral matters affecting the diocese.

The Planning Officer is a member of the Diocesan Advisory Team, the Diocesan Mission & Pastoral Committee, the Legal & Administrative Sub Committee and the Closed Churches (Uses & Disposal) Committee.

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