



Esgobaeth Llandaf Diocese of Llandaff

Mae Ffydd Yn Cyfrif | Faith Matters

Diocesan Director of Ordinands (DDO)

The Bishop of Llandaff is seeking to appoint a Diocesan Director of Ordinands. The appointed person will act for and work closely with the Bishop in overseeing preliminary assessment of candidates, working within the vocations team of the Diocese to encourage vocations to a range of ministries. Together with the complex and demanding pastoral and organisational aspects the DDO should feel called to reflect theologically and strategically about ministry in line with our Diocesan Vision - 'Faith Matters'.

This is a role designed to fit our vision for the Diocese:

<https://llandaff.churchinwales.org.uk/en/about-us/faith-matters/>

Faith Matters

Telling a joyful story

Growing the Kingdom of God

Building our capacity for good

The DDO is a member the Ministry Development Team, working collaboratively to raise the profile of vocations especially amongst the young. Form and discern people for ministry of all kinds, engage creatively and purposefully with candidates, ministers in training and newly licensed ministers, and help deliver lay training and continuing ministerial development across the diocese. The other members of the Ministry Development Team all serve as Assistant Diocesan Directors of Ordinands (ADDOs).

Dependent upon the experience and gifts of the person appointed there is scope for this role to dovetail into the work and team of Llandaff Cathedral. This will be discussed upon appointment.

JOB DESCRIPTION

1. Membership of the Ministry Development Team (MDT)

The MDT is led by the Director of Ministry & Discipleship, seeking to

- Promote the development of discipleship throughout the diocese
- Raise the profile of vocations, especially amongst younger generations
- Form and discern people for ministry of all kinds
- Engage creatively and purposefully with candidates, ministers in training and newly licensed ministers
- Help deliver lay training and continuing ministerial development across the diocese.

Members of the MDT serve as Assistant DDOs.

The Vocations Team comprises both ordained and lay vocations advisers. The DDO post requires collaborative leadership of the whole Vocations Team to both nurture vocations within the diocese as well as informing the Bishop's strategic plans for an increase in diocesan vocations in those exploring ordination and those called to other licensed ministries.

2. Assessment and Selection of Candidates

- a. The post holder will lead the discernment process and will be creative about the use of the Ministry Development Team, the Vocations Team and other resources in the diocese and wider Church to bring about a thorough and efficient pathway for the discernment of vocations, particularly to ordained ministry.
- b. An ability to work rigorously with insight, sensitivity and diligence with candidates for ministry (lay and ordained), helping to discern and report on their faith, vocation, individuality and potential strengths and weaknesses.
- c. Along with the Chairs of diocesan discernment boards the DDO will be responsible for arranging meetings of the Diocesan Discernment Panel and coordinate briefings and training members of that panel. In consultation with the wider team, the DDO decides which candidates are ready for Stage 1 provincial discernment and the Diocesan Discernment Panel (DDP). This involves preparing thorough, accurate and timely supporting paperwork and acting as secretary to the DDP.
- d. The DDO will administer the diocesan processes for Stage 2 provincial discernment, taking up references on time and undertaking all necessary administration. The DDO is accountable for preparing each candidate for diocesan and provincial discernment and delivering feedback on panel results.

3. Management of ordinands prior to and during training

When an ordinand begins training, he/she is under the primary pastoral care of the Principal and staff of St. Padarn's, but the DDO acts for the Bishop in exercising a continuing pastoral oversight.

- a. The DDO will visit students and discuss their progress with staff members. There are regular progress review meetings with the Bishop, Diocesan Director of Ministry, and Staff from St Padarn's throughout the year.
- b. The DDO works closely with Diocesan and Provincial colleagues to ensure that proper financial provision is made for the students, according to Church in Wales guidelines covering diocesan financial support to married and single ordinands in training.

- c. The DDO will be part of a wider team advising the Bishop on Ordinands needs and preferences for training posts during curacy and will also serve as a link for those exploring ordination or curacy within the diocese from the wider Anglican communion or other dioceses within the Church in Wales.
- d. The DDO is responsible for working alongside the Bishop's Office and the Cathedral in the preparation of ordinations. It is the DDO's responsibility to plan, coordinate and arrange the ordination retreats and to prepare the ordinands with both practical, spiritual and emotional support.

4. Liaison with Provincial bodies

The DDO represents the Diocese, as required, at Provincial or other events.

- a. The DDO represents the Diocese of Llandaff at appropriate Provincial events concerning vocations, discernment, and formation for ministry.
- b. The DDO meets with the Director of Ministry & Discipleship regularly to monitor progress and for support and strategic discussions.
- c. The DDO will be briefed and may be consulted as to the development of policy both in the Diocese and the wider Province. There may be an expectation to undertake research and present written findings in line with such strategic decisions as matters are being considered.
- d. The DDO carries responsibility for significant pieces of detailed administration. All of which must adhere to the Church in Wales safeguarding policy and other appropriate governance policies (including DBS checks, GDPR, references).

5. Terms & conditions

This post is subject to Clergy Terms of Service, with an Area Dean level of stipend (see provincial website), and housing provided.

- The post holder will be eligible to join the contributory pension scheme.
- Status of post: Permanent (subject to a six-month probationary period).
- Hours of work: Full time.
- Leave allowance: As per Clergy Terms of Service.

6. Location, Support and Line Management

All allowable expenses of office will be met. A laptop and mobile phone will be provided.

There is an expectation for the DDO to travel across the Diocese and occasionally the wider Province. The post holder must hold a clean driving licence and have use of a car.

The post is supervised by the Director of Ministry and discipleship within the Ministry Development Team. This team has a direct accountability to and involvement with the Bishop of Llandaff.

PERSON SPECIFICATION

Together with the essential criteria outlined in the Bishop's letter of introduction, the applicants will be expected to evidence:

- Someone with experience of pastoral ministry and the ability to articulate a confident sense of their own vocation.
- Able to show skills of discernment and an ability to nurture vocations in those of differing backgrounds.
- Well-organised and with skills of expressing themselves clearly both in conversation and in writing.
- Able to maintain careful and appropriate confidentiality.
- A mature team player who can work effectively with those of differing viewpoints and personalities, able to take difficult decisions and manage conflict well.
- Theologically competent and alert, as well as being liturgically sensitive.
- Able to reflect a real care in and interest for ordained ministry in the discernment of those exploring ordination.
- Committed to building a delivery plan for vocations which aspires to fulfil the strategic vision of the Diocese and sets the pattern of ministry with the Bishop and her team for the future.
- A champion for diversity within ministry who recognizes and values God's calling in all people.

FURTHER INFORMATION

For more information or to arrange an informal conversation, please contact:

The Reverend Canon Tim Jones
Diocesan Director of Ministry & Discipleship
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The Reverend Emma Ackland
Bishop's Chaplain:
llandaffchaplain@churcheinwales.org.uk

Deadline for application: 9am, Monday 21st October 2024

Interviews: Wednesday 13th November in Cardiff.