



DIOCESE OF
YORK

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Diocesan Adviser for Vocations and Diocesan Director of Ordinands

Mission and Ministry Team

Job pack - 2025

Foreword from the Revd Canon Dr Ian McIntosh, Director of Mission and Ministry

Dear Applicant,

Thank you for your interest in the role of Diocesan Adviser for Vocations which includes the role of Director of Ordinands. This role has become vacant at a crucial time in the implementation of our Diocesan Strategy, Living Christ's Story. We are putting fresh energy into Living Christ's Story, and delivering strategic programmes focused on our aims: becoming more like Christ; reaching those we currently don't; growing churches of missionary disciples which are younger and more diverse; and transforming our finances and structures.

At the heart of this strategy is the enabling of churches to engage in God's mission to the whole of life and to ensure that the diocese has the right kinds of lay and ordained ministries to enable churches to serve God's mission. The role of the Diocesan Adviser for Vocations is key to delivering this strategy and we are looking for a courageous, wise and collaborative colleague who can, with others, invest energy, time and direction into this renewal of ministry.

We are a diocese where there are real signs of growth in lay ministries which include Authorised Lay Ministries, Licensed Lay Ministries, Community Ministers within our hardest to thrive contexts, Lay pioneers growing New Worshipping Communities and Children and Families workers. We need more of these ministries and to re-energise our work around deaneries to amplify God's call. We also need more ordained ministers, especially those called to a self-supporting role - whilst we recognise that nationally, numbers are falling, we want to do our best to enable those called to ordained ministry to flourish.

We need a colleague who is both strategic and yet collaborative, able to work with others and to be accountable to others for the work entrusted to them. We need a wise sentinel who can spot the treasures and gifts in others and who will seek their well-being. We need someone who is persistent in helping us to change our thinking and our practice around vocations. We recognise that we need to speak about lay vocations as much as we speak about ordained vocations, and we need to intentionally seek out self-supporting vocations rather than relying on paid-for ministry. We long to widen access so that those who cannot see themselves in ministry are enabled to do so. We seek to foster the call of younger people into ministries of all shapes and sizes.

We hope that you will join us for this adventure of faith and look forward to hearing from you.

I. M. McIntosh

Context

The Diocese of York

With its network of parishes covering the country, the Church of England plays an active role in national life, bringing an important Christian dimension to the nation, as well as strengthening community life. The Church of England is arranged geographically into 41 dioceses, each under the care of a Bishop, and covers every part of England.

The Diocese of York takes in much of North and East Yorkshire, an area which includes the cities of York and Hull, as well as Middlesbrough and Selby, two National Parks, and the incomparable Yorkshire coast. We are a family of 572 churches and 125 schools across 442 parishes. We are led and guided in our faith and work by the Archbishop of York, Stephen Cottrell. York Minster is our principal church.

The Mission and Ministry Team

The role sits within the Mission and Ministry team who seek to resource deaneries, parishes, chaplaincies and new worshipping communities in these ways:

- Deepening discipleship in everyday life and become more like Christ,
- Growing healthy, safe and inclusive churches which in turn grow missionary disciples within a church where a mixed ecology becomes the norm
- Reaching those we currently don't reach, building upon Multiply (work reaching 20-40s) and Mustard Seed (work in our most deprived communities)
- Widening our vision for renewed lay and ordained ministries which will enable churches to serve that mission
- Developing lifelong formation programmes to sustain those ministries
- Engaging with work which enables us as a church to grow younger as we work with children, young people and families;
- Engaging with work which enables us as a church to grow more diverse.

Three Main Responsibilities

1 Vocations Strategy

Implementing a vocations strategy which engages in significant culture change based in the baptismal identity of the whole people of God. We want to affirm a calling to lay ministry as well as to ordained, and to self-supporting ministry as well as to paid-for ministry.

The role will require:

a. Vocations to ordained ministries:

- To clearly articulate the types of ordained ministry needed into the future
- To clearly communicate this across the diocese and to develop a programme of activities and events where vocational opportunities can be commended. This will be based around opportunities to preach, lead workshops and vision days around the diocese.
- To intentionally focus on oversight roles and on what more locally based 'focal' or assistant ministers are needed
- To foster vocations to chaplaincy and wider sector ministry as well as those called to exercise interim ministry
- To foster calls to self-supporting ministry.

Three Main Responsibilities, *contd.*

b. Vocations to Lay Ministries:

- To build on the existing vocational and formational pathways for Lay Ministers
- To develop a parish and deanery engagement strategy for encouraging lay vocations which will aim to increase lay ministry numbers by 50% between now and 2031
- This will require clear communication across the diocese as well as a programme of activities and events where vocational opportunities can be commended.

c. Widening our sights:

- To embed what it means to be a church which is younger and more diverse in our vocational strategy
- To act with courage to extend our vocational reach to include those who do not see themselves as ministers. This will include issues around social class as well as racial justice and inclusion.
- This needs to include attention to the range of church traditions and to those parts of the diocese which are under-represented in terms of geography and demography.

2 Team building of people working in discernment and vocational work

a. Within the Vocations and Lifelong Learning Teams:

- To become team leader for the Vocations and Start of Ordained Ministry Team. This will involve line-management of the Start of Ordained Ministry Adviser and of the Team Administrator both of whom are key colleagues in this shared work.
- To work collaboratively with the Warden of Lay Ministries and the Start of Lay Ministry Adviser to ensure a good modelling of mutuality between lay and ordained ministries.
- To line-manage the voluntary roles of Lead Vocations Adviser and a Young Vocations Champion.

b. The Team of Assistant DDOs, Vocations Advisers and Care of Candidates Advisers

- To build and expand this team of volunteers meet candidates exploring a call to ministry so that it reflects better the diversity of the diocese and the commitments to lay as well as ordained ministry.
- To meet regularly with them and to offer advice and supervision for their work

c. The Sponsoring Bishops and Archdeacons:

- To consult regularly and to be accountable to the 3 Sponsoring Bishops in their specific roles to oversee the growth of ordained ministry and with them and the Archdeacons on the wider vocations to lay ministry.

d. Those working to widen our sights:

This work will need significant attention and creative partnership and may include:

- Work with our Young Vocations Adviser, Children and Young People Adviser and with the Bishop of Hull to deepen our commitment to Growing Younger in terms of Vocations. There is work in its infancy to grow missional communities around young adults, to develop work around the diocese with those churches running intern schemes as well as reviewing our work with the National Church Ministerial Experience Scheme.
- Partnership working with the Bishop of Whitby and the Children and Young People Adviser to see how we might encourage vocational exploration amongst school aged students and those in Post-18 education
- Partnership working with Racial Justice Advocates to address systemic issues of racism and structural injustices which prevent Global Majority Heritage people from being seen as they might within the diocese and within the vocational processes.
- Connecting with those who exercise a variety of ordained ministries in the diocese whose stories are often overlooked and not integrated into wider policy and practice – chaplains, distinctive deacons, SSMs etc. and keeping abreast of these issues.

e. Those involved in communications work:

Significant attention will need to be given to a communications strategy with accompanying material, website and social media presence, which can tell the story of a range of ministries into which people can be called.

Three Main Responsibilities, *contd.*

3 Diocesan Director of Ordinands

Acting as **Diocesan Director of Ordinands** to implement the discernment and formation process which is overseen by the Bishops for those offering themselves for ordained ministry.

- To continue to implement the new Shared Discernment Process, working with the team of Vocations Advisers to prepare candidates for Stage 1 and with a team of ADDOs to prepare candidates for Stage 2. It will require good clear communication with candidates, managing expectations will be vital, and here work will be shared with those in the diocese responsible for wider deployment of ordained ministers.
- To work with the sponsoring bishops of the diocese to ensure that they are well integrated into the shared discernment process in terms of both knowing candidates and making the appropriate communal discernment decisions.
- To develop learning and practice from the national church around how the 'Traffic Lights' documents which are a tool for looking at a candidate's personality, character and relationships might be developed within the Diocese of York's processes. Additionally, to develop our work with candidates in undergoing a psychological wellbeing assessment as part of the discernment process as part of the shared discernment process. The post holder will need to lead on a response to this work which will include partnership working with safeguarding and pastoral care colleagues.
- To ensure that all the paperwork for each candidate is completed in conjunction with the Vocations Team Administrator
- To review how the diocese cares for and offers appropriate challenge to candidates during the discernment process and especially those whose ministry is not discerned as one that is ordained and how we carefully discern what that ministry might be.
- To oversee the Canon C4 faculty process which is necessary if a candidate or their spouse has been previously married and that former partner is living.
- To be responsible for the decisions about entry into IME 1 and to therefore have an understanding of both the financial and formational issues at stake.
- To hold oversight of the financial arrangements for the funding of those in Initial Ministerial Education Phase 1. The detailed work is done by the Vocations Team Administrator. There are new funding arrangements to be introduced in 2026.
- To oversee and work closely with the Start of Ordained Ministries role whose work it is to hold the formational development of ordinands from IME 1 onwards and to work with them jointly in the process of appointments to Title Posts.
- To network with regional and national DDOs and DAVs.

Key Working Relationships

- The post holder will be part of the Mission and Ministry Team and will report to the Director of Mission and Ministry.
- In addition, the post holder's work will also be overseen by and be accountable to the Bishop of Selby.
- Vocations Team Administrator, Start of Ordained Ministry Adviser, Warden of Lay Ministers, Start of Lay Ministry Adviser
- Sponsoring Bishops
- Vocations Advisers
- ADDOs
- Safeguarding colleagues
- Regional and National networks of DDOs and DAVs
- The National Ministry Development Team

Support Given

In recognition of the pastoral engagement of this role, engagement in pastoral supervision will be required of the post holder.

General Responsibilities

- Attend relevant meetings and have involvement in other projects and diocesan initiatives, drawing on the skills and gifts of the post-holder.
- Participate in an annual review and appropriate continuing professional development, including participation in professional networks extending beyond the diocese.
- Demonstrate a collaborative and professional approach to the role.
- Encourage good relationships with immediate colleagues, other staff and external contacts.
- Undertake such other duties as reasonably requested.

The job description provides an outline of the key responsibilities of the post and is not intended to be an exhaustive list. The job description may be amended over time, in consultation with the post holder, to meet the needs of the diocese. The role will require travel across the diocese. It is important that the post holder is able to be flexible with their time as their working hours will include evenings and weekends.

Person Specification

1. A priest of proven ministerial experience in the Church of England; grounded in worship, prayer, reading the scriptures and serving others
2. A passion for the ministry of the whole people of God and a commitment to growing vocations which to lay ministry and to self-supporting ordained ministry as part of the priorities of the Diocesan Vision: Living Christ's Story
3. Intuitive, sensitive and able to demonstrate critical discernment, with experience of working within the field of vocations
4. A good knowledge of and commitment to outstanding safeguarding practice and the ability to work with a high degree of sensitivity, confidentiality and professionalism
5. The capacity to read the contours and cultures of a diverse diocese and to be alert to the missional needs of the diocese and the vocational responses which that leads to
6. A track record of forming collaborative working relationships with a diverse range of people; able to demonstrate engagement with people who are different from themselves and hold this with integrity
7. Possessing an ecclesial intelligence which can relate well across church traditions in a way that values and affirms
8. Very good interpersonal skills and pastoral sensitivity, particularly the ability to speak truthfully to others and give clear feedback
9. An understanding of adult education skills, and an understanding of the spiritual and psychological processes of human development and what makes people tick
10. A commitment to lifelong learning, including paying attention to their own formational development; able to show how own discipleship inhabits the seven qualities expected of those called into lay or ordained ministry
11. Self-motivated; comfortable with accountability, and able to supervise and guide others, work well within teams and work independently as required
12. Very good communication skills, including the ability to write for a range of audiences including evidence-based reports
13. Demonstrable financial skills in overseeing and managing budgets

Summary of Main Terms and Conditions of Employment

Employer	The York Diocesan Board of Finance (YDBF)
Line Manager	Director of Mission and Ministry
DBS Disclosure	A DBS check is required for this post
Probationary Period	Appointments are subject to a 6-month probationary period
Location	The post is based at the diocesan offices at Clifton Moor, York (flexible / hybrid working options are available)
Hours	The post is 1.0FTE. Our normal office hours are Monday to Friday, 9 am to 5 pm. The post holder will be required to providing learning and attend meetings outside normal working hours. Agreement will be sought with the post holder as to which hours during the week will normally be worked.
Salary	An appointment will be made at Grade 3. The starting salary will be around £47,000.
Pension	The YDBF offers a contributory pension scheme (“the Scheme”) organised by the Church of England (the “Church”) Pensions Board. For each 1% of contribution paid by the employee, up to a maximum of 7%, the employer will pay a contribution equivalent to double the amount (which includes a small payment to provide the life assurance element of the scheme).
Mileage	A mileage allowance will be paid in respect of journeys undertaken in connection with the duties of the post. This is remunerated as the lesser of the two distances to the destination as measured from the postholder’s home and from the Diocesan Office (currently 45p per mile for the first 10,000 miles).
Non-contractual Benefits	
Flexible Working	We offer staff a range of options for working flexibly, including regular homeworking.
Employee Benefits	We provide free parking at our York office, and our other non-contractual benefits currently include eye care vouchers and a cycle to work scheme.
Pastoral Care	We have an Employee Assistance Programme, and our Diocesan Adviser and Coordinator of Pastoral Care offers the space to talk through pastoral, professional or personal matter, providing or arranging counselling and / or mediation if required.