



THE DIOCESE OF SHEFFIELD

Associate Archdeacon-Transition Enabler (AA-TE)

The Diocese of Sheffield is called to grow a diverse network of Christ-like, lively and sustainable Christian communities in every place which are effective in making disciples and in seeking to transform our society and God's world.

JOB TITLE: ASSOCIATE ARCHDEACON -TRANSITION ENABLER (AA-TE)

EMPLOYER: SHEFFIELD DIOCESAN BOARD OF FINANCE

RESPONSIBLE TO: ARCHDEACON OF DONCASTER

We are looking for a full-time Associate Archdeacon Transition - Enabler (AA-TE) to work with our Deaneries, Parish and Mission Areas to enable significant change. The AA-TE will have responsibility for two Deaneries (Adwick & Snaith & Hatfield) and will work alongside the Area Dean with key responsibilities in a Mission Area.

The successful applicant should be of strong personal faith and Christian maturity, have a collaborative leadership style and excellent communication skills across a wide range of church traditions and social/ethnic backgrounds.

- **Salary £38, 307 per annum, plus DBF Housing Allowance**
- **Full time, 42 hours per week**
- **3 Year Fixed Term Contract**
- **10% employer contribution to pension**
- **Generous holiday entitlement**

Further information and an application form can be found on our website www.sheffield.anglican.org/vacancies



Bishops' Statement

Dear friend,

There is no denying it: these are challenging times in the Diocese of Sheffield. But by the same token, these are exciting times for us. No-one has any doubt that in 2029 the Church of England in South Yorkshire and the East Riding will look very different from the way it is now — but equally no one is yet very clear about the shape it will take. Our plan is an ambitious one and we are hungry for change. We are asking tough questions: Will the whole people of God be mobilised for the whole mission of God? What will morale be like, among key lay and ordained leaders? Will attendance figures be in decline or growing? Will there be more stipendiary incumbents or fewer? Will there be more congregations or fewer? Will we raise up a dynamic community of 'Lights for Christ'? Will we grow a praying community of 2025 by 2025? These were already pressing questions for us before the pandemic and the cost of living crises but they are surely be even more urgent for us now.

We have just finished a significant consultation across the diocese to refresh our strategy. Our next step will be to use the consultation information to discern a plan for mission to 2032, in turn using this plan to request partnership funding from the national church to support our Kingdom building work.

The appointment of the present Associate Archdeacon-Transition Enabler (AA-TE) as Archdeacon in another diocese has necessitated this appointment of a new AA-TE for the deaneries of Adwick and Snaith & Hatfield. We seek a spiritual, gifted and confident leader who will hit the ground running and will be able to build on the progress made in these deaneries. Someone who will support, encourage, mentor and coach the clergy to be transition to the Oversight Minister role and support those who have already made this transition. The deaneries of Adwick and Snaith & Hatfield are mainly rural and historically mining communities. There are many opportunities to serve these communities but have their challenges and we long to see the church of Christ flourish here, with every person who is baptised confident to shine as a light for Christ in the world to the glory of God the Father.

In this Gospel adventure for the sake of the coming kingdom of God, the leadership of these church families is vital. It will require someone who is able to exercise an enabling oversight, with a passion for teamwork, for developing leaders and for empowering the whole people of God for the whole mission of God. It will require someone able to raise up leaders to take on responsibilities as 'Focal Ministers' in every congregation and someone who understands that overseeing the ministry of the body of Christ does not mean doing everything personally, but releasing the gifts and ministries of others.

We are praying that the Lord will bring to us a person with a strong sense of vocation to this task at this time; a person of faith and hope and love in God; a person who laughs easily and has a zest for life in Christ; a person with a sense of adventure, unafraid of failure and reliant on the grace of the Holy Spirit. If that might be you, we would love to explore with you the possibility that the Lord is calling you to this role.

With every blessing

+ Pete Sheffield

The Rt Revd Dr Pete Wilcox
Bishop of Sheffield

+ Sophie Doncaster

The Rt Revd Sophie Jelley
Bishop of Doncaster



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SHEFFIELD

JOB DESCRIPTION

JOB TITLE: ASSOCIATE ARCHDEACON -TRANSITION ENABLER (AA-TE)

EMPLOYER: SHEFFIELD DIOCESAN BOARD OF FINANCE

RESPONSIBLE TO: ARCHDEACON OF DONCASTER

DEANERY: Adwick and Snaith & Hatfield

The Diocese of Sheffield is called to grow a diverse network of Christ-like, lively and sustainable Christian communities in every place which are effective in making disciples and in seeking to transform our society and God's world.

CONTEXT

These are exciting times calling for creative roles. Associate Archdeacons-Transition Enabler's are innovative and transformational roles aimed at leading and supporting two twinned Deaneries through a period of transition. The intention is to create a collaborative context that enables Deaneries, Parishes and Mission Areas to embrace significant change. Full-time Associate Archdeacons work with flexibility, ingenuity and imagination to grow teams of lay and ordained leaders in shaping a mission-focussed church.

The role of the Associate Archdeacon is to work in partnership with the Bishops, Archdeacons, Resourcing Mission & Ministry Team, Area Deans, Oversight Ministers, Focal Ministry Teams, Lay Leaders, and all the baptised members of the Diocese of Sheffield, to help realise the Diocesan strategy to be a flourishing and generous Diocese of Sheffield by 2025: Renewed, Released and Rejuvenated!

We seek to be a Diocese Renewed in the grace and power of God, by a constant reliance on the Holy Spirit. Released from the constraints which hold us back from mission, and released, as the whole people of God for the whole mission of God. Rejuvenated through a dedicated and sustained programme of outreach to families, children and young people, and through the creation of 75 new congregations, including 25 in our church schools.

PURPOSE OF THE ROLE

Deaneries have been twinned together in pairs to encourage mutual support and the sharing of resources in mission and ministry. The Associate Archdeacon has

responsibility for two Deaneries and will work alongside an Area Dean in each deanery, who also has oversight ministry responsibilities in a Mission Area.

Encouraging, Enabling, Envisioning

You will have a proven track record in parish ministry of enabling change through consensus, inspiring relationships of mutual trust by collaboration, and encouraging confident discipleship in a rapidly changing church. You will need:

- Willingness to prioritise time in forging strong relationships within which to discern prayerfully with others God's voice in the unknowns of this 'pioneering' role.
- Encouraging and nurturing seeds of growth in new places and people.
- The ability to inspire a culture of holy confidence which is able to relinquish aspects of a cherished past in order to invest in an emerging future.
- Sensitivity and honesty when change is difficult, painful or costly.
- To mobilise training in accessible, timely and contextually appropriate ways to equip effective emerging ministry teams.
- Good communication skills to convey the unfolding of the shared strategic journey 'Renewed, Released, Rejuvenated', inspiring vision, ownership and inviting consensus.
- Strongly collaborative style to work alongside Archdeacon, Area Dean, RMM, Oversight Ministers and Mission Area leadership teams in discerning local expressions of the 'Renewed, Released, Rejuvenated' Strategy.

We encourage applications from people with home-care responsibilities as the flexible work pattern will allow these to be accommodated.

MAIN DUTIES & RESPONSIBILITIES

1. GENERAL

1. Share in the Bishop's oversight of the deanery, serving the mission and ministry of the Mission Areas, parishes and ecclesial communities.
2. Offer regular support, supervision and coaching for the Oversight Ministers, and to work with them in sustaining the ministry of lay and ordained licensed, commissioned and authorised ministers in the Deanery.
3. Leading through change. The capacity to start from the current context and draw others to engage in a constructive process of transformation, including positive engagement with conflict and resolving disputes.
4. By demonstrating a collaborative leadership style to promote and enable collaboration in ministry and mission, including the sharing of resources across the Deaneries and wider.
5. Attending to and advancing the priorities described in the Diocesan Strategy of Renewed, Released, Rejuvenated, collaborating with others to work towards fulfilling agreed goals for the Deanery.

2. SPECIFIC

1. Provide leadership in implementing Diocesan Strategy, nurturing culture change and enabling and supporting the development of healthy Mission Areas in the Deaneries.
2. Work with the Oversight Ministers, Archdeacon, RMM, Area Dean and Lay Chair in developing the mission and ministry of the parishes.
3. Work with the Focal Ministers, Leadership Teams, Churchwardens, PCCs and other relevant bodies to develop the mission and ministry of the local church.
4. Support all the churches and congregations in the Deaneries through the transition to the new model of working.
5. Ensure that prayer is foundational in the life of the Deaneries.
6. Develop a culture of mobilising the whole people of God for the whole mission of God.
7. Develop a culture and process to make, grow and release disciples of Jesus.
8. Build and maintain healthy relationships within and between the churches and congregations in the Mission Areas, and with the wider Deanery and Diocese.
9. Convene and lead a monthly meeting of the Oversight Ministers in the Deanery to share vision, pray, study and provide mutual support and training.
10. Provide regular 1-1 support and coaching for the Oversight Ministers in the Deanery.
11. Work with the Oversight Ministers to ensure the delivery of effective support and mentoring for Focal Ministers and their teams.
12. Develop and support the implementation of a vision for mission in the Deanery, including specific initiatives such as Church Planting and new congregations.
13. Encourage Mission Areas and Deaneries to work towards financial stability and to develop a culture of mutual generosity and support.
14. Actively promote excellence in Safeguarding and care for all God's people across the deanery, and that every parish fully complies with Diocesan and national Safeguarding guidelines, policy and procedures.
15. Promote and enable collaboration in ministry and mission, including the sharing of resources across the Deaneries and wider (for example context specific mission, administration, finance, buildings etc).
16. Attend Bishop's Extended Staff Meetings (3-4 times a year)
17. Meet regularly with the Archdeacon, other Associate Archdeacons and Area Deans for prayer, planning and review. Some of these meetings will be held jointly across both Archdeaconries.
18. Work with the Diocesan Support Services and Mission Area Support Team (Centrally employed, locally deployed parish facing support) to resolve building issues, simplify administration, release mission and reduce costs.
19. Be available to share regularly in worship-leading, presiding and preaching around the churches of the Deanery, becoming a well-known "face" and trusted friend.
20. Where necessary, assist the Area Deans the Canonical responsibilities of Area Deans as described in Canon C23 (see Appendix A).
21. Provide cover for the Area Deans during holiday/sickness leave.

KEY COLLEAGUES WITHIN THE CHURCH AND PARTNERS IN THE LOCAL COMMUNITY

Associate Archdeacons will work collaboratively in mission with a number of inter-related ministries and mission communities:

Within the Diocese

- Diocesan Bishop and Suffragan Bishop
- Archdeacons
- Resourcing Mission & Ministry Team
- Central Diocesan Support Services
- 6 Deanery Areas
- Area Deans

Within each Deanery

- Area Dean
- Lay Chair
- Deanery Council (Standing Committee/Pastoral Committee)
- Deanery Clergy Chapter
- Oversight Ministers
- Focal Ministers (lay or ordained)
- Leadership Teams comprising ordained & authorised lay ministers
- Existing and new church congregations
- Church schools

SELF CARE

The Bishops are committed to the health and wellbeing of all lay and ordained leaders in the Diocese.

This is a demanding role and the post holder is encouraged to work within the pastoral guidelines issued by the Bishops on holiday entitlement and time off. The post holder is also encouraged to work on average no more than 50 hours each week.

This role description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties appropriate to the post. The role description will be amended over time, in full consultation with the post holder, to meet the needs of the Diocese.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
<p>An Ordained Minister who:</p>	<ul style="list-style-type: none"> • A priest in the Church of England, in good standing with the Diocese and with at least three years in holy orders and experience of leading a church. • Has proven ability to build good working relationships. • Has experience of supervising ministers and facilitating reflective practice in ministry. • Has experience of coaching and developing others. • Has experience of delivering projects and tasks through to completion. • Has strong knowledge and experience of safeguarding practices for children and vulnerable adults. • Shows capacity to foster collaboration between lay and ordained ministers (licensed, commissioned and authorised) and lay leaders. • Has proven commitment to mutual flourishing and the Five Guiding Principles. 	
<p>Character – demonstrates evidence of</p>	<ul style="list-style-type: none"> • A strong personal faith and Christian maturity. • A desire to reflect the love of God and grow closer to God. • Has a passion for living the mission of Jesus that excites others to follow. • Humble and servant hearted. • Demonstrates integrity. • Resilient, stable and trustworthy. • A pioneer and innovator. • A life Long Learner. • Prayerful and Spirit led. • Demonstrates a trust in God and a capacity to encourage others to trust God. • A responsible risk taker. • A capacity to energise others. • Willing to be accountable and to accept support. • Demonstrates emotional intelligence. 	

	<ul style="list-style-type: none"> • A compelling, warm and open demeanour. 	
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> • A collaborative leadership style. • Proven leader, strategic thinker, servant-hearted, critical friend. • An inspiring teacher and preacher • The capacity to be flexible and to work under pressure, with good levels of personal organisation and an ability to work to deadlines. • Confidence and ability in handling sensitive information. • Confidence in using technology such as smart phones, tablets, laptops and social media. • An ability to model a responsible and healthy life balance. • Resilience and good humour. • Has a desire to promote and enable change in ways which motivate others. • Excellent communication skills and an ability to relate across a wide range of church traditions and social and ethnic contexts. • Skilled at leading and consolidating change. • Skilled at managing conflict. • Able to adopt a coaching/mentoring style that asks great questions which arouse awareness, imagine alternatives and increases confidence. • Able to discern, nurture and release gifts in others. • Able to work inter-generationally. • Good team builder, leader and team member. • Good listening skills. • Able to build community by building strong relationships of mutual trust. • Care for self, including key personal relationships and time off. • Knowledge and understanding of good safeguarding practice. 	
Personal	<ul style="list-style-type: none"> • Sympathetic to the mission of the Church of England and willing to learn its complexities • Enthusiastic and highly motivated 	<ul style="list-style-type: none"> • An understanding of the ethos and mission of the

	<ul style="list-style-type: none"> • Able to work both independently and collaboratively as part of a team • Able to work well under pressure 	<p>Church of England and of its structures</p> <ul style="list-style-type: none"> • willingness to work flexibly, including some/occasional evening or weekend work • Willingness to learn new skills
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Updated March 2024

APPENDIX A – CANON C23

For information Canon C23 ('Of Rural Deans') states the following (substituting Area Deans for Rural Deans):

1. Every Area Dean shall report to the Bishop any matter in any parish within the Deanery which it may be necessary or useful for the Bishop to know, particularly any case of serious illness or other form of distress amongst the clergy, the vacancy of any cure of souls and the measures taken by the sequestrators to secure the ministration of the word and sacraments and other rites of the Church during the said vacancy, and any case of a minister from another diocese officiating in any place otherwise than as provided in Canon C8 [Of ministers exercising their ministry].
2. In the case of any omission in any parish to prepare and maintain a church electoral roll or to form or maintain a parochial church council or to hold the annual parochial church meeting, the Area Dean such omission being brought to their notice shall ascertain and report to the Bishop the cause thereof.
3. If at any time the Area Dean reason to believe that there is any serious defect in the fabric, ornament and furniture of any church or chapel, or that the building of any benefice are in a state of disrepair, they shall report the matter to the Archdeacon.
4. The Area Dean be a joint chair (with a member of the House of Laity) of the Deanery Synod.