



Role Description

Details of Post

Role Title: **Diocesan Interim Minister**

Context

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

There has never been a better time to join the Diocese of Sheffield! We have prayerfully developed a refreshed strategy and secured a record amount of funding from national church to enable us to deliver our plans.

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

For more information on our vision and strategy please see:

<https://www.sheffield.anglican.org/our-diocese/who-we-are/purpose-vision-and-strategy/our-vision/>

We long to see every context flourishing in the Diocese. In journeying towards our vision we recognise that there are some locations across the Diocese which are currently not ready for the deployment of an Incumbent (in our language an Oversight Minister). Some locations need the ground preparing and obstacles removing so that they may be ready for the next stage of mission and ministry in their context. To this aim we are seeking to employ and deploy two Interim Ministers who could serve across the Diocese. The role is for the second of those Interim Ministers (the first will be taking up their role in July 2026) and the location where they would be first deployed has been identified: details can be found in the accompanying supplementary Role Description

Funding from national church not only enables us to provide stipends for this interim ministry work but also to employ two part-time lay people to work alongside the Interim Minister. These roles are earmarked as operations / admin and a children and families worker. The successful candidate would be involved in appointing these two roles to support them in their ministry.

This is a post which is funded by a grant from the National Church currently up to the end of 2028. There will be further opportunity for us to review and extend the role if further funding is

available with the current expectation that this could be until 2031. Regular reviews on this will take place. We have a strong record for applications and grants, but we are not in a position to give guarantees.

Role Purpose

The role of the Diocesan Interim Minister is as follows:

- To provide intensive short/medium-term (6 months to 3 years) support and leadership to parishes in vacancy where there are particular challenges or issues that need addressing prior to a permanent appointment being made.
- To provide short-term oversight and leadership during a vacancy in parishes where significant missional and/or transformational momentum exists, to ensure that this is not lost during a period of vacancy.
- To prepare the ground for significant agreed future change (such as preparing to receive a revitalizing graft).

The Diocesan Interim Minister will be the *de facto* Priest in Charge for the duration of the placement, with the Bishop's authority to chair the PCC and oversee the worshipping, pastoral and missional life of the church(es). A role description for each placement, indicating the priorities for the Interim Ministry Team, will be agreed with the Project Lead after consultation with the relevant Archdeacon. This will be shared with the PCC(s) and Area Dean so that expectations are clear.

You will be required to engage in a process of change management to bring about the necessary change identified by the relevant archdeacon and shared with PCC. This will require project management and change management skills and will need the successful candidate to have proven experience of handling and managing conflict well and a leadership approach that seeks to engage well with both 'backers' and 'blockers'.

The Diocesan Interim Minister will lead and work with a small Interim Team comprising a half-time equivalent administrator and a half-time equivalent youth and children's worker (employed through the Centenary Project). These other team roles will be recruited once the Interim Minister is in place, so that they can be involved in selecting their team.

The Diocesan Interim Minister will work as an Oversight Minister in partnership with the Bishop, fellow Clergy (particularly other Oversight Ministers in the same Mission Area), Focal Ministers and Lay Leaders. The key tasks of Oversight Ministers are:

- 1) To oversee mission and ministry in the Mission Area.
- 2) To resource the whole people of God for the whole mission of God.
- 3) To ensure mission and ministry in the Mission Area reflects the Christian faith as understood in the Church of England.
- 4) To identify, nurture and develop leaders of the Mission Area.

The General responsibilities for Oversight Ministers can be found on the Diocesan website and the Person Specification for Oversight Ministers are Found in Appendix 1.

The aim of this role description is to clarify expectations and parameters, to ensure that the role holder has the best possible chance to flourish. The specific responsibilities will be reviewed and refreshed regularly as part of the MDR process.

Specific Responsibilities

- 1) To oversee mission and ministry in the Mission Area.
 - To share in the cure of souls across the whole Mission Area, developing strategies for connecting with, serving and witnessing to those who are resident in the area.
 - To provide oversight, guidance and leadership, fostering a culture and practice of collaboration and teamwork and enabling the discernment, development and implementation of vision in the form of a Mission Action Plan.

- 2) To resource the whole people of God for the whole mission of God.
 - To enable every church member to discern, develop and grow in the exercise of the gifts given them by God;
 - To enable all God's people to grow in their understanding of the mission of God and in confidence in their own calling as full participants in the outworking of that mission;
 - To work with others to ensure a flourishing children and youth ministry within reach of every young person in the Mission Area;
 - To establish functional leadership structures which enable the flourishing of properly collaborative leadership and which give value to the contributions of all those holding responsibility.

- 3) To ensure mission and ministry in the Mission Area reflects the Christian faith as understood in the Church of England.
 - To foster a working understanding of Christian faith and practice in the Church of England.
 - To have regard to the calling and responsibilities of the clergy as described in the Canons, the Ordinal, the Guidelines for the Professional Conduct of Clergy, and other relevant legislation and guidance.
 - To be ministers of both word and sacrament.
 - To ensure excellence in safeguarding and care for all God's people, and full compliance with Diocesan and national safeguarding guidelines, policy and procedures.
 - To oversee the working of effective governance and procedures with regard to the Church Representation Rules and other relevant legislation and guidance.
 - To encourage and facilitate healthy and effective working relationships within and between the congregations, parishes, Mission Area, deanery and diocese.

- 4) To identify, nurture and develop leaders of the Mission Area.
 - To take responsibility for the support and development of Focal Ministers and all church leaders, encouraging and actively participating in the diocesan programmes of learning, coaching and reflective practice.

Person Specification-

An Ordained Minister

		essential	desirable
Qualifications and personal attributes	<ul style="list-style-type: none"> Recommended by their Bishop as suitable for Common Tenure Primary Responsibility. 	✓	
	<ul style="list-style-type: none"> Shows capacity to foster collaboration between lay and ordained ministers (licensed, commissioned and authorised) and lay leaders. 	✓	
	<ul style="list-style-type: none"> Committed to mutual flourishing envisaged in the Five Guiding Principles. 	✓	
	<ul style="list-style-type: none"> In Holy Orders for not less than three years. 	✓	
	<ul style="list-style-type: none"> Experienced in leadership. 	✓	
	<ul style="list-style-type: none"> Able to demonstrate the calling to Interim Ministry; character, gifts and skills to oversee a number of local churches and ecclesial communities in a range of parishes, institutions and networks. 	✓	
	<ul style="list-style-type: none"> Demonstrable skills in successfully leading people through change 	✓	
	<ul style="list-style-type: none"> Competence at resolving conflicts to good resolution 	✓	
Character	<ul style="list-style-type: none"> Models leadership on the example of Christ. 	✓	
	<ul style="list-style-type: none"> Collaborative. 	✓	
	<ul style="list-style-type: none"> Excited about mission and the diocesan vision and strategy. 	✓	
	<ul style="list-style-type: none"> Committed to the breadth of tradition in the Church of England and mutual flourishing. 	✓	

	<ul style="list-style-type: none"> • <i>Strong and mature personal faith, nourished by well-established patterns of prayer, worship, reflection and study.</i> 	✓	
	<ul style="list-style-type: none"> • <i>Accountable.</i> 	✓	
	<ul style="list-style-type: none"> • <i>Open to lifelong learning and development.</i> 	✓	
	<ul style="list-style-type: none"> • <i>Recognised as resilient, stable and trustworthy.</i> 	✓	
	<ul style="list-style-type: none"> • <i>Self-aware and self-accepting.</i> 	✓	
	<ul style="list-style-type: none"> • <i>Cares for self and for key personal relationships.</i> 	✓	
Experience	<ul style="list-style-type: none"> • <i>Building and facilitating teams, shared decision-making.</i> 	✓	
	<ul style="list-style-type: none"> • <i>Energising and enabling others in forming vision and in strategic planning</i> 	✓	
	<ul style="list-style-type: none"> • <i>Working collaboratively, exercising accountability and delegation.</i> 	✓	
	<ul style="list-style-type: none"> • <i>Encouraging trust in God.</i> 	✓	
	<ul style="list-style-type: none"> • <i>Discerning, nurturing and developing the skills of others.</i> 	✓	
	<ul style="list-style-type: none"> • <i>Helping others shape and engage in mission and evangelism appropriate to the local context.</i> 	✓	
	<ul style="list-style-type: none"> • <i>Knowledge, understanding and experience of diocesan and church structures, policies, and practices including Safeguarding, finance and governance</i> 	✓	
	<ul style="list-style-type: none"> • <i>Taking responsibility for personal well-being and nurture.</i> 	✓	
	<ul style="list-style-type: none"> • <i>Enabling others in their practice of self-care and personal development</i> 	✓	
	<ul style="list-style-type: none"> • <i>Entrepreneurial skills, including responsible risk-taking.</i> 	✓	
<ul style="list-style-type: none"> • <i>Holding the big picture.</i> 	✓		

	<ul style="list-style-type: none"> • Enabling others in reflection, review and developing the mission and ministry of the church. 	✓	
	<ul style="list-style-type: none"> • Building community through relationships of trust. 	✓	
	<ul style="list-style-type: none"> • Inter-personal skills, including listening, communication, and exercising emotional intelligence. 	✓	
	<ul style="list-style-type: none"> • Organisational skills and administration. 	✓	
	<ul style="list-style-type: none"> • Working with different generations and inter-generationally. 		✓
	<ul style="list-style-type: none"> • Pastoral supervision and reflective practice. 		✓
	<ul style="list-style-type: none"> • Coaching and mentoring. 	✓	
	<ul style="list-style-type: none"> • Working with different theological perspectives, church tradition, culture and life experience. 	✓	
	<ul style="list-style-type: none"> • Initiating and enabling working relationships between church, Mission Area, deanery and diocese. 	✓	
	<ul style="list-style-type: none"> • Handling a complex workload, prioritising and balancing competing demands. 	✓	
	<ul style="list-style-type: none"> • Making appropriate pastoral provision for leaders. 	✓	

Housing and Salary Package

This role will be an ordained person directly employed by the Diocesan Board of Finance.

There are the following housing options:

- Take a salary at current stipend level and live in a parsonage managed by the Diocese
- The Interim Minister provides their own housing and has a housing allowance on top of the salary (currently £6,500 pa)
- The Interim Minister rents a home from the Diocese using their housing allowance (dependent on housing availability)
- In both scenarios it is anticipated that the Interim Minister will pay their own Council Tax and Water Rates, however this expectation is reflected in the salary
- Total salary will be £44,500, which ever housing option is chosen.

Salary and expenses

- The Interim Minister will be an ordained person who is a Sheffield Diocesan Board of Finance employee
- The Interim Minister will remain part of the C of E clergy pension scheme
- For the purpose of claiming expenses, the Interim Minister will be a home-based worker and travel expenses have been budgeted for. It is not expected that you move with each commission, therefore living centrally in the diocese and close to good transport links, while not essential, will be helpful in regard to travel arrangements.
- Be aware that commissions in a parish / Mission Area will be 6 months to 3 years so some commuting from home will be necessary. We have made details of the first assignment available in this application pack.

Licence

- The post would be licenced as Bishop's Interim Minister with permission to chair PCC.

Funding of the role

- This is a post funded by a grant from the National Church currently up to the end of 2028 with the potential for further review to 2031
- We have a strong record for applications and grants, but we are not in a position to give guarantees - we do hope that an extension to the end of 2031 will be possible, but we are not in a position to give guarantees.