



**THE DIOCESE OF
SHEFFIELD**
JOB DESCRIPTION

JOB TITLE: Interim Minister

EMPLOYER: Sheffield Diocesan Board Finance

RESPONSIBLE TO: Archdeacon of Doncaster

RESPONSIBLE FOR: N/A

Context of Role

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 first of those Interim Ministers 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.

Job 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.

Main Duties and Responsibilities

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 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.
- To model and promote healthy practices of self-care, attending to self-understanding, rest and recreation, prayer and spirituality

Housing and Salary Package

This role will be an ordained person directly employed by the Diocesan Board of Finance (DBF). The current salary is £51,500 per annum for 42 hours a week (FTE).

Salary, Housing 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.
- This clergy role is employed directly by the DBF. Housing is not provided as part of the role as the salary reflects the need for the successful candidate to provide their own housing.
- The following housing options are available:
 - The successful candidate provides their own housing (private renting or home ownership) and the salary reflects this.
 - The successful candidate may rent a home from the Diocese (where a home is available) at market rate using their salary.
 - However the successful candidate provides their own accommodation they will need to pay their own Council Tax and Water Rates, this expectation is reflected in the salary.

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.

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: INTERIM MINISTER

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	• Recommended by their Bishop as suitable for Common Tenure Primary Responsibility • In Holy Orders for not less than three years	
Experience	• Experienced in leadership • Building and facilitating teams, shared decision-making. • Energising and enabling others in forming vision and in strategic planning • Working collaboratively, exercising accountability and delegation. • Encouraging trust in God. • Discerning, nurturing and developing the skills of others. • Helping others shape and engage in mission and evangelism appropriate to the local context. • Knowledge, understanding and experience of diocesan and church structures, policies, and practices including Safeguarding, finance and governance • Taking responsibility for personal well-being and nurture. • Enabling others in their practice of self-care and personal development • Enabling others in reflection, review and developing the mission and ministry of the church.	• Working with different generations and inter-generationally. • Pastoral supervision and reflective practice.

	• Building community through relationships of trust. • Coaching and mentoring. • Working with different theological perspectives, church tradition, culture and life experience. • Initiating and enabling working relationships between church, Mission Area, deanery and diocese. • Making appropriate pastoral provision for leaders.	
Skills & Knowledge	• Demonstrable skills in successfully leading people through change • Shows capacity to foster collaboration between lay and ordained ministers (licensed, commissioned and authorised) and lay leaders • Entrepreneurial skills, including responsible risk-taking. • Holding the big picture. • Inter-personal skills, including listening, communication, and exercising emotional intelligence. • Organisational skills and administration. • Handling a complex workload, prioritising and balancing competing demands. • Competence at resolving conflicts to a good resolution	
Personal	• Committed to mutual flourishing envisaged in the Five Guiding Principles.	

	• Models leadership on the example of Christ. • Collaborative. • Excited about mission and the diocesan vision and strategy. • Committed to the breadth of tradition in the Church of England and mutual flourishing. • Strong and mature personal faith, nourished by well-established patterns of prayer, worship, reflection and study. • Accountable. • Open to lifelong learning and development. • Recognised as resilient, stable and trustworthy. • Self-aware and self-accepting. • Cares for self and for key personal relationships.	
--	--	--

This post carries an Occupational Requirement under the provisions of the Equality Act for the postholder to have a committed Christian faith.

Please note, this role is subject to an Enhanced DBS check in accordance with Safer Recruitment and Safeguarding provisions. For further information, please do not hesitate to contact the HR Team at HR@sheffield.anglican.org

Please Note; Sheffield Diocesan Board of Finance (SDBF) does not hold a Home Office sponsor license and are therefore unable to sponsor Skilled Worker or other work visas. Applicants must have the legal right to work in the UK at the time of application and for the duration of their employment.

Last updated July 2026