

## Role Title: Diocesan Director of Ordinands (DDO)

### ROLE PURPOSE

The discernment, selection, training and pastoral care of ordinands and candidates for ministry in the Diocese of Ely

Accountabilities	Measures of success	What you need to know
<p><b>General</b></p> <ul style="list-style-type: none"> <li>• As an ordained member of the clergy to exercise ministry in the context of the DDO role under the episcopal oversight of the Bishops.</li> <li>• To work within the strategic oversight of the <i>Diocesan Director of Education, Mission and Ministry</i> and operationally under the line management of the <i>Deputy Director of Mission and Ministry</i>.</li> <li>• To work in parallel with the <i>Director of Lay Ministry</i> to discern, select, train and give pastoral care to all ordinands and candidates for lay ministry</li> <li>• To oversee the strategic encouragement of vocations in the Diocese, to both ordained and lay ministries, and to develop support for suitable candidates from an increasingly diverse background</li> <li>• To develop resources for vocational discernment for use by schools, chaplaincies, parishes, and other groups</li> <li>• To help build awareness of vocational discernment among clergy and lay leaders</li> <li>• To oversee the work of vocations advisers (including their recruitment, training, support and review) to work with individuals exploring their vocation</li> <li>• To lead, manage and develop the team of ADDOs</li> <li>• To liaise with the Curate Training Officer and Training Incumbents</li> <li>• To work with individual (potential) candidates for ordination, prepare them for selection, and assess their suitability and pathways, in collaboration with direct reports, thus overseeing the whole selection process</li> <li>• To work closely with the Sponsoring Bishop about potential candidates for ordained ministry, especially once they have completed the initial discernment process.</li> <li>• To oversee the Diocesan Selection Advisors (DSA's), including their recruitment, training, support and review</li> <li>• To direct support staff in the preparation of administrative paperwork related to the selection process</li> <li>• To advise recommended candidates on training options, liaising with College and Course Principals, and the Diocesan Ministry and Finance departments</li> <li>• To offer and arrange for pastoral care for those candidates not recommended for ordination</li> <li>• To visit ordinands in training annually and offer support/advice as required</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback</li> <li>• Strength of relationships</li> <li>• Achieving deadlines</li> <li>• Regular 1-2-1 discussions and the annual appraisal</li> <li>• Contribution to the team</li> </ul>	<p><b>Experience and skills</b></p> <ul style="list-style-type: none"> <li>• Must be an ordained minister of the Church of England</li> <li>• A disciplined and mature life of daily prayer informed by personal spiritual direction</li> <li>• A vibrant and attractive Christian faith</li> <li>• An understanding of the nature of priesthood and a breadth of generosity about how it is expressed across the spectrum of traditions in the Church of England</li> <li>• An understanding of theologies of ministry both lay and ordained, and a commitment to the flourishing of the vocation of the whole people of God</li> <li>• An understanding of the 'mixed economy' of models and range of ministries of the Church</li> <li>• A proven record of pastoral ministry skills</li> <li>• Evidence of being theologically astute and committed to ongoing theological learning</li> <li>• Experience of encouraging and nurturing vocations to lay and ordained ministries in the Church of England, whether formally through diocesan processes, or informally, and a wisdom in discernment</li> </ul>

<p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>• Undertake any necessary training to ensure continuing personal development.</li> <li>• Participate in an annual review of performance.</li> <li>• Maintaining professional and technical knowledge and keeping up to date with new and available technologies.</li> </ul> <p>Any other duties which might reasonably be requested in association with this role in order to meet the needs of the diocese.</p>		<ul style="list-style-type: none"> <li>• Mature skills in listening, interviewing, and spiritual guidance, and the ability to speak often painful truths to candidates, with kindness and sensitivity</li> <li>• Outstanding literacy skills, in particular the ability to absorb and write complex reports, letters, and other assessments relating to ordinands, with clarity and insight</li> <li>• Well-developed computer literacy, and competent skills in administration</li> <li>• Proven ability to communicate well in a range of contexts, in spoken and written form</li> <li>• A commitment to getting to know the diocese, and to travel within it, to encourage vocations and raise awareness of the range of ministries to which God may be calling people</li> <li>• The ability to show initiative in developing creative ways of encouraging vocations.</li> </ul>
<p>Agreed by Job Holder..... Date.....</p>	<p>Review Date by:</p>	
<p>Agreed by Job Holder..... Date.....</p>	<p>.....</p>	