ROLE DESCRIPTION
BISHOP OF DORCHESTER

SECTION ONE: DETAILS OF POST

Role title: Bishop of Dorchester
Type of Role: Full time stipendiary with housing provision
Episcopal area: Dorchester
Conditions of Service: Please refer to Statements of Particulars document issued in conjunction with this role description
Key contact for Director of Human Resources
Clergy Terms of Service: This role falls within the Clergy Terms of Service formally known as Common Tenure. The Director of Human Resources is the designated person by the Bishop of Oxford to issue the Statement of Particulars for the post holder

Accountability Area Bishops share with the Diocesan Bishop in the oversight of the Church. Whilst, as an office holder, the individual is expected to lead and prioritise work in line with the purpose of the role, they are encouraged to inform the Diocesan Bishop about any issues exceptional or otherwise that have the potential to affect ongoing delivery of ministry in Dorchester episcopal area and have an impact on mission across the Diocese

SECTION TWO: ROLE PURPOSE

The purpose of the role is to serve and lead the Church of England in the Dorchester Episcopal Area and to share in the leadership of the Church across the Diocese of Oxford in our vision to become a more Christ like Church for the sake of God’s world: contemplative, compassionate and courageous, thus contributing to the common good, facilitating the growth of the church and re-imagining ministry.

Specifically, the new Bishop will be responsible for leading and overseeing on matters related to mission with a focus on rural ministry and local ministry pathways at diocesan level whilst making a difference in their episcopal area by enabling discipleship, vocations and ministerial development, acting as the sponsoring bishop, and having a particular care for the safeguarding of all as well as the wellbeing of ministers and their flourishing.

The new Bishop of Dorchester will take up their post as the Church discerns creative ways forward in mission and ministry in the light of the COVID pandemic and responding creatively and well to this crisis is likely to be a shaping factor for the Diocese and the Area in the coming years.
SECTION THREE: CONTEXT

Common Vision

Over the last three years the Diocese has been reflecting and rebuilding a common vision. This is now centred around our vocation to be a more Christ-like Church for the sake of God’s world: more contemplative, more compassionate and more courageous.

Our common vision process is emergent, creative, locally shaped and contextually appropriate for each part of our diverse diocese. It is not a series of top down programmes, reflecting that urban Slough is very different from the market town of Witney; the rural communities of West Berkshire are subtly different from the rural communities of the Cotswolds; the commuter belt in Amersham is a culturally distinct from the new town of Bicester. For this reason, we intentionally seek to develop, encourage and resource initiatives which are local and close to the ground.

The Bishop of Dorchester, with the other Bishops, has a key role in nurturing our vision of what it means to be a Christ-like church through teaching and prayer and sacramental life and in enabling local response to this core vocation.

We have discerned five key strategic priority areas within our Common Vision:
- To make a bigger difference in the world (which includes a significant stress on the environment and on wider civil engagement)
- To develop new forms of catechesis and discipleship
- To grow new congregations
- To serve our schools, children and young people
- To celebrate and bless our largest city, Milton Keynes

These five focus areas are each gathering momentum.

Every new senior appointment to the team is made on the basis of a commitment to this common vision. So far, this has included the appointment of a new Director of Education, Diocesan Secretary, Bishop of Reading, Archdeacon of Berkshire, Archdeacon of Oxford, Associate Archdeacons of Berkshire, Bucks and Dorchester, and Diocesan Director of Ordinands. Numerous other appointments have been made to a range of posts to support Common Vision including the Director of New Congregations and the Development Fund Director.

The next Bishop of Dorchester will need to share these common values and a commitment to working in a collaborative way with the emerging diocesan vision and strategy. There will certainly be room and space for the new Bishop to bring his or her own priorities to the developing work but there will need to be a willingness to work with what is already emerging.

SECTION FOUR: PRINCIPAL ACCOUNTABILITIES/ PRIORITIES

1. To share in the wider work of the diocese and the national Church as appropriate, for the building up of the whole Body Christ
a. Play a full role in the shared leadership of the Diocese as a member of the Bishop of Oxford’s senior team
b. Be entrusted with the Diocesan responsibility of leading our work of engagement with rural ministry by:
   i. providing an overall lead in projects that release the potential of, and address the challenges faced by, our village churches and rural multi-parish benefices.
   ii. Identifying and addressing the challenges of deployment, especially in the more rural areas of the diocese
   iii. Encouraging mission opportunities with children and young people given that rural ministry has a high profile with and in schools
c. Be our lead bishop on the Local Ministry Pathway by being the chair of its Oversight Group and working closely with and the leader of the TIME team in the department of Mission and as part of the Board of Mission and the South Central TEI
d. Exercise responsibility for safeguarding of children and vulnerable adults in the Dorchester Area, ensuring pastoral care of survivors, and creating a culture in which all will flourish, coherent with the safeguarding policies and practice guidance of the Church of England.
e. Lead our Initial Ministry Education 2 (IME2) work - act as the link between senior staff and the IME team
f. Nurture vocations and release gifts especially among those who are presently under-represented within the cohort of ministers, supported by a passion to release the gifts of the whole people of God, and a commitment to providing episcopal support and encouragement for diocesan engagement with ‘Setting God’s People Free’.
g. Share in the leadership of the Church of England as part of the College of Bishops according to his or her gifts but mindful of the need to focus primarily on ministry locally.

2. To lead the Common Vision process in the Dorchester Episcopal Area as we continue to explore our vocation and values and discern what we are now called to do together.

   a. Guide the mission of God’s church with joy for creation of care and community transformation; for planting new congregations; deeper engagement with schools; the deep renewal of catechesis, ministry with children and young people and the discipleship of all God’s people.
   b. Model in different ways what it means to be contemplative, compassionate and courageous in his or her own ministry, and see those values deeply understood and embedded across the Church.
   c. Embrace the diocesan strategic priorities as their area’s focus over the next period of our church life, whilst ensuring that they leave space for other priorities in parishes, benefices and deaneries.
   d. Support and encourage the parishes across his/ her area as they discern on how to make a step change in their ministry in one or more of these areas.
   e. Through their gifts, skills and experience, work collaboratively as part of the diocesan strategic group; various committees and as an area bishop to ensure these priorities are embedded in the area plans and owned at every level by energising and bringing people of God together.
3. **To work collaboratively with the existing Area Team and with Deaneries to offer support, development and care to the clergy and lay ministers of the Archdeaconry, to build them up in Christ and to raise up and send new ministers within and beyond the Diocese of Oxford**

   a. Have regard to the calling and responsibilities of the clergy (as described in the Canons, the Ordinal, the Code of Professional Conduct for the Clergy) and other relevant legislation
   
   b. Prioritize clergy wellbeing by:
      i. Providing direction and encouragement for our focus on clergy wellbeing, in order to ensure that ministry is both sustainable and enables individuals and churches to flourish, modelling a healthy balance of life and ministry.
      
      ii. Acting as an advocate for concerns around the wellbeing of clergy and Licensed Lay Ministers in various contexts and ensuring that the Bishop’s Staff considers strategic decisions through that lens.
      
      iii. Ensuring a good level of engagement with the national conversation on this subject, and contributing to the implementation of the Covenant for Clergy Wellbeing
   
   c. Watch over yourself - be able to watch over themselves and offer healthy models of mission and ministry in a demanding role. This includes taking time for family and personal relationships; rest; ministerial development; prayer; retreat and study.
   
   d. Be a minister of word and sacrament - pray for and lead God’s people as principal minister of word and sacrament; able to lead worship, preach and teach in a variety of contexts; with the ability to inspire others within and beyond the Church, drawing people to Christ and sustaining the people of God in God’s mission to the world.
   
   e. Work creatively and well with individuals and teams - Be a skilled pastor to individuals, sharing in vocations work, appointments and ministerial development review and offering support in times of need.
   
   f. Ensure effective MDR and oversight of clergy such that they are motivated to explore and experiment in their ministry
   
   g. Work collaboratively and build capacity in others as a leader of the Area Team and a member of the Diocesan Team.
   
   h. Have passion to develop the vocation and ministry of all God’s people in every part of our lives by developing effective patterns of lay and clergy partnership in ministry

4. **To engage effectively with the life of the Dorchester Episcopal Area at every level and make a significant contribution to the common good.**

   a. Work with the parishes, benefices and deaneries to take forward our work strands in ways which lead to transformation in the Church and in wider society.
   
   b. Listen to and care for and help shape the life of our wider society both urban and rural and have a particular heart for the disadvantaged and the vulnerable.
   
   c. Have capacity to see the diversity of the Area and Diocese as a gift, to build up the unity of the Church and a willingness to work creatively with the different traditions represented here.
   
   d. Be theologically skilled and able to lead the renewal of catechesis across the Area and give priority to the nurture of new Christians.
   
   e. Work to cultivate warm relationships with key people and civic authorities in the county including attendance of county functions, when invited, and preaching at the annual events.
f. Lead in interfaith relationships and ecumenical work across the Episcopal Area.

5. Other responsibilities

- Participate in the Diocesan Bishop’s Ministerial Development Review scheme and engage in Continuing Ministerial Development
- Carry out any other duties and responsibilities as required in line with the episcopal area needs.
- Take care for their wellbeing including health and safety and building a good repertoire of spiritual and psychological strategies

The key responsibilities listed above may be supported by long and short term objectives to be agreed between the post holder and the Diocesan Bishop

SECTION FIVE: KEY CONTACTS FOR THE ROLE

Generic and specific to the role

The Bishop of Dorchester is part of the Bishop of Oxford’s senior management team comprising the four bishops, four archdeacons, the Dean of Christ Church, Diocesan Secretary, Diocesan Registrar, Heads of Departments and Bishop’s Chaplain.

Groups & committees
- Bishop’s Council
- Bishop’s staff - Senior management group
- Board of Mission
- Chair of the LMP
- Lead Bishop for Rural Ministry - Rural Strategy Group

Civic Society
- The Lord Lieutenant
- Thames Valley Police
- Oxfordshire County Council and District Councils

Episcopal Area
- The PCCs
- Incumbents and Associate Ministers
- Area Deans and Lay Chairs
- Deanery Chapters
- Deanery Synods
- Deanery Pastoral Committees
- Churchwardens
- Head teachers of local schools
Support structures
- Spiritual Director
- Ministry Accompanier
- Staff at The Diocesan Office with key responsibilities for various aspects of supporting parochial ministry

National Church
- College of Bishops
- Committees as assigned

SECTION SIX: OTHER

Relevant Documentation

This role description is issued alongside and should be read in conjunction with the following documents:

The Ordinal
The Canons of the Church of England
Bishop’s Licence
Guidance for the Professional Conduct of Clergy
House of Bishop’s Policy and Practice Guidance on Safeguarding
Statement of Particulars issued to the office-holder on successful appointment
Diocesan Clergy related policies and guidance documents
Any objectives discussed and agreed between the post holder and the Diocesan Bishop

Appendix: Episcopal functions delegated under clause 3 of the Area scheme

1. Grants of licenses to officiate or perform particular offices.
2. Grants of permission to officiate.
3. Grants of licenses to engage in secular occupations.
4. Grant of authorization to continue in office under Section 3 of Ecclesiastical Offices (Age Limit) Measure 1975.
5. Functions under the Sequestration Act of 1871
6. Functions under Benefices (Exercise of Rights of Presentation) Measure 1931 and under the Patronage (Benefices) Measure 1986.
7. Institution to a benefice.
8. Collation to a benefice.
10. Issue of notice suspending right of presentation or extending period of suspension.
11. Appointment of Area Deans.
12. Admission to office and grant of licenses to deaconesses, lay and licensed lay ministers (readers).
13. Issue of authorization to lay persons to take services, preach or distribute Holy Communion.
15. Conduct of confirmations, subject to the right of the Diocesan Bishop to hold confirmations in any area of the diocese at his absolute discretion.

16. Approving forms of services.

17. Determination of issues arising in connection with use of forms of service or of variations made by ministers in such forms.

18. Issue of directions as to the services which are to be held or are not required to be held in churches, other than parish churches or in buildings licensed for public worship.

19. Authorizing a minister to dispense with Dorchester of services in a parish church or a parish centre of worship.

20. Determination of dispute as to change in form of vesture in use in a church or chapel.

21. Licensing a building or part thereof for public worship.

22. Designation of such building as a parish centre of worship and revocation of such designation.

23. Licensing a public chapel for publication of banns and solemnization of marriages.

24. Order making a building licensed for public worship subject to faculty jurisdiction and revocation of such order.

25. Consecration of a churchyard or burial ground.

26. Issue of directions as to use of a church or chapel for play, concert or exhibition.

27. Giving of consent to creation or dissolution of a conventional district.

28. Issue of directions to or entering into agreement with pastoral committee with respect to review of arrangements for pastoral supervision.

29. Functions under the Parochial Registers and Records Measure 1978.

30. Functions in relation to the matters arising under the Acts and Measures specified in Section 3 (7) Church of England (Miscellaneous Provisions) Measure 1976 or under any other Act or Measure to which the said sub-section shall now or hereafter may apply, other than the Diocesan Stipends Fund Measure 1953 as amended by the Endowment and Glebe Measure 1976, the Cathedrals Measure 1963 and the Pastoral Measure 1983 and any re-enactment or amendment thereof.

31. Powers under Section 43(1) of the Church Representation Rules authorized as schedule 3 of the Synodical Government Measure 1969 for the time being in force other than powers affecting membership of the General Synod.

32. Functions under the Church of England (Ecumenical Relations) Measure and Canons B33 and B44.

PERSON SPECIFICATION

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<th>Areas of focus</th>
<th>Details of the experience, ability and personal qualities required in order to carry out the role effectively.</th>
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| Spiritual Life | • Confident in God, with a rich and disciplined prayer life which sustains and resources them in their own discipleship and ministry, enabling them to resource others  
• Is at home in their own church tradition but rejoices in the breadth of the Church of England, and able to minister effectively across that range |
| Theology      | • Deep theological understanding supported by accessible theological expertise and confident |
|               | Graduate degree in Theology |
| Presence  | • An engaging and effective preacher and teacher in a variety of church contexts including small rural parishes  
• Committed to ongoing theological reading and all such studies as equip them to bear witness to the good news of Jesus Christ |
| --- | --- |
| Vision for Mission and Delivery  | • Ability to unite people around a common goal to get things done  
• Has a proven track record of ability to develop and communicate strategic vision and to put ideas into practice creatively with others  
• Supportive of the Diocese of Oxford Common Vision with ability to inhabit, develop and deliver on an existing vision  
• Has a significant interest in the mission potential of, and challenges faced by, the church in contemporary rural communities |
| Formation of Others  | • Able to discern and nurture the gifts of others, enabling them to grow in confidence as disciples and releasing them to use their gifts for the better flourishing of the church and communities.  
• Able to lead worship and prayer in a thoughtful and inspiring manner |
| Engagement in Community Life and Public Issues  | • Passion for rural ministry with ability to lead in finding solutions to some of the challenges  
• Track record of growing new congregations  
• Experience of building communities in partnership with multiple stakeholders to ensure transformative community engagement  
• Interest in education and educational environment |
| Leadership and Oversight of Others  | • Experience of leading and inspiring through a visible collaborative style leadership  
• Comfortable with delegation to lay and clergy colleagues  
• Experience and skilled in pastoral care |
| Working with Others  | • Able to spot conflict in a timely way with the ability to transform the situation  
• Diplomacy, supported by a sense of fun and humour  
• Enjoys working as part of a collegial and friendly team whilst being a reliable colleague |
| Management of Resources and Structures  | • Able to address questions of resources responsibly and courageously  
• Understands the importance of good stewardship of resources (personal and financial)  
• Can develop vision in ways which are realistic within |

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<th>the confines of what is available</th>
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<td></td>
<td>• Good listening skills</td>
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<td>• Experience of budget management</td>
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| Safeguarding | • Understands the importance of developing a culture where safeguarding is regarded as the responsibility of the whole church, and at the heart of our mission | |
| | • Fully committed to working within and advocating for the House of Bishops’ policies concerning safeguarding, with an understanding of how to respond well in safeguarding matters | |

| Personal | • Area/s of specialism | |
| | • Can maintain and model a good balance of life and ministry, with an appreciation of the importance of appropriate boundaries | |
| | • Resilient, with an openness to taking risks, accepting failure, and trying again | |
| | • Demonstrative effective communication skills, both verbal and written | |
| | • Capacity for complex administrative and management processes | |
| | • Computer literacy | |

## NOTES

This role description has been prepared on the basis of the requirements for the Bishop of Dorchester identified by the Bishop of Oxford in consultation with a wide range of groups across the Diocese of Oxford and the Dorchester Episcopal Area. As with any role description it will need to be kept under review. It is expected that during the first six months the Bishop will experience the role through his/her ministry and may wish to reflect their experience in this document. Therefore, he/she may wish to discuss this with the Diocesan Bishop. Once this has taken place the Diocesan Bishop will sign off this role description at that point. The Bishop will also wish to ensure that at each Ministerial Development Review with their Diocesan Bishop this document is discussed and amended as appropriate.

This document should not be considered in isolation but in the context of the vows and duties undertaken at the ordination and consecration as a bishop and also the Canons of the Church of England C20

1. Every bishop suffragan shall endeavour himself faithfully to execute such things pertaining to the episcopal office as shall be delegated to him by the bishop of the diocese to whom he shall be suffragan.
2. Every bishop suffragan shall use, have, or execute only such jurisdiction or episcopal power or authority in any diocese as shall be licensed or limited to him to use, have, or execute by the bishop of the same.

3. Every bishop suffragan shall reside within the diocese of the bishop to whom he shall be suffragan, except he have a licence from that bishop to reside elsewhere.

The Bishop will also have received various briefing documents to support his nomination and appointment.

Role description signed off by: The Rt Revd Dr Steven Croft, Bishop of Oxford

Date: 09 06 20