**JOB DESCRIPTIONS**

**FOR**

**DENOMINATIONAL**

**ECUMENICAL OFFICERS**

*Approved by the Churches*

*Accurate at January 2017*

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**BAPTIST ASSOCIATION ECUMENICAL OFFICERS**

**JOB DESCRIPTION AND** **ROLE**

Baptists being who they are, there is never likely to be a neat and tidy pattern of Baptist ecumenical officers across the country. Roles clearly vary from Association to Association. Nevertheless we see the work as threefold: it needs

* Someone appointed by the Association to represent Baptists at the county’s “Churches Together” body. This person should be able to meet with other Denominational Ecumenical Officers as appropriate in that Body’s ecumenical Enabling Group1. The Church of England, Methodist, URC and some other denominations have a national pattern of such people. Together these DEOs are supported and resourced by the County Ecumenical Development Officer. They also attend the County’s Churches Together Council[[1]](#footnote-1) Meetings.
* Someone who understands and can advise Baptist churches on all that is involved in working together with congregations of other denominations in Covenants, Sharing Agreements, and Local Ecumenical Partnerships as well as in less formal local dialogue. Over the years this has been a very important role: churches are loathe to take up a Regional Minister's time and may therefore not ask questions when they should, and may then get in problems that could have been avoided. Equally not all Regional Ministers have the appropriate expertise to deal with these issues and as a result there are one or two examples where Baptists have been left out of possible involvement in an LEP.
* Someone who is responsible in each Association for "ecumenical education" among Baptists. This needs doing locally to parallel the efforts of the Baptist Union’s Senior Management Team and the Department of Faith and Unity.

**Ways Forward**

It may be that in some places one person fulfils all these functions, or two out of the three, and that that person is called “Baptist Ecumenical Officer”. Elsewhere different people would be responsible, and hopefully would also link together to exchange information. This allows for the usual Baptist flexibility and refusal to fit into moulds.

We emphasise, of course, that such posts are held not by part-time paid officers, with all the implications of a funded post. This is typically be a “portfolio” post held by someone who takes this on as an extension of their local ministry or other work on behalf of the Association.

Revd Philip Webb, CEDO, Nottinghamshire and Derbyshire, 2008.

(based on material written by Rev Roger Nunn,

Secretary Local Ecumenical Committee, January 1994)

**An Ecumenical Officer**

# THE CHURCH OF ENGLAND

# Council for Christian Unity

**Church House, Great Smith Street, London SW1P 3NZ** [**www.cofe.anglican.org/ccu**](http://www.cofe.anglican.org./ccu)

*For a Diocese, Archdeaconry or Episcopal Area*

**Preliminary Considerations**

1. **The nature of the appointment**

Most existing appointments are part-time. Options include:

* Clergy who also have parochial or other appointments
* Lay people in part-time appointment
* An appointment combined with that of ecumenical officer for a county/intermediate body

If the post of Ecumenical Officer is to be combined with an existing parochial appointment, early consultation with the parish is essential to agree the basis for this dual ministry. Clear lines for re-imbursing diocesan and parochial expenses need to be drawn.

1. **The scope and purpose of the appointment**

* Work with parishes and deaneries to enable local ecumenism – often in partnership with ecumenical officers from other churches and with the county/intermediate body.
* Drawing attention to the ecumenical dimension in every aspect of the life of the diocese. If this is not to be done by the Ecumenical Officer, some other senior person in the diocese needs to carry this responsibility.

1. **The geographical area of the work**

A single part-time appointment for the whole diocese may be sufficient. More than one appointment may be needed, however, in larger dioceses, or where the diocese needs to relate through more than one county/intermediate body.

1. **The terms of the appointment**

The following should be agreed and clearly stated:

* The appointing body: Bishop, Bishop’s Council, Pastoral Committee or other diocesan body
* The duration of the appointment, with procedures for extension and termination
* The process by which the work will be reviewed
* The number of days or sessions per week – proportionate to the scale of the task
* The rate of pay for a lay person – taking into account housing
* A budget for expenses and activities – and the procedure for re-imbursement
* The provision of secretarial help and office space

1. **The pattern of accountability in diocesan structures**

Ownership by diocesan structures is essential – through appropriate management and accountability via the appointing body. New appointees should be publicly introduced at Synod or other diocesan occasion.

The following provide important points of intersection with the life of the diocese:

* *Ex officio* attendance at Diocesan Pastoral Committee. Canon B44.1 (3)(d) requires the approval of the Diocesan Pastoral Committee for the formation of a Local Ecumenical Partnership\*
* *Ex officio* attendance at Bishop’s Council\*
* Direct access to a senior member of diocesan staff
* A means of developing working relationships with Missioners and with other parish development and resource personnel in the diocese

\* DEOs should at least have access to minutes of these bodies, and possibly other diocesan boards and committees. If the EO is not in attendance, it needs to be clear who is representing the ecumenical dimension.

1. **Training and support provision**

The budget should provide for a new EO to attend the initial training conference organised annually by Churches Together in England, and the annual consultation for diocesan ecumenical officers organised by the Council for Christian Unity.

If the EO is not part of a team of denominational ecumenical officers convened by the county ecumenical officer, some pattern of informal support ought to be provided within the diocese.

**A Job Description**

For an Ecumenical Officer in a diocese, archdeaconry or episcopal area

1. **General**

The Ecumenical Officer will undertake study and reflect with others on the nature of the unity to which Christians are called in the light of God’s purpose for the world and the Church.

The Ecumenical Officer will be a theological resource and enabler, expanding and extending the vision of Christian unity and sharing in the task of making the vision a reality

1. **Within diocesan structures**

The Ecumenical Officer will, so far as possible, draw attention to the ecumenical dimension in every aspect of the life of the diocese

* by being in attendance at the Diocesan Pastoral Committee – and other pastoral committees as required;
* by advising the bishop and his staff on matters where there is ecumenical participation and potential – especially by ensuring that appropriate consultation takes place when appointments are to be made in formal Local Ecumenical Partnerships;
* by contributing to the work of Diocesan Synod, Bishop’s Council and other diocesan boards and committees so that they may build links with equivalent structures in partner churches and, wherever possible, develop co-ordinated strategies;
* by maintaining creative dialogue and developing joint activities with training and resource personnel, including those responsible for ministerial training and for mission development both across the diocese and in the local church.

1. **Locally**

The Ecumenical Officer will seek to deepen local ecumenical relationships and encourage missionary engagement by the whole Christian community

* by maintaining close links with existing formally recognised Local Ecumenical Partnerships where there is Church of England participation and encouraging new partnerships
* by encouraging Church of England participation in local Churches Together groups and activity and Meetings of Ministers
* by supporting and encouraging Church of England parishes to explore and develop their contribution to a single Christian presence in their locality
* by providing advice and information about ecumenical matters from a Church of England perspective, including the application of the ecumenical Canons B43 and B44

1. **In relation to County/Intermediate Bodies**

The Ecumenical Officer will work to facilitate the full and active participation of the diocese with other churches through the relevant intermediate ecumenical instruments

* by working collaboratively with the county ecumenical officer and ecumenical officers of other churches
* by representing the diocese on the Sponsoring Body for Local Ecumenical Partnerships
* by representing the diocese within the structures of the county/intermediate body
* by assisting the county ecumenical officer in the selection and training of Anglicans to serve in the review of Local Ecumenical Partnerships and for other ecumenical tasks

1. **In relation to national ecumenism**

The Ecumenical Officer will help to make the diocese aware of national developments of ecumenical significance, which involve or affect the Church of England

* by maintaining contact with the General Synod through its Council for Christian Unity
* by resourcing diocesan consideration of the content and local implications of national and international dialogues and agreements
* by contributing in any appropriate way to the Church of England’s relationship with other churches through Churches Together in England and Churches Together in Britain and Ireland.

**THE METHODIST CHURCH**

**Role Description for a District Ecumenical Officer**

The variety of roles undertaken by District Ecumenical Officers in conjunction with their District Chairs and District Policy Committees makes it difficult to provide one set role description; some Districts, for example, have more than one Ecumenical Officer and some District Policy Committees delegate some or all of their ecumenical responsibilities to their District Ecumenical Officer(s).1 Following meetings of the District Ecumenical Officers in 2014 and 2015, this document is offered as a resource for Districts; it includes a list of possible responsibilities to assist the Districts and their Ecumenical Officers discern which of them are priorities, how they are most effectively fulfilled, and what resources are required.

A District Ecumenical Officer encourages, supports, and challenges the District and its component Circuits2 and Local Churches3 to explore how they may work best with churches of other denominations in accordance with the Lund Principle,4 ‘Our Calling’,5 ‘Priorities for the Methodist Church’,6 ‘Towards an Ecumenical Strategy’,7 and ‘Our Ecumenical Calling: Making a Difference Together in the twenty-first century’,8 noting that ‘wherever possible the work of the District is carried out ecumenically’.9

In the Scotland District, a District Ecumenical Forum fulfils many of the roles fulfilled elsewhere by a District Ecumenical Officer.

In addition to the ecumenical responsibilities of Synod Cymru and the Wales Synod, Y Cyngor has particular ecumenical responsibilities.10

The range of a District Ecumenical Officer’s work may be divided into representative and missional roles, as described below:

1. **Representative Role**

1.1. to represent the District at ecumenical gatherings and services of worship;

1.2. to liaise with the District Chair and District Policy Committee on ecumenical projects and proposals within the District;11

1.3. to liaise with the Connexional Ecumenical Officer on ecumenical projects and proposals within or affecting the District;12

1.4. to work alongside ecumenical officers or their equivalents of other denominations to establish, maintain and develop ecumenical projects within the District. The District Ecumenical Officer’s role may include helping to establish appropriate governing documents for such ecumenical projects and making recommendations on them to the District Policy Committee and the Synod;13

1.5. to work in co-operation with District Ecumenical Officers of neighbouring Districts in respect of intermediate bodies on projects that cross District boundaries. This will be especially relevant to ecumenical areas where the boundaries of partner denominations include parts of more than one Methodist District;

1.6. to work in co-operation with County Ecumenical Officers and intermediate (usually county level) Churches Together bodies where they exist;

1.7. to serve as a member of, or relate to, any Intermediate Bodies within the District. In some places, where several Intermediate Bodies are involved, others may need to attend their meetings and report to the District Ecumenical Officer. The District Ecumenical Officer’s function on Intermediate/Sponsoring Bodies is to:

a. bring the concerns/plans/policies of the Methodist Church both locally and connexionally into the work of the Intermediate/Sponsoring Body;

b. play a full part in the work of the Intermediate/Sponsoring Body, sharing in reviews and Local Advisory Groups and promoting the initiatives of the Body especially within the District;

1.8. where appropriate, to liaise with the District Chair in relation to the Methodist Training Forum to which the District relates. The District Ecumenical Officer may be designated as the District Chair’s representative on such a Forum at the Chair’s discretion;14

1.9. to advise the District Policy Committee and relevant Circuit Superintendents regarding proposals to promote or to alter the category or status of Methodist or ecumenical schools within the District;15

1.10. to attend the two annual connexional meetings of District Ecumenical Officers, one of which is usually a consultation with ecumenical officers of other denominations.

2. **Missional Role**

2.1. to encourage the District and its component Circuits and Local Churches to engage in mission in partnership with others wherever possible;

2.2. to encourage the District Synod to think ecumenically by providing ecumenical reports to the Synod and engaging with its business. This may be achieved through conveying information and experience of work which is being done ecumenically in other districts and across the Connexion;

2.3. to be aware of the nature of the District and its Circuits as a whole and to imagine the ecumenical possibilities which exist within the District. To that end, the District Ecumenical Officer will keep up to date with relevant national and international ecumenical developments. In order to ensure as full a breadth of knowledge as possible, the District Ecumenical Officer will maintain a good awareness of the relevant websites of ecumenical bodies and other denominations. The District Ecumenical Officer will draw such websites and other ecumenical reports to the attention of District, Circuit and Local Church Leadership Teams as appropriate;16

2.4. to be available for invitation from Circuit Superintendents to visit Circuits and Local Churches within the District to discuss and explore opportunities for further ecumenical work within these localities;

2.5. to act as a point of reference/contact for Circuit Superintendents, Circuit Leadership Teams and their counterparts in other denominations when ecumenical projects are being established and to remain such a point of contact after such projects have been established.17 In this respect, the District Ecumenical Officer may act as an Ecumenical Accompanist to such projects;

2.6. to assist the District Policy Committee to fulfil its responsibilities in relation to New Towns and New Areas;18

2.7. to assist the District and its Circuits in the development of ecumenical chaplaincies wherever appropriate;

2.8. to guide Circuit Superintendents, the District Policy Committee and others in the formulation of constitutions and other documentation during the establishment of ecumenical projects within the District;19

2.9. with the permission of Circuit Superintendents, to collect information about the Circuits and Local Churches so as to form an overall picture of ecumenical relationships and activity across the District and to assist in their further development;20

2.10. when invited, to liaise with ecumenical officers and corresponding representatives of other denominations as appropriate on behalf of Circuits and Local Churches in order to develop ecumenical relationships and activity in these localities;

2.11. to act as a link between the Connexional Team on the one hand and the District and its Circuits/Local Churches on the other in relation to ecumenical matters.21

*August 2016*

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1 See Standing Order 434(3A).

2 See Standing Orders 500(1) and 532(1)(iv).

3 See Standing Orders 600(1), 604, and 650(6)(iii).

4 The Lund Principle was formulated in the third World Faith and Order Conference in Lund in 1952, saying, ‘Should not our churches ask themselves ... whether they should not act together in all matters except those in which deep differences of conviction compel them to act separately?’

5 See http://www.methodist.org.uk/who-we-are/vision-values.

6 Priorities for the Methodist Church, adopted by the Conference in 2004, begins, ‘In partnership with others wherever possible...’ (see http://www.methodist.org.uk/who-we-are/vision-values/priorities-for-the-methodist-church).

7 See http://www.methodist.org.uk/downloads/conf-ecumenical-issues-2001.pdf.

8 See http://www.methodist.org.uk/media/2136601/ec-Vision%20-%20Our%20Ecumenical%20Calling.pdf.

9 See Standing Orders 400(A)(1), 434(2)-(3), 440(2) and (4), and 963(3).

10 See Standing Order 491(3)(ii-iii); Y Cyngor is the leadership and co-ordinating team for Yr Eglwys Fethodistaidd yng Nghymru/The Methodist Church in Wales.

11 See Standing Order 434(3)(i) and (iii).

12 See Standing Orders 434(3)(v) and 334.

13 See Standing Orders 412(3) and 434(3)(iv-v).

14 See Standing Order 340(2)(iii).

15 See Standing Order 342(4) and (6).

16 See Standing Order 434(3)(i).

17 See Standing Order 343(vi).

18 See Standing Order 1005.

19 See Standing Order 412(3) and 431(ii).

20 See Standing Orders 434(3)(i) and (vi), and 962.

21 See Standing Order 412(1).

**THE ROMAN CATHOLIC CHURCH**

**IN ENGLAND AND WALES**

**THE "JOB DESCRIPTION" OF THE DIOCESAN ECUMENICAL OFFICER**

**(Based on THE DIRECTORY FOR THE APPLlCATlON OF PRlNCIPLES AND NORMS ON ECUMENISM. Council for Promoting Christian Unity, Rome. 1993)**

**The Diocesan Ecumenical Officer**

In the dioceses, the Bishop should appoint a competent person as diocesan officer for ecumenical questions. He/she will serve as the animator of the diocesan ecumenical Commission, and co-ordinate the Commission's activities as indicated below, or carry them out if such a Commission does not exist. As a close collaborator with the Bishop and with suitable assistance, this person will encourage various initiatives in the diocese for prayer for Christian unity, will work to see that ecumenical attitudes influence the activities of the diocese, identify special needs and keep the diocese informed about these.

This officer is also responsible for representing the Catholic community in its relations with other Churches and ecclesial Communities and their leaders, and will facilitate contact between the latter and the local Bishop, clergy and laity on various levels. He/she will serve as counsellor on ecumenical issues for the Bishop and other offices of the diocese, and will facilitate the sharing of ecumenical experiences and initiatives with pastors and diocesan organisations. This officer will see to the maintenance of contacts with officers or commissions of other dioceses. Even in areas where Catholics are in the majority , or in those dioceses with limited personnel or resources, it is recommended that such a diocesan officer be appointed to carry out the activities mentioned above, in so far as these are possible or appropriate. .

**Tasks of the Diocesan Ecumenical Commission**

**(Or the Ecumenical Officer alone)**

* Contacts with parishes & parish organisations;
* Contacts with religious orders and lay organisations;
* Implementing the Bishop's decisions on ecumenism in the light of Vatican 2; Implementing corresponding decisions of the Holy See;
* Relating to the national Commission for Christian Unity;
* Fostering spiritual ecumenism;
* Offering help by such means as workshops and seminars for the ecumenical formation of both clergy and laity , for the realisation of an ecumenical dimension to all aspects of life; Promoting friendliness and charity between Catholics and other Christians;
* Initiating conversations and consultations with other Christians :
* Promoting, in collaboration with other diocesan bodies and with other Christians, joint witness to Christian faith. to the extent that this is possible;
* Co-operating with other Christians in such areas as education. public and private morality, social justice, . matters connected with. culture, learning and the arts . . . .

[See Ecumenical Directory, paras 41, 43, 44.]

**(AD/3): JOB DESCRIPTION FOR THE APPOINTMENT OF A SALVATION ARMY COUNTY (INTERMEDIATE) DENOMINATIONAL ECUMENICAL OFFICER**

**Strategic responsibility:**

The County Ecumenical Officer (CEO) (who may be an Officer or lay Salvationist) has an enabling, supporting and creative role in serving the (**\*\*name of DHQ)** and (**\*\* name of County or Area**) in furthering the aim of encouraging the Salvation Army to work together with other churches and fellow Christians in witness to their common faith in Jesus Christ.

**Responsible to** **and appointed by the Divisional Commander**.

The appointment to be for an initial period (**\*\* of three years**) and reviewed periodically by the Divisional Commander.

**Responsible for:**

1. Representing the Salvation Army within (\*\* name of County Area) serving on the Churches Together Intermediate Body Committee/Council, playing a full part.
2. Developing links with other ecumenical and evangelical groups.

**Responsible**

**Within the Divisional structures and with the Intermediate groups of the ecumenical bodies:**

1. To be available (where necessary or appropriate) to advise the Divisional Commander or any group or task force on relevant ecumenical matters.
2. To relay and receive information to and from the Divisional Commander and his staff of matters where there is ecumenical participation or potential.
3. To receive minutes of the Territorial Ecumenical Council and make appropriate comment.
4. To receive the minutes of, and where appropriate, to attend, the Divisional Advisory Council and make appropriate ecumenical observations.
5. To work with the Churches Together appointed Ecumenical Officer and all Denominational Ecumenical Officers.
6. To attend relevant county Churches Together meetings.
7. To represent the Salvation Army’s views and stance on issues of ecumenical concern.
8. To report to the Divisional Commander on relevant matters concerning the work of the Intermediate Body.

**In serving** the **local situation:**

1. To maintain and channel communications between Divisional Headquarters and the local corps/centres.
2. To encourage and develop closer co-operation with other churches and corps in local situations.
3. To be a source of advice and information about ecumenical matters from a Salvation Army perspective.
4. To resource with appropriate material local SA representatives on Churches Together groups.
5. Subject to the Divisional Commander’s approval and endorsement, to encourage new ecumenical developments of all kinds, including shared worship.

**Restraints:**

1. Orders and regulations
2. Territorial policy
3. Agreed budgets

**Method of evaluation:**

1. periodic assessment by Divisional Commander
2. feedback from the Churches Together County Ecumenical Officer

**The post requires:**

1. support of, and willingness to promote the Salvation Army
2. skills viz.

* ability to work in an ecumenical setting
* enthusiasm for ecumenical involvement
* Understanding and tolerance of attitudes and actions of fellow Christians of other denominations or none.

1. knowledge of

* SA policy
* current ecumenical issues

**Role and Responsibilities**

**of Synod and District Ecumenical Officers**

**in the United Reformed Church**

The following list is the fruit of a one-day consultation with ecumenical officers. The consultation recognised that synods, in their diversity, would take different decisions about which responsibilities should be done by which officers. It was therefore agreed that all ecumenical officers would receive each mailing, but that a free copy of new publications would only be sent to the synod ecumenical officer or the convener of the ecumenical committee.

*The list was approved by the Ecumenical Committee in September 1999.*

1. Working towards the goal of visible unity which is both God’s gift and calling.
2. Ensuring that a synod policy is discussed and developed on the United Reformed Church’s ecumenical commitment to all the various kinds of LEPs and any proposed new developments.
3. Working closely with the County Ecumenical Officers and with the ecumenical officers from the other churches.
4. Encouraging, sometimes initiating, ecumenical consultation on deployment, grouping of churches and sharing resources.
5. Keeping a current list of all LEPs, especially in which the URC is involved, and fostering the relationship between the LEPs and the District Council for the benefit of both. (**NB**the Synod is required to keep a register of Sharing Agreements.)
6. Similarly keeping informed about the life of the Churches Together in the area and encouraging the District Council and the Synod to hear stories from them of the churches working and witnessing together.
7. Playing a full part in the Intermediate Bodies – taking part in reviews, persisting in bringing United Reformed Church concerns and plans on to the agendas and in bringing appropriate matters from the Intermediate Bodies on to the District and Synod agendas.
8. Disseminating useful advice material from the national ecumenical instruments, such as that on sharing buildings, constitutions, arranging joint finance, shared worship.
9. Encouraging new ecumenical developments of all kinds, including more ecumenical worship, and being known to be available for advice and guidance.
10. Maintaining good channels of communication and consultation between local church, District Council, Synod and the Secretary for Ecumenical Relations. (Good communication with the Synod Trust Officer is very important.)

January 2000

1. In Nottinghamshire and Derbyshire these meet three times a year. [↑](#footnote-ref-1)