



CHURCHES TOGETHER IN HEREFORDSHIRE

County Ecumenical Officer (CEO)

Job Description

This is a part-time post (45 hours per calendar month)

- Job title:** County Ecumenical Officer for Churches Together in Herefordshire
- Location:** The officer will work from their home.
- Accountable to:** The Standing Committee of Churches Together in Herefordshire who will meet with the Officer on a regular basis and will put into place effective line management and support for the Officer.

Vision

The CEO carries, nurtures and transmits the vision of Christian unity:

- In line with the Biblical call to the unity of the Body of Christ, expressed in such passages as John 17:20-26 and Ephesians 4:1-16
- In keeping with the declared aim of 'Churches Together in England' to be 'one in Christ Jesus, engaged in God's mission, empowered by the Spirit'

The CEO sincerely believes that, whilst there are multiple, uniquely-graced Christian congregations within any village, town or city, there is only one Church. The CEO, therefore, thinks, believes, prays and works towards the visible expression of this biblical reality.

Overview

The CEO shall facilitate and support the churches of Herefordshire in their relationships with one another and their wider mission in the world, by encouraging and developing the principles and practicalities of ecumenism throughout the county.

In particular they will:

- Develop collaborative working for the building and strengthening of relationships between different churches at local and county levels
- Work to encourage ecumenical ventures between denominational and independent churches across the county, supporting and facilitating their strategic collaboration and fellowship to enhance the ecumenical life and mission of the Church in Herefordshire.
- Facilitate and work with the Standing Committee, local church leaders and the Denominational Ecumenical Officers to encourage and support local ecumenism creatively, especially Churches Together Groups, in their mission to the communities they serve.

Tasks

1. The CEO shall assist the churches at all levels in Herefordshire to work closely together. In particular, they will service and manage the work of the core meetings of Churches Together in Herefordshire in consultation with its Chair and in collaboration with the Treasurer and other officers.
2. The CEO will relate to denominational and independent church structures in Herefordshire, and to other ecumenical groups, institutions and organisations within the county. The Officer will sometimes be required to liaise personally with these bodies but is encouraged to ensure that others within CTiH take on some of these liaison responsibilities to build up a network of representation as part of a collaborative style of working.
3. A key group of colleagues for the CEO will be any Denominational Ecumenical Officers, with whom they shall liaise. The CEO task is to encourage this team, ensuring a collaborative stimulus and support for local ecumenical endeavour and initiatives, including, but not only, in the form of Churches Together Groups. With this team, the Officer will ensure that CTiH carries out its Sponsoring Body responsibilities for local agreements for ecumenical co-operation, organising reviews and advising on constitutions etc.
4. The Officer will keep abreast of new congregations and 'Fresh Expressions of church' encouraging them to work ecumenically and become part of CTiH
5. The County Ecumenical Development Officer will connect with networks of those with a mission focus. For example, they might arrange a gathering of those working in the fields of social responsibility, overseas development, fresh expressions of church, evangelism, youth work, chaplaincy, environmental issues etc. The key here is to put people in touch with one another, but not to accept an on-going task of servicing any networks created.
6. The CEO will manage and frequently update all CTiH publications, including regular newsletters, the website, Facebook page and other social media opportunities. A key task is to communicate good news stories.
7. The CEO will represent Churches Together in Herefordshire within both Christian groups and, as appropriate, secular working groups that respect the Christian Values and beliefs upheld by CTiH

The CEO will work in the context of a network of similar officers in the counties of England ('Intermediate Level') and is supported by Churches Together in England.

As well as attending Churches Together in England's training course for new officers in the first year of appointment, the County Ecumenical Officer will meet with other County Officers in their region for mutual support, help and collaboration.

The CEO will also attend the annual national gathering of Ecumenical Officers. This is a two-day gathering.

Additionally the CEO will attend the Churches Together in England (CTE) National Forum which takes place once every three years and lasts for 3 days. All expenses for these meetings will be met by CTiH.

Outcomes

As a result of the County Ecumenical Officer's endeavours, we hope to see, by the grace of God:

- 1 Growing relationships of trust between the partner churches in CTiH and other churches and Christian groups in Herefordshire.
- 2 Imaginative new patterns of ecumenical mission at local level which are light touch and flexible.
- 3 Groundbreaking initiatives in the sharing of buildings and ministry for mission across the county.
- 4 Efficient servicing of necessary meetings.
- 5 Excellent outward facing communication about CTiH and its partner churches in all media.

Other requirements

This is a part-time post and much of the work involves travelling in the CTiH area and beyond. The Ecumenical Officer will work flexible hours, including some evenings and weekends – this is not a 'fixed hours' job.

Employment Arrangements

The County Ecumenical Officer will be employed by Church Together in Herefordshire

The CEO must be legally entitled to take up employment in the UK and evidence of this will be required.

Person Specification

Essential requirements

The County Ecumenical Officer will be a person of mature Christian faith with a passion for mission expressed through churches working together in formal or informal partnership.

Their appointment is subject to a DBS check.

1. Membership in good standing preferably in one of the member churches of Churches Together in Herefordshire (CTiH), Churches Together in England (CTE) or any local church that ascribes to the Evangelical Alliance Statement of Faith.
2. Understands the current breadth and complexity of the Church across Herefordshire
3. Familiarity with, and experience of, current practice in mission and evangelism including fresh expressions of church.
4. A commitment to ecumenical working and a deep respect for the different beliefs, practices and ways of life of the Churches.
5. A collaborative working style and ability to relate well to Church Leaders and to colleagues. Good listening skills, good humour and approachability are key elements here, as well as discretion, tact and the ability to respect confidences. The Officer must also be able to delegate or allow others to undertake some of the work.
6. An ability to work alone and on their own initiative. The Officer must be able to manage their own time and flexible working hours, ensuring that they do not yield to the temptation to overwork. Putting into place appropriate boundaries between work and personal time is crucial.
7. A positive and optimistic outlook and the skill of encouraging, inspiring and supporting others. A certain amount of conflict-management may be required, so an ability to diffuse tension is therefore necessary. It may be appropriate to undertake training on conflict resolution if the CEO is not already experienced in this area.
8. The ability to think creatively, take initiatives and plan ahead. The Officer must be able to balance the need to fulfil core tasks with the flexibility this post offers to develop the work according to his/her own gifts and experience.
9. Administrative, organisational and committee skills, including clear and accurate record-keeping and the taking of committee minutes are essential.
10. Skill in written and spoken communication, including addressing small and large groups, both in person and online, with clarity. Ability to grasp complex issues and to retain objectivity in dealing with them.
11. Competence in the use of e-mail, Microsoft Office, Mail Chimp and other software packages necessary for desktop publishing
12. The ability to visit all parts of Herefordshire (ie living or willing to live within reach of all parts of the county).
13. Own car and valid full driving licence.

Desirable Requirements

- 1 Knowledge of recent ecumenical development, a general knowledge of the workings of the mainstream Churches.
- 2 Knowledge and understanding of Ecclesiology
- 3 Desktop publishing skills and the ability to maintain databases and websites.
- 4 Preferably no more than 6 penalty points on their driving licence at the time of appointment

Terms and Conditions of Service

Employment Arrangements

The County Ecumenical Officer will be employed by Churches Together in Herefordshire

The conditions of employment are as advised by CTiH and salary increases will be as recommended by them.

The post is a part time, 45 hours per calendar month and based from their home

Salary is to be agreed on appointment.

Holidays. The post holder is entitled to 58 working hours holiday per full calendar year, not including Bank or Public Holidays.

A minimum of two, seven day, periods of annual leave must be taken each year.