

JOB DESCRIPTION – Lay Ministry Discipleship Officer

Job profile	
Job title	Lay Ministry Discipleship Officer
Team	Ministry & Discipleship
Reports to	Lead for Revive Ministry and Lead for Vocations
Principle Location	Peninsular House, Portsmouth
Travel required	Regular within the Diocese
Work pattern / hours	Full time 35 hours Mon- Fri Some weekend and evening work
DBS check required (Yes/No)	Yes
Special conditions of employment	There is a Genuine Occupational Requirement for the post holder to be a practising Christian of a denomination which is a member of Churches Together in Britain and Ireland in accordance with Schedule 9 to the Equality Act 2010. This post is open to both clergy and lay applicants.
Date written/updated	March 2025
Start Date	Summer 2025

Role context

The Diocese of Portsmouth has been awarded £5.3m by the Church of England’s Strategic Mission and Ministry (SMMI) board to support delivery of its £8.75m rejuvenate strategy (Rejuvenate).

Our diocesan-level vision and strategy provide a framework for the life and ministry of parishes, chaplaincies, and deaneries of the diocese. It speaks of a diocese longing to be “a rejuvenating community of Jesus-centred, Kingdom-seeking disciples”.

As a diocese we have been inspired by a vision of Christ’s Body, the Church. A prayerful community which seeks God’s Kingdom in and for the world. A community where older people are treasured as the Church of *today* (rather than yesterday) and younger people find their place and voice as the Church of *today* (rather than of tomorrow).

Over the past 2 ½ years we have seen the extraordinary growth of Anna Chaplaincy within our diocese. By God’s grace we trust this vital ministry will go from strength to strength in the years ahead. Rejuvenate, and the investment which has now been awarded to support it, applies our collective focus and energy to the challenge of connecting with younger generations *that they might discover Jesus Christ and the Kingdom for themselves*.

So, as a diocese we would like to double the number of children and young disciples in our churches and ensure there is a thriving ministry to children and young people within reach of every household across south-east Hampshire and the Isle of Wight. We want to reverse the

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decline in attendance and to equip and encourage clergy and lay leaders in prayer and discipleship.

Our strategy for delivering Rejuvenate includes three main elements:

- to **REVIVE** the well-being and spiritual leadership of our diocese by growing a host of little communities ('Cairns') which create space for God's Holy Spirit by prayerful reading of scripture, eating and studying together
- to **REVITALISE** and encourage our churches, to create pathways by which those currently unconnected to church can connect with the Christian message and make their journey towards becoming committed disciples.
- to **RENEW** the Church in areas where it currently has little presence, including the planting of new congregations and worshipping communities. Some of this work has already begun, with church planting over the past eight years creating new and growing churches in central Portsmouth, Southsea, Gosport, and Ryde. Hundreds of children, young people, students, and young families have joined thriving congregations at Harbour Church in Portsmouth, St Margaret's in Southsea, Haven Church in Gosport, St Mary's in Rowner, and All Saints in Ryde.

The new investment will allow us to expand this work, and to start new projects that aim to rejuvenate our diocese, including:

- **Cairns**, a network of sustaining and inspirational little communities meeting regularly to pray, break bread and to encourage one another in ministry.
- **Pathways to discipleship**, in which parishes will be given funding to create ways of engaging their communities and equipping new disciples for mission.
- **Choir Church**, a way that churches can use a love of singing to create new worshipping communities.
- **Flourish**, the creation of midweek, voluntary, worshipping communities for children and families, based in their schools.
- **Mission projects** in Paulsgrove and Leigh Park, to create new worshipping communities with young people and families as the heartbeat of each congregation.
- **Church plants**, both in urban Portsmouth and suburban Fareham, moving towards a worshipping community in the new major development of Welborne; and
- **Training in youthwork from Youthscape**, establishing expertise and new leaders to work with children, families, and young people.

Role purpose and objectives

The post-holder will work within and support the Diocese of Portsmouth's Vision and Rejuvenate strategy.

Our Diocese is seeking to become a rejuvenating community of Jesus centred, kingdom seeking disciples. As part of the team for Revive the post-holder will aim to

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help all in spiritual leadership in our Diocese of have a thriving faith, an awareness of God's abundant love and a desire to reach out in mission and evangelism.

The post-holder will provide the strategic lead for growing and developing all licensed and other lay ministry pathways within a vision for collaborative ministry that equips the whole church to share in God's mission. This will focus on the deepening of discipleship across clergy and congregations through Cairns and spiritual direction.

You will also be Warden of Licensed Lay Ministers (LLMs) as part of your role. Our current largest group of LLMs by far are our Readers known as LLM (Reader) but we are also keen to develop the following LLM categories of Pioneer, Children's Youth & Family Worker, and Anna Chaplain.

You will have overall responsibility for the training, development, and ministry of LLMs in the Diocese, leading the reimagining of this ministry, working closely with the Lead for Revive and the Lead for Vocations, who will continue to have responsibility for the discernment and selection process of LLMs. You will work with the LLM Board in ensuring effective planning, communication and support across the LLM community. Providing pathways of pastoral support for all LLMs.

Another authorised lay ministry pathway will be our locally commissioned and deployed lay community including such potential roles as Lay Pastoral Assistant, Lay Worship Leader, Lay Preacher, Lay Evangelist, Lay Church Planter, Lay Community Development Worker, and Anna Friend. You will take responsibility for training, development and pastoral oversight of these ministries in addition to LLMs.

The person appointed will work within the Ministry & Discipleship Team, reporting to the Lead for Revive, and under the direction of the Director of Ministry & Discipleship. They will receive occasional administrative support from the Team EA as required.

Key responsibilities

- To provide strategic leadership in the development, coordination and review of all licensed and other lay ministry pathways, and especially the training and development offered by the wider Ministry & Discipleship Team.
- Develop a coherent structure of lay training across all areas of lay ministry. Oversee the delivery of these programmes.
- As Warden of LLMs, to work closely with Lead for Revive and Lead for Vocations to promote and carry responsibility for LLM development in the diocese, taking forward a diocesan review of the future shape of LLM and other Licensed lay ministry.

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- To offer pastoral support and leadership for LLMs and commissioned ministry within the Diocese
- Attending to the ministerial development of LLMs and commissioned local ministers through ensuring an annual review process takes place
- To work with clergy and key lay leaders to promote lay discipleship and leadership.
- To work with the Spiritual Direction team providing central administration and organisation, encouraging the growth and development of this ministry.
- To represent the diocese and actively engage with regional and national partners in the development of lay ministry implementing National initiatives such as *'Setting God's People Free'* where appropriate.
- To ensure that the highest standard of safeguarding procedures and care are upheld to ensure safety for those in ministry, those whom they serve, yourself and colleagues, reporting concerns immediately.
- To play a full part in the life of the Ministry & Discipleship Team contributing to Team Prayers, Team Meetings and, from time to time, assisting the team and colleagues in larger events not directly pertaining to your role.
- To undertake as requested other duties as may reasonably be expected.

Essential and desirable skills, knowledge and experience required for the job

General

- A strong, secure and vibrant faith in Jesus
- Passion for lay ministry, theological education and formation
- A person of initiative
- A motivator of others
- Vision for the future of lay ministry
- In communion or sympathy with the aims and ethos of the Church of England
- Committed to the vision of the Diocese of Portsmouth
- A strong understanding of safeguarding best practice

Qualifications and Training

- Theology at degree level
- Ability to deliver training across the department in one or more area of lay ministry

Desirable:

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- *Theology at postgraduate level*
Mediation training

Experience

- Ministerial development of adults
- Nurturing vocation
- Developing discipleship
- Parochial ministry
- Proven commitment to collaborative and every member ministry, including nurturing LLM ministry
- Problem-solving and conflict resolution

Desirable:

- *Management of others.*
- *Work as the supervisor of others engaged in ministry.*
- *Work in mediation and reconciliation*
- *Experience of coaching / spiritual direction*

Knowledge, skills and abilities

- Developed gifts of discernment.
- Good understanding of adult education and training.
- Pastoral Care including complex situations.
- Theological understanding across a range of traditions.
- Understanding of ministry in the Church of England.
- Administrative skills and IT.
- Writing and presentation skills
- Interview skills.
- Report writing skills.
- Skills and training in problem-solving and conflict resolution.

Desirable:

- *Original thinker.*
- *Knowledge of diocesan structures.*
- *Advanced IT skills*

Personal Qualities

- A team player who can take the lead as required and work effectively with volunteers.
- Excellent interpersonal skills.
- Perseverance and personal buoyancy.
- Resilient, with an ability to work under pressure.
- Personal and spiritual maturity with high level of self-awareness
- Good team member and a sense of humour

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Work expectations

- Working hours are 35 hours a week usually anytime between 8am-6pm, Monday – Friday.
- There will be evening and weekend working. TOIL can be taken for these.
- The Diocesan office will be the working base alongside colleagues in the Ministry & Discipleship Team with the expectation of travelling out to parishes to meet with people as required
- In negotiation with your line manager, we realise that sometimes it may be helpful to work from home depending on the tasks of the day
- Regular travel will be required across the Diocese, including areas which are not well-served by public transport. Therefore, a full driving license and access to a vehicle is required.
- There is a Genuine Occupational Requirement for the post holder to be a practising Christian of a denomination which is a member of Churches Together in Britain and Ireland in accordance with Schedule 9 to the Equality Act 2010.
- Given the nature of this role an enhanced DBS check is required.
- It is expected that the role-holder will be or will become an active member of an Anglican church within the Diocese of Portsmouth.

Remuneration

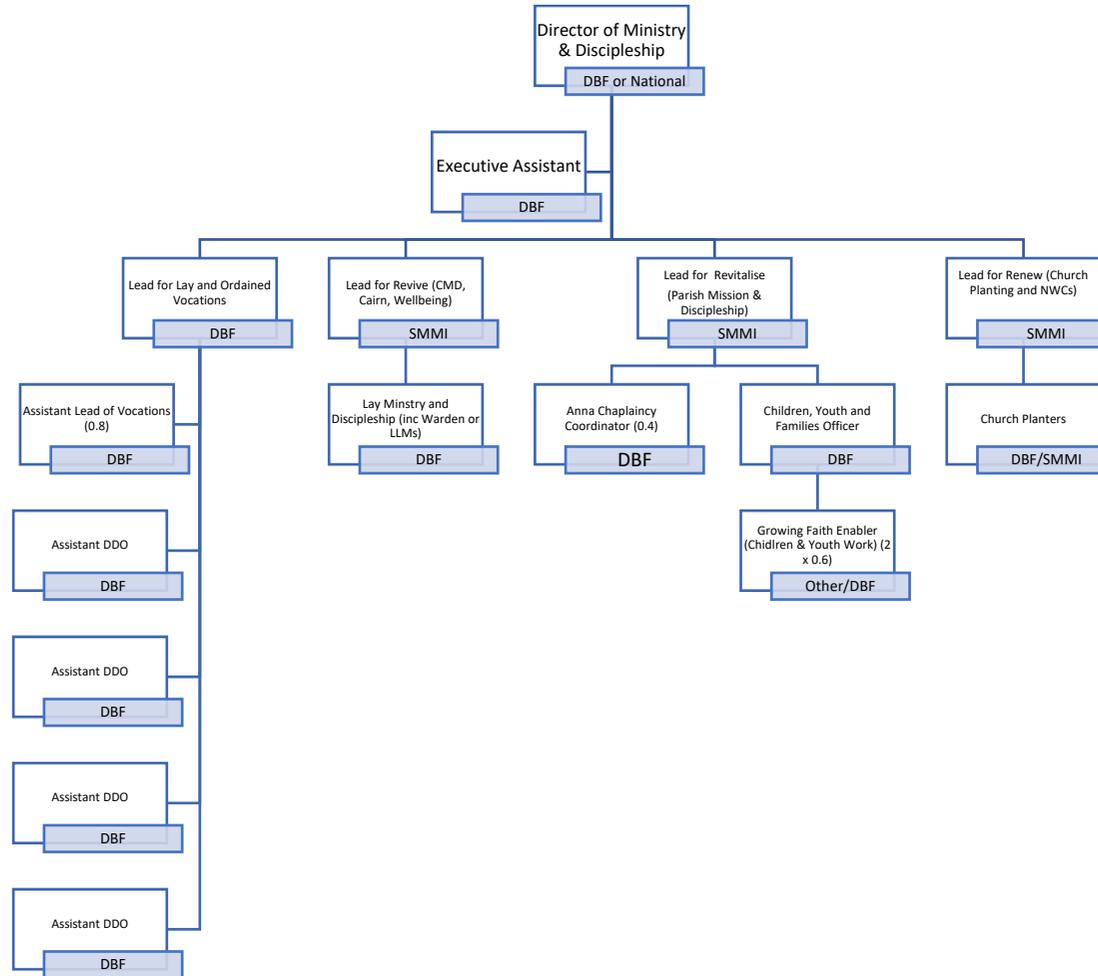
This role is open to both clergy and lay applications. For an informal discussion, please contact andrew.hargreaves@portsmouth.anglican.org .

25 days holiday plus bank holidays.

Pension scheme

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Ministry & Discipleship Team Organisation Chart



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