



Diocese of Dunedin

Anglican Church in Aotearoa, New Zealand and Polynesia
Te Hahi Mihinare ki Aotearoa ki Niu Tireni, ki Nga Moutere o Te Moana Nui a Kiwa

Diocesan Ministry Educator (DME) POSITION DESCRIPTION

Responsible to:	Diocesan Council
Reports to:	The Bishop of Dunedin
Stipend and Allowances:	As per individual covenant
Date of Position	August 2018
Description:	

The Diocese of Dunedin is part of Anglican Church in Aotearoa, New Zealand and Polynesia - Te Hahi Mihinare ki Aotearoa ki Niu Tireni, ki Nga Moutere o Te Moana Nui a Kiwa. It is also part of the worldwide Anglican Communion. The Mission Statement of the Anglican Church in NZ-Polynesia is:

- i. To proclaim the good news of the Kingdom;
- ii. To teach, baptise and nurture the new believers;
- iii. To respond to human needs by loving service
- iv. To seek to transform unjust structures of society, to challenge violence of every kind and to pursue peace and reconciliation;
- v. To strive to safeguard the integrity of creation and sustain and renew the life of the earth

Within this Mission, the Diocese of Dunedin seeks to respond to God's Call in Otago and Southland with faith communities who read the Bible, pray and live out the life of Jesus Christ.

Purpose of the Role

The Diocesan Ministry Educator (DME) is a specialist in ministry education and employed by the Diocese of Dunedin. The role involves being a consultant and both providing-coordinating ministry related learning opportunities within the diocese, as well as offering specific opportunities appropriate to the needs of the diocese. There is room within this Job description for the personal skills and interests of the holder of the position to develop, in a creative and responsive manner with the requirements of the job.

The Church is continuing to face major change. The position of Ministry Educator is pivotal in the response to this change and could be the subject of change itself as the post continues to evolve. Post holders should be prepared to take part in discussions on the future role of the ministry educator. One of the responses to the change the Church faces is to discover new ways to engage people with the God who loves them. The DME will be a key person in assisting the Diocese to discover and implement mission opportunities within our current social, cultural and geographic placement, including evangelism and actively sharing the love of Christ.

The effectiveness of the DME position is largely dependent on the post holder's availability to travel (by car or air) and their ability to establish regular patterns of local contact while being able to adjust to multiple and changing social situations.

In particular, the Ministry Educator:

- Oversees and provides for the training of candidates for ordained ministry;
- Offers educational support to parishes, diocesan groups and individuals pursuing ministry development, theological education or evangelistic training and support;
- Encourages and provides in-service learning for clergy.



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Competencies Required for the Role

Interpersonal Savvy	Relates well to all kinds of people, up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.
Dealing With Paradox	Can act in ways that seem contradictory; is very flexible and adaptable when facing tough calls; can combine seeming opposites like being compassionately tough, stand up for self without trampling others, set strong but flexible standards; can act differently depending upon the situation; is seen as balanced despite the conflicting demands of the situation.
Planning	Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
Presentation Skills	Is effective in a variety of formal presentation settings: one-on-one, small and large groups, with peers, direct reports, and bosses; is effective both inside and outside the organization, on both cool data and hot and controversial topics; commands attention and can manage group processes during the presentation; can change tactics midstream when something isn't working.
Self-Development	Is personally committed to and actively works to continuously improve him/herself; understands that different situations and levels may call for different skills and approaches; works to deploy strengths; works on compensating for weakness and limits.
Understanding Others	Understands why groups do what they do; picks up the sense of the group in terms of positions, intentions, and needs; what they value and how to motivate them; can predict what groups will do across different situations.
Written Communications	Is able to write clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect.



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Key Relationships

- Bishop – appointed by, accountable to for performance
- Discipleship Committee of the Diocesan Council
- Archdeacons, other members of the Senior Team
- St Johns Trust (funds this position, requires annual detailed application and report)
- Ministry Educators Oversight group – monitors position and oversees management of budget/adequate funding.
- Parishes and Clergy in the Diocese of Dunedin
- National links with others in similar positions

Person Specification

	ESSENTIAL	DESIRABLE
Education and Qualifications (or equivalent level of learning)	<ul style="list-style-type: none"> • Familiar with and experienced in the Anglican Church, and in good standing with their own church. • A person with sound theological training, preferably to degree level and with experience in the delivery of theological education that meets the needs of a wide range of people • A person with a commitment to the development of sound relations of mutuality between ordained and lay members of the Diocese. 	<ul style="list-style-type: none"> • An ordained person with experience of Ministry Placements - would consider an appropriately skilled layperson. • Post graduate qualification in education/learning related area • Proven experience in educating others
Experience	<ul style="list-style-type: none"> • Experienced in the design and delivery of educational programmes. 	<ul style="list-style-type: none"> • Experience in developing electronically available resources (e.g. via Websites or other e-learning packages)
Knowledge and Skills	<ul style="list-style-type: none"> • A good communicator in the spoken language, written language and able to use electronic media • Well informed about educational resources and practice • A person who can both accept and offer supervision at least informally and draw the connections between ministry practice and spiritual integrity. 	
Personal Qualities	<ul style="list-style-type: none"> • Someone with a well-established Christian faith and current worshipping practice, willing to pray with and for those with whom they work. • Able to establish priorities and manage their time. • Open to be a learner themselves, both from those that they work with and by resourcing from wider contacts. • Someone with a strong sense of inner security, who is prepared to deal personally with the wide range of expectations that others will have for them. 	



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Key Accountabilities and Activities-Results

Key Accountabilities	Examples of Activities - Results
<p>1. Overseeing and providing for Ordination Training</p> <p>The DME is accountable to the bishop to develop, co-ordinate, oversee, budget and review the Group for Post Ordination Training (POT).</p>	<p>This includes :</p> <ul style="list-style-type: none"> • Providing at least six workshops per year; • Facilitating a creative training relationship between members of the group and their respective supervising clergy; • Guiding and overseeing individual courses of study by members of the group; • Reporting to the bishop on the quality and consistency of group members' involvement in the programme.
<p>2. Overseeing and providing for Parish Profile Consultations</p> <p>The Bishop requires Parish Profile Consultations in all parishes as part of the nomination process for a new vicar.</p> <p>Requests for similar consultations may take place at other times of transition in parish life.</p>	<p>Ensure that such consultations can be provided when required:</p> <ul style="list-style-type: none"> • Review and revise the design of the consultation process in the light of experience; • Be responsible for seeing that the process is followed and that a Parish Profile Report is prepared to a high standard as soon as possible after the consultation event; • Provide follow-up educational resources as required.
<p>3. Resourcing other diocesan ministry education</p> <p>a) Diocesan Boundaries Training: Each three years every person who holds a bishop's license is required to attend a Boundaries training event. Attendance is required for a person to be re-licensed.</p> <p>b) Authorised Lay Ministry (ALM)</p> <p>c) Regional Events</p>	<ul style="list-style-type: none"> • Develop, run and monitor Boundaries training within the Diocese. • Liaise with the ALM planning group and support/resource as appropriate the training programme of the Association. • (As required) initiate regional training opportunities focused on particular skills, supplementing other options available.
<p>4. Resourcing parish and clergy reflection on and development of ministry strategies</p> <p>The ministry climate in the Church is one of embracing change. This is being experienced in the social and cultural -norms of our society as well as the theological, financial, constitutional, liturgical and organisational aspects of the</p>	<p>Act as a resource person in the diocese to assist parishes and clergy in reflecting on changes and the challenges for ministry that they represent. This will include actions such as:</p> <ul style="list-style-type: none"> • Personal conversations with clergy; • Choosing content for existing training programmes;



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<p>church. This change requires careful reflection on and implementation of new models of ministry.</p>	<ul style="list-style-type: none"> • Provide specific opportunities for group reflection; • Parish consultancy.
<p>5. Ensuring personal competence and adequate resourcing</p> <p>The DME has a responsibility to keep familiar with basic literature/resources in the fields of ministry education and the skills required for fulfilling this Position Description.</p>	<ul style="list-style-type: none"> • Spend a significant proportion of time in identifying, browsing and evaluating resources. • Actively enhance their own competence both in reflective study of relevant thinking and experience. • Develop relevant skills for this position in conjunction with a personal learning plan.
<p>6. Provide a link for the diocese with educational and ministry developments from beyond the diocese</p> <p>a) Collegial relationships with the AMEN (Anglican Ministry Educators Network). The Anglican Ministry Educators' Network is an important peer group for the DME and a working, relationship should be maintained with members of this group</p> <p>b) Attendance at significant conferences and training events. The DME is responsible to ensure that the diocese benefits from conferences and training events that might enhance ministry development in the diocese.</p>	<ul style="list-style-type: none"> • Contact via individual communications and through AMEN organised meetings. • Be a point of contact for the diocese on matters pertaining to ministry and theological education i.e. processing mail and ephemeral published material to and from others involved in related fields. • Personally attending events as appropriate/ seeking ways to ensure others can attend.
<p>7. Ministry development for clergy</p> <p>a) Initiate and encourage in-service learning opportunities for clergy</p> <p>b) Provide consultancy to individuals considering study leave Acts as a liaison and consultant person for clergy considering study leave.</p>	<ul style="list-style-type: none"> • Inform clergy and others in the diocese of relevant learning opportunities through e-mailings and other publicity. • Initiate in-service training for clergy each year to complement opportunities available from other sources. • The DME, with the Ministry Council will seek to encourage clergy to lead regular in-service training. <p>This may involve:</p> <ul style="list-style-type: none"> • Helping individuals develop their study leave proposals • Working with any study leave committee and the Bishop in developing and implementing appropriate policies and procedures for taking study leave.



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<p>c) <i>Involvement in the planning of the annual Diocesan Ministry Conference</i></p>	<ul style="list-style-type: none"> Working with the Bishop's planning group for the Diocesan Ministry Conference or its equivalent.
<p>8. Financial Management</p> <p>Accountable to Diocesan Council for management of DME funding and ultimately to the St John's Trust</p>	<ul style="list-style-type: none"> Prepare a draft budget each year for each area of responsibility Manage funds with-in the approved budgets Provide annual detailed application and report to the St John's Trust
<p>Health, Safety and Wellbeing</p>	
<p>Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Anglican Diocese of Dunedin's Health, Safety and Wellbeing policies, procedures and systems.</p>	<ul style="list-style-type: none"> Understand and consistently meet obligations under the Anglican Diocese of Dunedin Health and Safety policy/procedures. Actively encourage and challenge peers to work in a safe manner. Make an effort to strive for best practice in Health and Safety at all times.
<p>Treaty of Waitangi</p>	
<p>Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day-to-day basis.</p>	<ul style="list-style-type: none"> <i>Partnership</i> – interact in good faith and in the nature of a partnership. There is a sense of shared enterprise and mutual benefit where each partner takes account of the needs and interests of the other. <i>Participation</i> – work in partnership with our treaty partners to enable our Diocese to reach its full potential. You are mindful of the varying socio-economic conditions that face our people and work hard to remove barriers of access to justice, wholeness and faith. <i>Protection</i> – work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.

Note: the above example measures are a guide only. The precise activities-results measures for this position will require further discussion between the post holder and the person-group they report to or are responsible to.



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CHANGES TO POSITION DESCRIPTION

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of performance and development reviews.

Acknowledged / Accepted:

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Post holder

Date

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Bishop

Date