

SCOTTISH EPISCOPAL CHURCH
PROVINCIAL DIRECTOR OF ORDINANDS
ROLE PROFILE AND PERSON SPECIFICATION

January 2024

1. ROLE PROFILE

1.1 INTRODUCTION

The Provincial Director of Ordinands (PDO) is an executive officer of the College of Bishops who supports the College collectively and each bishop individually as they exercise their responsibility in making decisions regarding Recruitment and Selection in the Scottish Episcopal Church (SEC). The PDO is responsible for managing the overall process and discernment team for the College of Bishops in discerning, sponsoring and supporting candidates for ministries that are authorised at national level, i.e. ordination, lay readership or Church Army. More details of the SEC systems and criteria used can be found at <https://www.scotland.anglican.org/who-we-are/vocation-and-ministry/>.

With the retirement of the present PDO at the end of June 2024, the new PDO will take leadership of an established team of ordained and lay volunteers that delivers the SEC discernment process. In December 2023 there are 42 volunteers in total, located throughout Scotland (see section 3 below for details). The discernment process attends closely to the missional context and needs of the SEC and delivers an integrated process of discernment and formation that continues from initial enquiry, through to recommendation to train and to licensing/ordination and beyond. The PDO and their team will guide individuals through a process that may cover a broad exploration of vocational possibilities, through a Discernment Meeting stage to, finally, a potential Advisory Selection Panel in Scotland, which produces the final recommendation to the candidate's bishop. In November 2023, there were 24 individuals being supported through the various stages of this process, with a view to potentially starting training in either 2024 or 2025.

Candidates for ordained or lay reader training discerned through this process are recommended to train in the Scottish Episcopal Institute (SEI), a theological education institution (TEI) fully integrated into the structures of the SEC. Ordinands or lay reader candidates generally train in SEI part-time, although there are options for some ordinands to take a full-time degree or to undertake 'mixed mode training', a contextual full-time mode of formation and training. All ordinands or candidates for lay ministry training from any of the seven Scottish dioceses train in this national institution. Church Army evangelists discerned in Scotland are trained jointly between Church Army and the SEC.

The SEC discernment process has been fully staffed from within the SEC for the past five years, after many years of the final discernment stages being shared with the Church of England. The different Scottish context and the specific formational needs of the SEC are very well served by this current in-house discernment system.

The PDO also has a developing leadership role within the Province in development of wider ministerial leadership and has been part of recent work to revise the canonical processes for the discernment and election of bishops. Further work is in hand to nurture and discern leadership potential within the SEC: the PDO will have a role in this as an experienced cleric and an expert in discernment processes.

1.2 DISCERNMENT FOR AUTHORISED MINISTRY

- To work with the Bishops, Vocations Advisers, Wardens of Lay Readers and Assistant Directors of Ordinands in the discernment of candidates for ordination or lay readership. This work is managed nationally by the PDO, from first meetings through to final panels (see “Discernment Process Diagram” in pack).
- To manage, train and support the team of volunteers involved in the discernment process: Vocations Advisers, Assistant Directors of Ordinands, Wardens of Lay Readers and panel members for Discernment and Advisory Selection Panels. The roles of some of these categories have developed as the nature of discernment in the SEC has developed.
- To help the bishops discern new members of this team and induct and support these new recruits into their roles in the team.
- To manage a system of ‘Ministry Transfer Panels’ for discernment of clergy wishing to change from one mode or form of ministry to another.
- To support the College of Bishops and SEI staff as required to help work such as planning for curacies, mixed mode placements, transfers from other TEIs etc.

1.3 DEVELOPMENT OF MINISTERIAL LEADERSHIP

- To develop and maintain a strong vocational culture in the SEC at Provincial and Diocesan levels using influential skills and abilities as a senior and trusted cleric.
- To participate in Provincial activities around the development and discernment of senior leadership in the Province, e.g. in work related to discernment and election of bishops in Scotland.
- To work with Provincial structures to use appropriate forms of communication (e.g. online presence, training sessions etc.) to encourage and inform all about ministerial vocations.
- To work with colleagues to develop an understanding of the changing nature of ordained/authorised ministry in its various forms in Scotland and the wider church.

1.4 KEY RELATIONSHIPS

- The PDO is directly responsible to the College of Bishops and attends elements of their meetings as and when required. The PDO’s formal line manager is the Convener of the SEI Council, one of the bishops. The PDO is a contracted employee of the General Synod (GS).
- The PDO develops and supports the dispersed team of Vocations Advisers, Assistant Directors of Ordinands and panel members for Discernment and Advisory Selection Panels in the work of recruitment and discernment.
- The PDO is expected to liaise with the Wardens of Lay Readers for each Diocese in connection with the recruitment and selection of those offering for lay readership.
- The PDO has a working relationship with the Principal of SEI and other SEI staff to enable smooth transitions between the various modes and stages of formation. The PDO attends the SEI Council meetings.
- The PDO supplies statistics and other information to the General Synod and its representatives as required.
- The PDO is provided with paid administrative support.

2. PERSON SPECIFICATION

Essential

The new PDO will:

- Be a Scottish Episcopal priest, or a priest in a church in full communion with the SEC.
- Have significant pastoral experience as a cleric.
- Have been part of discernment processes for authorised ministry.
- Have a broad and nuanced understanding of the duties and responsibilities of ordained ministry.
- Be able to demonstrate proven strategic leadership.
- Have experience or the potential to motivate, manage and develop a dispersed team of ordained and lay volunteers.
- Be able to demonstrate interpersonal skills (listening, discerning, interviewing).
- Operate with equality, diversity and inclusion for all people and traditions.
- Ability to offer effective pastoral care and support for candidates and ordinands.
- Understand emerging and diverse models of church leadership.
- Have knowledge of the faith context of Scotland and the SEC.

Desirable

The new PDO is likely to be able to demonstrate most or all of:

- Communication skills (verbal, written, IT).
- Administrative competence (working to deadlines; gathering and handling paperwork; understanding of financial issues).
- Ability to work alone and sustain good working relationships.
- Expertise in devising materials for development and training.
- Potential to contribute to theological work on ministry.
- Willingness to attend to personal development, spiritual, professional and theological.
- Willingness to travel throughout the Province.

3. SEC DISCERNMENT TEAM, DECEMBER 2023

PDO directly manages the team of VAs, ADOs and panel members. The PDO works with the Wardens of Lay Readers in the specifics of LR discernment. The discernment team are a mixture of ordained and lay people with a wide range of skill and experience. All of the team members fill their roles as volunteers.

Administration support is provided by the SEI administrator as required. This is under review (as at the end of 2023) with the potential for increased support to be provided.

PDO's Discernment team:

Vocation Advisors:	11
Assistant Directors of Ordinands:	6
Discernment Meeting & ASP Advisors	17 (several interchangeable between roles)
ASP Panel assistant:	1

Total direct team 35

PDO liaise re LR discernment

Wardens of Lay Readers: 7

Total discernment team: 42