

Role Description and Person Specification

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| TITLE: | Clergy Retirement & PTO Officer (See of Sherborne) |
| DURATION | 2 days a week. The Office will held as a co-terminus appointment with Priest in Charge of Upper Chase |
| CONTEXT | Working across Dorset (the See of Sherborne) as a member of the local team primarily supporting the Bishop of Sherborne in her oversight of retired clergy with PTO. |
| REPORTING/LINE MANAGER | Quarterly reports to the Sherborne Team Meeting, with Bishop of Sherborne and Director of Mission & Ministry offering light-touch line-management. |
| RESPONSIBLE FOR | Volunteer Deanery retirement officers in the See of Sherborne |

ROLE PURPOSE

To assist the Bishops of Sherborne and Salisbury in the oversight, pastoral care, support and deployment of retired and PTO clergy in the See of Sherborne.

The CRPO is a new post, developing the previous voluntary role of Clergy Retirement Officer in recognition of the central role of retired PTO clergy in local teams and broader diocesan ministry.

The job description and person specification below recognise this shift to a more coordinated support and appreciation of their place, in tune with the Diocese's strategic aspiration to grow Courageous Christian Ministry.

DUTIES AND RESPONSIBILITIES

1. To assist the bishop of Sherborne in overseeing the pastoral care and welfare of retired PTO clergy primarily in Dorset, in cooperation with volunteer deanery officers.
2. To support the bishop, archdeacons and rural deans by coordinating the local deployment of our retired PTO clergy, according to their particular gifts and capacity. Following up after PTO has been granted by the bishop.
3. To explore possibilities and vocations for interim and other ministry among retired PTO clergy and assist in their deployment.

4. To develop and oversee our team of voluntary deanery clergy retirement officers who offer local communication, pastoral support and coordination of their ministry, meeting with them regularly.
5. Working with the Director of Mission and Ministry, to help coordinate training and support for our PTO clergy including those approaching retirement, such as the diocesan pre-retirement course at Sarum College.
6. To organize with the deanery officers, on behalf of the Bishop of Sherborne, opportunities for retired clergy to meet periodically socially and for worship across the area.
7. To attend clergy funerals on behalf of the bishops and, together with the Widows' and Deanery Officers, maintain contact with the Sherborne Office and South Canonry in order to support the administrative processes required when personal circumstances change.
8. To connect with the Retired Clergy Association from a diocesan context and keep up to date with policy and good practice as it relates to retired clergy.
9. To assist and advise clergy with regard to retirement housing and to promote good communication and awareness of the Church's provision in this regard.
10. To communicate and co-operate with the See of Ramsbury Retirement Officer (when appointed) with a view to developing diocese-wide approach to PTO & retired clergy.
11. To offer periodic reporting and recommendations regarding retired and PTO clergy to the bishops, archdeacons and relevant diocesan committees – e.g. Sherborne Team meeting, and Discipleship, Vocation and Ministry Committee.

This document indicates the general level of responsibility and overall aims/outcomes of the position. The above is not an exhaustive list of activities and responsibilities. You will be expected to perform relevant activities, as necessitated by your role, to meet the aims and the overall objectives of the organisation.

Person Specification

| Attributes | Essential (or expected to train/qualify to that standard) | Desirable |
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| Qualifications & Training | <ul style="list-style-type: none"> Ordained priest in the Church of England | |
| Experience | <ul style="list-style-type: none"> At least one position of main responsibility at parish or similar level. | <ul style="list-style-type: none"> Experience in strategic development mission & ministry beyond the benefice (e.g. Rural Dean or diocesan role) |
| Competencies <i>(specific skills, knowledge and attributes required for the role)</i> | <ul style="list-style-type: none"> Pastoral insight and substantial experience of parish ministry. Excellent administrative, time management, organisation and communication skills. Ability to grow the role. Ability to work as a member of a team | <ul style="list-style-type: none"> Interest in personal development and the ministry of all people Experience of village and rural ministry welcome. Strategic vision. |
| Behavioural Requirements <i>(generic soft skills required for the role based on the grade)</i> | <ul style="list-style-type: none"> Compassion, patience and love for colleagues. Ability to manage a blended role and negotiate the boundaries with parish responsibilities. Ability to see the possibilities and opportunities as well as support the crises. | |