



# Adviser for Generous Giving and Stewardship

## Generous Giving and Stewardship team

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The Church of England plays an active role in national life through its network of parishes, bringing an important Christian dimension to the nation and strengthening community life. The Church of England is arranged geographically into 41 dioceses, each under the care of a Bishop, and covers every part of England.

The Diocese of York is a family of 607 churches and 125 schools in 470 parishes, which extends from Middlesbrough on the River Tees to Hull on the River Humber, and from the east coast of Yorkshire about as far west as the A1 road. Led and guided by the Archbishop of York, Dr John Sentamu, our vision is to be a family of Generous Churches Making and Nurturing Disciples.

The diocesan office is located at Clifton Moor, York. The teams operating from there and across the diocese provide services to support the mission and ministry of our churches, parishes and schools.

We are currently working through a Diocesan Strategy that focuses on our three goals: reaching those we currently don't; moving to growth; and achieving sustainable finances. The *Adviser for Generous Giving and Stewardship* will work as part of the new 'Generous Giving and Stewardship' team, under the leadership of the Team Leader, to implement this third strand of the strategy.

### The Challenge

Our emerging strategy for 2018 to 2022 is a strategy for growth. We expect to see growth resulting from the initiatives under our goals to 'Reach those we currently don't' and 'Move to growth'. We will also create the capacity for growth in a variety of other ways such as increased central support for parish development and mission, and new patterns of ministry. Some of the new work under our 'Reach' goal won't be self-sustaining for a considerable period, particularly in the case of work in deprived areas. As a result we will create a Diocese that, in being more focused on mission and growing the Kingdom, is more expensive to run, so we must look to the generosity of our Diocese to help us achieve overall sustainability.

Overall we need to significantly increase income flowing into parishes to support local mission and ministry and, from there, into the Diocesan Common Fund. We know that it will take time to achieve an increase on the scale that we need to turn around declining income, and, at a Diocesan level, we will be able to draw on reserves through a transitional period to fund the strategy. Two thirds of the income in the Common Fund is derived from parish contributions which are, in turn, predominantly financed by the regular giving of our

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Generous churches making & nurturing disciples



congregations. In 2015 the Diocese was bottom of the 3rd quartile of the Church of England league table for regular giving. Our target is to move up 2 quartiles – to the 1st/2nd quartile boundary – a 35% increase in regular giving by individuals to parishes. **This is a stretching – but not impossible – goal. The work of the Generous Giving and Stewardship Team will be of crucial importance in achieving God’s mission in the Diocese of York.**

Funding has been secured from the national Church to appoint to a number of roles identified by our strategic analysis which, together, will form a new Generous Giving Team. The Adviser(s) for Generous Giving and Stewardship will work with other members of the team to support action in these areas:

- Investment in developing a culture of generosity.
- Enabling and encouraging practical actions to help parishes increase income.
- Investment in infrastructure in support of the above, including better data analysis

**Our aim is to make a significant difference in parish and diocesan finances by the beginning of 2020.** This will be a challenging timescale and will require energy, passion and an entrepreneurial mindset in every member of the team. The Archdeacon of Cleveland as the ‘Ambassador’ for Achieving Sustainable Finance has begun the implementation work in anticipation of the creation of the new team. Once appointed, it is anticipated that the Archdeacon will begin to handover the majority of her Sustainable Finance responsibilities to the new Team Leader and support the Generous Giving and Stewardship team in their work for the first few months.

## **Job Description**

### *Purpose*

- The post holder is responsible for the delivery, as part of the Generous Giving and Stewardship Team and under the leadership of the Team Leader, of the Sustainable Finance strategy, the aim of which is:
  - To increase regular giving at parish level by 35% (before inflation) within 10 years, and
  - To increase annual income to the Diocesan Common Fund by >20% (before inflation) within 10 years.

### *Main Responsibilities*

To work proactively within the Generous Giving and Stewardship Team to develop fruitful relationships with parishes and deaneries which will deliver the plan to achieve Sustainable Finances, at parish and diocesan level, within 10 years, including, inter alia:

- Work with Deanery Financial Advisers, parish clergy and PCCs to facilitate the development and implementation of Generous Giving initiatives at deanery and parish level
- Encourage and enable ‘intentional discipleship’ at deanery and parish level, with the aim of creating a culture of generosity built on strong theological foundations
- Help to define and to deliver a Toolkit of resources to enable parishes to be more financially sustainable
- Identify local need for additional support to church officers at the Parish level; identify and equip new/revised volunteer roles at deanery and parish levels
- Support the introduction of the Parish Giving Scheme at parish level

- To contribute to the work of the Diocesan Office, ensuring that there is a clear and consistent message of generosity and financial accountability across the Diocese.

### *Key Relationships*

- Team Leader for Generous Giving and Stewardship (line manager)
- Parochial Church Councils, Churchwardens, Treasurers and Incumbents
- Archdeacons
- Deanery Financial Advisers and, more generally, Deanery Leadership Teams
- A new team of 'Generous Churches Mentors'
- Diocesan Office specialists - Finance, Communications, Mission/Training Team
- Diocesan Chief Executive
- Archdeacon of Cleveland (Diocesan Ambassador for Sustainable Finance)
- Chair of the Diocesan Board of Finance

The job description provides an outline of the key responsibilities of the post and is not intended to be an exhaustive list. The post-holder may be asked to undertake any other relevant duties appropriate to the post. The job description may be amended over time, in consultation with the post-holder in order to meet the needs of the Diocese.

This role will require the post-holder to travel extensively across the diocese to conduct meetings, and to deliver presentations, talks and training at times which fit in with the needs of parishes. It is important that the post-holder is able to be flexible with their time as their working hours will include evenings and weekends, with time off in lieu during 'normal' working hours.

## Person Specification

This post is subject to an occupational requirement that the holder be a practicing Christian under Part 1 of schedule 9 to the Equality Act 2010 because of its representational role within the Diocese.

A lay or ordained person with the following gifts and skills:

### *Essential*

1. A committed Christian with a good understanding of the concepts of generosity, discipleship and sacrifice.
2. An understanding of the Church of England, its character and organisation structures, and the ability to work with its culture and mission, and an affinity with the work of – and challenges faced by – clergy and lay leaders at parish level.
3. Excellent written and verbal communications skills, including the ability to summarise complex information, and give clear and concise information to a range of audiences.
4. An ability to convey the Sustainable Finance challenge in the context of discipleship and generosity.
5. An ability to handle and present financial data in clear and engaging ways; to draw out the story that the data tells
6. Enthusiastic, approachable and professional; able to work creatively and collaboratively with a range of colleagues.
7. An ability to identify and engage the influencers in a variety of situations, and to deploy and guide them in implementation activity.
8. Self-motivated and well-organised; able to work efficiently and effectively in meeting deadlines.
9. Good IT skills, including Microsoft Office applications.
10. Experience of working in a sensitive environment and handling confidential matters with tact and diplomacy.

### *Desirable*

11. Knowledge of the challenges experienced by the Church of England in maintaining its historic buildings through change and often difficult circumstances.
12. Commitment to continuing professional development.
13. Understanding of the different traditions of the Anglican church.

The role requires frequent travel across the Diocese. Candidates must be able to demonstrate that they can meet the travel requirements of the role.

## Summary of Terms and Conditions

Employer	The York Diocesan Board of Finance (YDBF)
Line Manager	Team Leader, Generous Giving and Stewardship
DBS Disclosure	A DBS check is not required for this post
Probationary Period	Appointments are subject to a 6 month probationary period
Location	The post is based at the diocesan offices at Clifton Moor, York
Hours	<p>The post is full-time, 35 hours per week on a 2 year Fixed Term Contract.</p> <p>The post holder will be required from time to time to attend meetings outside normal working hours subject to time in lieu. Many of the duties require travel within the Diocese of York, and on occasions, elsewhere in England</p>
Salary	The post is grade 4. Starting salary is from £32,520 depending on experience
Pension	The YDBF offers a contributory pension scheme (“the Scheme”) organised by the Church of England (the “Church”) Pensions Board. For each 1% of contribution paid by the employee, up to a maximum of 7%, the employer will pay a contribution equivalent to double the amount
Holidays	In addition to the eight Bank and Public Holidays, DBF employees are entitled to 5 weeks annual leave in any year
Mileage	A mileage allowance will be paid in respect of journeys undertaken in connection with the duties of the post (currently 45p per mile for the first 10,000 miles)
<i>Non-contractual Benefits</i>	
Employee Benefits	Non-contractual benefits currently offered to include childcare vouchers, eye care vouchers, a cycle to work scheme, and a scheme offering discounts with a range of high street and online retailers, supermarkets, restaurants and leisure providers.
Pastoral Care	Our Diocesan Adviser and Coordinator of Pastoral Care offers the space to talk through pastoral, professional or personal matters and can provide or arrange counselling and /or mediation if required