



Recruitment of ELM Coordinator, Harrogate Deanery

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Vision for 'Encouraging Lay Ministries' (ELM)

Working across the Harrogate Deanery to nurture, affirm and connect lay ministries, enabling a learning and outward-focused Christian presence in local communities.



Welcome from the Bishop of Ripon

Dear Candidate,

Developing the whole body of Christ as servants of the Gospel and agents for the Kingdom is more important than ever. I strongly believe clergy cannot and must not do this alone, and it is essential to our witness as churches that united as the Body of Christ we are faithful to God and his people whom he loves through us, in our parishes and beyond.

I am committed to nurturing disciples, discerning tentative vocations of all kinds, and developing, strengthening and celebrating our ministries together. I am also committed to overcoming the challenges churches find in doing this, particularly those in rural communities.

The ELM (Encouraging Lay Ministries) project is a response to these priorities and the needs of churches in the Harrogate deanery and has received my endorsement through a grant from the Rural Change Fund for 2025, part of the Diocese of Leeds' programme called Barnabas: Encouraging Confidence.

I look forward to seeing how this project develops and the difference it proves is possible for lay and clergy working together which is vital for the future thriving of God's church.

If you also believe in this vision, please consider applying for this ELM Coordinator role. I will be praying with you as you discern if it could be right for you.

Yours in Christ,

Anna Eltringham

Bishop of Ripon





Welcome from the Area Dean, Harrogate Deanery

Dear Candidate,

Thank you for your interest in becoming ELM Coordinator for Harrogate Deanery.

ELM is all about developing and supporting lay ministries which will enable churches and communities to flourish. In recruiting the ELM Coordinator, we are looking for someone who has exercised their Christian faith in some aspect of lay ministry, has the competencies highlighted in the Job Description and who feels called to join with us in this exciting journey of service and transformation.

We look forward to hearing from you.

Alan Garrow

Area Dean, Harrogate Deanery





Introduction to the Role

The 'Encouraging Lay Ministries' (ELM) initiative is working across Harrogate Deanery to fulfil the vision of nurturing, affirming and connecting people participating in lay ministries enabling a learning and outward-focused Christian presence in local communities (see 'ELM on a page').

ELM has three priorities:

1. Valuing and encouraging increased lay leadership and service in the life of our churches by linking them to existing support or creating new support by means of 'learning communities'.
2. Assisting this to become part of changing our culture to one where everyone has a part to play, becoming involved and enabled through developing their gifts.
3. Emphasising rural by prioritising the needs of our Rural Benefices (groups of rural parish churches) to develop lay ministry in those unique contexts.

The ELM Coordinator role will be vital for implementing the priorities and plan set by the ELM Steering Group, working with Incumbents (Clergy in charge of parish churches) and lay people participating in a range of ministries. Training resources will be sourced from within the Deanery and from the Diocese of Leeds central lay training team.

The ELM Coordinator will bring skills and experience that enable them to collaboratively coordinate the delivery of this programme of engagement, learning and development. For the right person, this role will be an exciting opportunity to help the church become equipped with lay people gaining confidence and support in their ministries as members of a learning community across the Deanery.

The Harrogate Deanery includes town, suburban and rural parishes and benefices (benefices are groupings of parishes) and is within the Ripon Episcopal Area of the Diocese of Leeds. A map and listing of the parishes and benefices are included in the 'Overview of Harrogate Deanery' in this pack.

Starting in January 2025 with a year's funding already committed and the possibility of this being extended, the ELM Coordinator is a part-time role working during school term-time, to match the availability of colleagues. Some flexibility will be essential to cover events held in the evenings and at weekends.

ELM on a page



ELM



ELM Vision : Working across the Harrogate Deanery to nurture, affirm and connect lay ministries enabling a learning and outward-focused Christian presence in local communities.

<p>Impact</p>	<p>The church has everything it needs to fulfil Christ's calling to serve communities</p>	<p>Mutual enabling and encouragement between Incumbents and lay ministries</p>	<p>The church as a 'learning community' is attractive to the wider community</p>	<p>The church builds and blesses a wealth of vital relationships within the community</p>
<p>Long Term Outcomes</p>	<p>Lay ministries are a thriving part of the resources of God's church in the Deanery</p>	<p>Confident, creative & trusting collaboration between Incumbents and lay ministries</p>	<p>Lay people expect to serve in church, developing gifts and being fruitful</p>	<p>Lay people expect to serve 'on the frontline', developing gifts and being fruitful</p>
<p>Short Term Outcomes</p>	<p>'Learning Community' in place and active for each of priority lay ministries</p>	<p>Each participant has agreed a learning & development plan with their Incumbent</p>	<p>Rural Benefice Lay Ministry Development Plans in place and gaining experience</p>	<p>Wider appreciation of the breadth and value of lay ministries and how to explore calling</p>
<p>Activities</p>	<p>Plan and deliver learning sessions for priority individual lay ministry areas</p>	<p>Support for putting in place learning & development plans with their Incumbent</p>	<p>Prioritised Rural Benefice Lay Ministry Development Plans agreed and resourced</p>	<p>All lay ministries gathered for teaching, learning-by-doing and vocation renewal</p>
	<p>Conversations with each lay minister to establish training received and needs</p>	<p>Conversations with each Incumbent to understand ministry situation and needs</p>	<p>A 'pilot' Rural Benefice Lay Ministry Development Plan agreed and resourced</p>	<p>Team-based learning exercises for people in the different lay ministries</p>

Definitions: A 'Learning Community' is a group of people who share a passion for something they do and learning how to do it better as they interact regularly and intentionally. 'Learning & Development Plans' include not only learning and training but the flourishing of the whole person in their context of their service. v5 17xi24



Job Description: ELM Coordinator, Harrogate Deanery

Context

This role will be vital for implementing the vision and plan set by the ELM Steering Group, working with Incumbents (Clergy in charge of parish churches) and lay people participating in a range of ministries¹. Training resources will be sourced from within the Deanery and from the Diocese of Leeds central lay training team. The ELM Coordinator will bring skills and experience that enable them to collaboratively coordinate the delivery of this programme of engagement, learning and development.

Principal Areas of Responsibility

1. Ongoing conversations with participants in lay ministry to establish training received and support their reflection on training and other needs for support.
2. Ongoing conversations with Incumbents across the Deanery to understand the context and current situation with lay ministries and development needs.
3. Identify priority lay ministry roles and areas for the first phase of the ELM project.
4. Plan and organise training and learning sessions for identified priority lay ministry roles, collaborating with identified appropriate trainers.
5. Organise an ongoing 'Learning Community' for each priority lay ministry role where there is leadership and support for this.
6. Work with a nominated Incumbent to devise a 'pilot' Rural Benefice Lay Ministry Development Plan and resource it, with guidance from the ELM Steering Group and collaborating with identified appropriate trainers and participants in lay ministry.
7. Taking on the learning from this 'pilot', roll-out this approach to another Rural Benefice.
8. Plan and organise half-termly events whereby all participants in lay ministry gather for teaching, learning-by-doing and vocation renewal, with guidance from the ELM Steering Group and collaborating with identified appropriate trainers.
9. Review the delivery of the plan with the Steering Group each half-term and take on agreed suggestions for improvement.

¹ Lay ministries include: Licensed Lay Minister and Lay Pastoral Minister, Lay Worship Leader and Occasional Preacher, which are formally authorised lay ministries. Also included are: Children's Worker, Small Group Leader, Church Warden, Youth Worker. Other areas of lay ministry may be identified as a part of ELM's evolution.

Experience and Competencies

There is an Occupational Requirement for the post holder to be a practising Christian in accordance with Schedule 9 of the Equality Act 2010.

Essential	Desirable
Experience	
<ul style="list-style-type: none"> • Reflective practitioner of one or more lay ministries (see footnote 1) 	<ul style="list-style-type: none"> • Adult education (provider or administrator) in work, church or FE/HE context
	<ul style="list-style-type: none"> • Experience in a rural parish or benefice
Knowledge & Skills	
<ul style="list-style-type: none"> • Planning and organisation skills which show attention to delivery detail with an ability to handle diverse workloads and meet deadlines 	<ul style="list-style-type: none"> • Consultancy or Learning & Development skills (understanding training needs and providing mutually agreed solutions)
<ul style="list-style-type: none"> • Relationship Management across a diverse set of stakeholders to achieve collaborative working 	<ul style="list-style-type: none"> • Group Facilitation
<ul style="list-style-type: none"> • Project and/or Event Management 	<ul style="list-style-type: none"> • Coordinating a programme of different Projects and Events • Reporting to a programme Steering Group
<ul style="list-style-type: none"> • Plan and deliver effective meetings to share information, explore ideas and gain commitment to act 	<ul style="list-style-type: none"> • Reflective practice
<ul style="list-style-type: none"> • Proficient in Microsoft Office and video-meeting (Teams, Zoom) administration 	<ul style="list-style-type: none"> • Use of Sharepoint, Teams etc to enable efficient and effective group working
Personal Qualities	
<ul style="list-style-type: none"> • Resilient enthuser with the ability to motivate and inspire others 	
<ul style="list-style-type: none"> • Emotional Intelligence with the ability to constructively challenge areas of concern 	
<ul style="list-style-type: none"> • Self-reliance with the ability to work independently, ensuring tasks promised are fulfilled. 	
<ul style="list-style-type: none"> • A person of integrity, who manages confidential information appropriately. 	
Work Related Circumstances	
<ul style="list-style-type: none"> • Be prepared willingly to work outside normal office hours including evenings and weekends as necessary. 	
<ul style="list-style-type: none"> • Be based at St Andrew's, Starbeck 	
<ul style="list-style-type: none"> • Able to travel flexibly to the required locations across the Harrogate Deanery 	



Key relationships

- Reporting to Area Dean (Revd Dr Alan Garrow) as line manager.
- Day to day support from Stewart Davies (Harrogate Deanery LLM Convenor).
- Senior support and advice from ELM Steering Group (meets each half-term).
- All Incumbents in the Harrogate Deanery.
- All participants in lay ministry in the Harrogate Deanery.
- Trainers from within the Deanery and Diocesan Lay Training Team.
- Trainers from the Diocesan Children, Young People and Families Team.
- Volunteer leaders of each 'Learning Community' for lay ministries, once established.
- St Andrew's Church Administrator.



Outline Terms and Conditions

Basis: Fixed term contract for school term-time² between 6th January 2025 - 28th November 2025 (i.e. not working during Advent).

14 hours per week during school term-time, including evening and weekend hours as required. Pattern of working days/times to be arranged after appointment.

Pay rate: £16.82/hr (made up of £15/hour basic pay plus £1.82 /hour 'rolled-up holiday pay').

Additional annual leave will not be able to be taken during school term time.

Expenses reimbursed for travel within Harrogate Deanery (car mileage at 45p/mile).

Pension: NEST Pension Scheme (8% non-contributory) offered.

Location: Based at St Andrew's Church, Starbeck, with majority of time spent in parishes across the Deanery.

Role requires over 70% contact time, hence not suitable for home-working.

Probationary period: 3 months.

Employer is St Peter's PCC, Harrogate. We are unable to sponsor candidates without Right to Work in the UK. Candidates must have Right to Work in the UK to take up this role.

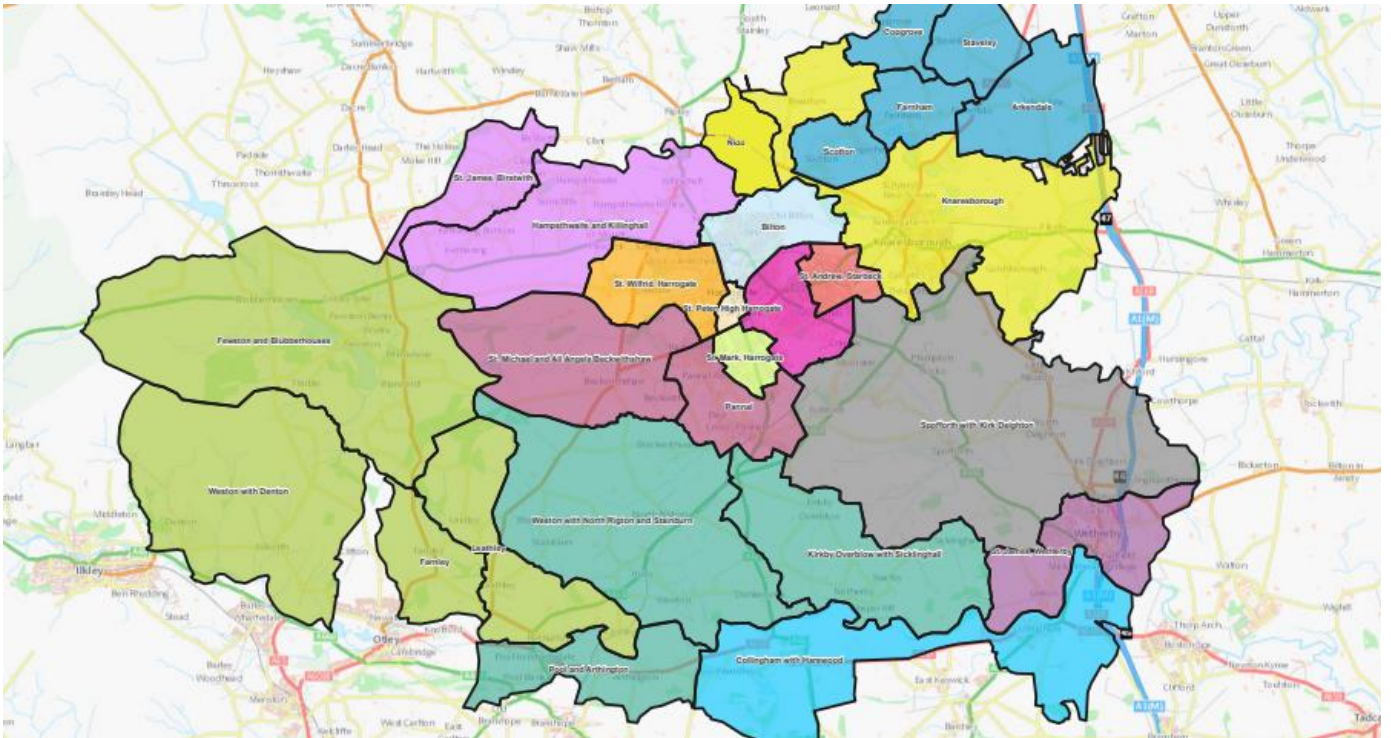
Harrogate Deanery is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post-holders and volunteers are expected to share this commitment, and you will be required to undertake basic safeguarding training. This recruitment will follow the Church of England Safer Recruitment Process. If you are short-listed for interview, you will be required to make a confidential declaration³ in writing (handwritten or electronically).

The information in this Job Description document is a guide to the work you may be required to undertake but does not form part of your contract of employment. It may change from time to time to reflect changing circumstances.

² School term-time dates as published by North Yorkshire Council

³ <https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance/section-5>

Overview of Harrogate Deanery



- Beckwithshaw St Michael & All Angels
- Bilton St John and St Luke the Evangelist
- Birstwith St James
- Collingham with Harewood St Oswald
- Hampsthwaite St Thomas a Becket and Killinghall St Thomas the Apostle and Felliscliffe Chapel of Ease
- Harrogate St Marks
- Harrogate St Wilfrids
- Harrogate, High, Christ Church
- Harrogate, High, St Peter's
- Kirkby Overblow All Saints with Sicklinghall St Peter's
- Knaresborough St John the Baptist
- Knaresborough Holy Trinity
- St Mary (Goldsborough)
- St John the Baptist (Brearton)
- Nidd St Paul and St Margaret
- Pannal St Robert of Knaresborough
- Pool St Wilfrid
- Spofforth All Saints with Kirk Deighton All Saints
- St Joseph and St James (Follifoot)
- Starbeck St Andrew's
- Walkingham Hill, All Saints (Staveley)
- St Bartholomew (Arkendale)
- St Michael (Copgrove)
- St Oswald (Farnham)
- St Thomas (Scotton)
- Weeton St Barnabas with North Rigton St John
- Wetherby St James



How to apply

To apply you will need to submit:

- A CV setting out your career history, with responsibilities and achievements.
- A supporting statement highlighting your motivation in applying for the role and directly addressing the Experience and Competencies listed in the Role Description, in no more than two pages.
- Details of two referees (one being your Incumbent or minister of your church) whom we would be able to contact at the appropriate stage, only with your permission.

Please submit your application no later than 9:00am on Monday 9th December 2024 to secretary.harrogatedeanery@leeds.anglican.org.

Receipt of all applications will be confirmed by email within three working days.

If you have any queries about the role or making your application, please email us at secretary.harrogatedeanery@leeds.anglican.org.

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