

<b>JOB TITLE:</b>	<b>CHAPLAIN AMONGST DEAF PEOPLE</b>
<b>TYPE OF CONTRACT</b>	Full time permanent contract
<b>EMPLOYER:</b>	Oxford Diocesan Board of Finance (ODBF)
<b>DEPARTMENT:</b>	Department of Mission
<b>LINE MANAGER:</b>	Social Responsibility Adviser
<b>ACCOUNTABLE TO:</b>	Oxford Diocesan Social Responsibility Adviser and to the Chair of the Oxford Diocesan Council for the Deaf
<b>LOCATION:</b>	The area of ministry covers the whole Diocese of Oxford, and your home will be the place to minister from. There will also be the opportunity for some hot-desking at Church House Oxford, Langford Locks Kidlington, Oxford OX5 1GF

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The Christian vision, ethos and principles underpin all aspects of the way the Oxford Board of Finance (ODBF) runs. The post-holder must be committed to our values, and support the Diocesan “Living Faith” framework.

**AIMS:**

To provide pastoral and spiritual care for all deaf people<sup>1</sup> in the diocese, working with parish priests and church leaders as appropriate; to develop outreach across the area; to enable members of the deaf community to play a full part in the life of the Church, and to find appropriate new ways of being church. This includes an element of pioneer ministry to the deaf and hard of hearing people who either attend local churches in the area, or have yet to be invited to a suitable Christian community.

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**PRINCIPAL ACCOUNTABILITIES:**

1. To act as the lead chaplain being pastor to deaf people and a recognisable presence in the deaf, deaf-blind and hard of hearing communities; providing opportunities for worship, nurture, pastoral care and mission that is culturally appropriate 25%<sup>2</sup>
2. To encourage mission and evangelism by seeking out and making provision for deaf people where they are, especially children, youth and working-age deaf and the hard of hearing, in existing parish churches, but also including deaf clubs and societies. This may be considered a ‘pioneer element’ 20%

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<sup>1</sup> ‘deaf people’ – includes those who are deaf, deafened and hard of hearing whatever method of communication is used. For some this is defined as comprising those people for whom sign language (BSL) is a first or preferred language, and we have volunteers who may be able to assist in this.

<sup>2</sup> Percentages offer the amount of time spent in each task averaged over a year, including the associated time spent on administration and staff or volunteer oversight required for each element:

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| 3. To work towards facilitating opportunities for deaf and hard of hearing people to be supported at mainstream services   | 20% |
| 4. To be the leading active and collaborative member of the Council Team (ODCD Chaplains and Officers), the Oxford Diocesan Council for the Deaf and Hard of Hearing (ODCD), the body of associated volunteers, and Diocesan structures, working collaboratively with the Council Team of ODCD on day-to-day management issues | 20% |
| 5. To promote deaf perspectives arising from the distinctive needs and abilities including language, culture and communication of deaf people, feeding these into the work of the Department of Mission with a view to developing new approaches to worship, theology, mission and being church                                | 15% |
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#### **MAIN DUTIES AND RESPONSIBILITIES:**

**1. To act as the lead chaplain being pastor to deaf people and a recognisable presence in the deaf, deaf-blind and hard of hearing communities; providing opportunities for worship, nurture, pastoral care and mission that is culturally appropriate.** This will be achieved by:

- ensuring that provision is made for regular opportunities for worship (including Holy Communion), occasional offices, learning and study in sign language and/or other means appropriate to the deaf culture;
- that provision is made for personal pastoral care through visiting people in their homes, hospital, or other places;
- establishing working relationships with BSL/English interpreters, and to use them effectively;
- having an understanding of the Equalities Act (2010) as it applies to hearing impairment

**2. To encourage mission and evangelism by seeking out and making provision for deaf people where they are, especially children, youth and working-age deaf and the hard of hearing, in existing parish churches, but also including deaf clubs and societies. This may be considered a 'pioneer element'.** This will be achieved by:

- networking with leaders and members of:
  - colleagues within the Diocesan Department of Mission
  - parish churches and Deaneries
  - other denominations and faith leaders working with deaf people
  - other local organisations and professionals working with deaf people
  - schools and colleges, with a view to making contact with deaf children
  - Societies and community groups run for deaf people

**3. To work towards facilitating opportunities for deaf and hard of hearing people to be supported at mainstream services.** This includes:

- working in collaboration with and advisory to church leaders on issues such as visual aids to worship for deaf people;

- establishing relationships with churches in the diocese which provide examples of good practice, enabling deaf and hard of hearing people of all ages to play a full part in the life of the church;
  - advising clergy and parishes on making adequate provision for full access and inclusion for deaf, deaf-blind, deafened and hard of hearing people, and to seek out deaf and hard of hearing people of all ages, but especially the young and working-age who attend mainstream services so that support may be offered and views understood;
  - encouraging working relationships with other churches in the area of ministry that provides good examples regarding the inclusion of deaf people.
- 4. To be the leading active and collaborative member of the Council Team (ODCD Chaplains and Officers), the Oxford Diocesan Council for the Deaf and Hard of Hearing (ODCD), the body of associated volunteers, and Diocesan structures, working collaboratively with the Council Team of ODCD on day-to-day management issues.** This includes:
- to line manage other members of the Chaplaincy Team (currently one part-time chaplain);
  - attending Team Meetings every 4-6 weeks;
  - keeping the Bishop of Oxford, the Area Bishops and Archdeacons informed about the ministry among deaf people in the Diocese, and in particular to liaise with the Area Bishops about the work in their Area
  - furthering all the chaplains' personal and ministerial development through participation in the Chaplains Ministerial Development Conference, – or its current equivalent- and other appropriate conferences, courses and workshops.
- 5. To promote deaf perspectives arising from the distinctive needs and abilities including language, culture and communication of deaf people, with a view to developing new approaches to worship, theology, mission and being church.** This will be achieved by:
- promoting awareness of the nature, language and culture of the deaf community, the needs and abilities of its members, and of deafened and hard of hearing people as well as the contribution they make to the life of the church;
  - providing training opportunities for ministers-in-training and interested church members through placements and other appropriate means.
  - Engaging with the wider work of the Department of Mission, offering insights on key theological themes such as discipleship, leadership and vocation.

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**OTHER RESPONSIBILITIES:**

- To support and contribute to the organisation's projects, including researching and preparing reports on chaplaincy matters.
- To promote equality and diversity as part of the culture of the organisation
- To carry out any other duties and responsibilities as required in line with operational needs.
- To comply and fully cooperate with Diocese of Oxford health and safety policy
- To maintain an up-to-date knowledge of technical competency areas and take a proactive approach to continuous professional and personal development

- To participate in performance management process of the ODBF and the MDR process run by the Diocesan Bishop
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## **DIMENSIONS**

**People:** offer professional advice and support to the bishops and senior leaders of an economically, socially and culturally diverse diocese of 626 parishes with 815 churches.

**Resources:** to know the current national thinking and be able to contextualise this understanding in a variety of setting within the Diocese.

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## **PLANNING & ORGANISATION**

- Develop strategies and resources to enable, promote and support work with deaf people as an integral part of all ongoing work in support of mission and growth with parishes, benefices and deaneries
  - Establish clear expectations for the work to be undertaken and the most effective means for monitoring and reviewing the activities
  - Facilitate the acquisition of the knowledge, skills and resources required to promote, encourage, plan and advocate.
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## **DECISIONS**

Post holder will proactively seek to generate effective initiatives in our work with deaf people across the Diocese

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## **CONTACT WITH OTHERS - Working relationships**

The post holder will be the lead member of the ODCD Chaplaincy Team. The Diocesan Council is a charity, founded in 1898, and is an 'assisted organisation' of the diocese of Oxford. The Chairman of ODCD will work alongside your line manager on behalf of the Council, though this may change, as the council may be re-ordered to reflect the changing environment of the deaf and hard of hearing communities. The post holder will be an employee of The Diocesan Board of Finance, operating within this framework.

ODCD also has the services of a part-time chaplain employed by ODCD (12.5 hrs per week) and an honorary chaplain who is profoundly deaf. There are three Licensed Lay Ministers (Readers), two of whom are profoundly deaf, and a half-time Pastoral Finance and Administrative Officer currently line managed by the chair of ODCD. All ministers are proficient in sign language. The requirements of team membership are outlined in the additional responsibilities and duties above: these arrangements for meetings can be flexible. We use a speech-to-text operator for Council meetings (where deaf community members are directly represented), and BSL interpretation for other important meetings and, at the four joint services of the year we also employ a lip speaker as well as a signer. We have about 12 volunteer pastoral visitors who work with the chaplains.

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## **PERSON SPECIFICATION:**

### **PROFESSIONAL STANDARDS - KNOWLEDGE, EXPERIENCE, SKILLS AND COMPETENCIES**

This role attracts a Genuine Occupational Requirement (GOR) for the appointed persons to be an ordained member of the Church of England under Part 1 Schedule 9 of the Equality Act 2010.

#### **Essential:**

##### **Experience, knowledge, understanding**

- has a proven track record in working within the Church of England
- has experience of working as a leader of a team and liaising with other agencies and diocesan officers
- understands the spiritual needs of deaf people and the implications for their pastoral care
- has experience of ministering to deaf people in a church, familial or social context
- has experience of developing training and development proposals, preparing training materials and delivering training

##### **Skills and abilities:**

The person appointed will be:

- a person who has clear lip speaking patterns
- has or is willing to train to BSL communication level 3
- able to prioritise work and manage time, including meeting deadlines
- has ability to explore deaf awareness issues with local church leaders
- have proven administrative and ICT skills whilst being comfortable with the range of communication tools available to deaf people
- is both self-motivating and enthusiastic about working collaboratively
- is a car driver or have regular access to a car/or driver, in order to undertake extensive travel across the dioceses including rural areas

##### **Personal Qualities:**

- good communication and interpersonal skills
- ability to encourage and empower deaf people, volunteers and others
- ability to work alone, but also to work collaboratively as part of a team
- has empathy with deaf people
- willing to share mutual support with the chaplaincy team in the Diocese of Oxford

##### **Desirable**

- Experience of managing volunteers

## GENERAL INFORMATION

Special Requirements	<p>This role attracts a Genuine Occupational Requirement (GOR) for the appointed persons to be an ordained member of the Church of England under Part 1 Schedule 9 of the Equality Act 2010.</p> <p>It is a condition of your employment with us that you shall hold a licence of the Bishop of Oxford to officiate in the Diocese of Oxford under Canon C8 of the Canons of the Church of England.</p>
Remuneration	Stipend at £26,350 and housing allowance at £13,474 or annual salary circa £40,000
Hours of work	<p>Nominal record of 48 hours; 6 days a week A flexible approach to working is expected</p> <p>You are required to devote your full time, attention and professional abilities to your work during your working hours, and to act in the best interests of ODBF, ODCD and of the Church of England generally at all times. Your stipend/ salary is not calculated on hourly rates, and no overtime payment is therefore appropriate.</p> <p>The actual hours you should work are to be as directed by your Supervising Minister, but as a guide it is recommended that you should regard yourself as being 'on duty' on average for twenty-four out of thirty-five sessions per week. (A session is regarded as being of two hours, with each day comprising five sessions including two each in the morning and afternoon and one in the evening)</p>
Place of work	The area of ministry covers the whole Diocese of Oxford, and your home will be your place to minister from. There will also be the opportunity for some hot-desking at Church House Oxford, Langford Locks Kidlington, Oxford OX5 1GF
Holidays	<p>36 working days' annual leave, pro rata to start date during the first year.</p> <p>In addition, you are entitled to the bank holidays (or time off in lieu). Normally it is expected that you should be available for work on the Principal Feasts of the Church of England as set out in the Canons and Common Worship including: Ash Wednesday; Maundy Thursday; Good Friday and Christmas Day</p>
Pension Provision	Membership of the Clergy Church of England Pensions Scheme or Pension Builder 2014
Probation period	Six months, during which time progress is regularly reviewed and the period may be extended.
Notice period	During probation, 1 month and thereafter, 3 months from either side, or the statutory minimum (whichever is greater).
Circumstances	<ul style="list-style-type: none"> <li>• Travel within the Diocese of Oxford including some rural areas</li> <li>• Travel to national and regional training and networking events</li> <li>• May be required to work some evenings and weekends, occasional overnight stays in relation to training</li> </ul>

**NOTE:**

The current main duties and responsibilities of this post are outlined in this job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of the Diocese of Oxford to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line manager in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

**Date of Next Review: End of probationary period**