

Paul Goodliff
Head of Department



As Head of Department I have particular responsibility for leading the department, developing strategy, policy development and implementation, ministerial discipline and support, ecumenical representation on ministry matters and theological reflection on ministry. I also represent the BUGB on the United Board, (Military Chaplains) and I liaise with both the Baptist Colleges and other Unions in the Fellowship of British Baptists.

As a member of the Union's Senior Management Team I also share in the wider work of the Union in many ways.

Vivienne O'Brien
Ministries Adviser



I manage the processes of ministerial recognition for Pastors, Evangelists, Youth Specialists, Lay Pastors and Preachers and am responsible for maintaining the national lists relating to them. Another responsibility is Continuing Ministerial Development.

I work closely with Paul Goodliff in the implementation of policy in the support of ministers and in matters of discipline. I also represent the BUGB on the United Board and work with our Colleges and with Regional Ministers, including attending the National Settlement Team meetings. I am a member of the Management Team and share in the wider work of the Union.

Vikki Bunce
PA to the Head of Department
and Ministries Adviser



I provide PA and secretarial support to the Head of Department and Ministries Adviser. I also act as Secretary to the Ministerial Recognition Committee and Ministry Executive Committee, taking minutes and administering the processes in preparation for the Committees and Baptist Union Council. In addition I attend and provide minutes for confidential interviews conducted by Paul and Viv and attend to confidential correspondence. Alongside Sally Hall, I answer general telephone and email enquiries as well as dealing with the significant level of correspondence that comes into the Department.

Sally Hall
Secretary to the Department and
RSC Administrator



I provide secretarial support to the Ministry Team as a whole and work with Vikki Bunce, supporting the Head of Department and Ministries Adviser. In effect I work as a hub for the whole department and assist with the organisation and planning of conferences arranged by the Department such as Students' Day and Women in Ministry Day. I help in the administration particularly of the Churches Ministerial Counselling Service; maintain and update the database for the Criminal Records Bureau Disclosures; administer the Guided Self Appraisal Scheme; collate and collect memoirs for ministers and the In Memoriam list for Assembly and research family history enquiries relating to former Baptist ministers. I also administer the Residential Selection Conference (RSC) for non-collegiate candidates as they progress towards accreditation.

Alan Elson
Safeguarding Administrator



I am responsible for the administration of the Disclosure system and all matters related to the Criminal Records Bureau.

- I am available to give advice and support to ministers and their churches when allegations of child abuse are made or when members are under investigation or have been arrested.
- In collaboration with the Communications team, I help in the drafting of Press Releases in readiness for enquiries from the Press in relation to these incidents.
- I have an advisory panel to help consider difficult unclear Disclosures.
- This range of work also means that I am frequently contacted by churches when they are seeking clarification about good practice arising from *Safe To Grow* or *Safe To Belong*.
- I am a member of the Board of the Churches Agency for Safeguarding and the CRB Faith Sector Consultative Group.

Robin Urwin
Recognition Administrator



I have 2 main areas of responsibility: I administer the **Mentoring Scheme** for Newly Accredited Ministers, which involves training of new mentors, and the provision of a mentor for each NAM and the associated reporting process. In addition I handle the process to transfer NAMs to fully accredited status at the end of their probationary period. I also work with the **National Settlement Team**, providing admin support to the whole process of settling ministers and students.

Gill Fox
Accreditation Administrator



I deal with the day to day administration of the enrolment process for Ministers in Training and Newly Accredited Ministers, Youth Specialists and Evangelists.

This includes recording and processing all documentation from initial application through to enrolment at the start of their probationary period. I also liaise with the Baptist Colleges with regard to learning contracts for those who are newly accredited.

In addition, I facilitate the MR Sub Committee which interviews ministers transferring from Baptist Unions overseas or from other denominations in the UK.

Ian Millgate
Ministry Support Administrator



I look after a number of different ways in which the Department offers support to ministers.

These include:

- administering the confidential Counselling Service which is available for ministers and adult members of their households.
- administering the Student Bursary Fund
- dealing with schemes to help ministers' continuing development – In Service Training, Sabbaticals, Further Studies (for higher degrees, usually part-time) and Scholarships (full-time doctoral study).
- co-ordinating support networks for chaplains in education, healthcare, prison and workplace ministry.
- organising various conferences – including NAMs', Ministry Refresher and Pre-retirement.

MINISTRY DEPARTMENT Contact details

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Welcome to the Ministry Department

Meet the team

