

The Baptist Union of Great Britain (BUGB)

Role Profile – Ministerial Recognition Coordinator

Job title:	Ministerial Recognition Coordinator
Reports to:	Team Leader, Ministries
Direct reports:	None
Location:	Baptist House, Didcot (with option of some home working)

A Main purpose and context of the role:

The purpose of this role is to administer the work of the Ministerial Recognition Committee (MRC). The MRC has the responsibility to oversee the accreditation of 2,500 Baptist Ministers and the recognition of Nationally Recognised Preachers, Pastors and Pioneers. This includes their application, initial formation, enrolment, probationary period, and their ongoing accreditation through to retirement. The national MRC delegate some responsibility to MRCs in our regional associations.

Complaints regarding the conduct of ministers and subsequent disciplinary action are overseen by the MRC. Additionally, the MRC approve the policies and practices which apply for accreditation and recognition.

B Key Responsibilities

This a role with a wide range of administrative responsibilities as detailed below:

1. The administration of the MRC including:

- Organising the meetings of the main committee.
- Organising sub-committee meetings including disciplinary hearings.
- Facilitating these meetings including the production of agendas, minutes and providing supporting documentation.
- Ensuring that all necessary actions following meetings are communicated to the relevant parties. (Ministries Team, Associations, Colleges, and other Specialist Teams)
- Informing ministers of decisions of the committee.
- Ensuring that the membership of the MRC is renewed according to schedule

2. Updating and maintaining minister's files and information on the database as necessary.

3. Maintaining spreadsheets to ensure that actions are instigated at appropriate time.

- This is in relation to Ministers on Leave of Absence, seconded, under discipline etc.

4. Moderator's Action

- Working regularly with the Moderator of the MRC to enable routine decisions about ministers to be undertaken between meetings.
- Ensuring these decisions are reported to the main committee.
- Ensuring that all necessary actions are communicated to the relevant parties and the minister is informed.

5. Disciplinary Processes

- Working with the Ministries Team Leader on disciplinary processes as required.
- Arranging hearings and ensure that all documentation is available to the panel and the minister securely.
- Providing documentation to independent reviewer as necessary.
- Ensuring that documentation is added to SharePoint.
- Assisting in reporting to the Disclosure and Barring Service where necessary.

6. Process documentation and guidance

- Ensuring that documentation used by association MRCs is updated as necessary.
- Updating other guidance as necessary.
- Responding to enquiries from associations and colleges regarding MR processes.

7. Residential Selection Conference

- Organising and attending the Residential Selection Conference
- Liaising with associations regarding potential candidates.
- Providing the candidates with all the information they require and providing all the paperwork to the panel members.
- Ensuring that all necessary actions following the meeting are communicated to the relevant parties and the minister is informed.

8. Other responsibilities

- Producing the Annual Report for Trustees of actions of MRC.
- Administering the Further Studies and Scholarship Fund.
- Administering routine letters on behalf of the Ministries Team Leader (Retirements and letters of condolence)
- Responding to general enquiries.
- Occasional work on Subject Access Requests with Legal and Ops Team.
- Anything else as required by Ministries Team Leader.

This role profile is designed to be illustrative rather than exhaustive. We may add to the responsibilities of this role any tasks or activities that are relevant and appropriate to the role and will discuss any such additions with the post-holder.

C Culture and Working Style at BUGB

Across our Union our culture and working style is still developing, and can be best described in the following words:

Our vision as a movement is “to grow healthy churches in relationship for God’s mission.”

The Baptist Union of Great Britain is committed to *intentionally* developing a culture where we...

- ***Seek to be a movement of Spirit led communities.*** As those who have encountered the living Christ, to intentionally seek his will and purpose for our local churches and every expression of our shared life. (Galatians 5:22-25)
- ***Feel like one team*** – celebrating diversity; valuing, respecting and trusting each other as we work together in partnerships - making sure everyone feels included and listened to. (I Corinthians 12:24b-27)
- ***Embrace adventure*** – being serious about discipleship, willing to take risks, pioneer and move out of the comfort zone of familiar ways of doing things. (Matthew 28:18-20)
- ***Inspire others*** – with a generosity of spirit, energise and motivate people to be all that God created them to be. (Ephesians 5:1 & 2)
- ***Share a Hunger*** for God’s coming Kingdom – nurturing a “holy discontent” that arises from our desire to give practical expression to our vision of God’s purpose for creation - confronting evil, injustice and hypocrisy and challenging worldly attitudes to power, wealth, status and security both within and beyond our Union. (Matthew 6:9 & 10)

We expect all staff working as part of the national specialist teams to model high standards of professional and personal behaviour, and to work in ways that demonstrate our values to those we work with and support.

D Personal Attributes and Experience

Qualifications and experience

- Extensive experience in an administrative role, such as a Personal Assistant or Administrator
- Experience of supporting committees and formal meetings, including coordinating agendas, gathering and distributing papers and taking minutes
- Used to working under own initiative to resolve problems

Technical skills and abilities

- Excellent skills at minute taking in formal and informal committee and board settings
- Structured and robust approach to managing multiple tasks and ensuring key tasks are prioritised and delivered as needed.
- Good working knowledge of Microsoft Office Suite (Word, Excel, Outlook, PowerPoint & Access)
- Good written communications to respond to queries from internal and external stakeholders
- A professional telephone manner and ability to handle occasional difficult callers
- Familiarity with basic Website content administration

Personal Qualities

- A commitment to delivering an excellent support service to staff, volunteers and others across our Baptist Family
- A confident and calm approach to work, even when under pressure
- Ability to multi-task in a busy and varied work environment
- Enjoy working collaboratively with other members of staff, including senior leaders from across our Union
- Excellent interpersonal and organisation skills, including excellent time management
- Able to work on defined tasks independently without close supervision
- A genuine interest in the work of the Baptist Union and our support to associations, colleges and churches
- Sympathetic to the ethos of our Union and its mission and values

Christian ethos

The Baptist Union of Great Britain is a denominational body for more than 1900 churches, associations and colleges across England and Wales. We expect you to be able to demonstrate an understanding of and willingness to work within the Christian ethos and values of our organisation.

Salary and practical arrangements

This role is offered on a full-time basis (35 hours per week), working in our modern offices at Baptist House, Didcot. However, we would be able to consider flexible working if required – for example, a 4-day working week or a shorter working day. Occasional travel will be required to support Committee and Board meetings, although the majority of these meetings take place at Baptist House.

Many of our staff now split their work between home and office working, fitting around the specific needs of their job role. We would be happy to discuss the possibility of a hybrid working arrangement.

The full time starting salary for the role is in the range of £23,000 to £25,000 depending on skills and experience.

We also offer a range of staff benefits including:

- 22 days holiday entitlement, plus 8 bank holidays and up to 6 extra discretionary days during the year
- a contributory pension scheme, which includes life assurance cover and income protection insurance in case of long-term ill health
- childcare vouchers scheme
- a Cycle to Work scheme through salary exchange
- an electric car leasing scheme through salary exchange
- a voluntary benefits package (Perkbox) that gives discounts for a wide range of everyday expenditure (eg, supermarkets, high street retailers, restaurants, cinema tickets).
- free car parking at Baptist House

More information

If you would like more information before you apply, please contact Fiona Myers in our HR team by email at opportunities@baptist.org.uk and she will arrange for you to speak with Andy Hughes, our Ministries Team Leader, about the role and our expectations.

Applications

Please apply by sending your CV and a covering letter to opportunities@baptist.org.uk

Closing date for applications is 9.00am on Thursday 4 November, and interviews will take place in early November at Baptist House, Didcot.