

Job Description

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| Job Title | Director of Pastoral Studies Westminster College, Cambridge |
| Reporting to | Principal, Westminster College |
| Direct Reports | None |
| Location | Westminster College, Madingley Road, Cambridge, CB3 0AA |
| Travel | UK and/or overseas |
| Working Hours | Plan for Partnership (0.5 fte post) or 20 hours per week |

Westminster College is seeking to appoint a Director of Pastoral Studies (0.5 fte). In this role you will relish the opportunity to share in networks of teachers and trainers in the Cambridge Theological Federation, in the two other URC Resource Centres for Learning and across the 13 Synods of the URC. You will play a full part in fostering the Church's desire to be a learning Church in which all are encouraged to grow in faith and service. You will be excited at the prospect of sharing in the URC's life in tune with its ethos of broad theological diversity, alongside openness to ministry and leadership by people from all backgrounds. You will help people to reflect on pastoral practice, on training for practical aspects of ministry and discipleship, while engaging fully in the Church's mission in ways appropriate to our contemporary context.

Background: Westminster College is an RCL of the URC (along with two other centres, one in Manchester and one in Glasgow). It delivers initial ministerial education for the URC as well as engaging in extensive work across the life of the denomination. This includes work with Lay Preachers and Elders, Synods, local churches and ecumenical partners, as well as Continuing Ministerial Education for ministers and sabbatical visitors from the world church. We also educate a growing number of independent students.

Westminster College is part of the Cambridge Theological Federation (CTF), which represents main-stream church traditions and provides an active ecumenical context in which our staff and students work. The CTF works in partnership with the University of Cambridge (for whom it delivers the BTh [in Theology for Ministry] and DTM [Diploma in Theology for Ministry] programmes), the University of Durham (which validates BA and MA programmes in Theology, Ministry and Mission) and Anglia Ruskin University (which validates a suite of MA programmes, a Professional Doctorate [DProf] programme and through which students can be registered for research degrees [MPhil and PhD]). Currently, Westminster students study for the Durham awards and this is where the post-holder's teaching responsibilities will sit.

Principal responsibilities and duties

1. Teaching Common Awards modules in worship and spirituality, reflective practice, pastoral care and Developing Ministry and Worship in Context;
2. Keeping abreast of current scholarship in practical theology and contributing to it where appropriate;
3. Arranging and overseeing EM1 student placements throughout their time in training;
4. Arranging and overseeing LMP [the nine-month long 'Living Ministry Programme' which sees students placed in a pastorate under the supervision of a local minister and attending College for 4/5 block weeks spread throughout the year] for final-year EM1 students;
5. Delivering supervisor training;
6. Developing and overseeing the Enrichment Programme [non-credit single courses on aspects of ministry and mission intended to contribute to EM1 students' formation for ministry];
7. Acting as personal tutor to several students;
8. Contributing to the life of the Westminster Community;
9. Contributing to other Westminster teaching activity when appropriate;
10. Providing training for Pastoral Supervision.

Working with Committees and Volunteers

This section lists the type and level of interaction that this role has with committees and other groups. It will vary from time to time and as directed by the Principal:

1. The post-holder will be a member of Westminster's Senatus and Board of Studies and will be expected to play a full part in the life of both committees. The post-holder may be required to participate in other college committees or those which service the CTF.
2. The post-holder may be invited to join appropriate denominational committees according to their skills, knowledge and experience.
3. Tutorial staff at Westminster relate primarily to other post-holders and employees of the college. Volunteers are encountered in a professional capacity through events arranged for Lay Preachers and Worship Leaders, Elders and others either at the college or in Synods and local churches. In all cases, the post-holder is expected to work according to the expected standards outlined below.
4. The post-holder might interact with professional bodies associated with their subject specialism. This might include, for example, the British and Irish Association for Practical Theology (BIAPT).
5. The post-holder will also interact with formal and informal groups within the denomination and beyond it which support pioneer ministries and fresh expressions.

Expected Standards

This section refers to the way in which the job is done rather than the duties/responsibilities.

1. Promote and maintain Christian commitment and ethos.
2. Promote a culture of open and effective communication to enable constructive relationships with colleagues as well as internal and external customers.
3. Actively promote the values of equity, equality and inclusion.
4. In line with commitments made at the URC's General Assembly, to work collaboratively to promote and achieve an anti-racist institution and an anti-racist denomination.
5. Promote, monitor, and maintain best practice in health, safety and security.
6. Work collaboratively to create a culture of Christian hospitality which enables the exploration, nurture and development of vocation.
7. Take responsibility for personal development and support the development of others to enhance their skills and knowledge.
8. Promote, monitor, and maintain best practice in data protection principles and practice.
9. Promote, monitor, and maintain best practice in Safeguarding principles and practice.

Created April 2023

This job description reflects the overall scope and responsibilities of the role. However, it is not an exhaustive list and the job holder is expected to undertake any other reasonable duties that might be requested. All jobs change or evolve over time to meet organisational or departmental needs and this job description will therefore be subject to periodic review and change if required.

Person Specification

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| Job Title | Director of Pastoral Studies |
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| Requirements | Essential | Desirable | Measurement |
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| Education and qualifications | <ol style="list-style-type: none"> 1. Master's degree in theology 2. Certificate in Pastoral Supervision or prepared to train to acquire one | <ul style="list-style-type: none"> • HE teaching qualification • PhD in a relevant subject | Application form/ relevant certificates |
| Experience | <ol style="list-style-type: none"> 3. Recent experience of the changing needs and mission of the local Church gained from serving in ordained or lay ministries 4. Experience of a diverse range of ministries and missional initiatives 5. Experience of working in a team with a range of people, including those with differing interests and perspectives 6. Delivering education and training within local congregations or to those engaged in lay ministries within the Church 7. Pastoral ministry and fostering Christian discipleship in a contemporary British context 8. Working ecumenically | <ul style="list-style-type: none"> • teaching theology or a related subject in the context of Higher Education • Experience of working in multicultural congregations and contexts • working within a context focused on formation for Christian Ministry • the Reformed tradition • academic programme design and implementation • spiritual and vocational development in building community • developing intercultural worship/learning resources, including diverse and global perspectives and voices • Fresh Expressions and Pioneer Ministry | Application form/Interview |
| Knowledge | <ol style="list-style-type: none"> 9. Understanding of the discipline of practical theology as a reflective and integrative subject; linking experience, pastoral practice and structured theological thought | <ul style="list-style-type: none"> • understanding of pastoral ministry and fostering discipleship in the Reformed tradition | Application form/Interview/ Presentation |

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| | <p>10. Knowledge of the United Reformed Church and its institutions and procedures or willingness to acquire this familiarity rapidly and to work within its structures</p> <p>11. Relevant knowledge of contemporary approaches to ministry and mission</p> <p>12. Fresh expressions and pioneer ministries</p> | | |
| Skills and Abilities | <p>13. Creative, imaginative and realistic vision of theological education for the whole church</p> <p>14. Teaching ministerial practice in ways that address current and future needs of the church</p> <p>15. Good interpersonal skills</p> <p>16. Ability to build meaningful relationships within and between diverse communities</p> <p>17. Proven administrative ability</p> <p>18. Excellent written and oral communication skills</p> <p>19. IT skills, MS Office (or 365) particularly Outlook, Word, Excel, PowerPoint and SharePoint (intermediate level)</p> <p>20. Public speaking</p> | <ul style="list-style-type: none"> • developing e- learning | Application form/Interview/Presentation |
| Other | <p>21. Willing and able to travel within the UK to deliver learning events</p> <p>22. Willing to work flexibly across the calendar year including some weekends</p> <p>23. A member of the United Reformed Church or a member of a Church which belongs to one or more of the World Communion of Reformed Churches (WCRC),</p> | | Application form/Interview |

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| | <p>Disciples Ecumenical Consultative Council (DECC), the Council for World Mission (CWM), Action of Churches Together in Scotland (ACTS), Churches Together in England (CTE), Churches Together in Wales (Cytun), Free Churches Group (FCG) or Churches Together in Britain and Ireland (CTBI).*</p> <p>24. Enhanced DBS</p> | | |
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** Occupational requirement for the post-holder to be a practising Christian in accordance with the Equality Act 2010: Part 1, Schedule 9.*