

CHURCHES TOGETHER IN BEDFORDSHIRE

PART-TIME COUNTY ECUMENICAL DEVELOPMENT OFFICER

JOB DESCRIPTION

This is a quarter-time post (10 hours a week)

Job Title: Part-time County Ecumenical Development Officer (CEDO)

Location: Home based, preferably within the County of Bedfordshire

Responsible to: The Chair of Churches Together in Bedfordshire

Person Specification

The role of County Ecumenical Development Officer is a creative and exciting one, offering the privilege and joy of working with Church Leaders, Local Ecumenical Partnerships and Churches Together Groups. It is open to lay or ordained people with commitment and enthusiasm and some experience of local ecumenism. Details of ecumenical structures and constitutional matters can be acquired in post and opportunities for further training will be provided under the auspices of Churches Together in England. This 'quarter-time post' is variable in time terms, with an average of 10 hours per week.

Overview

(a) The County Ecumenical Development Officer shall facilitate, support and encourage the Churches of Bedfordshire – denominations, congregations and individuals - in their relationships with one another, their sharing of responsibilities within their wider mission together in the world, and in developing the principles and practice of ecumenism throughout the county.

(b) To this end, the CEDO will keep in touch with ecumenical thinking and practice at local, intermediate and national level. This information will be shared with Church Leaders, member churches of Churches Together in Bedfordshire, Local Ecumenical Partnerships, Churches Together Groups and other interested bodies in the county.

Tasks: These may include:

1. The personal support, encouragement and further development of local, area and county-wide ecumenical activity, through the facilitating of networking between Churches – denominations, congregations and individuals - Local Ecumenical Partnerships, Churches Together Groups, and other interested bodies in the county.

2. Liaising with the Chair and Ecumenical Office Co-ordinator of the Bedfordshire County Ecumenical Committee in the planning, conduct and follow-up of its meetings, including the work of its sub-groups on the Constitutions, Reviews and Oversight of LEPs, on Forum Planning and on other matters.
3. The facilitating of occasional meetings: e.g. LEP Link Persons, Chairpersons and representatives of Churches Together Groups, representatives of Bodies in Association, or Church Representatives on Inter-Faith bodies etc; or general meetings: e.g. to share ideas and good practice in celebrating Holy Week and Easter, in helping one another to understand our diversity through presentations from smaller denominations, or to look at issues many Churches Together Groups are working on etc.
4. Co-operating with the Ecumenical Office Co-ordinator in the production and distribution of the e-newsletter, and with those who will be responsible for the creation and maintenance of a Churches Together in Bedfordshire Website.
5. Contact with Church Leaders and participation as invited in Church Leaders' Meetings.
6. Attendance at meetings of County Ecumenical Officers, including Training Sessions, and of the Forum of Churches Together in England.

Remuneration and Expenses

The annual remuneration for 2010 will be £4420 with an annual increase each January in line with the Retail Price Index. The BEC budget also includes an annual figure of up to £1,500 for expenses.

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