
Lay Ministry Officer

Information for Applicants

March 2026

A Message from Bishop David

Welcome and thank you for your interest in the role of Lay Ministry Officer.

Manchester Diocese has an inspiring vision, and we are making good progress towards achieving this with the development of a wide range of programmes, all designed to release missional energy. The Lay Ministry Officer has a key role to play in shaping and leading the delivery of this strategy.

Rooted in a clear, hopeful, and outward-looking vision for the future, and supported by substantial investment from the national church, our diocese's strategy is resourcing mission and ministry across our communities, strengthening the excellent work already taking place. With this support, we are well-equipped to develop a wide range of initiatives that will sustain and grow the missional health of our parishes for years to come. This support, along with the rich history and variety in our diocese, makes it a wonderful place to engage in Gospel ministry.

It is important to us that the new Lay Ministry Officer is committed to diversity, inclusion and racial justice. We are also looking for someone who is generous in working with a breadth of traditions and spirituality in the Church of England. In particular, we welcome female candidates and candidates of global majority heritage to help ensure the diversity of our senior team.

We are very much looking forward to welcoming the successful candidate to the diocese and supporting them with their work.

Yours in Christ,



The Rt Revd Dr David Walker,
Bishop of Manchester



About Us

Manchester Diocese serves a vibrant, dynamic and creative community in the North West of England. It covers an area of 416 square miles and has a total population of 2.2 million. The diocese is divided into four archdeaconries, seven deaneries and 33 mission communities. There are more than 300 places of worship and chaplaincies, which are organised into 256 parishes and 175 benefices.

Geographically, the diocese takes in the two cities of Salford and Manchester and the metropolitan boroughs of Oldham, Rochdale, Bury and Bolton. Parts of the metropolitan boroughs of Wigan, Trafford, Stockport, Tameside and Blackburn with Darwen, and most of the borough of Rossendale in Lancashire, are also within the diocese. It has the fourth-highest population density of any diocese in the Church of England.

While predominantly urban, a significant part of the diocese is rural, although less than 3% of the population of the diocese lives in these areas. 125 (48%) of our parishes fall within the 10% most deprived nationally.

Parishes and chaplaincies across our diocese are supported by the Diocesan Board of Finance, based at St John's House in Bury town centre. This team works with churches and congregations across the diocese to achieve our strategy and our mission goals. It also provides support with clergy stipends and housing, finance, safeguarding and governance.

Across the diocese, 193 Church of England primary and secondary schools educate over 58,000 pupils every day. These schools are mostly funded by local authorities, with the diocese providing support with religious education and Christian ethos, governance, the recruitment of head teachers, admissions, and building projects. The team which supports these schools is also based at St John's House, as part of the Diocesan Board of Education.



Our Vision

Our vision is for Manchester Diocese to be a *worshipping, growing, transforming Christian presence at the heart of every community.*

Much of what we are doing in Manchester Diocese is already contributing to a culture of hope and an expectation of growth, working with our parishes, schools and chaplaincies. This includes many forms of inherited as well as fresh expressions of church. We serve in an area that has a rich history of culture and innovation, made up of diverse and vibrant communities, and a longstanding commitment to social justice. It is a wonderful place to engage in Gospel Ministry.

Our work together grows out of Jesus's Great Commandment which is to 'love the Lord your God with all your heart and with all your soul and with all your mind...and love your neighbour as yourself'. (Matthew 22: 36-40)...

... and out of his Great Commission, 'to go and make disciples of all nations, baptising them in the name of the Father and the Son and of the Holy Spirit' (Matthew 28:19-20).

Our strategy is based on positive, inspiring and relevant plans for the future. It is enabling us to bring together key areas of opportunity and challenge, building on our learning and experience from the significant changes and investments that are already underway. Many of these changes have focused on new ways of working together, which are becoming embedded in the life of our diocese.

Building on these successes, we are shifting to the next level in setting our priorities and working out what we want to achieve next. Given the excellent start that has been made, we now have the opportunity to be even more creative and ambitious with our plans for the future, living out our values of **faith, hope and love.**

Based on four key themes – *Parish Renewal, Growing Younger, Church Planting and Revitalisation, and Developing Missional Leaders* – this strategy will guide our work over the coming years. We have recently been awarded significant additional funding from the national church as part of the Diocesan Investment Programme to support us with this mission and ministry.

At the heart of this support is our commitment to **Parish Renewal**, providing specialist, practical help to ensure the missional and financial sustainability of our parishes. This includes financial support for those wishing to establish New Worshipping Communities. Our aim is to ensure that every parish is equipped to thrive and serve its local community.



We are deepening our commitment to **Growing Younger**, nurturing children and young people on their discipleship journey. Building on the success of the Places Project in Bolton and the Man Dio Growing Faith programme across the rest of our diocese, the Encounter Project will provide additional children's and youth workers, while the Equip training initiative will support lay and ordained leaders so they grow in confidence and develop their skills in ministry with children and young people.

Alongside this, we are focused on **Church Planting and Revitalisation** through strengthened partnerships with our existing resource churches and the Antioch Network. Six new resource churches representing a range of traditions will also be established and supported in planting new churches over the next eight years.

We are also building on the work that is already taking place to bring forward and develop the next generations of **missional ordained and lay leaders** at every stage of their vocation, including a new, diverse generation of leaders equipped to grow faith communities.

In all of this, we are deeply committed to championing **racial justice** and ensuring that our clergy, lay leaders, and congregations represent the rich diversity of our diocese.

We are working towards the 2030 **net-zero carbon** goal set by General Synod, by supporting our churches and schools in measuring their energy use and taking simple, practical steps to reduce their carbon footprint.

We will continue to provide a safe environment for all by promoting effective **safeguarding**.

Across our diocese, people hold diverse views and express their faith through **different traditions**, united in a passion for Jesus Christ and his Church. Our bishops honour these differences by inviting church communities from across our diocese to learn together, support one another and listen to God.

These priorities align with the Church of England's overall vision, which is to create a church of missionary disciples where mixed ecology is the norm, and whose membership is becoming younger and more diverse.



Our Values

Our values are the core principles that help to guide our behaviours and actions in achieving our vision for Manchester Diocese, which is to be ... 'a worshipping, growing, transforming Christian presence at the heart of every community'.

Faith

And let us run with perseverance the race marked out for us, fixing our eyes on Jesus, the pioneer and perfecter of faith. Hebrews 12, v 1-2.

- Serving something beyond ourselves – God, Jesus, our communities – believing in our purpose.
- Staying motivated, with a sense of commitment and a belief in the power of our work.
- Outward-looking to our parishes, chaplaincies and schools to serve and support them and help them thrive.

Hope

Be joyful in hope, patient in affliction, faithful in prayer. Romans 12 v 12.

- Optimistic and positive, enthusiastic and confident.
- Energetic and purposeful – working honestly and setting challenging goals.
- Attentive to our own wellbeing and the wellbeing of others.

Love

Love is perfect, love is kind, it does not envy, it does not boast, it is not proud. 1 Corinthians 13 v 4.

- Inclusive and valuing diversity, showing mutual respect and kindness, ensuring that everyone feels accepted and valued, and encouraging one another.
- Caring for God's creation, using the Earth's resources responsibly.
- Great team-working across the diocese – demonstrating empathy, trust and unity.

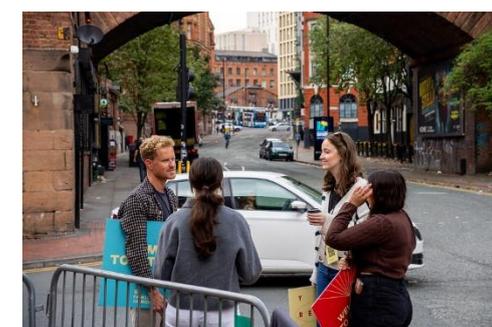
Developing Lay Ministry

Manchester Diocese has a rich history of developing the gifts, skills and ministry of laity and continues to intentionally resource the training and development of lay leadership.

Our **Foundations for Ministry** programme provides an opportunity to explore God's calling to lay and ordained ministry through weekly sessions covering topics such as 'Understanding our Identity', 'The Call to Mission' and 'Living and Communicating the Gospel'. Nearly 400 people have completed the eight-month programme and, as well as learning about themselves and their personal faith, many have found that the programme enabled and unlocked the next phase of their ministry journey.

In October 2024 we held the first **Deanery Lay Leadership Conference**, which brought together Readers, ALMs, Church Officers, Children and Youth Workers and more for a morning of networking and leadership training. Three further Deanery Lay Leadership Conferences took place in 2025, with another three planned in 2026. We have seen real value in bringing different lay roles together in this way and for this type of training, and we plan to run a lay leadership conference regularly in all seven of our deaneries.

Alongside training and supporting laity in their church-based roles, we recognise the importance of **whole-life discipleship** and encourage this to be active and flourishing through our #MoreThanSunday programme. Laity are called to live out their faith in a wide variety of places during the week and we want to equip all of God's people to be all that he's called them to, wherever he's called them to do this. We are in the process of exploring more intentional discipleship resources to use across the diocese and this post will play a key part in shaping this work.



Role Description

Employer:	Manchester Diocesan Board of Finance (MDBF)
Salary:	£33,971 – 40,566 (Diocesan Pay-scale Band 4.1 to 4.3)
Hours of work:	Full-time - 35 hours per week
Contract:	Fixed Term to 31/12/2029 with the possibility of extension to 31/12/2033 subject to funding from the Church Commissioners
Normal place of work:	St John's House, 155-163 The Rock, Bury BL9 0ND

Purpose

Developing Missional Leaders is a key priority for us as a diocese, and we are committed to ensuring that all lay vocations are promoted and supported. The post-holder plays a key role in setting a culture where the vocation of all God's people is celebrated, and lay people in particular are equipped to live out their calling and use their gifts in the church and in the world.

Key Functions

- To lead, oversee and develop our well-established **Foundations for Ministry** course, an annual programme helping anyone active in church life who feels some sense of vocation or calling to unpack what following Jesus might look like.
- To expand our programme of **lay training conferences** and similar training days, offering leadership development, missional creativity and spiritual depth at deanery and more local levels.
- To be a resource to leaders, parishes and wider networks in **discipleship resources**, championing a culture of whole-life and life-long discipleship which lies at the core of our shared call to follow Jesus.

Accountability

The Lay Ministry Officer is line-managed by the Head of Lay Development.

Key Relationships

The new post of Lay Ministry Officer will work alongside the existing Lay Ministry Officer, who is responsible for our Authorised Lay Ministry and Focal Ministry programmes, as well as our Lay Ministry Courses and ongoing leadership development. They will each have their own areas of oversight, but seek to work collaboratively and collectively as much as possible. They will both be supported by the Head of Lay Development, the Director of Mission and Ministry, the Director of Vocations, and the wider team to deliver this priority.

Many of the key relationships will be with those across the diocese who are engaging with training, whether regularly or as a one-off. The post holder will also work in close co-operation with those delivering lay training across the diocese, as well as members of the Bishop's Leadership Team, the Area Deans, and colleagues at St John's House.

Key Responsibilities

1. Foundations for Ministry

- To direct and manage the Foundations for Ministry course in the diocese.
- To oversee content development, and support speakers, tutors and facilitators in delivering the course.
- To pastorally support course participants in their discipleship and leadership journeys.
- To work with others in regular reviews of the course and make recommendations for improvement and further development.

2. Lay Conferences and training events

- To develop a coherent annual rhythm of lay conferences, vocations days and other training events with a wide range of themes linking in with our diocesan vision.
- To oversee the planning and delivery of events, including liaising with speakers, venue planning, resource preparation and communication with those attending.

3. Discipleship Resources and Diocesan Rule of Life

- To champion the existing #MoreThanSunday programme, working alongside the Head of Lay Development in gaining further support and ongoing culture change in resourcing whole-life discipleship.

- To explore resources and best practice towards a diocesan “Rhythm of Life”, working alongside the wider Mission and Ministry Team and in partnership with other dioceses to deepen the discipleship journey of individuals and churches across the diocese.
4. To keep in touch with national vision and best practice on lay development and leadership, and build relationships with key partners outside of the diocese.
 5. To undertake such other reasonable duties as may be required.

Person Specification

Requirements	
Qualifications	<ul style="list-style-type: none"> ▪ Diploma or Level 4 certificate or equivalent ▪ Degree level theological qualification or equivalent (desirable)
Experience and Understanding	<ul style="list-style-type: none"> ▪ Proven experience in teaching courses, especially in supporting adult learners ▪ Experience in the development of taught course materials ▪ Experience in organising events, including managing a venue, publicity, event logistics and budget ▪ Active and ongoing involvement in Christian ministry in the life of a local church
Knowledge	<ul style="list-style-type: none"> ▪ Able to critically appraise course content and programmes ▪ An understanding and appreciation of lay ministry and collaborative ministry and the changing pressures in the Church of England ▪ Knowledge of safeguarding best practice and an advocate for developing a strong and embedded culture of safeguarding throughout the diocese
Skills and Competencies	<ul style="list-style-type: none"> ▪ An enabling communicator and an enthusiast ▪ Pastoral skills to support those exploring new ministry opportunities ▪ People and management skills to work with others, colleagues and volunteers ▪ IT Skills to support ongoing work amongst colleagues ▪ Committed to mission and collaborative ministry and confident in their own Christian faith ▪ Attention to detail, ensuring that deadlines are achieved and resources are managed effectively
Personal Attributes	<ul style="list-style-type: none"> ▪ Able to inspire and develop others

	<ul style="list-style-type: none"> ▪ A collaborative leader who is able to work confidently with others ▪ Self-motivated with the ability to work well both independently and as part of a team ▪ In sympathy with the aims and values of the Church of England, and generous in working with a breadth of traditions and spirituality in the Church of England
Work-related circumstances	<ul style="list-style-type: none"> ▪ Able to work flexibly including evenings and weekends ▪ Willingness and ability to travel to meetings and parishes

There is an Occupational Requirement for the post-holder to be a practising Christian, in accordance with Schedule 9 of the Equality Act 2010.

Additional Information

Summary of Terms and Conditions

Employer	Manchester Diocesan Board of Finance
Line Manager	Head of Lay Development
Normal place of work	St John's House, 155-163 The Rock, Bury
Hours	The role is full-time (35 hours per week). Flexible working is required in terms of hours and location. This role requires regular evening and weekend working
Salary	Diocesan Pay Scale: £33,971 to £40,566 per annum (Band 4.1 to 4.3)
Contract	Fixed Term to 31/12/2029 with the possibility of extension to 31/12/2033 subject to funding from the Church Commissioners
Pension	Auto-enrolment into the Church Workers Pension Fund – Pension Builder Classic Product
Annual Leave	22 days annual leave per year, rising to 25 days after 12 months' service, in addition to Bank Holidays and three church days

Application timetable

The closing date for applications is **Sunday, 12 April 2026 at 23:59pm.**

Shortlisted candidates will be informed by **Monday, 13 April 2026.**

The interviews are scheduled for **Monday, 20 April 2026** at St John's House, 155-163 The Rock, Bury BL9 0ND. Further details will be provided to shortlisted candidates.

For an informal conversation about this post please contact Kim Morgan-Jones, Head of Lay Development: KimMorgan-Jones@manchester.anglican.org

Queries can be directed to jobs@manchester.anglican.org

Eligibility and pre-employment enquiries

The successful candidate will need to have the right to live and work in the United Kingdom.

They will also be required to undertake an enhanced check with the Disclosure and Barring Service (DBS).