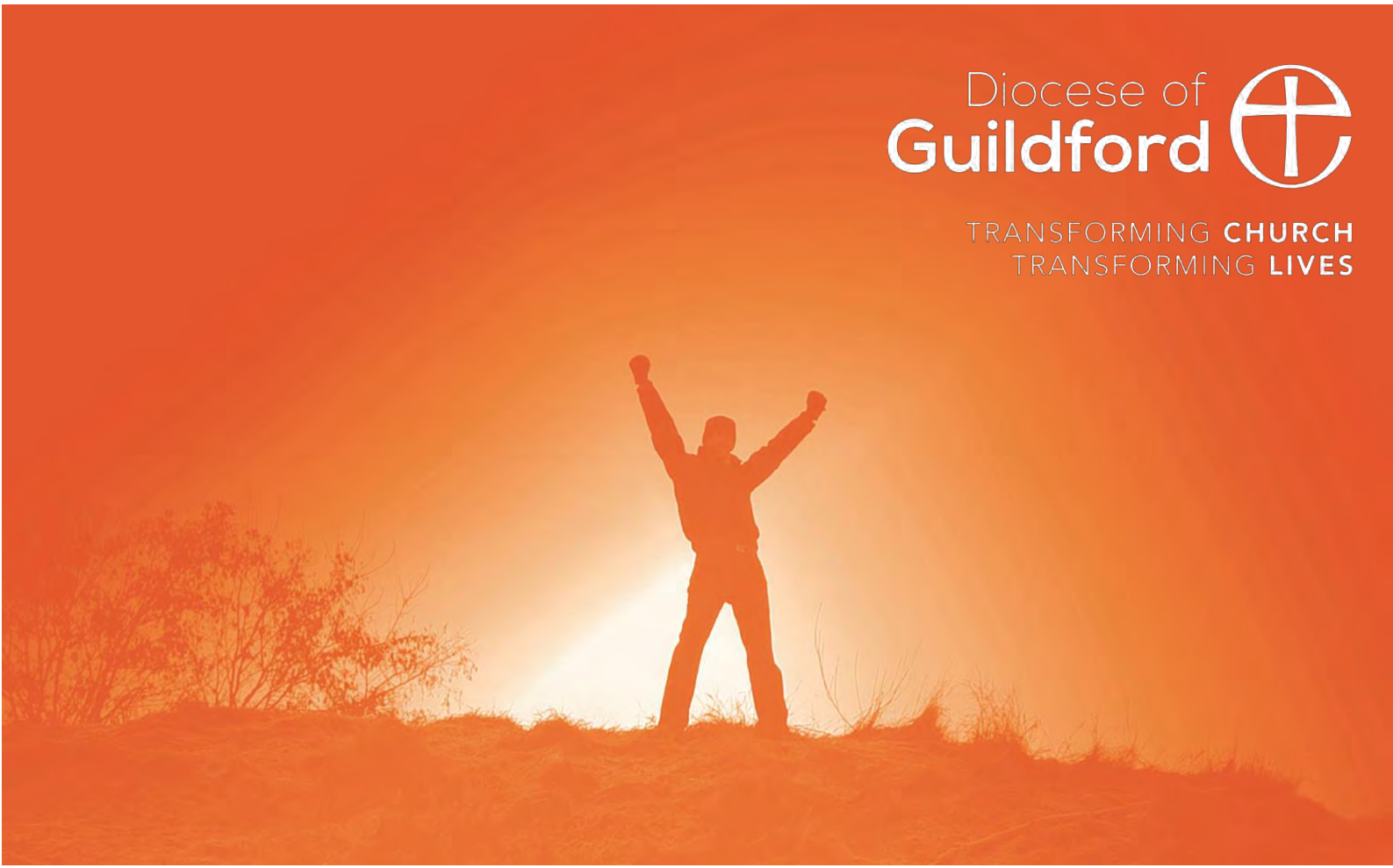


# Chair of the Diocesan Advisory Committee

Application Pack  
May 2020



## Thank you for your interest

in the role of **Chair of the Diocesan Advisory Committee** for the Diocese of Guildford.

Please find enclosed the following information:

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## Dear Applicant

We are most grateful to you for considering this voluntary role of Chair of our Diocesan Advisory Committee, or DAC here in the Diocese of Guildford.

Our parish churches are a key part of our historical and architectural heritage as a nation and are often well-visited and well-loved. At the same time, they are living buildings, places of worship, fellowship and community engagement, through which and from which the church lives out its mission to be a transforming presence in the communities it serves: ‘salt and light’, in Jesus’ memorable metaphors.

Guildford Diocese – which constitutes two thirds of Surrey, parts of North East Hampshire and one parish each in Sussex and Greater London - has many fine churches but not the very extensive medieval heritage found in some of the country, because much of Surrey was only developed with the coming of the railways. Its church communities are generally larger than average, and also wealthier, given the demographics of the region. As a result, churches are regularly seeking to adapt their buildings so as to make them more effective in the service of God and of their local communities. This we seek to encourage as a diocese, not least through Goal 12 of our mission strategy *Transforming Church, Transforming Lives*:

*12. ‘For every parish to work towards having church buildings that are fit for purpose in supporting today’s ministry and mission’.*

Recognising these mission needs, whilst maintaining the historical integrity of the buildings in our care is the work of the DAC, which always needs to have an eye to encouraging the living church without jeopardising the hard-won ecclesiastical exemption from which the Church of England benefits. It therefore draws together professionals and practitioners from across a range of competencies. Whereas DACs can have a poor reputation in some dioceses (seen as unnecessarily blocking progress), Guildford is an exception in my experience, with parishes grateful for the encouragement, help and expertise it offers. Our DAC takes care to understand the church’s needs and perspectives, and – where a proposed development goes against the grain of the integrity of a historical building – to offer alternative thoughts rather than a straight rejection.

We would love you to come on board with what is an exciting role and a key part of our mission to be a *Transforming Church, Transforming Lives* across the diocese and beyond.



*For a confidential conversation with Thewlis Graham Associates who are supporting us with this recruitment, please contact Sarah Thewlis, Managing Director on 0207 850 4781 or email: [applications@thewlisgraham.com](mailto:applications@thewlisgraham.com). Sarah will be happy to discuss this opportunity with you.*

Yours faithfully

+ Andrew Guildford.

+Andrew Guildford  
**Bishop of Guildford**



## Context and Background

### Context

The Church of England is responsible for operating its own system of consents for works to church buildings, including buildings which would otherwise be subject to listed building procedures. Faculties, which are permission to undertake works, are granted by the Diocesan Chancellor. Before considering a faculty application, the chancellor is obliged to take advice from the Diocesan Advisory Committee.

The Diocesan Advisory Committee (DAC) is the lead body in the diocese for advice on the care and development of church buildings; providing advice to parishes, Archdeacons, and the Diocesan Chancellor. It has a key role to promote good practice in the maintenance and development of church buildings.

The DAC helps parishes make changes to their buildings. All deliberations are undertaken with the aim of balancing care and conservation with enabling worship and mission. The Committee is made up of both clergy and lay people, who as well as having an understanding of the role of church buildings in enabling the ministry and mission of today's Church, have expertise in the conservation of ancient buildings and can offer specialist advice on a wide range of topics including archaeology, bells, clocks, lighting, organs, stained glass, heating, re-orderings, etc.

The Diocese of Guildford contains 213 churches, 138 of which are listed. Over the course of a typical year, the DAC may handle up to 200 requests for permission or advice, ranging from small modifications or repairs to buildings, to major re-ordering and construction projects.

At a national level the Church Buildings Council provides support to DACs by organising training events, a national conference for DAC chairs and secretaries, and responding for requests for advice on specific issues. The Council provides the website [ChurchCare.co.uk](http://ChurchCare.co.uk) to support DACs and parishes.

### Background

The Chair is appointed by the Diocesan Bishop after consultation with the Bishop's Council, the Chancellor and the Church Buildings Council. The term of office of the Chair and DAC members is six years, renewable for another term and with the possibility of further extension in exceptional circumstances. It is not expected that the Chair would serve longer than 12 years.

The Chair must be familiar and in sympathy with the mission and strategy of the Church of England and have an awareness of the issues involved in balancing worship and mission with care and conservation. Also helpful is an understanding of the history and ethos of the Church of England

and an understanding of the challenges faced by those responsible for the care of the church buildings. He or she need not be expert in architectural history or conservation but should have a good understanding of the development of ecclesiastical architecture and the liturgical use of church buildings.

The role requires an able, experienced chair with proven ability at balancing conflicting views and reaching and taking responsibility for decisions. An ability to relate well with people at all levels, good analytical skills, and grasp of detail are necessary. The preferred candidate will possess the skills to be an ambassador of the Committee within the life of the diocese and positively promote its work among clergy and churchwardens.

Nationally there is a drive for simplification and reduction of bureaucracy in Church administration. The DAC Chair should be looking for ways to achieve this at a diocesan level and be fully comfortable with online technology.

This is a voluntary role, but expenses are paid.

## **The Guildford Diocesan Advisory Committee**

### **Overview**

The Diocesan Advisory Committee (DAC) is a statutory body set up under the Care of Churches and Ecclesiastical Jurisdiction Measure 2018. Under this legislation, the main function of a DAC is to give advice on the architecture, archaeology, art and history of places of worship and the care of churchyards to the diocesan chancellor in relation to faculty applications (and Archdeacons in relation to minor 'List B' applications), and to the parishes. It therefore faces two ways: advising the Chancellor and Archdeacons on whether to grant permissions; and advising parishes on projected schemes with a view to helping them obtaining those permissions, and more generally on the care and development of buildings.

The DAC also has a role in superintending the key Quinquennial Inspection process, whereby each parish is obliged to have the state of its building inspected by a qualified architect or surveyor every five years.

The Guildford DAC comprises some twenty members, together with a small number of consultants. They include the two Archdeacons, experienced parochial clergy and laypeople, architects and other construction professionals and experts in a number of specialisms, including archaeology, organs, bells, clocks, decorative work and audio-visual technology. They are all volunteers, but expenses are paid.

The DAC has a scheduled meeting each month, usually on the first Thursday morning, at Church House Guildford. In practice, not every meeting is held so that there are about nine meetings per year, with virtual discussion by e-mail used as necessary. The larger cases are discussed in full committee – typically up to a dozen per meeting. Smaller cases are reviewed online by sub-committees or by individual DAC experts. Site visits involving selected DAC members are often made to churches to review the more significant plans, either before or after discussion in full committee. Two or three visits take place in the average month.

## **The role of the Guildford DAC**

In broad terms, the role of Guildford DAC is to provide advice on the use and care of church buildings and churchyards, especially where changes are contemplated. In particular, its tasks are to:

- Advise the Chancellor and Archdeacons on the acceptability of applications (Faculty or 'List B') to make changes to churches and churchyards;
- Provide practical advice and encouragement to help congregations develop their buildings so that they are fit for today's ministry and mission while respecting conservation requirements;
- Ensure that church buildings are maintained to the best possible standard, in particular by facilitating and supporting the Quinquennial Inspection process; and ensure that proper attention is paid to sustainability in today's environment;
- Promote the proper care and conservation of heritage buildings and their contents through the provision of expert advice.

## Job description: Chair of the Diocesan Advisory Committee

**Voluntary role, with a term of office of up to six years**

### **Job Purpose:**

- To lead the Guildford Diocesan Advisory Committee (DAC) as it carries out its role in relation to the Ecclesiastical Jurisdiction and Care of Churches Measure 2018.
- To promote the care, conservation, development and extended use of churches and support the long-term sustainable future of church buildings across the diocese.
- While ensuring that the DAC's advice remains independent, to have active regard to the diocesan strategic ambition to improve church buildings: for every parish to work towards having church buildings that are fit for purpose in supporting today's ministry and mission (*Transforming Church, Transforming Lives* Goal 12).

### **Accountable to:**

- Bishop of Guildford
- The secretariat for the DAC is provided by the DAC Secretary. The DAC Secretary is part of the Property Team. The strategic lead of the Property Team is the Head of Property. The Chair has no line management responsibility but is expected to work closely with the DAC Secretary.
- The DAC Chair is an ex-officio member of the Diocesan Synod. In this role, the Chair will need to attend the Diocesan Synod and, when invited, to meet with the Bishop's Council.

### **Relationships:**

- Bishop of Guildford, Bishop of Dorking and Archdeacons of Surrey and Dorking
- Bishop's Leadership Team (the senior leadership team in the Diocese)
- Diocesan Registrar
- Diocesan Chancellor
- DAC Secretary
- Property Director
- DAC members
- Peers in other dioceses



## Key Duties and Responsibilities

- To support the DAC and its Secretariat as it carries out its role in relation to the Ecclesiastical Jurisdiction and Care of Churches Measure 2018.
- To promote the intelligent care, conservation and extended use of churches and support the long-term sustainable future of church buildings across the diocese.
- With the support of the DAC Secretary, to set the agenda and Chair DAC meetings against a regular pre-agreed annual timetable. To conduct DAC meetings in a way that enables all members to contribute their knowledge and skills and to delineate clearly those matters which are agreed as recommendations to the Chancellor from those for further review, consideration and action.
- To Chair, where appropriate, any additional DAC meetings convened as a response to specific circumstances.
- To agree minutes of DAC meetings and ensure distribution to other DAC members, following up and monitoring actions as required, including items for specific action by the Chair.
- To work closely with the DAC Secretary liaising over matters relating to current casework, or any other urgent matters over the phone, and by email at short notice. To guide other DAC members, the Registrar, Archdeacons, the Chancellor, and others where appropriate.
- To support the DAC in providing information and guidance for parishes in aspects of managing their church(es), participating where required in this provision including attendance and chairing of site visits to parishes as required.
- To support training events for parishes, churchwardens, QI architects and DAC members.
- To take soundings and suggest potential new members of the DAC to the Bishop of Guildford so as to strengthen its expertise.
- To represent the DAC as required, for example at Diocesan Synod, Consistory Court hearings, and other events.
- To meet with the Bishop of Guildford at least once per year for a general update and as required, should any issues/concerns arise regarding DAC activity within the Diocese.
- To keep abreast of national campaigns and policies and respond to them. Together with the DAC Secretary, respond on behalf of the Diocese/DAC to national initiatives and wider consultations on issues affecting the historic environment and in particular places of worship.
- To attend the annual CBC/DAC conference and other professional events as necessary.
- To produce, with other members of the DAC and the DAC Secretary an annual report on DAC activity within the Diocese of Guildford, for submission to the Bishop of Guildford, for discussion at the Bishop's Staff Meeting (BSM) and for presentation to Bishop's Council.

## Person specification: Chair of the Diocesan Advisory Committee

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>A good general level of education ideally to degree level.</li> </ul>	
<b>Experience</b> (able to evidence)	<ul style="list-style-type: none"> <li>Experience of chairing complex, professional meetings at a senior level in an efficient manner.</li> <li>Sufficient experience of working within the property, legal, public or voluntary sector at a senior level to command respect within a panel that includes professional representatives.</li> <li>Experience of balancing conflicting views, reaching and taking responsibility for decisions.</li> <li>Experience of steering and guiding discussion and achieve practical consensuses.</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>A sympathetic understanding of the mission and ministry of the church, including at parish level.</li> <li>A sympathetic understanding of different church traditions and ways of 'being church' in the 21<sup>st</sup> century.</li> <li>An appreciation of the role of good architecture and design in enhancing Christian experience and the importance of the conservation dimension, and of protecting the ecclesiastical exemption.</li> <li>A demonstrable understanding of current conservation philosophy, legislation and policy.</li> <li>A thorough understanding and appreciation of parish perspectives and requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of the Church of England, its organisation and governance structures.</li> <li>Some knowledge of both secular and ecclesiastical architecture and art history.</li> </ul>

	<ul style="list-style-type: none"> <li>• A familiarity with the local area and with the strategy of the Diocese of Guildford.</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Strong organisational awareness to ensure the smooth operation of the DAC and its relationship to and with other diocesan governance structures.</li> <li>• Ability to ensure that decisions and recommendations are made and followed through.</li> <li>• Strong analytical skills, with good attention to detail.</li> <li>• Skills in negotiation to assist in resolving conflict, with a pragmatic and solutions-orientated approach.</li> <li>• Effective and clear communicator, with excellent written and verbal communication skills, able to sensitively communicate unpopular decisions or advice.</li> <li>• Excellent listener – able to absorb information on range of topics and respond in manner appropriate for the listener.</li> <li>• Sufficient time and inclination to get stuck into the business of the DAC</li> </ul>	<ul style="list-style-type: none"> <li>• Skilled and effective at delivery of workshops or training courses.</li> </ul>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• A desire to get things done, and to enable the DAC to be seen as supportive to parishes, while maintaining its independence.</li> <li>• A demonstrable maturity and professionalism.</li> <li>• An ability to work independently and on own initiative as well as being integral member of a team, and to operate outside single agency structures.</li> <li>• An ability to establish credibility and respect and build strong working relationships with wide range of colleagues.</li> </ul>	

	<ul style="list-style-type: none"> <li>• A warm and open demeanour, with a collaborative working style.</li> </ul>	
<b>Personal</b>	<ul style="list-style-type: none"> <li>• A high level of integrity and discretion, handling confidential information with diplomacy and sensitivity.</li> <li>• A professional and positive image at all times.</li> <li>• An ability to work with people of all ages and background.</li> <li>• The ownership of a current driving licence, own car and ability to travel to site visits.</li> </ul>	<ul style="list-style-type: none"> <li>• In sympathy with the aims and mission of the Church of England.</li> <li>• An understanding of other Christian denominations and non-Christian faiths.</li> </ul>





## The Diocese of Guildford and its setting

### A. Area, People and Community

The Diocese of Guildford covers the western two-thirds of Surrey and a significant area of north-east Hampshire. It also includes one parish in a London borough and one in rural West Sussex. In the north-east, it is largely suburban, but moving south and west, there are a number of distinct towns and numerous villages. The south-west has a more rural feel to it, but the north-east is largely suburban. The population here is greater and excellent road and rail links to London and elsewhere mean that there is much commuting within these areas.

The population is just over a million, rising in line with the national rate. Notwithstanding the rural areas, the average population density is above average, both regionally and nationally.

The area is rightly perceived as affluent, but there are other perspectives. There are surprisingly high levels of domestic and sexual abuse. The population is quite mobile, but the cost of housing is very high and there are issues of homelessness in the towns. The government wants a significant number of new homes to be built in the area, but there is much lively debate about where they might go.

Taken as a whole, the Diocese has the lowest average IMD (Index of Multiple Deprivation) in England, but the picture is not uniform. Throughout the area there are tight pockets of deprivation, enclosed within housing estates or even within a few streets, with high levels of child poverty, low income, poor mental health and other significant problems. Often, they are adjacent to affluent areas that camouflage the extent of need, driving down the statistics and diverting public funds to areas of more widespread poverty in other parts of the country.

The Diocese is becoming more diverse ethnically, and there are notable Asian populations in Woking and Camberley. There has also been a large influx of Nepalese to Aldershot and Farnborough following recent Government changes to Gurkha pension provision. In 15% of parishes, the proportion of White British inhabitants is now less than 80%.

Principal occupations include Wholesale/Retail Trade, Professional & Scientific, Education, Human Health & Social Work, with significant numbers also in Information & Communication Technology and Finance. There are also a large number of military personnel (and their families) in several areas of the Diocese; Aldershot is the 'Home of the British Army' and the tri-service Defence Medical Rehabilitation Centre at Headley Court (although shortly to be closed) lies within the Diocese. The University of Surrey and College of Law are based in Guildford, together with the Surrey Research Park. The University of the Creative Arts is based around Farnham, and Royal Holloway (University of London) is at Egham. There are four major hospitals and four prisons. A significant number of key national decision makers live within diocesan borders.

## **B. The Church in the Community**

The Diocese has two archdeaconries, each with six deaneries, and a total of 161 parishes. There are very few multi-parish benefices with just one stipendiary priest.

A great deal of the work of the church is done at a local level by the parishes. The diocesan teams support and encourage the work of the parishes, and also work with wider networks to the mutual benefit of the church and society at local, regional and national levels.

The Diocese includes churches representing all shades of Anglicanism. All traditions play their full part in the life of the diocese, and broadly speaking there is an encouraging absence of tribalism. We are fortunate to have some 300 licensed clergy. Nearly two thirds of these are stipendiary, of whom over 90% are full-time. About a third of all licensed clergy are women, including our Suffragan Bishop and Dean, with a higher proportion amongst Self Supporting Ministers. There is a significant number of clergy couples, ministering in various ways.

With more than 200 clergy and investment houses, 217 Church buildings and many parish owned halls and facilities, our property portfolio provides an essential asset for our mission and ministry across this area, whilst also supporting multiple community activities, clubs and meetings.

The proportion of the population attending church, both adults and young people is above the national average, but overall numbers have dropped, albeit slightly more slowly than the national average. With a changing population, ministry to new parishioners is a significant task. Church communities vary in size, but about half have an average Adult Weekly Attendance of over 100 (with 14 parishes over 250 in 2017).

Parish clergy, authorised lay ministers and other lay members, including chaplains, are not only engaged with church schools across the diocese, but also with over 250 county and independent schools. Many of the latter have church foundations.

Many parishes are involved with their local communities, not just by way of occasional offices, prayer and financial support, but in active engagement through projects such as CAP (Christians Against Poverty) Centres, Street Angels/Pastors, Food Banks, furniture recycling to needy families, chaplains to GP surgeries, Night Shelters and Credit Unions.

The 83 church schools (53 voluntary aided) in the diocese include three secondary schools. There are also 11 affiliated schools. We currently have 21 academies, 16 of which are under the care of the Diocese's Good Shepherd Trust. The development of this programme has been a major source of new work and is being enthusiastically embraced in line with national Church initiatives. Through this and all other work, we will improve the education of our 22,000 children, strengthen our schools' Christian ethos and continue to grow our presence in the community.

Alongside the engagement of our churches and schools, the Diocese has entered into partnership with local authorities through its Community Engagement Team (shortly to be incorporated into the Mission team), which currently operate in areas of Family Support, Health and Wellbeing, Restorative Justice and Surrey Faith Links. The Church House Review recommends that such

partnerships should continue, provided they are genuinely self-funding and better integrated into the community engagement of the local church.

### **C. Transforming Church, Transforming Lives**

*Transforming Church, Transforming Lives* is the vision of the Diocese of Guildford, launched in September 2016 following a long period of prayer and consultation. It envisages individuals and church communities open to the transforming work of God's Spirit in their own lives, and so becoming agents of Christ's transformation to the world around them.

This vision is deliberately couched as a strapline to the phrase 'Diocese of Guildford', rather than as an initiative in its own right. *Transforming Church, Transforming Lives* communicates the essence of everything we are seeking to pray and work towards across the diocese, rather than being a separate mission project to be hived off to a small bunch of enthusiasts.

*Transforming Church, Transforming Lives* is a framework not a blueprint, encouraging a thousand local initiatives to work towards our broader shared goals. It is primarily a strategy for the local church, though many of its principles are being extended to groups of churches, network congregations, chaplaincies and church schools. Its ethos is:

- To encourage local mission initiatives through a culture of permission-giving, training, support and finance.
- To develop a deeper sense of partnership and shared accountability between churches and across the diocese, as parishes increasingly look to resource one another, and Church House Guildford to resource the whole.
- To grow a culture of honesty, mutual learning, persistent prayer, deepening discipleship and confident faith sharing.

Set within that broader context, *Transforming Church, Transforming Lives*:

- Sets 12 Diocesan Goals, which together provide the framework of all our mission activities within parishes, chaplaincies, schools, the cathedral and Church House Guildford, recognising the primacy of the first goal above the rest.
- Provides resources for parishes, schools, chaplaincies and the cathedral as they select the goals to which they are particularly committed over the coming year: these resources to include support, training, mentoring, prayer resources and grant funding through the newly established Growth Fund.
- Expects every parish to pray over its mission priorities and to produce a Church Development Plan to be renewed and revised in each year following – a rather patchy aspiration thus far, to be addressed by the needs-based process recommended in the Church House Review.

The twelve diocesan goals are as follow:

1. For every parish and chaplaincy to develop an appropriate strategy for making prayerful, confident disciples in daily life.
2. Together to increase the number of new Christians of all ages through persistent prayer, confident faith-sharing, life-giving worship, and the development of a hundred new worshipping communities by 2027.
3. For every parish to develop a safe, attractive and spiritually-enriching children's and youth ministry, encouraging sharing of resources where appropriate.
4. Together to increase the number of lay leaders of all ages, who are called, trained and deployed in the church and wider community.
5. Together to grow the number of ordinands by 50% from 2020 and beyond.
6. Together to increase the range, professionalism and spiritual fruitfulness of our partnerships with the local community, to help create a safer, stronger, fairer and more sustainable society.
7. Together to grow the number and depth of our partnerships with Christian communities beyond our diocesan borders, in the holistic mission to which Jesus calls us.
8. Together to improve the standards and develop the Christian distinctiveness of our church schools, wholeheartedly embracing our contribution to education in the diocese.
9. For every parish to encourage an increasing number of worshipping Christians to commit to regular, proportional and sacrificial giving.
10. Together to share expertise and streamline our processes so as to release fresh energy for mission.
11. For every parish and chaplaincy to develop effective communications, promoting a church that is visible, attractive and accessible.
12. For every parish to work towards having church buildings that are fit for purpose in supporting today's ministry and mission.

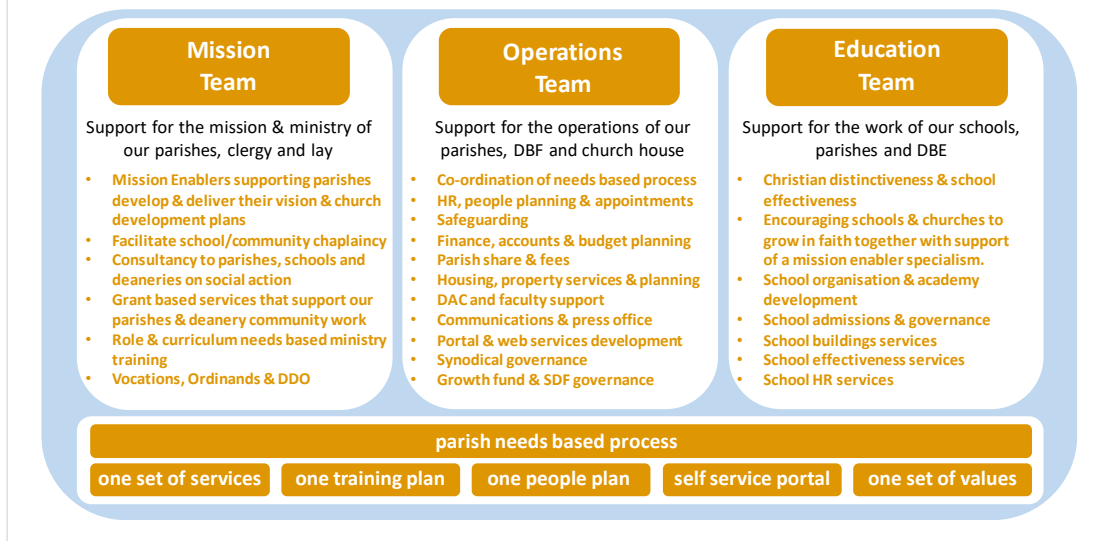
## **D. Diocesan Teams**

We have recently concluded an extensive review of our central teams at Church House Guildford. The Church House Review (CHR), which was externally led, sought to ensure our central team structure, capacity, capability and flexibility is organised to effectively support and help lead the objectives and priorities of *Transforming Church, Transforming Lives* (TCTL) through our parishes, chaplaincies, and schools over the next five to ten years.

The review has proposed the move from a current 5-team structure to a new 3-team arrangement that is grounded in a set of new foundational processes that all CHG teams are integral to. Foremost amongst these is a new 'needs-based' process that will inform and guide all CHG teams, rigorously grounded in the vision, plans and needs of parishes.



## Overall Vision: CHG - *supporting our parishes*

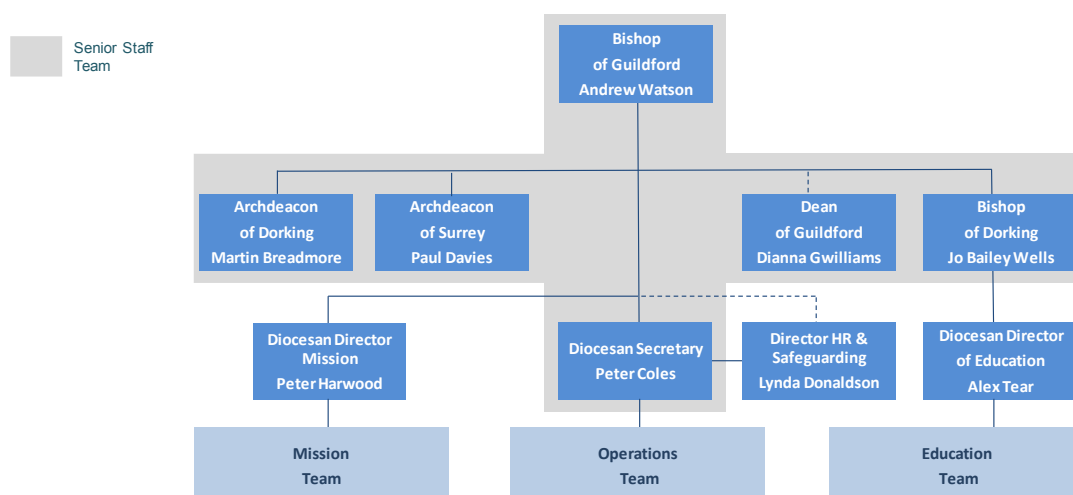


The transition to the new teams, processes and organisation is well underway and will be fully completed and operational by mid 2020. More detail on the change and the new arrangements can be found at <https://www.cofeguildford.org.uk/review>

## E. The Bishop's Leadership Team and Diocesan Structures

The Bishop's Leadership Team provides the day to day leadership and management oversight for the diocese and staff teams. It includes team directors as well as senior clergy.

### Bishop's Leadership Team (BLT)



Bishop's Leadership Team meetings have been evolving as a new team comes into place. They include a monthly meeting and occasional residential, and a smaller breakfast meeting for Bishops, Archdeacons, Diocesan Secretary and Dean (which exists predominantly for prayer and mutual support). The Bishop's Leadership Team is the formal Safeguarding Committee and is advised by a safeguarding panel with an independent chair.

## Diocesan Structures

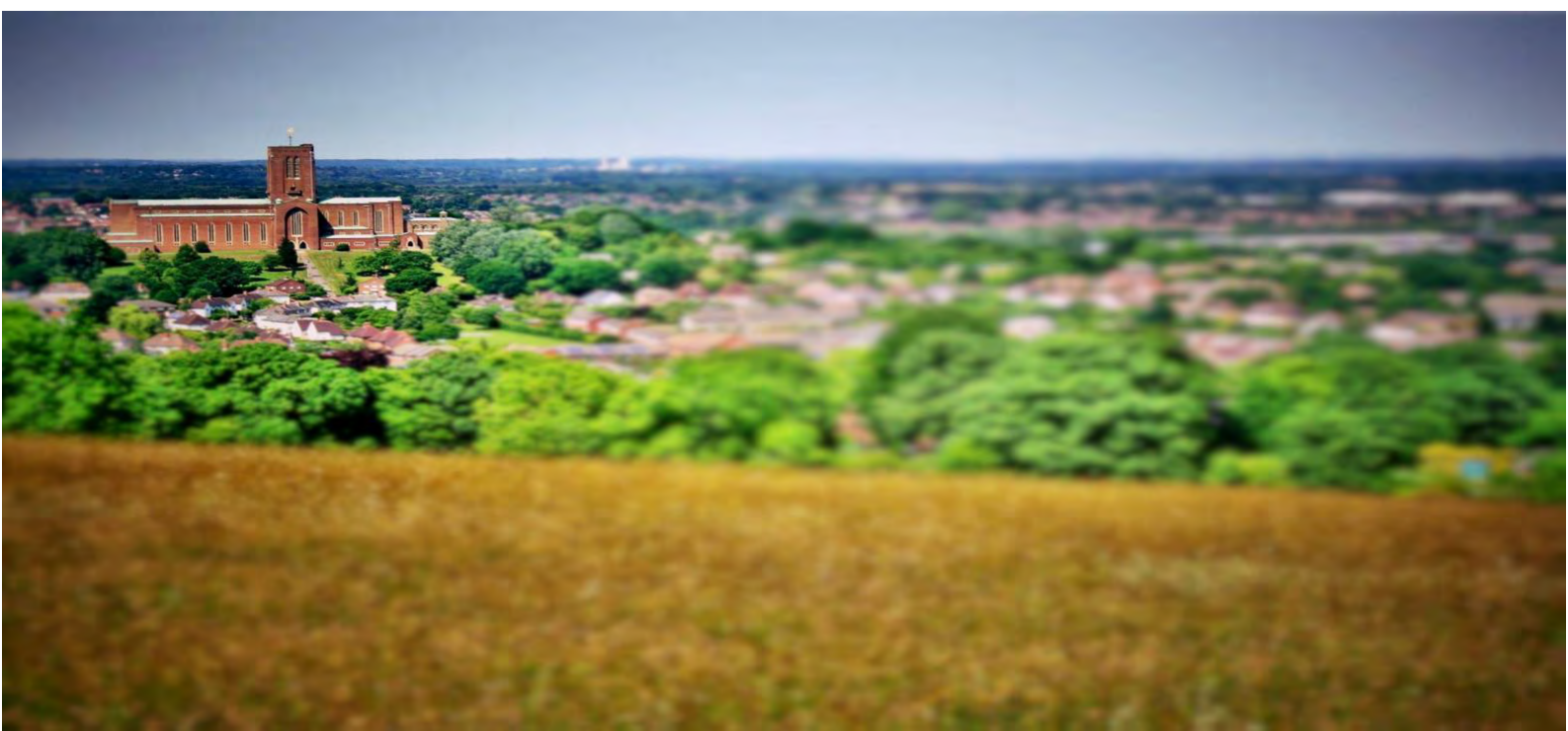


Like many dioceses, Guildford has brought together a number of committees to join up policy, priorities and finance, so that the members of the Bishop's Council are the standing committee of the Diocesan Synod, the board of directors/trustees of the Diocesan Board of Finance, the Mission and Pastoral Committee and the Property and Parsonages Committee. The Bishop's Council is as small as is practicable. It is supported by a non-executive Audit & Finance Committee, Housing Advisory Committee and Remuneration Committee (for staff pay). When detailed consideration is required by the Bishop's Council on a particular subject or review, an ad hoc Steering Group will be formed with representation of interested parties. Members of the Diocesan Synod are also members of the Diocesan Board of Finance. The other main committees are the Diocesan Advisory Committee and the (unincorporated) Diocesan Board of Education.

## F. The Cathedral

The Cathedral itself sits in the geographical centre of the diocese and has, in recent years, begun to address the physical isolation from the town of Guildford and to reach out to parishes, schools and chaplaincies of our Diocese. It seeks to serve as the 'Mother Church' for the Bishop in his mission and ministry, but also as a resource to the whole community of Surrey and north-east Hampshire. Underlying the plans for a residential development on part of the site and for a £7.5m renovation and improvement project already underway is the intention of the Cathedral to provide

a place of welcome, worship, inspiration and engagement for the furtherance of God's kingdom.



## G. Finance

The Diocese has an annual budget of around £12 million and aims to achieve a break-even position each year. Around 70% of budgeted costs relate to ministry provision and housing; 10% relate to our contribution towards the national Church, and the remainder mainly funds the work of the central diocesan teams. The Diocese has very limited investments and the budget is almost entirely funded by parish share receipts.

Parish Share is determined by allocating direct ministry costs according to the number of incumbents, which results in a request of around £58,000 a year per incumbent post; smaller parishes may share an incumbent. Remaining 'shared' costs are allocated in accordance with a formula involving adult Sunday attendance and a prosperity factor. This is a new method starting for 2019: the amount allocated to direct ministry has increased with shared costs of proportionately lower and various subsidies have been removed. There is a transition period of three years for many parishes. More details can be found on the Diocesan website: <https://www.cofeguildford.org.uk/governance/parish-share>

## H. International links

The Diocese has a long-established link with the Anglican Church of Nigeria, which is a valuable channel of communication for the Communion as a whole, though current Communion politics mean that aspects of the relationships are currently on hold. We also have developing links with the Diocese of Sialkot in Pakistan, and with the Lutheran Diocese of Viborg in Denmark. Many parishes have their own links to these and other parts of the world.





## Outline of key terms

- Voluntary appointment with a term of office of up to six years
- Expenses paid
- Use of office facilities in attractive, open-plan surroundings at Church House Guildford, 20 Alan Turing Road, Guildford, GU2 7YF, with on-site car parking.

## How to apply

To apply for this role, please email in word format to [applications@thewlisgraham.com](mailto:applications@thewlisgraham.com) the following documents quoting reference **T0501**: -

1. A comprehensive CV
2. A covering letter which outlines your skills and experience for the role and your motivation for applying plus:
  - Your availability for the time commitment required
  - the name, job title, organisation, email address and mobile number of two professional referees. (Please note referees will not be approached without your prior permission.)

***Please ensure that you include your mobile phone number and email address in your application. Do not hesitate to contact Claire Drummond on 020 7850 4781 if you have any queries.***

## Timings

Dates	Activity
27 May	Applications close
W/c 1 June and 8/9 June	Thewlis Graham consultant interviewing of interested candidates.
W/c 22 June	Diocese of Guildford Interviews

## Diversity Monitoring

Diversity Monitoring is independent of the recruitment process but please do complete your completed diversity monitoring form as Thewlis Graham Associates is committed to monitoring and analysing diversity information so that we can ensure that our processes are fair, transparent, promote equality of opportunity for all, and do not have an adverse impact on any particular group.

The link to this form is here: [click here](#). If you have any problems with this, please contact Tracey on: [tct@thewlisgraham.com](mailto:tct@thewlisgraham.com).

Any information provided on this form will be treated as strictly confidential and will be used for statistical purposes only. It will not be seen by anybody directly involved in the selection process. No information will be published or used in any way which allows any individual to be identified.

Thank you

