



**The Bishop of Leicester is seeking to appoint a new**

# **Archdeacon of Leicester**

**A senior colleague who will help lead the parishes, fresh expressions of church, chaplaincies and schools of the diocese as we seek to grow in depth of discipleship, numbers of disciples and loving service of the world.**

## **The Diocese of Leicester**

Founded in 1926, Leicester is soon to celebrate its centenary. The present Diocesan Bishop, the Rt Revd Martyn Snow, was welcomed in May 2016, and the Suffragan Bishop of Loughborough, the Rt Revd Saju Muthalaly, was welcomed in January 2022.

The boundary of the Diocese is almost coterminous with the county of Leicestershire which has a total population of just over one million people. There are nine local authorities in the diocese and the county is diverse, including urban, ex-mining towns and deep rural. There are areas of significant poverty as well as some areas of considerable wealth.

The Diocese is divided into two archdeaconries, broadly covering the west and east of the county. 244 parishes are served by 90 stipendiary, 25 self-supporting clergy, 150 Readers / Associate Ministers, as well as pioneers and focal ministers. There are also 97 Church of England schools and academies.

The city of Leicester lies at the centre of the diocese and has a population of just over 500,000 (including its outer suburbs). It was one of the first cities in the country to have a majority of residents who are UK Minority Ethnic / Global Majority Heritage. The 2021 census revealed that Leicester residents trace their heritage to over 50 different countries across the globe, making the city one of the most ethnically and culturally diverse places in the UK. 19% of the population are Muslim; 15% Hindu; 4% Sikh. Leicester is proud of this diversity although new international conflicts, terrorism and extremism pose new challenges. The city is also proud that it is now known around the world for football and for King Richard III.

Leicester city has a significantly younger population than many other parts of the UK. Approximately 27% of the population are aged 0-19 compared with a national average of 24%.

Leicester also has high levels of income deprivation affecting children - 34% of families officially live in relative poverty (21% national), with 64% classified as 'low income'.

Beyond the city and its expanding suburban communities are numerous rural villages, many with medieval churches, together with market towns such as Loughborough, Market Harborough and Melton Mowbray as well as areas with an industrial and manufacturing heritage such as Coalville and Hinckley. On a simple count of churches, the diocese is predominantly rural – a fact affirmed by the [Bishop's Rural Commission](#) in 2018. [Launde Abbey](#) is set in the beautiful countryside of East Leicestershire and resources our spirituality and well-being work.

[Leicester Cathedral](#) is located in the centre of the city and is known as “the beating heart of the city and county”. It has recently undergone a £17 million re-ordering project and is attracting large numbers of tourists and pilgrims. [St Martins House](#) neighbours the Cathedral and is a conference centre as well as offices for the Cathedral and Diocese. [St Martins Lodge](#) is a 28-room hotel opened in 2020, and we are in the process of redeveloping another building opposite the Cathedral which will be run by [One Roof Leicester](#), a charity working with people who have experienced homelessness.

### [Shaped by God Together](#)

In 2006, the diocese developed a vision statement of purpose called 'Shaped by God'. This has been refreshed over the past twenty years, but the core remains the same:

Our vision is the Kingdom of God, and every local church and minister is asked by the bishops to respond to 3 key questions:

- How are you growing in the depth of your discipleship?
- How are you growing the number of disciples of Jesus?
- How are you growing in loving service of the world?

This central focus on Christian discipleship is now being worked out in several key areas – now referred to as Diocesan Strategic Priorities:

- [New Communities](#) seek to grow the numbers of disciples, depth of discipleship and loving service of the world, through church planting, pioneering and establishing fresh expressions of church. We have received national funding for Resourcing Churches and have established 26 new worshipping communities since 2019 with 774 new attendees.
- [Intercultural Communities](#) seek to bring people together across cultures. We have received national funding for our 'Intercultural Worshipping Communities' programme which has led to growth both in numbers and diversity. 60% of those currently exploring vocation to ordained ministry are UKME / GMH.
- [Intergenerational Communities](#) seek to help children, young people and adults learn from one another and grow in discipleship. We are applying for national church

funding to ensure that each Minster Community (see below) can have a Growing Faith Minister who will link churches, schools and households to grow numbers of disciples.

- [Eco Communities](#) are aiming for net zero carbon emissions by 2030, and we have received national funding to help in this work. We are a bronze eco diocese with a significant number of bronze, silver and gold eco churches.
- [Reconciling Communities](#) seek to invite people to be 'reconciled with God' and to embody Jesus' reconciling love in a deeply divided world (and church). This includes our interfaith work (led by the [St Philips Centre](#)) and our '[social responsibility](#)' work (e.g. Foodbanks, 'warm spaces', Leicester's Homelessness Charter) and our [racial equity work](#). It is also supported spiritually by the work of [Launde Abbey](#) retreat centre.

### **Minster Communities**

Minster Communities are groups of churches and schools working collaboratively and sharing resources to enable effective mission. Out of a process of discernment, reflection and conversation, about twenty Minster Communities will be formed by the end of 2026.

The drivers behind this 'whole diocese' change programme emerged from a series of consultation exercises in 2021 which highlighted:

1. The changing context for Christian mission in 21<sup>st</sup> Century England, in particular the need to engage with children and young people in a new way, and the openness of schools to working with their local church.
2. The pressures on clergy and lay ministers many of whom felt over-stretched and under-supported. Many are open to team working although not convinced that their training has prepared them for this approach to ministry.
3. The financial challenges of the diocese with a significant structural deficit.

Bishops' Council and Diocesan Synod considered three options for the future shape of ministry and decided by a 72% vote in favour of Minster Communities. Since 2022, we have initiated a process of facilitated conversations designed to enable parishes to discern their calling and mission and decide with whom they will partner. Every parish has been invited into this process. A handful have decided not to participate although the offer to them remains open. We have started to see new people offering for ministry through the process and new mission initiatives being developed.

As Minster Communities are all formed (currently planned for 2026), we will continue to seek to ensure that central support services are aligned with strategy, and to ensure a continued outward mission focus to all we do.

### **Safeguarding**

The Diocese of Leicester, part of the Church of England, is committed to the safeguarding, care and nurture of everyone within our church community. We follow the Church of England's Safeguarding Policies and the relevant statutory legislation and guidance. We

believe that safeguarding is everybody's business. The Archdeacons, alongside the bishops have a particular role in embedding this understanding in the diocese.

### **The Archdeacon of Leicester**

The Archdeacon of Leicester is responsible to, and shares ministry with the Bishop of Leicester.

**The purpose of the role is primarily to enable the parishes, benefices, minster communities, deaneries, fresh expressions of church, chaplaincies and schools of the Leicester Archdeaconry to fulfil the Diocesan vision.**

There are currently [five deaneries](#) within the Archdeaconry covering the city and the Eastern half of the diocese from Melton Mowbray in the North, and Market Harborough in the South.

The Archdeacon will be a key member of the Bishop's Leadership Team which includes the Bishop of Loughborough (Saju Muthalaly), Dean of Leicester (Karen Rooms), the Archdeacon of Loughborough (Claire Wood), the CEO/Diocesan Secretary (Jonathan Kerry), the Director of Parish Transition and Ministry Development (Stuart Burns), the Diocesan Programme Manager (Claire Bampton), the Finance Director (Simon Wilson), the IWC Director (Jessie Tang), the Director of Education (Carolyn Shoyer), the Diocesan Director of Racial Equity (Sophie Holder), and the Bishop's Chaplain (James Pickersgill). The Bishop's Leadership Team meet monthly, and Bishops and Archdeacons also meet monthly. As a Team, we seek to prioritise prayer and learning within a culture of mutual accountability and support.

The two Archdeacons work together as a team within the Diocese. Their 'portfolio' roles cover the whole diocese, and they often cover for one another on specific committees or when they take holidays. They work from adjoining offices in St Martins House, Leicester and sharing an Executive Assistant. In addition, we currently have one Assistant Archdeacon, Revd Richard Trethewey (until recently we had two), who combines this role with parish ministry, and helps both Archdeacons with specific areas of ministry. It is our intention to appoint a second Assistant Archdeacon once a new Archdeacon of Leicester is in post.

### **Key Tasks:**

1. To remain deeply rooted in Christ
2. To be a key advocate of God's mission through the church
3. To promote a 'safe church' culture, modelling good practice (including 'trauma informed practice'), ensuring the implementation of policies and procedures to safeguard children and vulnerable adults, responding well to victims and survivors of abuse, and supporting Parish Safeguarding Coordinators.

4. To ensure that each Christian community has answered the three key questions (see above)
5. To share with the bishops in the pastoral care of clergy and their families, and develop appropriate structures of support for all lay ministers
6. To nurture the vocation and development of all God's people in ministry and mission, alongside our Director of Ordinands and our Discipleship and Vocations enabler.
7. To advise and support churchwardens as officers of the Bishop
8. To support Area Deans and Lay Chairs in their leadership role, with a particular focus on pastoral support for all ministers and enabling mutual learning
9. To attract, recruit and retain high calibre clergy, getting the right people in the right roles
10. To promote a culture of generous giving and ensure good stewardship of resources
11. To grow links between the city and the county, recognising the different gifts and needs of each context, and the narrative of scarcity in both
12. To fulfil the statutory duties of Archdeacons with care and enthusiasm (see Appendix A). This also includes membership of various Boards and Committees and some line-management responsibilities.
13. To be the lead member of the Bishop's Leadership Team on key areas of diocesan strategy. These will be negotiated with the appointee once in role, but they may include:
  - a) **Responsibility for embedding our intergenerational priority in all diocesan work** – working closely with the Director of Education and the Board of Education and the anticipated team of Growing Faith Ministers to ensure that intergenerational work is no longer seen as an 'optional add-on' but core to all we do.
  - b) **Oversight and coordination of social responsibility work** - including (but not limited to) ministry with asylum seekers and refugees; disability and deaf inclusion; debt advice; care for people with dementia and those who support them; food poverty, international development, mental health and wellbeing, housing and homelessness, modern day slavery, prison chaplaincy and ministry with ex-offenders.
  - c) **Oversight of our strategy for church buildings and festival churches** –working closely with our church buildings team and festival church champions, to plan for the care of our church buildings and greater use by the communities which they serve. And to develop good support structure for our many 'fragile' church communities.

## Key Challenges

Among the key challenges faced by the new Archdeacon we have identified:

- Working creatively with a changing role for stipendiary clergy and an increasing resource of self-supporting ministries

- Working imaginatively with the tension between sustaining all that is good in present patterns of mission and ministry whilst developing new forms and patterns for the future
- Growing the links between churches, schools and households, and ensuring the intergenerational priority is embedded
- Working resourcefully across a diverse area including deep rural and urban areas of high multiple deprivation – and building links between them
- Ensuring a focus on mission even as we re-imagine ministry in the church
- Working creatively and well with Anglicans of every tradition and with our ecumenical partners to encourage mutual flourishing
- Establishing a secure basis for fresh expressions of church through developing the use of Bishop's Mission Orders
- Handling all appointments to posts in a way which is fair, open and transparent
- Enabling 'good disagreement' on important issues in the life of the church
- Working within a Bishop's Leadership team which continues to evolve and develop
- Remaining focussed on the core tasks of the role.

Person Specification		
	Essential	Desirable
<b>Previous experience</b>	<p>A person ordained as priest in the Church of England for at least six years.</p> <p>Substantial parish experience leading a growing church or churches with the ability to impact our wider society</p> <p>Experience of working with fresh expressions of church</p>	<p>Experience of working cross culturally, with UKME / GMH people.</p> <p>Recent engagement with social justice issues and care for those on the edge of society.</p>
<b>Knowledge and understanding</b>	<p>Theologically qualified to degree level</p> <p>Evidence of disciplines of current reading and theological engagement</p>	<p>Post-graduate degree in Theology</p> <p>Familiarity with canon law and other relevant legislation</p>

	<p>A person of clear conviction who is able to relate well and work with Christians of all traditions</p> <p>Able to articulate a theology of safeguarding and familiar with church policies and good practice</p>	
<b>Mission and worship</b>	<p>Ability to attract people to the gospel and enable others to grow in confidence in sharing their faith</p> <p>A confident and inspiring preacher</p> <p>Able to lead worship and prayer well in churches of different traditions</p> <p>Commitment to safeguarding as central to the Church's mission</p>	
<b>Managerial and Leadership</b>	<p>A track record of leading change</p> <p>Able to lead, inspire and mentor others</p> <p>Able to surface, manage and resolve conflict</p> <p>Able to speak the truth and listen to the truth however unwelcome this may be</p> <p>Ability to chair meetings and follow through on business</p>	<p>Experience of budget management</p> <p>Experience of disciplinary issues</p> <p>Experience of capability issues</p> <p>Experience of designing posts, building teams and making appointments</p>
<b>Wider Society</b>	<p>Able to articulate a theological understanding of the kingdom of God as wider than the Church</p> <p>A good communicator comfortable using a variety of media</p> <p>Ability to work with people of other faiths</p>	

<b>IT/Admin skills</b>	<p>Skilled in the use of computers, IT and social media</p> <p>Excellent administration skills</p>	Experience of engagement in the public square, especially with media outlets and communications
<b>Spirituality and Prayer Life</b>	<p>A Christian disciple with a mature faith able to watch over themselves and others</p> <p>The ability to be sustained in ministry through disciplines of prayer and study</p>	
<b>Personal style</b>	<p>Self-aware and mature</p> <p>Empathetic and approachable</p> <p>Encouraging</p> <p>Confident</p> <p>Emotionally resilient in a demanding role</p>	
<b>Team skills</b>	<p>Able to be a member and a leader of different teams</p> <p>Aware of strengths and weaknesses in a team context</p> <p>Able to see tasks through to completion</p>	<p>Familiarity with a range of team building tools</p> <p>The ability to think laterally about complex problems</p>

## Housing

The postholder is required to live in accommodation provided by the DBF at 46 Southernhay Road, Leicester LE2 3TJ for the better performance of duties.

The Archdeaconry is a detached house built in the 1960's. It was extended several times prior to the acquisition by the Diocese in 2002. Accommodation to the ground floor comprises of an entrance hall, cloakroom, sitting room with study off it, dining room, kitchen, utility and family room behind the garage. To the first floor are five bedrooms, a family bathroom, separate WC and en-suite shower to the principal bedroom. A good sized single integral garage is accessible from the utility passage, and the tarmac drive can accommodate several vehicles. Walls are buff coloured facing bricks in cavity construction, windows are PVCu and there is a composite front door.



The property is situated in the suburb of Stoneygate on the southern side of the city. Leicester city centre, where the diocesan office is located, is just two miles north along the A6 London Road, and the Queens Road area with bars, coffee shops and restaurants are a short stroll away. Popular state and private schools and nursery day care are close by as are universities and hospitals and the mainline railway with links to London St Pancras in just over an hour.



### Process of Appointment

Applicants are required to apply using the standard application form for clergy posts.

References are normally taken up prior to interview: please indicate any referees to whom an approach should only be made after the interview.

Applications should be sent

- by email to Mrs Ellie Cox [ellie.cox@leicestercofe.org](mailto:ellie.cox@leicestercofe.org)
- or by post to Mrs Ellie Cox, Executive Assistant to the Bishop of Leicester, 12 Springfield Road, Leicester LE2 3BD

For an informal conversation about the post you can talk to the Bishop of Leicester – please contact Ellie Cox on 0116 2708985 to arrange a time.

More information about the Diocese of Leicester is available on our website:

<http://www.leicester.anglican.org/>

The **closing date** for applications is **Monday 9<sup>th</sup> June (12 noon)**

Shortlisting will take place on 11<sup>th</sup> June, and every effort will be made to contact applicants as soon as possible after that date.

**Interviews** will take place on **Monday 23<sup>rd</sup>** and **Tuesday 24<sup>th</sup> June 2025** in Leicester. Shortlisted candidates will meet individually with The Bishop of Leicester. There will also be an opportunity to meet informally with the Bishop's Leadership Team. Interviews will include a short homily and presentation.

The Interview Panel will consist of:

The Bishop of Leicester Martyn Snow (chair)

The Bishop of Loughborough Saju Muthalaly

The Archdeacon of Loughborough Claire Wood

The Lay Chair of Diocesan Synod Stephen Adshead

Interim Oversight Minister in the Launde Minster Deanery Community Crystal McAllister

### **Other Information**

This is a full-time office held under Common Tenure. The stipend for archdeacons appointed on or after 1 April 2004 is £ 43,558, or £ 46,387 for archdeacons appointed before 1 April 2004 (moving from another archdeaconry).

The archdeacon will be based at the offices of the Diocesan Board of Finance at St Martins House, Leicester, LE1 5PZ with frequent travel throughout the archdeaconry and beyond.

This post is subject to an Enhanced Plus DBS (Disclosure and Barring Service) Clearance in line with Church of England Safer Recruitment Practice Guidance. The successful applicant will also need to provide proof of right to work in the UK before taking up post.

We are particularly keen to receive applications from UKME/GMH people who are currently under-represented in our senior team/ leadership roles (although the diocese more generally has increasing numbers of UKME/GMH people entering ministry).





## APPENDIX A

### LEGAL RESPONSIBILITIES OF AN ARCHDEACON

The office of archdeacon has its origins in the early history of the Church. An archdeaconry is a legal division of a diocese for administrative purposes within which the archdeacon exercises an ordinary jurisdiction. The essential nature of the role has been described as ‘being a good steward so that others are freed to be the worshipping, witnessing and ministering Church’<sup>1</sup>. The legal responsibilities of an archdeacon are summarised below.

#### Diocesan governance

1. The archdeacon is a member, *ex officio*, of
  - the Diocesan Synod (Church Representation Rules 2020, Rule 31(1)(b));
  - the Diocesan Advisory Committee (DAC) (Care of Churches and Ecclesiastical Jurisdiction Measure 1991, Schedule 1);
  - the Diocesan Parsonages Board (Repair of Benefice Buildings Measure 1972, s.1(4)); and
  - the Diocesan Mission and Pastoral Committee (Mission and Pastoral Measure 2011, Schedule 1).

#### Parochial governance

2. An archdeacon has a duty to hold visitations in his or her archdeaconry as provided in Canon C 22, paragraph 5.
3. On receiving a valid request to convene an extraordinary parochial church meeting or an extraordinary meeting of a PCC, the archdeacon must do so if he or she deems there is sufficient cause. The archdeacon must also chair the meeting or appoint a deputy to do so (Church Representation Rules 2020, Rules M14 and M33).
4. At the direction of the bishop, the archdeacon inducts a priest who has been instituted to a benefice into the possession of its temporalities (Canon C22, paragraph 5). Although the archdeacon has no statutory role under the Patronage (Benefices) Measure 1986, in practice he or she is usually actively involved in guiding parishes through the appointments procedure.
5. The chair of a PCC meeting must vacate the chair, either generally or for the purposes of any business in which he or she has a particular interest if the meeting so resolves and with the agreement of the archdeacon (Church Representation Rules 2020, Rule M26(4)).

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<sup>1</sup> Ravenscroft, the Ven. R.L. *The Role of the Archdeacon Today*, (1995) 3 Ecc LJ 387

### Buildings and property

6. In his or her own archdeaconry, the archdeacon is a key player in the operation of the faculty jurisdiction under the Ecclesiastical Jurisdiction and Care of Churches Measure 2018 and the Faculty Jurisdiction Rules 2015. He or she is *ex officio* a member of the DAC and has statutory powers:
- to authorise works under List B in Schedule I of the Faculty Jurisdiction Rules 2015;
  - to grant a licence for temporary minor re-ordering on an experimental basis for a non-renewable period of 24 months, after which the experiment must be ended – in which case the archdeacon has a duty to ensure that the previous position is restored – or a faculty obtained for permanent changes; and
  - to order the removal to a place of safety of an item of architectural, artistic, historic or archaeological value which appears to be at risk.

The archdeacon may initiate or intervene in faculty proceedings and may be asked by the Chancellor to seek local resolution of a particular case. The archdeacon is normally present at any Consistory Court hearing in his or her archdeaconry.

7. Canon C22, paragraph 5, requires the archdeacon to survey, in person or by deputy, all churches and churchyards and give direction for the amendment of all defects in the fabric, ornaments and furniture. He or she also has power under Ecclesiastical Jurisdiction and Care of Churches Measure 2018, s.47 to enforce the requirement for a quinquennial inspection of a church by a qualified person.

### Pastoral reorganisation

8. The archdeacon is an ‘interested party’ under s.6 of the Mission and Pastoral Measure 2011 in relation to pastoral proposals affecting any benefice or parish in his or her archdeaconry. In practice, the archdeacon is usually actively involved in identifying the need for pastoral reorganisation and initiating discussions with other interested parties.

### Safeguarding

9. Archdeacons are “relevant persons” under the Safeguarding and Clergy Discipline Measure 2003 and are required to have due regard to any House of Bishops’ safeguarding guidance issued under s.5 of the that Measure.
10. Archdeacons are expected to work closely with their DSA:
- in the handling of serious safeguarding situations or allegations relating to church officers in parishes;
  - to support and advise parishes in relation to safeguarding policy and practice;

- to support Incumbents to attend safeguarding training and be familiar with the House of Bishops' safeguarding policies and relevant guidance for parishes; and
- to assist in monitoring good safeguarding practice in parishes and during their annual visitation by including questions in their visitation articles of inquiry to ascertain whether parishes (PCCs and clergy) are complying properly with their safeguarding obligations, including paying due regard to the House of Bishops' guidance.

#### Clergy: pastoral care and discipline

11. Canon C22, paragraph 4 provides that an archdeacon *'shall within his archdeaconry carry out his duties under the bishop and shall assist the bishop in his pastoral care and office, and particularly he shall see that all such as hold any ecclesiastical office within the same perform their duties with diligence, and shall bring to the bishop's attention what calls for correction or merits praise.'*
12. Canon C7 provides for the archdeacon to assist the bishop in the examination of candidates for ordination.
13. The archdeacon has no statutory role in proceedings under the Clergy Discipline Measure 2003, but the Code of Practice describes circumstances in which it may be appropriate for the archdeacon to:
  - act as the complainant (paragraphs 10-12);
  - provide pastoral support (paragraphs 100 and 229); or
  - to act as a conciliator (paragraph 139).
14. The archdeacon will normally be the person appointed by the bishop to oversee an enquiry into the capability of an office holder under Common Tenure (paragraph 4.1 of the Code of Practice issued under Regulation 31(3) of the Ecclesiastical Offices (Terms of Service) Regulations 2009).
15. The archdeacon is usually responsible for overseeing the formal stages of the grievance procedure established under Regulation 32 of the Ecclesiastical Offices (Terms of Service) Regulations 2009.
16. Under Part 1 of the Incumbents (Vacation of Benefices) Measure 1977, where a member of the clergy holds office on freehold tenure only, a request for an enquiry on the grounds of serious pastoral breakdown must in the first instance be referred by the bishop to the archdeacon, who is required to report to the bishop whether such an enquiry should, in his or her opinion, be instituted.

*The Legal Office, March 2020*



