

## Director (0.5 FTE), Theology House, Christchurch [www.theologyhouse.ac.nz](http://www.theologyhouse.ac.nz)

### POSITION DESCRIPTION

Responsible to	Theology House Trust Board
Reports to	The Theology House Trust Board <i>and the Anglican Bishop of Christchurch</i>
Date of Position Description	November 2018

The Diocese of Christchurch is part of the Anglican Church in Aotearoa, New Zealand and Polynesia

#### **Purpose of the Role**

The Director of Theology House is employed by Theology House (also known as the College House Institute of Theology) as a teacher and administrator in theological and pastoral education.

The role involves planning, delivering, and evaluating specific educational programmes for clergy and lay people within the Diocese of Christchurch, from all churches, Anglican and Ecumenical, as well as offering more general learning opportunities appropriate to the needs of the Diocese and the wider community. A specific expectation of the role is working with St John's College, Auckland on the delivery of its Diploma of Christian Studies courses, including intensive weekend studies in Christchurch (and sometimes Timaru) and via video conferencing.

In the face of changes in the church and NZ culture, the Director will take part in Diocese of Christchurch planning meetings on the future role of pastoral and ministry education in churches, classrooms and in the wider culture of Aotearoa New Zealand.

Theology House has consistently delivered high quality publications which serve the educational needs of the wider church. While it is not necessary that the new Director is an established writer of such materials, it is an expectation that the Director will continue to oversee the development of new publications and the ongoing updating of existing publications.

The Director will actively assess the need for, and prepare educational programmes for:

- clergy and lay people who wish to pursue evangelistic, pastoral, and liturgical ministry development, theological education or evangelistic training and support;
- candidates for ordination (when directed by the Bishop of Christchurch) who require theological and practical training courses which aid their spiritual formation
  - All such planning will be under the oversight of the Bishop of Christchurch and in collaboration with relevant Diocesan educational officers.

#### **Key Relationships**

- Theology House Trust Board
- Bishop of Christchurch – *appointed by, accountable to for performance*
- Diocesan Ministry Team
- St John's College Trust Board (partially funds this position, requires annual detailed application and reporting)
- parishes, clergy and laity in the Diocese of Christchurch and other churches in the regions of the Diocese (Theology House is "Anglican and Ecumenical")
- national links with Otago University, Laidlaw College

## Person Specification

	Essential	Desirable
Education and Qualifications (or equivalent)	<ul style="list-style-type: none"> <li>Familiar with and experienced in the Anglican Church, and in good standing with their own church</li> <li>Preferably holds a doctorate in theology (an equivalent degree may be considered acceptable provided there is also an acceptable degree in theology)</li> <li>Committed to the development of respectful relationships between ordained and lay members of the Diocese</li> </ul>	<ul style="list-style-type: none"> <li>Ordained in the Anglican Church (an appropriately skilled layperson will be considered)</li> <li>Post graduate qualifications in theology and education</li> </ul>
Experience	Experienced in the planning, delivery, and evaluation of theological education that meets the needs of a wide range of people	Experience in developing electronically available resources (e.g. via websites, video links, or other e-learning packages)
Knowledge and Skills	Communications	<ul style="list-style-type: none"> <li>Exceptional communication skills in spoken and written language</li> <li>Communicates effectively both within the Church and in the wider community;</li> <li>Competent user of electronic communications media</li> </ul>
	Pedagogy	<ul style="list-style-type: none"> <li>Well informed about educational resources and practice</li> <li>Able to accept and offer supervision in formal and informal settings</li> <li>Able to connect theological teaching with ministry and pastoral practice</li> </ul>
	Planning	<ul style="list-style-type: none"> <li>Accurately scopes out length and difficulty of tasks and projects;</li> <li>Sets objectives and goals;</li> <li>Breaks down projects into the achievable modules;</li> <li>Develops schedules and task/people assignments;</li> <li>Measures performance against goals;</li> <li>Evaluates results.</li> </ul>
	Presentation	<ul style="list-style-type: none"> <li>Makes effective presentations in a variety of settings: one-on-one, small and large groups, with peers, reports to the Trust Board and Synod;</li> <li>Manages group dynamics effectively during presentations to large and small groups</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>Demonstrates a well-established Christian faith and current worshipping practice, willing to pray with and for those with whom they work</li> </ul>	

	<ul style="list-style-type: none"> <li>• Able to establish priorities, and demonstrate effective time management</li> <li>• Practises and advocates life-long learning</li> <li>• Relates well to all kinds of people, inside and outside the Diocese</li> <li>• Builds constructive and effective relationships</li> <li>• Uses diplomacy and tact</li> </ul>
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### Key Accountabilities and Activities — Results

Key Accountabilities	Examples of Activities — Results
1. Develops theological and pastoral education programmes for clergy and laity in the Diocese.	<ul style="list-style-type: none"> <li>• Plans, delivers, and evaluates in-service learning opportunities for clergy and laity</li> <li>• Guiding and overseeing planned learning opportunities</li> </ul>
2. Accountable to the Theology House Trust Board for development of theological and pastoral education programmes, co-ordination of staff/educators, oversight of budget and acquisition of Theology House Library resources.	<p>Ensures that:</p> <ul style="list-style-type: none"> <li>• Appropriate educational experiences are planned, delivered, and evaluated to meet theological and pastoral needs of clergy and lay persons</li> <li>• Theology House engages instructors who meet NZQA qualifications</li> <li>• Funds are managed within approved budgets</li> <li>• Accurate and detailed financial reports are made to the Trust Board quarterly</li> <li>• A wide range of theological and ministry resources are acquired by the Theology House Library</li> </ul>
3. Oversee preparation of Annual Reports and Financial Statements for the Theology House Trust Board and Synod	<ul style="list-style-type: none"> <li>• Ensures the Board and Diocese have due diligence in their positions</li> </ul>
4. Provide annual detailed application and report to the St John's College Trust Board	<ul style="list-style-type: none"> <li>• Meet requirements of funding</li> </ul>
5. Supports ongoing theological and pastoral development for clergy	<ul style="list-style-type: none"> <li>• Work with the Study Leave Committee implementing appropriate policies and procedures for taking study; be available to consult with clergy preparing for study leave</li> </ul>
6. Takes all practicable steps to ensure personal safety and the safety of others while at Theology House premises	<ul style="list-style-type: none"> <li>• Understand and consistently meet obligations, in accordance with the Anglican Diocese of Christchurch's Health and Safety policies, procedures, and systems</li> <li>• Actively encourage and challenge peers to work in a safe manner</li> <li>• Strive for best practice in Health and Safety at all times</li> </ul>