

# Guidance notes for applying for a post as a Dean

## Discerning a vocation to senior appointments

The selection of people to hold senior office within the Church is a process of discernment of vocation to a particular ministry. Those engaged in ascertaining whether someone is, or is not, the right person to be a Dean are exercising this responsibility on behalf of the wider Church. They are seeking not only competence in doing a job but are charged to recognise that God is calling someone to a specific ministry in this place and at this time. Candidates who are being considered for senior office are engaged in the deeply personal experience of examining their own calling whilst having it tested by the Church. It is hoped that the appointments process will also provide the support and clarity they need.

## Introduction to AAAD Pathways

The Archbishops' Advisers for Appointments and Development use a version of the "Pathways" recruitment system that many dioceses are already using for clergy appointments. This note sets out guidance on how to apply for Dean vacancies via AAAD Pathways.

Whilst we hope that Pathways is as intuitive and self-explanatory as possible, the underlying technology has been designed for use in many different types of organisations. There are therefore some features that do not neatly align with church structures and processes.

These guidance notes will help you to understand what information you need to provide in order to complete your application.

Key things to bear in mind:

- You will need internet access to complete your application.
- You may want to **draft your responses to the longer text box questions in Word (or similar) and then cut & paste the text into the online form** to avoid losing your text should your internet connection drop out etc.
- Always click **'Save and Continue'** before moving to the next section
- The online system will close applications **at 23:59 on the night of the closing date**. Please make sure you have submitted your application before this time.

## Creating a Profile

When you apply for a vacancy via Pathways for the first time, you do not need to create a profile before starting your application, as your personal details will be recorded as part of the application process. These profile details will remain on your account to use for future applications and you may update at any time. Please note that if you already have a login for the Church of England Pathways site, you will need to register separately for AAAD Pathways.

The structure of the profile and guidance on what should be included in each section is outlined below.

**Whilst we ask you to provide this information as part of your profile, please note that the appointment panel will not have access to any identifiable information (including your name, career and vocational history) when they are conducting their initial shortlist of applications.**

### 1. Personal Information

#### Title

Select your title from the drop-down box. Please note, you will not be asked to provide your name as this will automatically pull through from when you registered for your AAAD Pathways account.

### 2. Contact Details

#### Mobile Number

Please provide a mobile number you would be happy for us to contact you on to discuss your application.

### **Alternative Telephone Number**

If you have one, please provide another number you would be happy for us to contact you on to discuss your application.

### **Address**

Please provide your home address.

## **3. Career History**

### **Currently engaged with the Church of England?**

If you have a licence or PTO etc from a Bishop in the Church of England, please select Yes.

### **Engagement entity**

If you have selected yes above, please enter "Church Commissioners".

### **Person Unique Number**

Please enter your Personal Unique ID Number that you will have received in a letter asking you to confirm your details for the new People and Pay System.

### **Click 'Add More Career History'**

In this section you are required to provide details of any jobs you have had outside of the Church, including details of any career **before ordination**. You will need to include dates employed, job title, employer and a summary of the roles.

## **4. Vocational History**

In this section you are asked to provide details of ordination dates, and all offices held **since ordination**. Please list your roles in chronological order, starting with your current / most recent appointment.

You will need to include details of the ministries you have undertaken including a description of the responsibilities, major features of the role (e.g. type of area, team ministry, ecumenical and any particular achievements. This is your opportunity to share the challenges and opportunities you have had in your ministry.

You will be asked to include employment addresses for roles which are not parochial or diocesan posts – a town will suffice!

## **5. Further Vocational Information**

Please indicate tasks undertaken for the wider Church, e.g. synodical responsibilities at any level, diocesan committees and working parties served on, ecumenical involvement, work for Church voluntary organisations etc, and how you contributed to progressing their agendas.

## **6. Educational History**

Please provide details of your educational history including the level of qualification, dates studied, university attended, qualification gained, and a title of the course. Please include your ordination training in this section.

## **Application Form**

The next stage of the online application process asks you to answer some specific questions. The appointment panel will use the information that you provide here to decide which candidates to invite to interview.

**Why do you feel called to apply for this role?**

The panel would like to understand what has attracted you to this role and how you have discerned whether to apply. Please write no more than 500 words in this section.

**What gifts, skills and experience would you bring to this role?**

The panel would like to understand how your gifts, skills and experiences relate to the key criteria for this role. Please give examples from your current and previous roles where relevant, and try to write no more than 1500 words.

You may wish to type your answer to this question in Word (or similar) and then “cut and paste” into the online application form.

**Which theological traditions have shaped your ministry and do you feel most at ease with now?****What, if any, specialist areas of expertise have you developed over the course of your ministry?**

*(e.g. liturgy, mission, social responsibility, ecumenism, interfaith etc.)*

**Please indicate any responsibilities you have in the wider community and what you have accomplished in these.**

*Examples of community activities might include school governor, political or community services etc.*

**What training courses and learning/development activities have you completed as part of your continuing ministerial education and development in the last 5 years?**

*e.g. coaching and mentoring, seminars, workshops, formal training etc.*

**What are your wider interests and how have these contributed to your ministry?**

*This might include interests relating to contemporary life, international matters, academic and artistic interests.*

**Have you been in holy orders in the Church of England (or in a church in communion with the Church of England) for at least six years?**

*Canon C21 states that "No person shall be capable of receiving the appointment of dean, provost or canon residentiary until he has been six years complete in holy orders and, in the case of a dean or provost, is in priest's orders at the time of the appointment."*

**Additional questions**

The information provided in the following sections of the application is shared with the Diocesan Bishop, and the Chair and Secretary of the appointment panel.

**If appointed, approximately when would you be able to take up the role?****Are you a member or active supporter of the British National Party or any other political party or organisation whose constitution, policies, objectives, activities or public statements are incompatible with the teaching of the Church of England in relation to the equality of persons or groups of different races?****Are you aware of any police enquiries undertaken following allegations against you, which may have a bearing on your suitability for this post?****Where did you hear about this post?**

### **Diversity monitoring**

The information provided in this section is held in a separate part of the system and is not accessible as raw data. The information you provide will be used for statistical monitoring purposes only and forms no part of the selection process.

### **References**

We do not need any information at this stage. If you are shortlisted for interview, we will ask you for the details of 3 referees and we will also ask your Diocesan Bishop for a reference.

### **Contact details**

If you have any technical questions about completing your application, please call email [aaad.office@churchofengland.org](mailto:aaad.office@churchofengland.org).