

ANGLICAN
COMMUNION
IN OVER 165 COUNTRIES



Appointment of the Secretary General of the Anglican Consultative Council

Candidate Pack

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1. Preamble

The Anglican Communion seeks a new Secretary General to assist the Communion to become even more faithful to and engaged in God's mission of reconciliation. The successful candidate will be a committed Christian, a person of deep faith and prayer, a visionary ambassador for Christ and his Church, a bridge-builder to effect healing amongst the churches of the Anglican Communion, a creative and imaginative thinker, and an inspirational leader who will help to renew the witness and effectiveness of the Communion, its structures, and its programmes. Lay and clergy individuals from a member Church of the Anglican Communion are encouraged to apply.

2. The Role of the Secretary General

Major Responsibilities

The position of Secretary General has two key components: a dynamic leader, and an executive/ manager of a secretariat.

1. As a dynamic leader, the Secretary General has responsibility for:
 - a. facilitating and encouraging conversation, cooperation, and engagement among the Churches of the Anglican Communion, ecumenically with other Christian communities, with inter faith partners, and with leaders in secular society, government, industry, and non-governmental organisations.
 - b. being aligned with the priorities of the Archbishop of Canterbury and his ministry of reconciliation, bridge-building, and the nurturing of relationships among the Churches of the Anglican Communion.
 - c. working with the Archbishop of Canterbury and the Standing Committee, and the Instruments of Communion, as appropriate, to further the distinctive contribution of Anglican Churches around the world, in witnessing to the reconciling love of God in Jesus Christ.

2. As an executive/ manager of a secretariat, the Secretary General has responsibility for:
 - a. providing strategic and inspirational leadership to the professional and international staff of the secretariat as an effective agent and manager of change at a time of rapid development in the Anglican Communion.
 - b. implementing the Inter-Anglican budget. The Secretary General will be required from time to time to play a visible role in collective efforts to raise funds.
 - c. preparing for and administering the meetings of the various inter-Anglican bodies and ensuring the implementation of their decisions.
 - d. facilitating, coordinating and encouraging other important inter-Anglican activities and events.
 - e. providing guidance, planning, organisation and administrative services for the many activities of Christian mission in which Anglicans and ecumenical partners from all parts of the world are engaged.

Skills and experience

1. With over three quarters of the Communion in the Global South, the appointee to the position of Secretary General should have intimate knowledge and direct experience of this region.
2. The appointee must have prior experience and be able to demonstrate expertise in:
 - a. Maintaining highly productive and positive relationships with a range of stakeholder groups, ideally in a multi-cultural and international framework with complex sensitive relationships and policy.
 - b. reconciliation ministry, with a proven track record in this field.
 - c. engendering cooperation among diverse cultures.
 - d. managing, motivating and mentoring staff, who have a broad range of professional backgrounds and expertise, in a pastoral, creative and effective way.
 - e. running the activities of a small high-profile organisation efficiently and within budgets.
3. It is highly desirable that he or she has experience of working internationally, ideally with the Church.
4. The appointee will need to have excellent spoken and written English and ideally fluency in at least one other mainstream language.
5. The appointee will need to be conversant with and articulate about current theological issues.

Personal Qualities

1. The appointee must be deeply rooted in personal prayer and Christian discipleship.
2. He or she will need to have a breadth of vision for what the Anglican Communion could be, together with a dedicated brief to carry forward its work in new and changing ways, and to display a serious interest in the wide range of activities embraced by it. The appointee to the role of Secretary General will be expected to bring his or her personal gifts, skills and experiences to the Anglican Communion in ways that will enable its mission to be forwarded creatively in the life of member Churches.
3. He or she must have a clear perception and appreciation of the significance and value of cross-cultural fellowship within the Anglican Communion and a deep understanding of and commitment to Anglicanism. His or her manner of life must avoid conflicting with the diverse cultures and religious convictions of the Churches in the Communion which he or she is called to serve.
4. The Secretary General will experience many occasions in which personal, pastoral support and understanding will be required. At a time of rapid change and tension in

the life of the Communion, and of political and social upheaval in many of the countries in which the Anglican Communion works, the Secretary General will need to possess qualities of discernment and diplomacy of a high order.

5. Church leaders from contrasting cultures and societies and from different traditions will look to the Secretary General for constructive advice, as a unifying servant of the whole Anglican family.
6. The person chosen must understand and encourage the ecumenical vocation of Anglicanism.
7. It is essential that an effective working relationship is established with the Archbishop of Canterbury and the staff of Lambeth Palace.
8. The Secretary General must be available to travel widely and frequently in the service of the Communion.

3. The Anglican Communion

Deriving from the ancient Celtic and Saxon churches of the British Isles, Anglicanism found its distinctive identity in the sixteenth and seventeenth century Reformation, when Churches in the British Isles separated from the oversight of the Church of Rome. At the time of the American Revolution, an autonomous Episcopal Church was founded in the United States, and later Anglican or Episcopal churches were founded across the globe as a result of the missionary movements of the eighteenth and nineteenth centuries. Many of these were given autonomy as provinces in the course of the nineteenth and twentieth centuries. In South Asia, the United Churches, formed between Anglican and several Protestant traditions, also joined the Anglican Communion, as did Churches elsewhere such as the Spanish Episcopal Reformed Church and the Lusitanian Church of Portugal.

Today the Anglican Communion consists of an estimated 85 million Christians who are members of 34 provinces, four United Churches, and six other churches, spread across the globe.

Structure, Governance and Management

The Churches of the Anglican Communion have traditionally expressed their common life through the Archbishop of Canterbury, the Lambeth Conference, the Anglican Consultative Council, and the Primates' Meeting.

- **The Archbishop of Canterbury:** The Churches and provinces are all in communion with the See of Canterbury in the Church of England, and thus the Archbishop of Canterbury in his person and ministry is the unique focus of Anglican unity. He calls the Lambeth Conference and Primates' Meeting, and is President of the Anglican Consultative Council. The 105th Archbishop of Canterbury in succession to St Augustine, The Most Revd and Rt Hon Justin Welby, was enthroned in March 2013.
- **The Lambeth Conference:** Every ten years or so, the Archbishop of Canterbury invites the bishops of the Anglican Communion to join with him in prayer, study and discernment. In recent decades this has been at Canterbury Cathedral and the campus of the University of Kent. Over 650 bishops were welcomed to the last Lambeth Conference in 2008.
- **The Anglican Consultative Council:** In 1968 the bishops of the Lambeth Conference requested the establishment of a body representative of all sections of the Churches (bishops, clergy and laity) to coordinate international Anglican ecumenical and mission work. With the consent of the legislative bodies of all the provinces, the Anglican Consultative Council (ACC) first met in 1971, and has met regularly since.
- **The Primates' Meeting:** Since 1979 the Archbishop of Canterbury has invited the primates (ie the presiding bishop, archbishop or moderator) of the 34 provinces and four United Churches to join him in regular meetings for consultation, prayer and reflection on theological, social and international matters.

The ACC is an incorporated body, registered both as a company and as a charity in England. Its governing *Constitution* consists of its company articles, in which the member Churches of the Anglican Communion are listed. The ACC exercises functions on behalf of the Archbishop and other Instruments as well as on its own initiative, employing staff at the Anglican Communion Office and the holding funds.

Both the ACC and the Primates' Meeting elect a standing committee from among their own number. In a recent change to the Constitution of the ACC, and in an effort to draw the Instruments closer together and strengthen the common life of the Communion, the members of the Primates' Standing Committee were made *ex-officio* members of ACC and of its Standing Committee. This Standing Committee meets annually, and its members are the trustees of the ACC.

The Anglican Communion Office, based at St Andrew's House in London (near Paddington Railway Station), is the permanent secretariat for the Instruments of Communion. The staff, who come from six continents, facilitate worldwide collaboration, sharing and dialogue for effective church mission to build a Christ-centred Anglican Communion founded on friendship, respect and a common life.

The secretariat is heavily involved in organising meetings of the conciliar Instruments of Communion, as well as organising and supporting the Commissions, working parties and Networks of the Communion as appropriate. Funding comes from the Inter-Anglican budget to which all member Churches contribute according to their means, from the Compass Rose Society, and other charities and foundations. Member Churches are also invited to contribute to special projects, such as the Personal Emergencies Fund and various other projects and emergencies that arise.

Responding to requests from the Standing Committee and the Instruments of Communion, the office is currently organised into eight areas – The Secretary General's Office, Communications, Unity, Faith and Order, Finance and Administration, Mission, Continuing Indaba, and the Anglican Communion Office at the United Nations. A recent initiative arising from a request from the Lambeth Conference 2008 is the development of the Anglican Alliance – Development, Relief and Advocacy. The Alliance is separately organised with its own management structure and occupies office space at St Andrew's House. It shares many facilities with the Anglican Communion Office and staff from both work seamlessly together.

The Secretary General of the Anglican Communion leads the Anglican Communion Office and serves as secretary and executive officer to the ACC and the Standing Committee, and normally serves by invitation as secretary and executive officer of the Primates' Meeting and the Lambeth Conference. A close working relationship with the Archbishop of Canterbury is essential. The Secretary General also represents the Anglican Communion to other churches, such as the Roman Catholic, Orthodox, Methodist, Lutheran and similar global church bodies, to ecumenical bodies such as the World Council of Churches, and to political institutions such as the United Nations. The Secretary General undertakes a programme of visits each year to the member Churches of the Communion (often to attend synods and conventions), to meet with their leadership, and address issues of mutual interest and concern.

4. Terms and conditions of employment

The principal provisions can be summarised thus (more details and particulars of employment will be supplied in accordance with employment legislation):

a. Remuneration

The salary shall be related to the scales used by the Archbishop's Council in the Church of England and shall be commensurate to the salary of senior staff members.

b. Pension Provision

There is a defined contribution scheme run by the Church of England Pensions Board. The employer contribution rate is 10%.

c. Housing

Assistance with accommodation or a housing allowance will be paid.

d. Length of Agreement

This appointment is made on an open-ended basis and consistent with the brief. Initial expectation is that the appointment will be for not less than five years

e. Notice Period

The probationary period will be six months. During the probationary period, the notice period will be one month. After the successful completion of the probationary period, the notice period will be three months.

f. Relocation Allowance

A relocation allowance will be negotiated and payable on appointment.

g. Leave Entitlement

The Secretary General shall be entitled to 30 working days leave per annum together with a further three privilege days; normally Christmas Eve, Maundy Thursday and Ascension Day. Professional competence and skills training will be arranged in discussion with the Standing Committee.

h. Location of Role

The post is based in London.

i. Accountability

The Secretary General is employed by the Anglican Consultative Council and will thus maintain regular contact with the Chairman and Vice Chairman of that body. The person appointed will be expected to serve all the Instruments of Communion and make regular reports to the Archbishop of Canterbury, the Standing Committee of the Anglican Consultative Council and the full meetings of the Anglican Consultative Council.

j. Travel

The ACC will reimburse all reasonable travel and accommodation costs while on ACC business. Flights are paid at economy rates.

5. The Appointment Process

Section 17 of the Articles of Association of the Anglican Consultative Council reads:

“Secretary-General

17.1 The Standing Committee, with the consent of the President, shall appoint the Secretary-General of the Anglican Communion for such term, at such remuneration and upon such conditions as they may think fit; and any Secretary-General so appointed may be removed by them.

17.2 Subject to the provisions of the Companies Act, the Secretary-General shall be the secretary of the company.

17.3 The Secretary-General shall be available to serve as Secretary, as the President shall require, at meetings of the Primates and the Lambeth Conference.

17.4 The Secretary-General not being a member of the Council shall nevertheless be entitled to attend all meetings of the Council and its Standing Committee unless otherwise directed by the Standing Committee.”

Appointment Process

The term of the current Secretary General finishes on 31 December 2014.

1. Direct applications are invited from suitably qualified candidates. The post is being advertised in appropriate press, social media and ACC publicity. In addition, nominations are encouraged from primates, provincial secretaries, bishops, clergy and lay leaders in the churches of the Anglican Communion.
2. Applications need to include a full CV together with an accompanying letter explaining what candidates believe they would bring to the role. A letter of support from a primate or senior bishop of the candidate’s Church to accompany the application is desirable, but not essential.
3. Applications for the position close as at **Wednesday 21 January 2015**.
4. Applications are to be sent to Mr Timothy Trimble, Director for Finance and Administration, at the Anglican Communion Office, St Andrew’s House, 16 Tavistock Crescent, London W11 1AP, United Kingdom, or by email to applications@anglicancommunion.org
5. Queries or requests for further information should be directed to Mr Timothy Trimble via the telephone +44 (0)207 313 3901 or via email applications@anglicancommunion.org

6. Receipt of applications will be acknowledged by Mr Timothy Trimble, normally via email.
7. Short-listed candidates will be notified in due course and required to be in London from 25–27 March 2015 for interviews with expenses paid according to Anglican Communion Office policies.
8. The appointment of the selected candidate will be conditional upon receipt of criminal record and medical checks of an appropriate nature, and suitable references from previous employers or other senior referees.
9. The appointee should be available to take up the role as soon as possible and no later than July 2015.