

Leading and co-ordinating Stepwise within a synod



Aim: Effective take up of Stepwise across a synod

Support from Church House: The Stepwise Programme Manager and Programme Assistant will be available to assist in all this, as necessary for each synod

How it's done: Synods may prefer to have a team of people fulfilling this role between them, or may find that it works well to assign one person to take the lead on the role. This is up to the synod, according to their context and circumstances.

A. Coordination

1. Liaise with *Stepwise* Programme Manager and *Walking the Way* Project Manager to keep up to date with core values, information, and key messages
2. Liaise with synod officers (training, mission, development, children & youth, lay preaching, pastoral care, ecumenism, public issues)
3. Liaise closely with synod *Walking the Way* advocate (if the synod has this)

B. Promotion

1. Publicise Stepwise in synod events and websites
2. Encourage a profile for Stepwise with local churches
3. Guide local churches in Stepwise processes, particularly the church's role in supporting Stepwise participants

C. Support

1. Seek out Stepwise facilitators and encourage their registration with the Stepwise Programme Assistant
2. Seek out Stepwise mentors and encourage their registration with the Stepwise Programme Assistant
3. Be involved with orientation, equipping and appointment of facilitators and mentors.
4. Organise cross-synod gathered Stepwise events when appropriate
5. Develop and promote ways in which the gains that participants make through Stepwise can be given recognition within the Synod and its church communities.

D. Administration

1. Encourage potential Stepwise participants to register online
2. Receive contact details of registered participants from the Stepwise Programme Assistant
3. Work with Stepwise facilitators and synod officers to form feasible Stepwise learning groups
4. Help participants to find mentors
5. Manage synod recognition of participants' progress towards specific roles identified by the synod, where relevant.

Person/Team Specification

1. Appreciation and passion for discipleship development and mission
2. Enthusiastic about supporting inter- generational learning
3. Discerning, with skill in identifying facilitators and encouraging participants
4. Committed to the United Reformed Church and working ecumenically
5. Understanding of missional discipleship
6. Administrative capacity