

**Role Description**

**1 Details of post**

Role title (as on licence):

Name of Parish/Benefice:

Archdeaconry:

Deanery:

Initial point of contact on terms of service: Archdeacon of

**2 Role Purpose**

**General**

* To share with the Bishop the cure of souls in this place and to attend to our life in Christ through Word and Sacrament and pastoral care.
* To encourage people to know, love, follow Jesus, and to grow as his disciples in worship and witness to the truth of the gospel.
* To nurture numerical and spiritual growth, re-imagining ministry, and contributing to the common good, through leadership, collaboration and example.
* To have regard for the vocation and responsibilities of the clergy as described in the Canons, the Ordinal, the Clergy Discipline Measure, the Code of Professional Conduct for the Clergy, the Declaration of Consent and other relevant legislation.

**Specific**

*This section will relate to the tasks and challenges that are specific to the parish concerned*, *and describes the key areas in which responsibility must be taken in order to fulfil the overall purpose of the role and address its key challenges.*

*This may include some of the following, and there will be others which arise specifically from local circumstances. There should be no more than 8.*

* To co-operate with the PCC in the whole mission of the church, which is spiritual, legal, financial, Synodical, pastoral and missionary
* To support and lead the parish(es) to contribute to and enhance the mission of the Diocese and the wider Church
* To encourage and enable clergy and lay colleagues, churchwardens, PCC, parish staff and volunteers, to participate fully in planning and decision making, tasks and activities to ensure that gifts and talents are identified and used effectively
* To oversee the planning, organisation and conduct of worship, making appropriate use of available resources to give glory to God and to nurture the faith of all within the life of the Church
* To inspire, motivate and empower all members of the Church in their own discipleship, and use and develop classes and courses
* To identify pastoral care needs within the parishes’ communities and ensure appropriate structures and people are in place to provide the necessary support
* To nurture and develop relationships with all local schools and in particular to ensure the fulfilment of key responsibilities towards the Church of England School(s) in the Parish
* To nurture and develop relationships with community groups and other Christian communities within the parish as appropriate
* To support discussions within the deanery in the light of future plans for pastoral reorganisation
* To make full use of resources and buildings in order to develop the mission and outreach of the parish(es)
* To be open to all people and discover ways to draw those on the margins of the church and the community into the life of the church
* To build a greater sense of unity, common purpose and cooperation between the parishes in the benefice
* In cooperation with the churchwardens and the PCC ensure that Church property, buildings and churchyards that are in the parish (es) care are well looked after and maintained and take appropriate action to resolve any unsafe and dangerous situations
* To oversee preparation for confirmation, marriage and baptism
* To develop your own faith and that of those within the congregation through regular worship, prayer, reflection and study
* To make time for yourself and God, and for yourself and your family
* To maintain a balanced and healthy life style by attending to personal physical and spiritual wellbeing and needs

**3 Key contacts**

*This list contains many suggestions. They will not all be relevant to each Role Description, and there may be others which will need to be added according to local circumstances.*

**Diocesan and Deanery:**

* The Bishop and Archdeacon
* The Diocesan Secretary
* Diocesan Staff and the Frameworks
* The Rural Dean, Lay Chair, Deanery Chapter and Deanery Synod
* The Cathedral and its staff
* Apostolic Life Director

**Other Ministers:**

* Ministers of other denominations
* Licensed and authorised colleagues

**Parish/Community:**

* The churchwardens, treasurers and PCC and/or DCC members of the parish (es)
* The Parish Safeguarding Adviser
* Employees of the PCC/DCC and lay volunteers
* Local ecumenical relationships (eg. Churches Together)
* Any schools within the benefice including Church of England schools, Church affliated schools and community schools
* Any children and Youth Work leaders and volunteers
* Any commercial, local institutions or community organisations as appropriate
* The Mayor
* Hospitals, Residential Care Homes
* Prisons
* Charities/Trusts
* Friends of the Parish Church

**4 Role context and any other relevant information**

* Any parish plans: church and community
* The deanery plan
* Diocesan context

**5 Benefice summary**:

Parishes:

Patrons:

Licensed Ministers:

Employees

Number of PCCs/DCCs

Number of Churchwardens:

Buildings – to include churches with listings, church halls, parsonage house:

Churchyards – to note whether open or closed:

Average Sunday Attendance:

Number of occasional offices per annum:

Weddings

Funerals

Baptisms

Parish Share:

Resolutions if passed:

Church tradition:

Pastoral Reorganisation:

Population:

Schools:

Outreach/service to the wider community by the parish:

Business element (e.g. major building project or hall used by variety of tenants)

Anything else to note, eg number of residential homes, significant local industry, sector ministries.

Signed by Bishop/Archdeacon

Date

Signed by Officeholder

Date

*This role description will be reviewed by the Archdeacon and Officeholder 6 months after the commencement of the appointment and at each subsequent Ministerial Development Review.*