

Incumbent of Kirkheaton

ROLE DESCRIPTION & PERSON SPECIFICATION

Details of post

Role title:	Incumbent of Kirkheaton
Episcopal area:	Huddersfield
Archdeaconry:	Archdeaconry of Halifax
Deanery:	Almondbury & Kirkburton
Initial point of contact on terms of service:	Archdeacon of Halifax
Terms of Service:	Full Time Stipendiary

The main purposes of the role is to share in “*building confident Christians, growing churches and transforming communities*” in line with the Diocesan vision.

KEY MISSION TASKS

The key tasks include:

- Grow the church in numbers through intentional evangelism.
- Grow the church in discipleship through teaching and learning.
- Grow the church in impact through community links.

ARCHDEACON’S COMMENTS

Our vision as the Diocese is about confident clergy equipping confident Christians to live and tell the good news of Jesus Christ. For all our appointments we are seeking clergy who have a joyful and confident faith which has inspired a track record of church growth.

This lively evangelical parish (population c.15000) is on the outskirts of Huddersfield in West Yorkshire. St John’s Church has a usual Sunday attendance of around 100 adults. The daughter church of St Bartholomew in the neighbouring village of Grange Moor has a congregation in the low teens. In addition to Sunday worship, the churches have regular contact with approximately 150 additional people during each month through mid-week events.

The parish has a clear vision for mission, and is looking for someone who is committed to biblical preaching and witness under the direction of the Holy Spirit.

All new appointees in the Diocese are required to undertake:

- (i) the diocesan induction programme which includes diocesan training for safeguarding children and vulnerable adults,
- (ii) a course on presence and engagement in the context of other faiths, and
- (iii) the residential “*Leading Your Church into Growth*” course (LYCiG).

The accommodation offered will be the parsonage house: The Rectory, Church Lane, Kirkheaton, Huddersfield, West Yorkshire, HD5 0BH

Informal conversation about the post can be arranged with the Archdeacon, Ven Bill Braviner. To arrange this, please email archdeacon.halifax@leeds.anglican.org

GENERAL RESPONSIBILITIES

- a) To share with the Bishop both in the cure of souls and in responsibility, under God, for transforming lives, congregations and communities in these parishes in line with the current priorities established by the bishop.
- b) To be a spiritual leader in both parishes, having regard to the calling and responsibilities of the clergy as described in the Canons, the Ordinal, the Code of Professional Conduct for the Clergy and other relevant legislation.
- c) To collaborate within the deanery in mission and ministry and in such reshaping of ministry as resources and opportunities may require.
- d) To work with the PCCs towards the development of the local church in line with each parish’s vision and goals of the Diocesan strategy (see appendix 1).
- e) To build on each church’s passion for drawing people into a life of faith and hope, so that these parishes may be a place and community of Christian hope, spirituality and discovery.
- f) To seek ecumenical cooperation wherever possible.
- g) To gain a good working understanding of the Diocese and the support it provides.
- h) To encourage Christian stewardship of people’s time, money and abilities so that the ministry of the church is strengthened and enabled.
- i) Whilst maintaining a distinctively Christian witness, to make new positive links and develop the existing links with community and external organisations based in the parish, so that full use is made of opportunities for outreach and service to the community.

SPECIFIC RESPONSIBILITIES

- a) To offer passionate leadership in mission and evangelism, seeing new people come to faith in Jesus Christ whilst encouraging and challenging the congregation to grow in faith and commitment.
- b) To offer a flexible and dynamic approach, enabling the congregations to maintain a balance between traditional, contemporary and alternative worship for people of every generation.
- c) Encourage and enable the churches to further develop excellent work with children and young people.
- d) To offer pastoral sensitivity to congregants and the people of the parish.

- e) To support and grow pastoral ministry teams.
- f) To embody a commitment to working collaboratively and team building.
- g) To inspire a creative and strategic approach to ministry and mission in order to help us be effective in serving our three communities at Kirkheaton, Dalton and Grange Moor

PERSON SPECIFICATION

EXPERIENCE

- a) Ordained priest and serving in the Church of England for at least three years.
- b) Satisfactorily completed Initial Ministerial Education 1-7.
- c) Relevant experience of typical range of duties of priest in Church of England parish ministry.
- d) Relevant experience of working outside or beyond the Church before or since ordination.
- e) Proven track record of demonstrating the skills and abilities listed below.

FAITH

- a) Confident in their own faith and secure in their identity as a Christian leader.
- b) Able to access appropriate resources to sustain and refresh their own faith and spiritual life.
- c) Practicing good self-care (spiritually, emotionally, socially, mentally and physically) so as to stay fresh and be a positive role-model for others.
- d) Resilient
- e) Committed to praying for the church, alone and with others, to discern what God is saying and doing.

PERSONAL CIRCUMSTANCES

- a) Able to live in and work from the accommodation provided with the post, subject to any reasonable adaptations required for special needs.
- b) Able to use own transport or workable alternative for the duties of the post.
- c) Able to confirm that he/she is living in accordance with the Code of Professional Conduct for the Clergy.

LEADERSHIP

- a) Committed to and skilled in delivering leadership which empowers others and enables the ministries of others to thrive.
- b) Effective in creating, communicating and delivering inspiring vision in collaboration with members of the congregation, and in developing appropriate strategy, attainable objectives and clear action steps to achieve it in reliance on God in prayer.
- c) Skilled at leading and managing change.
- d) Able to apply situational leadership to a variety of contexts.
- e) Able to handle conflict calmly, creatively and effectively to promote reconciliation and improved collaboration.
- f) Committed to personal ministerial development and keeping abreast of appropriate ministerial education.

GROWTH

- a) Committed to and skilled in delivering numerical church growth, using the insights of LYCiG and other appropriate material.
- b) Able to give pastoral care to others in such a way as to promote their spiritual and emotional growth as active ministers and interdependent members of the Body of Christ.
- c) Able to support others to minister as Christians through their work in paid employment, voluntary work, family and neighbourhood.
- d) Skilled at developing a culture of invitation and welcome in the church.

EVERY-MEMBER MINISTRY

- a) Committed to and skilled in enabling the ministries of every member of the church to grow;
- b) Keen to involve a wide variety of people in carrying out the worship, fellowship and outreach of the church.
- c) Skilled in delegating and sharing responsibilities.
- d) Able to offer effective supervision and feedback to those undertaking roles in ministry.
- e) Enthusiastic and effective in working with and through teams.
- f) Able to promote mutual pastoral care between members.
- g) Able to enjoy the flourishing of the ministries of others.

TEACHING

- a) Personally committed to preaching and teaching the doctrine of the Church of England.
- b) Skilled in preaching which is inspiring, challenging and engaging to hearers.
- c) Able to teach the Christian faith and to expound and apply Scripture in a wide variety of contexts.
- d) Familiar with and able to use well a wide range of communication techniques.
- e) Able to promote the teaching of the faith through small groups and individual study.

WORSHIP

- a) Skilled at leading liturgy that is both glorifying to God and edifying to people.
- b) Able to collaborate effectively with other lay and clergy leaders and with musicians and others who contribute to liturgy.
- c) Demonstrating practical knowledge of the variety of forms of worship which are authorised or allowed by Canon.
- d) Able to identify, devise and implement patterns of worship that will be appropriate for a wide variety of people, including all ages, and those not yet familiar with Christian faith.

PRACTICAL

- a) Able to lead the parish's stewardship of time, money and energy by example and teaching.
- b) Able to oversee the parish's responsibilities for buildings and finances.
- c) Computer-literate and adept at using appropriate IT.
- d) Able to communicate effectively, including by email, and to respond promptly and efficiently to communication.
- e) Competent at personal and parochial administration.
- f) Skilled at prioritising and managing workload.

KEY WORKING RELATIONSHIPS

The Bishop of Leeds
The Bishop of Huddersfield (with responsibility for the Huddersfield Episcopal Area)
The Archdeacon of Halifax
The Area Dean and Lay Chair
The Deanery Synod and Clergy Chapter
The Diocesan Office team
The Diocesan Mission and Ministry Team
Clergy and lay colleagues
Churchwardens
The Parochial Church Council
Ecumenical partners
Interfaith leaders
Local community partners including schools.

*Role Description and Person Specification signed off by the Ven. Bill Braviner, Archdeacon of Halifax
October 2025*

THE DIOCEAN STRATEGY: FIVE STRATEGY GOALS

Goal 1: Thriving as a distinctive diocese whose culture is shaped by a shared vision and values

“Speaking the truth in love, we will grow to become in every respect the mature body of him who is the head, that is, Christ”. Ephesians 4:15 (NIV)

- a) With Christ as our model for “Loving, Living and Learning”, to be energised by what it means to be part of the Diocese of Leeds and to see the diocese as “us” rather than “them”: a body of maturing Christians with a shared story to tell and a distinctive part to play.
- b) To be committed to the safeguarding, care and nurture of everyone within our community, and to God’s creation.
- c) To work as part of a diocese that, because of its scale, is making a unique contribution to building the Kingdom of God, while operating at a local level in every parish and episcopal area.

Goal 2: Reimagining ministry

“Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, to equip his people for works of service, so that the body of Christ may be built up”. Ephesians 4:11-12 (NIV)

- a) To promote the flourishing of a varied range of models of ministry that are appropriate to context, faithfully yet imaginatively Anglican and financially sustainable.
- b) To work confidently in fruitful clergy/lay partnerships
- c) To actively promote the numerical growth of the church in your care
- d) To work with partners in the local communities to promote evident signs of transformation.

Goal 3: Nurturing lay discipleship

“Whatever you do, work at it with all your heart, as working for the Lord, not for human masters”. Colossians 3:23 (NIV)

- a) To enable all members of your congregations to mature in their calling as Christians in the whole of their lives and take seriously the five marks of mission¹;
- b) To provide pathways for more people to come to Christian faith, reflected in the number of baptisms and confirmations, including teenagers.
- c) To provide and promote nurture courses for enquirers and those new to faith;
- d) To promote small group participation as the norm for mutual pastoral care, Bible study, growth in faith, and outreach;
- e) To encourage and enable people to express their Christian faith confidently outside church;
- f) To promote the prayer life of the church and individuals to underpin all the above.

¹ To proclaim the Good News of the Kingdom. To teach, baptise and nurture new believers. To respond to human need by loving service. To seek to transform unjust structures of society, to challenge violence of every kind and to pursue peace and reconciliation. To strive to safeguard the integrity of creation and sustain and renew the life of the earth.

Goal 4: Building leadership pathways

“You have heard me teach things that have been confirmed by many reliable witnesses. Now teach these truths to other trustworthy people who will be able to pass them on to others”. 2 Timothy 2:2 (NLT)

- a) To share with the Diocese in identifying, discerning, recruiting, training and continuously developing lay and ordained leaders, from informal exploration to accreditation.
- b) To take responsibility for your own vocational development, and to encourage others to do so, making use of diverse opportunities.
- c) To develop and promote the leadership potential of people of all ages.

Goal 5: Growing young people as Christians

*“Jesus grew in wisdom and in stature and in favour with God and all the people”.
Luke 2:52(NLT)*

- a) To create a welcoming, enriching and safe worshipping community for children and young people.
- b) To provide a supportive context for them to mature in Christian faith and to live out that faith in practice.
- c) To provide opportunities for every child in the schools in the parish to encounter Christ and the Christian faith in a way which enhances their lives.