

DRAFT ROLE DESCRIPTION

SECTION ONE: DETAILS OF POST

Role title:	Vicar
Type of Role:	Full time stipendiary
Name of benefice:	Reading St Matthew
Episcopal area:	Oxford
Deanery:	Reading
Archdeaconry:	Berkshire
Conditions of Service:	Please refer to Statements of Particulars document issued in conjunction with this role description
Key contact:	Archdeacon of Berkshire
Clergy Terms of Service:	This role falls within the Clergy Terms of Service formally known as Common Tenure. The Archdeacon of Berkshire is the designated person by the Bishop of Oxford to issue the Statement of Particulars for the post holder.
Accountability:	Priests share with the Bishop in the oversight of the Church. Whilst, as an office holder, the individual is expected to lead and prioritise work in line with the purpose of the role, they are encouraged to inform the Archdeacon and Churchwardens about any issues exceptional or otherwise that have the potential to affect ongoing delivery of ministry
Additional Responsibility:	[insert any additional responsibility here; otherwise state N/A]

SECTION TWO: CONTEXT

Wider Context

The Diocese of Oxford serves the mission of the Church in Buckinghamshire, Berkshire and Oxfordshire. The Diocese comprises more than 600 parishes, with over 800 churches, serving a diverse population of more than 2 million people located in all types of settings.

In the last few years a common vision has emerged for the Diocese of Oxford. The vision is based on the qualities described in The Beatitudes and addresses what kind of church we are called to be: a more Christ-like Church for the sake of God's world; contemplative, compassionate, courageous.

Together we have identified five focus areas:

- Serving our schools, children and young people
- Christian formation and discipleship
- Growing new congregations
- Addressing poverty and inequality
- Environmental Action

These are not a description of everything that we do and will not all be reflected in the vision for each parish church, but these priorities are being supported centrally by resources and training.

The diocese is inviting benefices and their clergy to share a vision rather than demanding a response. It wants all its clergy to be motivated by hope rather than being driven by anxiety, and thereby to flourish in their ministry.

It is hoped that clergy appointed into the Archdeaconry of Oxford will want to commit to this vision and encourage their benefices to share in becoming a more Christ-like church for the sake of God's world.

Local Context (including deanery information)

SECTION THREE: ROLE PURPOSE AND KEY RESPONSIBILITIES

General:

- A. To exercise the cure of souls shared with the bishop in *this benefice*¹ in collaboration with colleagues, including the praying of the Daily Office, the administration of the sacraments and preaching
- B. To have 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 including
 - bringing the grace and truth of Christ to this generation and making him known to those in your care
 - instructing the parishioners in the Christian faith
 - preparing candidates for baptism and confirmation
 - diligently visiting the parishioners of the benefice, particularly those who are sick and infirm
 - providing spiritual counsel and advice
 - consulting with the Parochial Church Council on matters of general concern and importance to the benefice
 - bringing the needs of the world before God in intercession
 - calling your hearers to repentance *and declaring in Christ's name the absolution and forgiveness of their sins*²
 - *blessing people in God's name*³
 - preparing people for their death
 - discerning and fostering the gifts of all God's people
 - being faithful in prayer, expectant and watchful for the signs of God's presence, as he reveals his kingdom among us
- C. To share in the wider work of the deanery and diocese as appropriate, for the building up of the whole Body of Christ

¹ This may need adaptation to Team or post, depending on circumstances

² This may need deleting for Deacons

Key responsibilities specific to the local situation

- Exercising visionary leadership so that through prayerful discernment, planning, example and collaboration our missional calling to those in Southcote remains a priority
- Encourage and empower those in our church so that the significant gifts, skills, experience already in place or which might be developed are used well
- Build on the foundation of our existing outreach activities, community links and partnerships that contribute to the vision for our communities
- Help us to draw in members of our wide 'fringe' so as to disciple them
- Help us to travel to where God may be leading us next

Other responsibilities

- Participate in the Bishop's Ministerial Development Review scheme and engage in Continuing Ministerial Development.
- The Diocese is committed to a high level of support and training for our clergy. Successful candidates who are taking up posts of first responsibility will be expected to participate in Pastoral Supervision Groups. Further details can be found [HERE](#)
- Take care for their wellbeing including health and safety and building a good repertoire of spiritual and psychological strategies.
- Carry out any other duties and responsibilities as required in line with the benefice needs, prioritising good safeguarding.

SECTION FOUR: BENEFICE SUMMARY

The Benefice of Reading St Matthew

Patron: Bishop of Oxford

PCC: St Matthew, Reading. 12 members (including ex officio)

Churchwardens: Erick Nwanshi, Chris Everett

Ministers:

Benefice paid staff: Lynn Everett, Karen Alderson

Benefice unpaid staff/ volunteers (numbers):

Buildings: Church, Hall, Vicarage.

Churchyard(s): none

Resolution A,B,C: N/A

Church Tradition: Both central and evangelical churchmanship represented: see profile for details.

Pastoral Reorganisation proposals: None proposed. West Reading Deanery Review in progress, for which St Matthew's is a consultee.

For more detailed information, please refer to the Parish Profile.

KEY CONTACTS FOR THE ROLE

Generic and specific to the role

- The PCC
- Deanery Chapter
- Deanery Synod
- Deanery Pastoral Committee

- Churchwardens
- Ministerial Colleagues
- Head teacher(s) of local school(s)
- *[insert any other]*

- Area Dean: Mike Smith with responsibility for West Reading delegated to Liz Ratcliffe, Associate Area Dean
- Area Bishop: Rt Revd Mary Gregory
- Archdeacon: Ven Stephen Pullin
- Associate Archdeacon: Revd Paul Cowan
- PDA (Rhodri Bowen), Discipleship Enabler/Youth Adviser(Kathryn Aboud) and Associate Director of Ordinands (Revd Nicholas Cheeseman)
- Staff at The Diocesan Office with key support responsibilities

This role description is issued alongside and should be read in conjunction with the following documents:

- The Ordinal
- The Canons of the Church of England
- Guidance for the Professional Conduct of Clergy
- Bishop's Licence
- Statement of Particulars issued to the office-holder on successful appointment
- Diocesan Clergy Handbook
- Parish Profile
- Parish Development Plan or Mission Action Plan
- Any objectives discussed and agreed between the post holder and the supervising minister

To be reviewed next on: XX.20XX

Appendix 2

DRAFT Person Specification

*Items which have ** next to them should be included in all Person Specifications.
Think carefully about what is 'essential' (this would exclude some candidates over others)
and what is 'desirable'.*

Character

Someone who is:

- servant hearted,
- outward focussed with a priority for reaching local people
- collaborative, including with those who are from different backgrounds and traditions

and who:

- has a demonstrable heart for evangelism and disciple making
- thrives on teamwork
- loves the Word of God and is faithful to the historic teaching of the church
- encourages and utilizes the gifts of others

Qualifications/Training

Essential

- **Ordained priest within the Church of England, or a Church in communion with it, or a Church whose orders it recognises
- **Have satisfactorily completed Initial Ministerial Education

Desirable

Experience

Essential

- Christlike servant-hearted leadership
- Building up the gifts of a team
- Enabling others in the work of evangelism

Desirable

- work in a secular context
- working in urban communities/estate ministry
- work with children and young people
- partnering with other organisations: both civic and faith-based

Skills and Competencies

Essential

- Strong pastoral abilities, a good listener
- Able to inspire, equip and empower members for ministry
- Confident Biblical communicator
- Recognises the high priority of good Safeguarding practices and promotes these amongst all they work with in accordance with the benefice Safeguarding Policy

Desirable