



House for Duty Priest in Charge of St Michael's Westgate Common, Wakefield

ROLE DESCRIPTION

Role description signed off by Ven Cat Thatcher, Archdeacon of Pontefract

Date: 9th May 2026

To be reviewed 6 months from appointment and 3 yearly thereafter

1 Details of post

Role title (as on licence):	Priest in Charge
Name of benefices:	St Michael's Westgate Common, Wakefield
Episcopal area:	The Episcopal Area of Wakefield
Archdeaconry:	Archdeaconry of Pontefract
Deanery:	Wakefield
Initial point of contact on terms of service:	Archdeacon of Pontefract

2 Role Purpose

Specific

The person appointed will be

1. The priest who will facilitate with the lay leaders of St Michael's the identification and carrying out of God's vision for ministry and mission in the parish.
2. Responsible for growing the church in love, discipleship and numbers, reaching out to the local community to create opportunities for evangelism and mission.
3. The person who, working with others, keeps the bigger horizon in view, and sees St Michael's as an instrument of the Kingdom of God, led by the Holy Spirit to be both servants of the community alongside other agencies whilst also bringing a prophetic voice to the church and

community. This will involve building a strong relationship and regular liaison with Wakefield District City of Sanctuary, who are based in St Michael's church hall.

4. The leader of the ministerial team at St Michael's, which comprises two Churchwardens, the PCC and various lay volunteers.

5. The key link between the church and local schools, leading Collective Worship and welcoming school classes into St Michael's for RE and other lessons as relevant.

General

- To share with the Bishop both in the cure of souls and in responsibility, under God, for "building confident Christians, growing churches and transforming communities";
- 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 safeguarding;
- To build up the Kingdom of God in the parish of St Michael's Westgate Common, and more widely in the Diocese;
- To promote the health of the Church and its growth in numbers, in spiritual commitment and in service to local communities;
- To have regard to and engagement with the Diocesan Strategy as articulated in the various aspects of the Barnabas Programme;
- To undertake any duties that may reasonably be required of the role.

3 Key Working Relationships

- The Bishop of Leeds
- The Bishop of Wakefield (with responsibility for the Wakefield Episcopal Area)
- The Archdeacon of Pontefract
- The Area Dean and Deanery Lay Chair
- The Deanery Synods and Clergy Chapter
- The Diocesan Office team, including the Human Resources Manager
- The Diocesan Mission and Ministry Team
- The Area Clergy Development Officer
- Clergy and lay colleagues
- Churchwardens
- The Parochial Church Council
- Ecumenical partners / Ministers of churches in the area
- Wakefield District City of Sanctuary
- Local community partners including schools.
- Local councillors and other civic leaders
- Head teachers of schools
- Leaders of other religious communities

Supportive

- Clergy Counselling Support

4 Health and Wellbeing

The Diocese of Leeds is committed to promote the wellbeing of our clergy and their households in terms expressed in the Church of England's Covenant for Clergy Care and Wellbeing. We also expect our clergy to manage their time well to ensure that they:

- Balance their time in alignment with the expectations for a House for Duty priest (3 days per week plus Sunday);
- Take their pro rata annual leave allowance each year (six weeks holiday plus Bank Holidays, or time in lieu of Bank Holidays);
- Pay attention to their spiritual wellbeing, including daily prayer and Bible reading, reading / learning in general, quiet days and an annual retreat;
- Build collegial relationships across the Deanery, Episcopal Area and Diocese;
- Engage fully with their annual Ministerial Development Review and Continued Ministerial Development and Education;
- Advise the Area Dean, Archdeacon or Area Bishop as early as possible of any health, stress or anxiety concerns;
- Engage in a continuous learning relationship (eg work mentor, spiritual director, peer group) which supports and encourages their ministry. The Area Bishop or Archdeacon can provide a directory of spiritual directors and mentors should this be required.

The Diocese of Leeds works with Health Assured, our Employee Assistance Programme, in delivering a confidential, professional source of support, including a helpline and counselling services, to its clergy and spouses. Despite the reference to 'Employees', the programme provides services closely suited to the needs of clergy. Details can be seen at <https://www.healthassured.org/>

The HR team at Church House are also available to talk through any issues or questions. For further information, go to the diocesan website: <https://www.leeds.anglican.org/how-we-can-help/supporting-clergy/wellbeing-counselling-and-support-for-clergy/wellbeing-counselling-and-support-for-clergy> or ring this free and confidential helpline: 0800 028 0199.

5 Archdeacon's Comment

Our vision as the Diocese is about confident clergy equipping confident Christians to live and tell the good news of Jesus Christ. For all of our appointments we are seeking clergy who have a joyful and confident faith which has inspired a track record (however defined) of church growth. In return we offer a helpful and creative Diocesan Team, focused within the Barnabas Initiative (<https://leeds.anglican.org/how-we-can-help/barnabas-encouraging-confidence/>), ready to support imaginative ministry in the parish.

This appointment is as a House for Duty Priest in Charge to the parish of St Michael's, Westgate Common, a landmark church on the western approach to the city centre of Wakefield. The parish of St Michael's is a diverse and lively community which is constantly changing. In a small geographical area it encompasses housing, schools and many small businesses. The local population is diverse in terms of cultural, ethnic and social background, and there are a growing

number of refugees and asylum seekers, who are supported by Wakefield District City of Sanctuary, which operates from St Michael's church hall.

There is a particular need to:

- grow the church in discipleship, mission and numbers;
- work with City of Sanctuary both to support their work with refugees and asylum seekers and to make best use of the church and hall buildings;
- develop outreach to the local communities, particularly given the challenges of the church's location in the centre of a roundabout;
- grow the church's worshipping community younger, including through engagement with local schools.

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).

Leading your Church into Growth (LYCiG) and Jesus Shaped People (JSP) are two excellent initiatives born in the Diocese and now adopted in other Dioceses. They have enabled church growth and developed confidence in congregations. Newly appointed clergy are required to book onto a LYCiG conference within 12 months of their appointment, and ideally to attend with some people from their parish. Experienced mentors and training are available to new incumbents to make the most of LYCiG and JSP.

The accommodation offered will be the Vicarage as detailed in the Parish Brochure. Prior visits, if necessary, can be arranged via the Archdeacon's PA. Please contact anne.sparks@leeds.anglican.org