



Interim Vicar of St Stephen's Steeton (0.5 stipend)

ROLE DESCRIPTION

Role description signed off by Ven Dr Andy Jolley, Archdeacon of Bradford

Date: April 2026

To be reviewed 6 months from appointment and 3 yearly thereafter

1 Details of post

Role title (as on licence): **Interim Vicar of St Stephen's. Steeton**

Name of benefices: Steeton

Episcopal area: The Episcopal Area of Bradford

Archdeaconry: Archdeaconry of Bradford

Deanery: Aire and Worth

Initial point of contact on terms of service: Archdeacon of Bradford

2 Role Purpose

Specific

The person appointed will be the senior Anglican priest in Steeton with responsibility for the overall ministerial leadership of a team which includes several clergy with PTO and a Licensed Lay Minister. (S)he will also be the Training Incumbent for any curate deployed to the parish.

There are five specific interim ministry objectives for the incoming interim Priest in Charge:

1. To determine whether it is possible to develop outreach and worship which will attract a younger demographic into St Stephen's (in particular more families and young people) as part of a sustainable 'mixed ecology' of new forms of church and worship alongside traditional ones. This may involve cultivating links with other local churches, both in the Deanery and outside, to seek any assistance required to launch and support new forms of mission and worship until they can be self-sustaining.

2. To build up confident lay ministry from the congregation, developing pathways for greater discipleship and increased lay leadership, and encouraging individuals to develop in their faith and use their gifts and talents. (S)he will therefore need excellent teaching, team building and team leadership skills.
3. To determine whether the parish's finances can be built up sufficiently to sustain the deployment of a half-stipend vicar in future and also be able to maintain the church buildings adequately;
4. To play a visible role in the life of Steeton, alongside the PCC, engaging strategically to help develop a vision both for the village and for St Stephen's role in the village.
5. To help the parish develop and articulate its identity, so it is clear what kind of skills and experience they are seeking in the next incumbent at the end of the Interim Ministry.

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 Stephen's 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 the Diocesan Strategy (see Appendix), including collaborating with others to develop a flourishing children and youth ministry within reach of every young person;
- To undertake any duties that may reasonably be required of the role.

3 Key Working Relationships

- The Bishop of Leeds
- The Bishop of Bradford (with responsibility for the Bradford Episcopal Area)
- The Archdeacon of Bradford
- Clergy and lay leaders of neighbouring parishes
- The Area Dean and Deanery Lay Chair
- The Deanery Synods and Clergy Chapter
- The Diocesan Office team, including the Human Resources Manager and Safeguarding Team
- 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
- Local community partners including schools.

Future

- 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:

- Take a regular day off each week, trying to ensure that this includes the preceding evening and if the weekly day off is compromised for whatsoever reason, to take a day off in lieu;
- Take their full 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://leeds.anglican.org/how-we-can-help/equipping-faith-in-life/ministry-wellbeing/ministry-wellbeing.php> 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 of church growth.

St Stephen's Church is a significant focal point in its local community. Some good work has taken place in recent years to renew and update the church fabric, but there are still some significant maintenance issues to address, particularly with the church hall. It will be important to support those on the PCC who are tackling this responsibility.

The last two incumbencies have been disappointingly short. While they ended well, it was not long enough to see if new developments, such as mission and worship which reaches and nourishes a broader age-range, could be fully effective. This is a key factor behind the decision

to make an Interim Ministry appointment, with a clear and intentional focus on building up the missional and financial sustainability of the parish.

In common with all our Interim Ministry appointments, a monitoring process will be put in place, involving a quarterly meeting with the Archdeacon and a review point at the end of two years at the latest. This will enable a decision to be taken as to whether the arrangement should be extended, made permanent or the appointment reviewed and changed. This will allow the decision to be implemented during the third year of the interim post. The criteria for the review would be based on the five specific objectives listed above.

From the perspective of the Episcopal Area, we see the overarching responsibility of the new priest is to provide clear and enabling leadership, which will foster growth numerically as well as spiritually and in service to their local community. We are therefore seeking an enabling leader, capable of managing the changes needed carefully and sensitively, who can work with the congregation of St Stephen's to reimagine ministry, grow the church (particularly amongst young families), develop confident discipleship, and nurture relationships within the village and local community in creative ways. Especially given the part-time nature of this post, we are seeking a person who can develop others into ministry and leadership alongside them

The Deanery of Aire and Worth is comprised of parishes similar to St Stephen's, many of whom are experimenting with mixing new approaches to worship and mission alongside inherited patterns. The new interim priest-in-charge will therefore find a group of creative and supportive colleagues in the Deanery chapter, all of whom will be deeply familiar with the joys and challenges that each other faces. (S)he will therefore be expected to work with a spirit of generosity in sharing wisdom and insights about ministry within the Deanery of Aire and Worth and across the Episcopal Area.

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 Bradford Episcopal Area 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, 2 Halsteads Way, Steeton, BD20 6SN as detailed in the Parish Brochure. Prior visits, if necessary, can be arranged via the Archdeacon's PA. Please contact carmel.dylak@leeds.anglican.org

APPENDIX: Our Diocesan Strategy

Barnabas Encouraging Confidence

The Diocese of Leeds is committed to building **confident Christians** who are part of **growing churches** and helping to **transform communities**.

As followers of Jesus, we are called to **share the Good News**, serve others and make a positive difference in our communities. To help us do this, we need to be **confident** in our faith, in our churches and in the future.

Over the next 10 years, we are focusing on four key areas:

- **Confidence in our Mission** – Helping churches understand their purpose and make the best use of their buildings, time, and resources.
- **Confidence in our Future** – Ensuring the diocese remains sustainable, effective, and well-prepared for the years ahead.
- **Confidence in our Leadership** – Supporting and equipping everyone who serves in our churches.
- **Confidence in our Witness** – Encouraging and empowering people to share the Good News of Jesus, especially with children and young people.

These **four pillars will guide everything we do from Church House**, helping us work together and support the diocese more effectively.

What is Barnabas: Encouraging Confidence?

Barnabas: Encouraging Confidence is a strategy designed to **support churches in their mission**.

Diocesan teams (and we hope Churches across the diocese) are focused on ensuring their work supports increasing confidence in the 4 areas of mission, future, leadership and witness.

It goes even further through seeking and using additional funding from the national church to provide resources and targeted initiatives which can help churches to **grow, adapt, and thrive**. A dedicated **Barnabas Programme** team will oversee this, working with wider diocesan teams to ensure we get alongside parishes, offering guidance and practical support.

The name **Barnabas** is inspired by the early church leader who encouraged and strengthened others in their faith. In the same way, this strategy aims to **build up** and **equip** churches so they can

move forward with confidence.

As we step forward, we do so with a shared commitment to seeing our churches and communities flourish.

