ROLE DESCRIPTION

Incumbent

Vicar of St Robert of Knaresborough, Pannal and St Michael and All Angels, Beckwithshaw

Role title (as on licence)	Vicar (Incumbent)
Benefice	Pannal and Beckwithshaw
Diocese	Diocese of Leeds
Episcopal area	The Episcopal Area of Ripon
Archdeaconry	Archdeaconry of Richmond and Craven
Deanery	Harrogate
Patrons	Bishop of Leeds and CPAS
Initial contact on terms of service	Archdeacon of Richmond and Craven
Accountable to	The Bishop of Leeds, working with the Bishop of Ripon and Archdeacon of Richmond and Craven
Key working relationships	Churchwardens, PCC, lay leaders, schools, neighbouring clergy, deanery and diocesan colleagues
Housing	The Vicarage, 21 Crimple Meadows, Pannal, Harrogate, HG3 1EL

STATUS OF THIS DRAFT

This revised document incorporates the Diocese of Leeds appointment template and the Archdeacon's appointment-specific requirements. It remains subject to formal sign-off by the Archdeacon of Richmond and Craven and the other required approving bodies.

1. Purpose of the role

- Share with the Bishop in the cure of souls and in responsibility, under God, for building confident Christians, growing churches and transforming communities.
- Have regard to the calling and responsibilities of clergy described in the Canons, the Ordinal, the Code of Professional Conduct for the Clergy and other relevant legislation, including safeguarding.
- Build up the Kingdom of God in the Benefice of Pannal and Beckwithshaw and more widely in the Diocese of Leeds.

- Promote the health of the Church and its growth in numbers, spiritual commitment, biblical knowledge and service to local communities.
- Have regard to the Diocesan Strategy, including collaborating with others to develop flourishing children and youth ministry within reach of every young person.
- Undertake any other duties that may reasonably be required of the role.

To provide prayerful, spiritual, pastoral and missional leadership to the parish, enabling St Michael & All Angels and St Robert of Knaresborough to flourish as two distinctive churches within one shared parish life.

The incumbent will work collaboratively with the churchwardens, PCC, lay leaders and congregations to deepen discipleship, strengthen worship and pastoral care, develop mission within Pannal and Beckwithshaw, and help the two churches grow in trust, shared purpose and mutual support.

The role requires a sustainable balance between ministry within each church and leadership across the whole parish. The incumbent will not be expected to undertake every aspect of ministry personally, but to discern priorities, equip others and encourage the gifts of the whole people of God.

2. Context for the appointment

The appointment follows the retirement of the Revd John Smith and comes at an important stage in the development of the parish. St Robert's and St Michael's have strong individual identities, faithful congregations and extensive relationships within their communities. Their journey as one parish is still developing.

The principal opportunity is to build upon these strengths while helping the parish form a clearer shared vision, deepen Christian discipleship and translate extensive community and school engagement into sustained relationships with the worshipping life of the Church.

- St Robert's serves the larger community of Pannal and is characterised by a rich choral tradition, children and family engagement, and creative community activity.
- St Michael's serves the rural village community of Beckwithshaw and is characterised by close relationships, warm hospitality and strong village and school connections.
- Both churches value faithful Anglican worship, prayer, preaching, pastoral care and community service.
- The parish has strong safeguarding practice and is committed to maintaining a safe, accountable and welcoming culture.
- Key areas for development include one-parish identity, discipleship, teenagers and young adults, lay leadership, stewardship and sustainable ministry.

2.1 Appointment-specific areas of focus

1. Vision and parish integration: work with other leaders to identify God's vision for ministry and mission, building upon existing achievements and nurturing and embedding the recent pastoral reorganisation into a confident single parish.
2. Church growth: nurture growth in spiritual depth, biblical knowledge and numbers, helping people of all ages become confident disciples of Jesus Christ.
3. Public ministry: keep the wider horizon in view, understand the Church as an instrument of God's Kingdom, led by the Holy Spirit to be a servant of the community alongside other agencies and bring an appropriate prophetic Christian voice to Church and community.
4. Resourcing Deanery: work proactively with the Area Bishop, Archdeacon and Area Dean to develop Deanery Synod and Chapter as shared focal points for encouraging, nurturing and sustaining missional engagement across the deanery.

5. Children, families and young people: build upon existing parish ministry and work with the deanery and neighbouring parishes to the south and west of Harrogate, to take a lead in facilitating creative thinking and critical mass to enable smaller churches to minister effectively to young people, specifically, but not limited to, the aim of providing a group aimed at teenagers.

3. Principal responsibilities

3.1 Spiritual leadership and prayer

- Model a mature and authentic Christian faith rooted in prayer, Scripture and the sacramental life of the Church.
- Pray for and with the parish, encouraging prayer to shape worship, discernment, pastoral care and decision-making.
- Help the parish discern God's call and translate its shared vision into clear, realistic and sustainable priorities.
- Exercise ministry with integrity, humility, wisdom and appropriate attention to personal spiritual wellbeing.

3.2 Worship, preaching and teaching

- Lead and oversee public worship and the occasional offices in accordance with the doctrine, liturgy and practice of the Church of England.
- Preside at the Eucharist and conduct baptisms, weddings, funerals and other services across both churches.
- Preach and teach the Christian faith with clarity, warmth and relevance, helping people engage thoughtfully with Scripture.
- Work constructively with choir, organists, musicians, worship leaders and lay participants.
- Value the parish's Anglican and choral traditions while enabling worship to remain welcoming and accessible to different generations and stages of faith.
- Review the parish service pattern collaboratively, ensuring that worship across two churches is spiritually fruitful and sustainable.

3.3 Discipleship and lay ministry

- Develop clearer pathways through which people can explore faith and grow as disciples of Jesus Christ.
- Encourage Bible study, prayer, small groups, confirmation preparation and other opportunities for Christian learning.
- Identify, nurture and release the gifts of lay people in worship, pastoral care, schools, mission, administration and leadership.
- Support existing volunteers, encourage new participation and help prevent ministry becoming dependent upon a small number of people.
- Promote a culture of shared ministry in which clergy and lay people serve collaboratively and with appropriate training and accountability.

3.4 One-parish development and collaborative leadership

- Lead both churches fairly and visibly, building trust and strong relationships across the whole parish.
- Help the congregations develop and own a shared vision while honouring the distinctive character of each church.

- Work closely with the churchwardens and PCC to establish priorities, communicate decisions and support healthy governance.
- Encourage joint worship and shared mission where these strengthen parish life, while recognising where local expression remains valuable.
- Handle difference constructively and support a culture of listening, mutual respect and shared responsibility.

3.5 Mission, evangelism and community engagement

- Help the parish become more confident in sharing the good news of Jesus Christ beyond the existing congregations.
- Build upon established community events and partnerships as opportunities for relationship, hospitality, service and invitation.
- Develop accessible opportunities for people to explore Christian faith.
- Maintain a visible and approachable presence within Pannal and Beckwithshaw.
- Encourage the parish to respond prayerfully and practically to the needs of its communities.
- Sustain and develop ecumenical relationships, particularly with Pannal Methodist Church.

3.6 Children, young people, schools and families

- Nurture the parish's strong relationships with Pannal Community Primary School, Beckwithshaw Community Primary School and St Aidan's Church of England High School.
- Participate appropriately in school worship, assemblies, seasonal activities and pastoral relationships, working alongside lay volunteers.
- Support baptism preparation and follow-up, helping families experience baptism as the beginning of an ongoing relationship with the Church.
- Help develop sustainable worship, discipleship and fellowship for children and families.
- Give particular attention to engagement with teenagers and young adults beyond primary-school age.
- Collaborate with the deanery and neighbouring parishes to develop flourishing children and youth ministry within reach of every young person, including shared provision for teenagers.
- Encourage children and young people to participate actively in the worship, service and decision-making life of the Church.

SCHOOL RESPONSIBILITIES

Confirm the formal relationship with each school, any ex-officio governorships or trustee responsibilities, and the incumbent's role in supplementary admissions before finalising this section.

3.7 Pastoral care

- Offer compassionate pastoral care through the joys, changes and difficulties of life.
- Ensure appropriate support for those experiencing bereavement, illness, isolation, doubt or crisis.
- Maintain pastoral contact arising from baptisms, weddings, funerals, memorial services and community relationships.
- Support ministry in local care settings, including sacramental ministry where appropriate.
- Develop and supervise shared pastoral ministry so that care is not dependent upon the incumbent alone.
- Maintain appropriate boundaries, confidentiality, referral and record-keeping practices.

3.8 Safeguarding

- Promote a culture in which safeguarding is understood as an essential expression of Christian ministry and pastoral care.
- Work closely with the Parish Safeguarding Officer, DBS Officer, churchwardens, PCC and diocesan safeguarding team.
- Comply with Church of England and diocesan safeguarding policies, training and reporting requirements.
- Respond promptly and appropriately to safeguarding concerns and disclosures.
- Support safe recruitment, risk assessment and appropriate supervision of those working with children and vulnerable adults.
- Maintain the parish's commitment to listening to children and creating churches in which every person is valued and protected.

3.9 Governance, administration and communication

- Chair the PCC and other meetings where required, supporting sound governance, prayerful decision-making and clear accountability.
- Work with the churchwardens, officers and administrator to ensure effective planning, communication and record keeping.
- Support compliance with Church of England, charity, data protection, health and safety and other applicable requirements.
- Communicate clearly with both congregations and encourage transparency in parish decisions.
- Use time, meetings and administrative resources wisely, delegating appropriately.

3.10 Stewardship, finance, buildings and churchyards

- Work with the PCC and treasurer to promote Christian stewardship of money, time and gifts.
- Support responsible budgeting, Parish Share commitments and the long-term financial sustainability of the parish.
- Encourage generosity without allowing fundraising to displace worship, discipleship and mission.
- Work with the churchwardens and fabric teams in the care, maintenance and development of both church buildings and associated facilities.
- Support appropriate use of the buildings for worship, mission, hospitality and community benefit.
- Contribute to the oversight of churchyards and statutory processes, while ensuring responsibilities are properly shared.

3.11 Wider Church responsibilities

- Participate actively in Harrogate Deanery Chapter, Deanery Synod and the wider life of the Ripon Episcopal Area and Diocese of Leeds.
- Contribute proactively to the Resourcing Deanery in collaboration with lay and ordained colleagues.
- Work with the Area Bishop, Archdeacon, Area Dean, Assistant Area Dean and Deanery Lay Chair to encourage and sustain mission across the deanery.
- Build constructive relationships with neighbouring clergy and churches.
- Contribute to the mission and ministry of the deanery and Diocese of Leeds.
- Undertake any agreed wider responsibilities consistent with the Statement of Particulars and a sustainable pattern of parish ministry.

4. Working collaboratively

The incumbent will work collaboratively with the churchwardens, PCC and officers, lay leaders and volunteers, schools, choir and musicians, parish administrator and other clergy, sharing responsibility for spiritual leadership, worship, pastoral care, safeguarding, governance, finance, buildings, communication and mission. They will also sustain constructive relationships with the Bishop of Leeds, Bishop of Ripon, Archdeacon, deanery and diocesan colleagues, neighbouring churches, ecumenical partners and community leaders, equipping others, delegating appropriately and ensuring that ministry across the parish is shared, accountable and sustainable.

5. Priorities for the first phase of ministry

These are proposed priorities for discernment rather than a fixed programme. They should be reviewed with the appointed priest, PCC and diocese after an appropriate period of listening and relationship-building.

- Listen carefully to both congregations and communities, building trust and understanding the history, gifts and concerns of each church.
- Review the current service pattern, pastoral demands and administrative arrangements to establish a healthy and sustainable rhythm of ministry.
- Help the PCC and congregations clarify a shared vision and a small number of achievable parish priorities.
- Strengthen prayer, discipleship and opportunities for people to explore Christian faith.
- Review ministry with children, schools and families, with particular attention to pathways beyond primary-school age.
- Identify and encourage lay leaders who can share responsibility for worship, pastoral care, mission and parish life.

6. Support, development and wellbeing

- The incumbent will participate in Ministerial Development Review, continuing ministerial development and required diocesan training.
- Maintain daily prayer and Bible reading, continuing learning, quiet days and an annual retreat, with an appropriate spiritual director, mentor or peer group.
- Take a regular weekly day off, normally including the preceding evening, and take a day in lieu whenever that rest period is unavoidably compromised.
- Take the full annual leave allowance of six weeks plus Bank Holidays, or time off in lieu of Bank Holidays.
- Build collegial relationships across Harrogate Deanery, the Ripon Episcopal Area and the Diocese of Leeds.
- Participate fully in annual Ministerial Development Review and Continuing Ministerial Development and Education.
- Advise the Area Dean, Archdeacon or Area Bishop at an early stage about any health, stress or anxiety concerns.
- The churchwardens and PCC will work with the incumbent to review workload, priorities and the practical support available.
- Professional expenses will be reimbursed in accordance with diocesan and parish policy.

The Diocese of Leeds provides confidential professional support for clergy and spouses through Health Assured, its Employee Assistance Programme, including a helpline and counselling services. The Church House HR team and Clergy Counselling Support are also available. Current contact details should be confirmed at the point of publication.

PRACTICAL SUPPORT TO CONFIRM

Insert arrangements for administrative support, working expenses, office equipment, telephone, mileage, removal, housing and any diocesan accompaniment during the first year.

7. Required induction and training

- The Diocese of Leeds induction programme, including diocesan safeguarding training for children and vulnerable adults.
- Training on Presence and Engagement in the context of other faiths.
- The residential Leading Your Church into Growth course (LYCIG), to be booked within 12 months of appointment and ideally attended with parish representatives.
- Rural ministry training and participation in the Ripon Cathedral Rural Ministry Forum, as encouraged by the Diocese.
- Introduction to Resourcing Deaneries within the Ripon Episcopal Area.

8. Review and variation

This role description describes the principal responsibilities of the appointment but is not intended to be an exhaustive list of every task. Ministry will develop in response to prayer, changing circumstances and the gifts of the appointed priest and parish.

Any substantial change should be discussed with the incumbent, churchwardens, PCC and relevant diocesan officers and should remain consistent with the Statement of Particulars, Common Tenure and the Canons and policies of the Church of England.

9. Diocesan strategic context

The Diocese of Leeds is committed to building confident Christians who are part of growing churches and helping to transform communities with the good news of Jesus Christ. For all of our appointments we are seeking clergy who have a joyful and confident faith, inspired to encourage spiritual and numerical church growth.

Encouraging Confidence strategy focuses on four connected priorities:

- Confidence in Mission: helping churches understand their purpose and make the best use of buildings, time and resources.
- Confidence in the Future: supporting sustainable, effective and well-prepared churches.
- Confidence in Leadership: equipping and encouraging all who serve.
- Confidence in Witness: empowering people to share the Good News of Jesus, especially with children and young people.

10. Approval and Archdeacon's sign-off

Approved by PCC	8 October 2026
Approved by patrons/diocese	10 October 2026
Incumbent	[INSERT name and date following appointment]
Review date	[INSERT]
Version	Revised diocesan-aligned draft • October 2026

Role description signed off by	The Ven Dr James Theodosius, Archdeacon of Richmond and Craven
Signature	
Date	

One Parish. Two Churches. One Shared Future in Christ.