Role Description

Section 1 – Details of the post

Name of office holder	
Role title (as on licence)	Priest-in-Charge
Name of benefice/parish	Benefice of Axbridge, Shipham & Rowberrow with The United Parish of Crook Peak
Deanery	Axbridge
Archdeaconry	Wells
Stipendiary or Non-stipendiary	Stipendiary
Proportion of time given to this role, if not full-time? Please list any other licensed or contractual appointments:	Full-time

Section 2 – Role purpose

1. To share with the Bishop of Bath & Wells and the Bishop of Taunton in the cure of souls in the parishes.
2. To be the minister of the parish/benefice, having regard to the calling and responsibilities of the clergy of the Church of England as described in the Ordinal, the Canons, national and local safeguarding policies, the Diocesan Guidelines for Clergy and all other relevant legislation, in accordance with the Archbishops' statement Guidelines for the Professional Conduct of the Clergy.
3. To work with any other ministers in the parish/benefice, members of the Parochial Church Council and key lay leaders in the development of the church in the parish/benefice, having regard to the need for sustainability and effectiveness in mission.
4. To release the energy and gifts of the whole people of God.
5. To ensure that a high standard of worship, preaching and pastoral care is provided.

6. To be ready and willing to reimagine ministry and mission with the recognition that some initiatives may not always bear fruit.
7. To contribute, where appropriate, to the life of the wider church (possibly at a deanery, diocesan or national level) and community.

Section 3 – Role Context

The context of the role is given in the Parish Spotlights available on the Diocesan website.

Section 4 – Role purpose: specific

- Leading worship that gives glory to God, prayerfully, competently and confidently.
- Planning, organising and conducting a programme of worship that supports the churches' vision and needs for ministry including appropriate use of resources, music, teaching and preaching.
- Sharing ministry as appropriate and working collaboratively with others, (including Clergy colleagues, Readers, Commissioned Lay Ministers for Worship, Commissioned Lay Ministers for Pastoral Care, Churchwardens, PCCs, staff and volunteers) so that individuals' gifts and talents are identified and used effectively in any given situation or task.
- Developing a ministry that encourages new people to Christian faith.
- Developing relations with community and especially schools to promote positive links with the church.
- Giving support to those in need of pastoral care, including baptism and marriage preparation, care of the sick and dying and the bereaved, individual support and visiting, with the help of Commissioned Lay Ministers for Pastoral Care where appropriate.
- Working with the PCCs and churchwardens to ensure that structures and resources for parish organisation are appropriate, including clear boundaries and accountabilities of roles.
- Care and development of themself and their personal relationships, including adequate time for family life, friendship, recreation, renewal and personal health, through taking a weekly day off and their full holiday entitlement.

Section 5 – Key contacts and relationships

Deanery and Diocesan contacts:

- The Diocesan Bishop, Suffragan Bishop and Archdeacon
    - Bishop Michael Beasley
    - Bishop Fiona Gibson
    - Ven. Jo Stobart Archdeacon of Wells

- The Deanery Chapter and Synod
- The Area Dean and Lay Dean
    - Reverend Joy Hawes, Area Dean Axbridge
    - Gary Orriss, Lay Dean Axbridge
- Diocesan advisers

Benefice contacts:

- Benefice clergy
    - Reverend Susan Hoskins (Associate Priest Axbridge, Shipham & Rowberrow)
    - Reverend Julie Sims (PTO)
- Readers and lay leaders in the parishes
    - Gary Orriss (Licensed Reader Crook Peak United Parish)
    - Peter Rutter (Reader PTO Axbridge, Shipham & Rowberrow)
    - Pam Williams (Reader PTO Axbridge, Shipham & Rowberrow)
    - Commissioned Lay Minister for Worship (2 Crook Peak United Parish)
    - Commissioned Lay Minister for Pastoral Care (2 Axbridge, 4 Shipham, 2 Crook Peak United Parish)
- The churchwardens and the parochial church councils
    - Churchwardens
    - PCC Axbridge
    - PCC Crook Peak
    - PCC Rowberrow
    - PCC Shipham
- Other Benefice Contacts
    - Michelle Hacker (Safeguarding Lead)
    - Laura Wall (Benefice Administrator)
- Schools
    - Axbridge CofE First School
    - Shipham CofE First School
    - Weare CofE First School
- Church and community groups
    - Warm Spot (Axbridge)
    - Lenny's Café (Shipham)
    - Crook Peak Women's Fellowship
    - Homegroups & Prayer Groups
    - Meditation Groups WCCM affiliated (Axbridge)
    - Bell Ringers
    - Choirs and musicians

Section 6 – Parish/Benefice Summary

For those in team ministries please note where the specific responsibilities of the post-holder are located if these are for a specific church or congregation rather than the whole benefice.

Number of Parishes	4
Patron(s)	2
Number of PCCs:	4
Number of Churchwardens	9
Number and type of Ministers:	1 Associate Priest 1 Priest PTO 3 Readers
Parish Paid Staff:	1
Parish Unpaid Staff:	1
Buildings (churches, chapels, halls):	9 churches 2 church rooms (Axbridge and Weare)
Churchyard(s):	9

Section 7 – Sign off

	Signature*:	**Date:**
Signed by Minister:		
Signed by Incumbent (if Role Description for Associate Minister):		
Signed by Archdeacon:		

* This can be in electronic form.

This document should be reviewed and refreshed as part of the Ministerial Development Review process to ensure that it is still current. Amendments might also be made if circumstances change, for example in the way you share work with colleagues. If major amendments are made to your role description then a signed copy should be signed off by the Archdeacons who will log it on the diocesan IT system.

Following review, please send this to be signed off and saved by your Archdeacon.