ROLE DESCRIPTION

SECTION ONE: DETAILS OF POST

Role title:	Rector
Type of Role:	0.4 stipendiary
Name of benefice:	Englefield
Episcopal area:	Diocese of Oxford
Deanery:	Bradfield
Archdeaconry:	Berkshire
Conditions of Service:	Please refer to Statements of Particulars document issued in conjunction with this role description
Key contact for Clergy Terms of Service:	Associate Archdeacon of Berkshire 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:	Ex-Officio Governor, Englefield C.E. Primary School

SECTION TWO: CONTEXT

Diocesan Vision and Strategy

Together, we are called to be

a more Christ-like Church for the sake of God's world:
contemplative, compassionate, courageous.

Together, we work with God and with others for the common good in every place in one of the great crossroads of the world.

Together, we are called to proclaim the Christian faith afresh in this generation with joy and hope and love.

Together, we are called to dream dreams and see visions of what could be, and see those visions come to birth.

Missional focuses will be different according to the local setting, but the diocesan focus areas, widely shared amongst churches, schools and chaplaincies are:

- Environmental action
- Christian formation and discipleship

- Growing new congregations
- Schools, children and young people
- Addressing poverty and inequality

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 Berkshire 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.

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.

Reading Area/Berkshire

Working alongside the Bishop of Oxford are three area bishops who exercise considerable strategic and pastoral oversight for their areas. The Bishop of Reading is the Rt Revd Mary Gregory who has been the Area Bishop since 2025. She heads up the Berkshire Area Team with Stephen Pullin, Archdeacon of Berkshire; Paul Cowan, Associate Archdeacon; Nicholas Cheeseman, ADO; Kathryn Aboud, Youth Adviser and Rhodri Bowen, Parish Development Adviser.

SECTION THREE: ROLE PURPOSE AND KEY RESPONSIBILITIES

General:

A. To exercise the cure of souls shared with the bishop in this benefice 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
    - blessing people in God's name
    - 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

Key responsibilities specific to the local situation

- Lead us in our mission and ministry as set out in our parish profile, making the gospel message meaningful to our church community and our wider community
- Build strong pastoral relationships in the church, the wider community and the deanery
- Outreach to our community through carefully considered use of resources, including our buildings, money, time, talents and presence and
- Strengthen discipleship of church members e.g. through prayer and Bible study groups and identify and develop the gifts of the laity
- Ex officio Foundation Governor of Englefield C of E Primary School and further ministry in our school e.g. collective acts of worship

The key responsibilities listed above may be supported by long and short term objectives to be agreed between the post holder, the Associate Archdeacon and Church Wardens.

Other responsibilities

- Participate in the Bishop's Ministerial Development Review scheme and engage in Continuing Ministerial Development
- Carry out any other duties and responsibilities as required in line with the benefice needs.
- Take care for their wellbeing including health and safety, building a good repertoire of spiritual and psychological strategies

SECTION FOUR: BENEFICE SUMMARY

The Benefice of Englefield

Benefice: St Mark's Church, Englefield
Patron(s): Englefield Estate Trust Corporation Limited (Richard Benyon)
PCC: 11 elected, 2 co-opted
Churchwardens: Paula Fenwick
Ministers: N/A
Benefice paid staff: N/A
Buildings: St Mark's Church
Churchyard(s): St Mark's Church
Church Tradition: Please see 'The Church' section of the Parish Profile
Pastoral Reorganisation proposals: N/A

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

KEY CONTACTS FOR THE ROLE

Generic and specific to the role
Groups & committees

- The PCC(s)
- Deanery Chapter
- Deanery Synod
- Deanery Pastoral Committee

In the benefice

- Churchwardens
- Ministerial Colleagues
- Head teacher of Englefield CE Primary School
- Richard Benyon (Patron)

Support structures

- Area Dean
- Area Bishop
- Associate Archdeacon
- Parish Development Adviser
- Youth Adviser
- Ministry Accompaniment e.g. Work consultancy/Coaching/Mentoring available
- Staff at The Diocesan Office with key responsibilities for various aspects of supporting: Discipleship, Youth Children and Families, Continuing Ministerial Development etc.

SECTION FIVE: OTHER

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
- Any objectives discussed and agreed between the post holder and the supervising minister

Role description signed off by: The Revd Canon Paul Cowan
Associate Archdeacon of Berkshire

Date: 19th October 2026

To be reviewed next on: