

St Luke's Church, Whyteleafe



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Whyteleafe

Person Specification and Job Description for Part-Time Vicar

Background

Historically St. Luke's, Whyteleafe and St Peter and St Paul's, Chaldon work closely together and since 2019 have been a Benefice. The appointment some 6 years ago of both churches' vicars was on a part time shared responsibility basis and has developed into each focusing on their respective churches – the previous incumbent on St. Luke's church and Revd. Helen Burnett on St Peter and St Paul's church. Both positions are based on a 3 day week as a basis for the original shared responsibility for both churches which was hitherto undertaken by a single vicar.

This successful collaboration, which includes regular weekly meetings to discuss issues of mutual interest, will continue to be a major influence on developing both churches.

Introduction

We appreciate you considering the post of Vicar at St Luke's Church, Whyteleafe as part of your life's journey and would like you to have the following qualities/abilities:

Essential Qualities/Abilities

- We're seeking an individual who is passionate about enabling and equipping others for mission in a semi-rural expanding village context.
- We would like you to feel comfortable with traditional ways of the church as well as the more flexible variations of Common Worship and growing the church through the Fresh Expression model of Mission, for example Café Style Church and Bubble Church
- We expect you would be confident in your own theology, but also comfortable working with those who hold a differing understanding or tradition.
- Appreciate the challenges of maintaining historic church buildings with a small yet active congregation and help us imagine a viable future.
- Recognise the value of team building in resourcing the church.
- Be inclusive in your outlook.
- Be at ease with the wider role in the community.
- Continue to support safeguarding in our church and community.
- Be aware of and support the use of IT within the church.

Desirable Qualities/Abilities

- Someone with drive and determination.
- Experience in a non-church/secular work environment.
- Have experience to understand sound financial practices.
- Actively support the various church Committees and laity.

What We Can Offer To You

We appreciate that to minister a church on part-time hours is a tall order and we are committed not only to helping you in your ministry but also to promote a successful work life balance.

- We will recognise your working and non-working days, and work with you and the parish to ensure that your times are protected.
- Regular meetings with the incumbent of St Peter and St Paul's Church, Chaldon (joint benefice), and other churches in the Group as required.
- An enthusiastic, welcoming and friendly church.
- A real desire to grow and reach out to those within our parish and wider community.
- Inclusive, central tradition of worship.
- An attractive 4-bedroom Vicarage next to the church with a large garden and a three minute walk away from Whyteleafe Station and five minutes from Upper Warlingham Station.
- A beautiful and well-kept churchyard.

Main Responsibilities

- To lead and develop a mixed range of worship at St Luke's Church.
- To help develop a vision and plan for St Luke's Church, with the priority of enabling the church to flourish and serve its local community.
- To lead St Luke's Church in mission and evangelism, as we reach out in action, prayer and love.
- To engage in the community life of the parish of St Luke's, being a visible presence in the area engaging in a variety of village activities.
- To chair St Luke's Church PCC meetings.
- To work closely with the vicar of St. Peter and St Paul's church over areas of mutual interest including, for example, providing holiday cover for each other.

- Working closely with the adjacent Whyteleafe Primary School, encouraging and valuing ministry with children and young people. There is an optional opportunity to be part of the governance process of Whyteleafe School.
- Assist in managing a Children's Leader (not yet appointed). Hours will depend on planned activities and funding, this post has been grant based in the past.
- Trustee of 2 charitable church trusts administered by St Luke's Church.
- Engage and work with other church leaders in the ecumenical Churches Together group.
- To consider becoming a familiar face at 450 Squadron RAF cadets at Kenley Airfield (previous incumbent was Chaplain).
- Engage with other uniformed groups, e.g. Cubs and Scouts, Brownies and Guides.
- Continue and develop the relationship with local groups, such as the Whyteleafe Community Hub, serving the local community.
- Within the limitations of your working hours to play a full and active role in the deanery and engage positively in the collaborative relationships among other Group churches.

It should be noted that these responsibilities represent an ideal situation which must be tempered with the need to provide sufficient time to allow thought and reflection to develop our church as an essential element of our community in the medium to longer term.