

JOB DESCRIPTION AND PERSON SPECIFICATION



House-for-Duty Associate Priest for Bishop Monkton and Burton Leonard within the Ripon Cathedral Benefice

DETAILS OF THE POST

Title:	Associate Priest, House-for-Duty
Benefice:	Ripon Cathedral
Oversight:	The Dean of Ripon and the Area Bishop of Ripon
Archdeaconry:	Richmond & Craven
Deanery:	Ripon

- Two days per week plus Sundays
- Two parish churches with two Church of England primary schools
- Two PCCs working jointly where possible
- There is a combined population of 1400 people.
- Close to the thriving city of Ripon and town of Harrogate and with good transport links to York, Leeds and the A1 motorway.
- Two church schools.

ROLE PURPOSE

- To share with the Dean and the Bishop both in the cure of souls and in responsibility, under God, for “building confident Christians, growing churches and transforming communities”;
- To serve within the Ripon Cathedral Benefice, specifically within the parishes of Bishop Monkton and Burton Leonard
- To lead and develop ministry and mission in the context of the Diocesan vision of “Confident Christians in growing Churches, transforming Communities”
- To provide pastoral care
- To mentor and support lay leaders and ministry
- To become immersed and participate in the life of the two villages
- To support fundraising initiatives so as to maintain and improve the fabric of the Churches and to realise their full potential
- To continue to develop imaginative ways of drawing people into the life of the Church
- To lead and work with the PCCs so as to ensure an effective use of resources and the spiritual health of both parishes.

- To prepare candidates for confirmation
- To set an example by developing your own personal skills and knowledge in relation to ministry
- To continue developing links with other Churches in the area, the Deanery, Episcopal Area and Diocese
- To show compassion for the people and families on the fringes of society in our parishes and lead the Churches in reaching out to them
- To progress the excellent relationship the Church enjoys with the two CoE primary schools and with the families of school pupils
- 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;

DESIRED SKILLS

A prayerful Priest with a living faith

Inspiring leadership with a commitment to working within the wider Benefice and jointly with both Parishes and yet sensitive to the differing traditions of the parishes

Personal empathy and pastoral sensitivity

An ability to develop others in discipleship and ministry

A theological depth and understanding of different Christian traditions and of other faiths

Enthusiasm and an ability to be innovative in responding to the needs and requirements of different age groups and levels of faith

An ability to lead different styles of worship

Excellent interpersonal skills

An open and consultative leadership style

Willingness to be a visible presence in the community

An ability to make and build links with individuals, community groups, church schools, young families and local charity groups

Good computer and IT skills

Full driving license with access to a car

KEY CHALLENGES

Encouraging and equipping others to be the Church - this role is for 2 days per week plus Sundays and good time management will be essential. Using the skills and harnessing the enthusiasm of others will be important so as to help spread workload.

Traditions – The PCCs work jointly and combine resources across the two parishes where possible but we are still, essentially, two separate entities with our own village traditions that we respect and keep.

Congregations – like many Churches, some congregations consist mainly of an older generation with a smattering of young families. The regular child-led worship has attracted children from the local schools and their families.

PERSONAL ATTRIBUTES

Spiritual	Empathetic	Prayerful
Compassionate	Approachable	Inspirational
Energetic	Enthusiastic	Sense of humour

KEY CONTACTS

- The Dean
- Churchwardens and PCCs
- PCC Secretaries
- Local schools
- Chapter of Ripon Cathedral
- Area Dean and Lay Chair of Ripon Deanery
- Archdeacon of Richmond and Craven
- The Bishop of Ripon and the Bishop of Leeds

TRAINING

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).
- (iv) rural ministry training.

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. For a House for Duty, associate post the timings of these courses can be discussed with both The Dean and Archdeacon to ensure balance. It is also encouraged that those involved in rural ministry sign up to the Ripon Cathedral Rural Ministry Forum.

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 pro rata annual leave allowance each year (equivalent of 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 Dean (in the case of this post), 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://www.leeds.anglican.org/how-we-can-help/supporting-clergy/wellbeing-counselling-and-support-for-clergy/wellbeing-counselling-and-support-for-clergy> or ring this free and confidential helpline: 0800 028 0199.