

Role Description

Section 1 – Details of the post

Please enter the 'role title' and include any major responsibilities, such as Area Dean, that are not separate appointments together with the rough proportion of time allocated to each. If you hold a part-time or dual-role post, please include the amount of time given to this role.

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| Name of office holder | |
| Role title (as on licence) | Vicar |
| Name of benefice/parish | Christchurch Clevedon |
| Deanery | Portishead |
| Archdeaconry | Bath |
| 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: generic

Incumbent

1. To share with the Bishop of Bath & Wells and the Bishop of Taunton in the cure of souls in the parish(es).
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

Vicar of Christchurch Methodist-Anglican Ecumenical Partnership, Clevedon, in the diocese of Bath and Wells.

Section 4 – Role purpose: specific

1. Leadership

- To lead within the team as the ordained Anglican ecumenical partner alongside the ordained Methodist ecumenical partner in the ongoing development and holding of its vision
- To encourage the development of gifts throughout the church, sharing ministry as appropriate, growing and encouraging teams and working collaboratively with others, inspiring and motivating, building up the body of Christ
- To continue to nurture a culture of prayer, evangelism and ministry in the Holy Spirit
- To encourage wider ecumenical work through Churches Together in Clevedon

2. Preaching and teaching

- To work alongside the Methodist minister and within the team to ensure that the church is a place of biblical preaching and teaching, sharing in the preparation and delivery of the Sunday service teaching programme
- Encourage the growth of small groups, identifying and training new leaders as necessary to accommodate existing church members and new members as they join the church
- Nurture a culture of discipleship
- At every opportunity in the church and in the community to communicate the good news of the gospel

3. Prayer and worship

- Work with the leadership team to grow the prayer meetings and encourage church wide participation in a culture of praying together
- Lead within the team to oversee Sunday and midweek worship in a way that is glorifying to God and which reflects the vision of the church
- Encourage the growth and development of the music team
- Encourage and help to grow, resource and train the prayer ministry team

4. Mission and outreach

- To continue to nurture an outward-facing culture of evangelism in the church, encouraging all members of the church to be intentionally missional in everyday life
- To make full use of opportunities for outreach and service to the community, working with existing initiatives and teams and growing new ones
- To encourage the growth of Christchurch's established links with local schools, especially its presence in St Nicholas CE Primary through assemblies and RS lessons
- Encourage the church's links with two Ugandan missionary organisations
- Working with other churches in the deanery, help to implement the diocesan mission strategy

5. Pastoral care

- To work closely with the Methodist minister in sharing the pastoral oversight of Christchurch
- To encourage and support the growth and development of the Pastoral Befriender Team, working especially with the Pastoral Befriending Coordinator
- Demonstrate active listening and empathetic behaviour

6. Parish organisation

- Working with the Methodist minister, the Ecumenical Church Council (ECC) and the staff team, ensure that suitable and robust structures and policies are in place for finance, health and safety, staff management, safeguarding, building maintenance and wedding baptisms and funeral services in order to fulfil all legal and Anglican requirements within an ecumenical setting
- Care and concern for the welfare and development of the members of the staff team and all members in positions of leadership whether paid or voluntary and to ensure that appropriate support and boundaries are maintained
- Following an appropriate pattern of work that enables a full spiritual and personal life, as well as meeting the demands of ministry

7. Personal Development

- Take time to develop personal walk with God as the seedbed of all ministry, maintaining a prayerful spiritual life through daily prayer and bible study, retreats and appropriate support networks (eg a spiritual director or equivalent)
- Invest in the ongoing development of skills and knowledge through ongoing study, learning and training
- Ensure adequate time is allowed for family life, friendship, recreation, renewal and personal health, taking a day off each week and full holiday entitlement.

Section 5 – Key contacts and relationships

Deanery and Diocesan contacts:

- The Diocesan Bishop, Suffragan Bishop and Archdeacon
- The Deanery Chapter and Synod
- The Area Dean and Lay Dean
- Local ministry group
- Diocesan advisers in specialist areas

Benefice contacts:

- Benefice clergy
- Readers and lay leaders in the parish(es)
- The churchwardens and the parochial church council(s)
- Leadership team
- Schools
- Church and community groups
- Committees
- Other

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.

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|---------------------------------------|---|
| Number of Parishes | One |
| Patron(s) | Simeon's Trustees |
| Number of PCCs: | One ECC. |
| Number of Churchwardens | Two |
| Number and type of Ministers: | One Anglican Vicar and one Methodist Minister. |
| Parish Paid Staff: | Administrator and Bookings manager; Youth Ministry Lead; Children and Families Coordinator. |
| Parish Unpaid Staff: | Safeguarding officer; befriending coordinator |
| Buildings (churches, chapels, halls): | One church with integral hall and other rooms. |
| Churchyard(s): | Small areas of seating and car parking. No graveyard. |

Section 7 – Sign off

| | Signature*: | Date: |
|-----------------------|-------------|-------|
| Signed by 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.