

Role Description

1. Details of post

St Peter and St Andrew
Old Windsor



Role title	Vicar; Incumbent
Type of role	House for Duty
Benefice	Old Windsor
Episcopal area	Oxford
Deanery	Maidenhead and Windsor
Archdeaconry	Berkshire
Conditions of service	Please refer to the "Statements of Particulars" document issued in conjunction with this role description.
Key contact	Archdeacon
Clergy terms of service	This role falls within the Clergy Terms of Service formally known as Common Tenure. The Archdeacon is the designated person by the Bishop of Oxford to issue the Statement of Particulars for the post holder
Clergy terms of 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	The incumbent is usually a member of the governing body of a local school - St Peter's Middle School.

2. Context

Wider context

The Diocese of Oxford serves the mission of the Church in Buckinghamshire, Berkshire and Oxfordshire. The Diocese comprises more than 600 parishes, with over 800 churches, serving a diverse population of more than 2 million people located in all types of setting.

Under Bishop Steven a Common Vision emerged for the Diocese of Oxford. The vision is based on the qualities described in The Beatitudes and addresses what kind of church we are called to be: a more Christ-like Church for the sake of God's world; contemplative, compassionate, courageous.

Together we have identified five focus areas:

- Serving our schools, children and young people.
- Christian formation and discipleship.
- Growing congregations.
- Addressing poverty and inequality.
- Environmental action.

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.

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.

Local context

The Parish Church of St Peter and St Andrew serves the village of Old Windsor in Berkshire.

Old Windsor sits at the south eastern edge of the Berkshire Archdeaconry within the Deanery of Maidenhead and Windsor.

Regular church life is well established and reasonably well resourced. There is a focus on growing the numbers of children and young people and the primary source of this potential growth is viewed as being the two village schools (a first school and a middle school), so it is hoped that the new House for Duty vicar will devote time to this recognised priority.

3. Role purpose and key responsibilities

General

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.

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 (PCC) 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.
- 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.
- Preparing people for their death.

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

- To discern where the Holy Spirit is at work and where new and fresh shoots are growing.
- To inspire and lead us on the journey of growing the Kingdom of God in Old Windsor.
- To develop our work with children, young people and families as a priority, especially through St. Peter's, our village church school.
- To connect and enable others to connect our wider Old Windsor community to the life of faith of our church, including supporting our church reordering project.
- To value, encourage and develop our God-given gifts and talents, so that our life of faith is deepened and the team is strengthened.

The key responsibilities listed above may be supported by long and short term objectives to be agreed between the post holder and the PCC.

Other responsibilities

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

4. Benefice summary

Benefice	Old Windsor
Patron	His Majesty King Charles III
PCC	Old Windsor Parish Church; 11 members
Churchwardens	Two churchwardens
Ministers	None
Licensed lay ministers	One
Benefice paid staff	Occasional musicians
Benefice unpaid staff / volunteers	Verger, welcomers, cleaners, flower arrangers, musicians, plus others
Buildings	One church
Churchyard(s)	One churchyard - managed by the Parish Council
Church tradition	'Friendly formality', described as "proper without being pompous"
Pastoral reorganisation proposals	Church re-ordering, as described in the Parish Profile document

More detailed information may be found in the Parish Profile document.

Key contacts for the role

Groups and committees:

- The PCC.
- The Deanery Chapter.
- The Deanery Synod.
- The Deanery Pastoral Committee.

In the benefice:

- The Churchwardens.
- Ministerial colleagues - the licensed lay minister
- The Head teachers of local schools.

Support structures:

- The Area Dean.
- The Archdeacon.
- The Parish Development Advisor, Discipleship Enabler and Director of Ordinands.
- Staff at the Diocesan Office with key support responsibilities.

5. Other information

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.
- The Bishop's Licence.
- The Statement of Particulars issued to the office-holder on successful appointment.
- The Diocesan Clergy Handbook.
- The Parish Profile.
- Any objectives discussed and agreed between the post holder and the PCC.

Role description signed off by:	
The Venerable <i>[name]</i>	Archdeacon of <i>[area]</i>
Signature	
Date <i>[date]</i>	Date of next review <i>[date]</i>