

Role Description for the Interim Minister of Winkfield, Cranbourne and Chavey Down

SECTION ONE: DETAILS OF POST

Role title: Interim Minister

Type of Role: Full time period for three years

Name of benefice: Winkfield and Cranbourne

Episcopal area: Diocese of Oxford

Deanery: Bracknell

Archdeaconry: Oxford

Conditions of

Service: Please refer to 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 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: N/A

SECTION TWO: 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 settings.

In the last few years a common vision has 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 new 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 Oxford 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.

The benefice of Winkfield, Cranbourne and Chavey Down is part of Bracknell Deanery, Area Dean: Rev. Gareth Morley; Lay Chair: Lee Townsend

SECTION THREE: ROLE PURPOSE AND KEY RESPONSIBILITIES

General:

- A. To exercise the cure of souls shared with the bishop in this Parish¹ 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 sins²
 - blessing people in God's name³
 - 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

Our Interim Minister's Areas of Focus/Priorities

¹ This may need adaptation to Team or post, depending on circumstances

² This may need deleting for Deacons

1. Leading us through the process of a better understanding of our mission and purpose, resulting in clear strategy and vision
2. Helping us to discover and implement what will deepen our discipleship
3. Strengthening relationships and collaboration: a collaborative interim minister who listens and enables all of our collaboration and listening in order to take us forward together
4. Developing the capacity of leadership and volunteering including equipping and overseeing our current lay leaders and volunteers
5. Embedding a sustainable pattern of services and activities: willing to review with us to find a pattern that enables clergy, lay leaders, volunteers and our community of all ages to flourish
6. Serving and impacting our wider communities and growing our Church communities
7. Before the end of the interim ministry to secure a foundation (through our pattern of worship; discipleship; our governance and safeguarding; finances) and achieve the objectives that will result in sustainable long-term mission and ministry in Winkfield, Cranbourne and Chavey Down

Objectives will be based on these priorities and will be broken down into short and medium term objectives to be regularly reviewed (involving churchwardens, lay chair, PCC, as well as deanery and archdeaconry colleagues).

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 and building a good repertoire of spiritual and psychological strategies

SECTION FOUR: BENEFICE SUMMARY

Benefice: Winkfield and Cranbourne

Patron: Bishop of Oxford

PCC: Winkfield Cranbourne and Chavey Down PCC has 10 members, including 2 churchwardens, a treasurer, secretary, lay chair and deanery representative.

Churchwardens: Anne Crewe and Lesley Philpot

Benefice paid staff: Church Office administrator, two musician are paid for playing at services

Benefice unpaid staff/ volunteers: John Kimbell, Associate Lay Minister; service leaders; church teams, musician in one church)

Church Tradition: Central; Common Worship and BCP

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
- Deanery Chapter
- Deanery Synod
- Deanery Pastoral Committee

In the benefice

- Churchwardens and Lay chair of PCC
- Ministerial Colleagues
- Head teachers of local schools

Support structures

- Area Dean
- Area Bishop
- Archdeacon
- PDA, Discipleship Enabler/Youth Adviser and Associate Director of Ordinands
- Staff at The Diocesan Office with key support responsibilities

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
- Parish Development Plan or Mission Action Plan
- Any objectives discussed and agreed between the post holder and the supervising minister

Role description signed off by: The Venerable *[insert name]* Archdeacon of *[insert area]*

Date: XX.20XX

To be reviewed next on: XX.20XX

Job Specification for Interim Minister of the Parish of Winkfield, Cranbourne and Chavey Down

Qualities

Someone who:

- is a team player, facilitator, and encourager
- notices where God might be at work across the community
- encourages and supports positive relationships
- able to listen
- who is prepared to minister and spend time in the three churches, getting to know the people who attend them
- patient, obedient to God and shows humility in mission
- caring, compassionate and spiritual
- passionate about others' discipleship
- sensitive to the needs of others; emotionally intelligent
- prayerful

Qualifications/Training

Essential

- ordained priest within the Church of England, or a Church in communion with it, or a Church whose orders it recognises
- Have satisfactorily completed Initial Ministerial Education

Experience

Essential

- Has worked or engaged with all age groups
- Has worked with or is willing to learn to work with a variety of styles of worship (Common Worship and BCP)

Desirable

- Worked in rural communities
- Worked with school communities

Skills and Competencies

Essential

- Vision and relishes new challenges with shared responsibility
- Leadership skills including the ability to motivate, inspire and coordinate effectively.
- Vision, with shared responsibility and ideas to grow the Churches into a flourishing Parish (working with the PCC and leadership team)
- Developing and supporting lay capabilities
- Involvement or enthusiasm for mission among young people and children
- Has good organisational, communication and time management skills
- Has the ability to give talks which engage a range of listeners with varying outlooks, age and understanding (Quality NOT Quantity)
- Can make difficult decisions if the need arises to take our churches forward
- Has the ability to identify and respond to opportunities for mission and reach out into the community to those who perhaps don't attend church

Other

- Recognises the high priority of good Safeguarding practices and promotes these amongst all they work with in accordance with the benefice Safeguarding Policy
- Will encourage the use of our churches outside Sunday services
- Able to give consideration to their own well -being (spiritually, mentally and physically) to maintain resilience, sustain and enjoy their ministry and have the strength to ask for help when needed
- Will annually review any targets with the church wardens and Lay Chair of the PCC