

Role description

Title: Rector of the Tolworth Hook and Surbiton Team Ministry (THiS) and the Vicar of St Matthew's Surbiton

Based at: St Matthew's Church Surbiton

Job Purpose:

- To work with the PCC and congregation in setting a clear vision
- To lead and develop the congregation (in conjunction with PCC) with our mission and outreach plans
- To be able to work with all ages and grow the number of our church congregation
- To encourage and develop the resources of the congregation
- To encourage community links and closer collaboration and identify new projects
- To continue the relationship with St Matthew's School and develop links with other schools in the parish
- To manage and be responsible for preparation of the annual report and accounts and associated regulatory returns
- Develop the existing services and help us explore the scope for further services
- Encourage and enable members of the congregation in living their faith and sharing the Good News

Key Responsibilities and Accountabilities:

Leadership

- Provide overall leadership to the church, including a positive culture and embedding of our values at all levels
- Participate in PCC and other leadership groups and chairing these where appropriate
- As Rector, sustain the THiS team utilising resources in a positive way and respect the independence of the individual churches

Mission and outreach

- Encourage and develop the youth work of the parish, our community, including THiS team, young families and other churches
- Work with community groups to develop programmes of partnership
- Ensure the church building is used for outreach, whilst respecting its historical heritage
- Be an ambassador for the church with other churches in the area
- Be a visible pastoral presence in the parish

Change

- Be the driving force, in conjunction with PCC and Wardens to deliver our missions action plan and change programmes that will enhance St Matthew's
- To take the Parish through these changes, ensuring any disruption is minimised and that motivation levels are high
- To communicate with the Parish appropriate progress reports

Financial, legal and governance

- Ensure timely production of agenda and papers for all church related meetings
- Oversee the working and control of all financial matters relating to the church (eg procurement policy, payment authorisations etc)
- Accountable for the preparation of the annual report and accounts and annual returns to appropriate authorities
- Ensure compliance with relevant legal requirements, eg Data Protection; Health & Safety; and child protection policies

Person Specification

Criteria:**Experience**

- Parish Priest
- Ministering in community

Skills and Abilities

- Good communicator both orally and in writing at all levels and ages
- Good listener
- Strong inter-personal skills
- Energetic and dynamic
- Reliable
- Patient and resilient
- Collaborative
- Positive interaction with young people
- Computer literate and technology aware

Attitudes

- Sense of humour
- Enthusiastic
- Compassionate
- Positive attitude
- Open minded
- Demonstrate Integrity
- Empathetic and calm
- Inclusive