DIOCESE OF Bath&Wells
Living and telling the story of Jesus

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.

Name of office holder	
Role title (as on licence)	**Rector**
Name of benefice/parish	**The Benefice of Bath Abbey with St James**
Deanery	**Bath**
Archdeaconry	**Bath**
Stipendiary or Non-stipendiary	**Stipendiary; stipend equal to a residentiary Canon of Wells Cathedral**
Proportion of time given to this role, if not full-time? Please list any other licensed or contractual appointments:	**N/A – full-time**

Section 2 – Role purpose: generic

1. To share with the Bishop of Bath & Wells and the Bishop of Taunton in the cure of souls in the parishes.
2. To be the minister of the 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 benefice, members of the Parochial Church Council and key lay leaders in the development of the church in the 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

The context of the role is given in the Parish Profile available on request.

Section 4 – Role purpose: specific

To be someone who is:

- A 'people person' and a good listener, able to motivate and inspire, confident, outgoing, willing to be visible, resilient, and possessed of a sense of humour
- A Team player, able to work collaboratively to lead and inspire the different communities including congregations, volunteers and staff alike
- Proven ability in leading both congregations and staff teams, with experience of being a leader or member of teams that have worked intentionally on their own processes and development
- Prayerful, with a heart for mission and a willingness and ability to develop others faith-life as disciples
- An excellent preacher and teacher, with theological acumen
- Able to lead worship well, and "hold the space"
- Able to set clear expectations that safeguarding is everyone's responsibility, with experience of fostering a positive, challenge-friendly, safe, and healthy culture where unacceptable behaviours have no place
- An ambassador to the wider community, able to build links and partnerships and exercise a public role
- Experienced in the leadership and management of a large complex organisation, with financial literacy
- Eager, with the relevant skills and experience, to manage the tension between the commercial, heritage and worship aspects of the Abbey
- Appreciative of a wide range of music with an understanding of the importance of music to worship at the Abbey
- Keen to enjoy the richness and variety of life in the city of Bath.

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
- Diocesan advisers in specialist areas

Benefice contacts:

- Chaplains and Lay Chaplains
- Lay Reader
- Youth and Families Minister
- Planned Giving Promoter
- The churchwardens and the Parochial Church Council
- Executive Director
- Director of Music
- Operations Team
- Safeguarding officer
- Church and community groups

Section 6 – Parish/Benefice Summary

Number of Parishes	1
Patron(s)	Simeon's Trust
Number of PCCs:	1
Number of Churchwardens	2
Number and type of Ministers:	3 stipendiary ministers - Rector, Abbey Missioner (incumbent status), Abbey Pastor (incumbent status). 1 part-time associate minister (self supporting), 1 minister with PTO and 1 minister from another parish who assists when available.
Parish Paid Staff:	27
Parish Unpaid Staff:	Over 300 volunteers
Buildings (churches, chapels, halls):	Abbey church, Kingston Buildings (offices, meeting rooms, Song School, Learning Room, Discovery Museum, archives, etc.)

Churchyard(s):	Closed churchyard with chapel for which PCC is responsible

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.