St Luke with St Bartholomew
Role Description

SECTION ONE: DETAILS OF POST

Role title: Priest in Charge

Type of Role: part-time stipendiary 0.5FTE

Name of benefice: Saint Luke with Saint Bartholomew, Reading

Episcopal area: Oxford

Deanery: Reading

Archdeaconry: Berkshire

Conditions of Service: Please refer to Statements of Particulars document issued in conjunction with this role description

Key contact Paul Cowan Associate Archdeacon of Berkshire.

Clergy Terms of Service: This role falls within the Clergy Terms of Service formally known as Common Tenure.

The Associate Archdeacon of Berkshire is the person designated 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

SECTION TWO: CONTEXT

Wider Context

The common vision of the Diocese of Oxford addresses what kind of church we are called to be – A Christ-like Church.

What are the marks of a Christ-like Church? To be the Church of the Beatitudes:

- Contemplative
- Compassionate
- Courageous
- Working Positively Together

The Diocese has identified the following key areas of work:

- Everyday faith
- Growing new congregations
- Children, young people and families
- Addressing poverty and inequality
- Environmental action

These priorities will be supported centrally by resources, training, conferences, workshops, and much more. The diocese is inviting benefices and their priests to share a vision rather than demanding a response. It wants all its priests to flourish in ministry and to deepen their enjoyment of God.

SECTION THREE: ROLE PURPOSE AND KEY RESPONSIBILITIES

General:

A. 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

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 people to-repentance and declaring in Christ's name the absolution and forgiveness of their sins
- blessing people in God's name
- 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

<u>Equipping the congregation for mission</u>

- **Deepening our discipleship**
  - helping the congregation grow in their faith through teaching, prayer and example
  - continue the progress we have made in developing our traditional worship, making it accessible and fun, and exploring the possibility of adding new forms of worship
- **Building up a team**
  - work effectively and collaboratively with the Parish Administrator, Hall Manager and Churchwardens
  - build a team of people who will take on important roles within the church
  - share leadership responsibilities while maintaining overall responsibility for the running of the Parish

Being outward looking

- make links with the local community by a being visible presence around the parish
- be involved in the social life of the parish and get to know the congregation better
- promote the church as a place where everyone in the parish can find a focus for their joy and solace in their sorrow
- actively encourage the congregation in reaching out, being welcoming and celebrating diversity

Working with Children Young People and Families

- be involved in our existing work with children and young people and build on this through creative use of our spaces and resources
- lead worship that is accessible to all
- recognise the value that neurodiverse people bring to our congregation
- maintain composure when the unexpected happens

Pastoral Care

- work with the Pastoral Care Team to care for the vulnerable members of our congregation
- offer sacramental comfort to those who need it

Management of the Parish

- be aware of the administrative tasks that need to be done and to work with the parish administrator and others to ensure that these are completed in a timely manner
- oversee the management of the use of St Bartholomew's church alongside the Aurora management team

The key responsibilities listed above may be supported by long- and short-term objectives to be agreed between the post holder and the Associate Archdeacon and Churchwardens (in the case of incumbents) Other responsibilities include

- 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 of their wellbeing including their own health and safety and building a good repertoire of spiritual and psychological strategies

SECTION FOUR: BENEFICE SUMMARY

The Benefice of Reading St Luke with St Bartholomew
Patrons: St Giles, Reading and The Bishop of Oxford
PCC: The Ecclesiastical Parish of St Luke with St Bartholomew, Reading (16)
Churchwardens: Mrs Janet Davis; Mrs Lynne Webb
Ministers: The Reverend Christine Blackman (Associate Priest, NS); The Reverend Francis Jakeman (Retired with PTO)
Benefice paid staff: Mrs Sarah Collins (Parish Administrator); Mrs Jane Kenyon (Hall Manager)
Buildings: St Luke's Church; St Bartholomew's Church; St Luke's Parish Hall
Churchyard(s): None

Church Tradition: Eucharistically centred modern catholic, with an openness to less formal worship styles
Pastoral Reorganisation proposals: None in place
For more detailed information, please refer to the Parish Profile.

SECTION 5: KEY CONTACTS FOR THE ROLE
Generic and specific to the role
Groups & committees

- The PCC(s)
- Deanery Chapter
- Deanery Synod
- Deanery Pastoral Committee
- Churchwardens
- Ministerial Colleagues
- REinspired (church-based volunteers doing work in local schools)
- Erleigh Road Community Garden Trustees (volunteers managing the garden behind the Hall)
- Aurora Management Group (overseeing the arrangements at St Bartholomew's)
- Support structures
- Area Dean
- Area Bishop
- Associate Archdeacon
- Staff at The Diocesan Office with key responsibilities for various aspects of supporting parish ministry.

SECTION SIX: 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 post-holder on successful appointment
Diocesan Clergy Handbook
Parish Profile
Role description signed off by: The Reverend Canon Paul Cowan, Associate Archdeacon of Berkshire.