



THE CHURCH  
OF ENGLAND

**Diocese of St Edmundsbury  
and Ipswich**

Role description signed off by: Archdeacon of Suffolk

Date: April 2025

To be reviewed 6 months after commencement of the appointment, and at each Ministerial Development Review, alongside the setting of objectives.

<b>1 Details of post</b>	
Role title	Team Vicar
Name of benefice	Sole Bay Team Ministry
Deanery	Waveney and Blyth
Archdeaconry	Suffolk
<i>Initial point of contact on terms of service</i>	The Ven Rich Henderson Archdeacon of Suffolk

<b>2 Role purpose</b>
<b>General</b>
To share with the Bishop both in the cure of souls and in responsibility, under God, for growing the Kingdom in this benefice.
To ensure that the church communities in the benefice flourish and engage positively with 'Growing in God' and the Diocesan Vision and Strategy.
Please refer to the document <i>Qualities and Responsibilities of Incumbent leader</i> .
To work together with the Team Rector as the Parish Priests to these parishes, having 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.
To work with the ordained and lay colleagues as set out in their individual role descriptions and work agreements, and to ensure that, where relevant, they have working agreements which are reviewed. This involves discerning and developing the gifts and ministries of all members of the congregation.
To work with the PCCs towards the development of the local church as described in the benefice profile, and to review those needs with them. To recognise and value the individuality of each community.
To ensure that a high standard of worship, preaching, and pastoral care is provided.
To work together, as appropriate, with other Christian denominations which have a presence in the parishes and the wider deanery.

To ensure compliance and effective practice regarding all safeguarding matters including training.
<b>Schools</b>
To work closely with the local schools. The diocese is committed to working with both community and church schools and this should be seen as a key part of the priest's role.
<b>Specific tasks and responsibilities</b>
Develop and exercise a local oversight role, working collaboratively with the ministry team to enable effective and fruitful ministry across the whole benefice.
Working with the parishes, develop a shared vision and plans for Growing in God; encourage lay participation in services; identify and develop people's talents.
Share the Christian faith with people of all ages and work with parishes to widen the age profile of congregations through building on some of the initiatives already implemented.
Teach and encourage an understanding of Christian stewardship across the benefice.
Strengthen and encourage links with young people, families, and other groups of people including the newly retired, to help expand outreach and offer pastoral care and visiting capabilities for those in need such as the elderly, lonely and isolated.
Be willing to contribute to community life in the benefice.
It is expected that you will help start two new worshipping communities in the parish/benefice within the first five years of the post, as part of the <i>Growing in God</i> strategy.
Working closely with the Team Rector, the Team Vicar will share pastoral responsibilities across the team of eight churches in the Benefice but will have particular oversight of the congregations and communities of St Margaret's Reydon, St Lawrence's South Cove and St Peter and St Paul's Wangford.  In addition to these existing responsibilities, it is envisaged that the next Team Vicar will: <ul style="list-style-type: none"> <li>• Line manage the new post of Youth Minister (not yet appointed, but expected to work across the Benefice).</li> <li>• Be involved in helping to establish a new worshipping community – probably aimed at younger adults.</li> <li>• Embrace technology to help share acts of worship online.</li> <li>• Take a share of baptisms, weddings and funerals across the team.</li> <li>• Assist the Team Rector in reviewing the worshipping pattern of the team churches.</li> <li>• Be a visible presence in local schools (particularly Reydon Primary and St Felix schools).</li> <li>• Help to inspire, support, nurture and enable other leaders, both ordained and lay.</li> </ul>

<b>3 Key contacts</b>	
<b>Generic</b>	
Bishops	The Deanery Chapter & Synod
The Archdeacon	The Churchwardens
The Rural Dean	The Lay Chair
The PCCs	Headteachers
<b>Specific</b>	
The Team Rector, ordained and lay colleagues (including those holding the Bishop's licence and commission, office holders and administrative staff)	
<b>Aspirational</b>	
To be reviewed with the incumbent after a six-month period	
<b>Supportive</b>	
The Archdeacon, who will review this role description with you when you are six months into post.	
The Team Rector	
The Lay Chair, the Rural Dean and Assistant Rural Dean	
Diocesan Director of Mission and Ministry	
<b>Patrons</b>	
<ul style="list-style-type: none"> <li>• The Sole Bay Team Ministry Patronage Board – consisting of :- The Bishop of St Edmundsbury and Ipswich and every vicar in the team ministry, any member of the team to whom section 20(3A) of the 1983 Measure applies and any person having special responsibility for pastoral care under section 20(8A) of the 1983 Measure</li> <li>• Mr Robert Rous</li> <li>• Sir Charles Nicholas Gervaise Blois Bt</li> <li>• Simeons Trustees</li> <li>• Susan Lady Gooch</li> <li>• Any team council established for the new benefice, whether pursuant to clause 8 hereof or a scheme under the Church Representation Rules, which shall have one vote and shall be represented at any meeting of the board by two lay members of the council authorised to act and vote on behalf of the council.</li> </ul>	
<b>Role context and any other relevant information</b>	
The diocesan ministry deployment principles affirm an intention to maintain stipendiary clergy numbers if possible, subject to the availability of financial resources, and to develop an understanding of local episcopal oversight ministry and local ministers in parishes ministering in teams or clusters. A key aim of this is to reduce clergy isolation and increase mutual support.	
An understanding of the Parish Share process and how it is applied across the benefice and deanery and its importance for the sustainability of ministry across the diocese is fundamental.	
The Bishop expects and encourages clergy to take their rest days, holidays and regular retreats or similar. Clergy are strongly encouraged to have a spiritual director or equivalent.	

<b>4 Benefice Summary</b>	
<b>Parishes</b>	Blythburgh Reydon Sotherton South Cove Southwold Uggeshall Walberswick Wangford
<b>Churches</b>	Blythburgh : Holy Trinity (Grade I) Reydon : St Margaret of Antioch (Grade II) Sotherton : St Andrew (Grade II) South Cove : St Lawrence (Grade I) Southwold : St Edmund, King and Martyr (Grade I) Uggeshall : St Mary (Grade I) Walberswick : St Andrew (Grade I) Wangford : St Peter and St Paul (Grade I)
<b>PCC</b>	The PCCs seek to work together, to be supportive and effective in mission and growth.  The Team Council has oversight of team activities.
<b>Schools and Colleges</b>	Southwold County Primary School Reydon County Primary School St Felix Independent School, Reydon Pakefiled High School (catchment school) Sir John Leman High School, Beccles Beccles High School Thomas Mills High School Framlingham
<b>Churchwardens</b>	Blythburgh :2 Reydon : 2 Sotherton : 2 South Cove : 2 Southwold : 2 Uggeshall : 2 Walberswick : 1 Wangford : 2
<b>Ministers</b>	Team Rector Lay Elders x 7
<b>Buildings</b>	St Edmunds Hall, Southwold (Southwold Arts Centre) The Old School Hall, Uggeshall The Cottage, Uggeshall

<b>Churchyards</b> (Open or closed)	Blythburgh : open Reydon : open Sotherton : open South Cove: open Southwold : closed for burials Uggeshall : open Walberswick : open Wangford : open
<b>Population</b>	Blythburgh : 336 Reydon : 2,547 Sotherton : 81 South Cove : 25 Southwold : 950 Uggeshall : 170 Walberswick : 380 Wangford : 591
<b>Average Sunday Attendance</b>	Blythburgh : 39 Reydon : 38 Sotherton : 7 South Cove : 12 Southwold : 98 Uggeshall : 6 Walberswick : 18 Wangford : 18
<b>Parish Share</b>	2024 : £147,277 Requested £145,026 Received (98.47%) 2023 : £143,214 Requested £143,215 Received (100%) 2022 : £138,011 Requested £138,012 Received (100%)
<b>Expenses</b>	Reimbursed in full
<b>Resolutions</b>	n/a
<b>Church Tradition</b>	Central with a wide range of worship
<b>Pastoral re-organisation</b>	None planned
<b>Presence of other Christian denominations</b>	Roman Catholic Methodist United Reformed
<b>Presence of other faith communities</b>	No