

# Appendix 1

## ROLE DESCRIPTION (TEMPLATE)

### SECTION ONE: DETAILS OF POST

<b>Role title:</b>	Rector
<b>Type of Role:</b>	full time stipendiary
<b>Name of benefice:</b>	The Benefices of Bradfield and Stanford Dingley and the Benefice of Bucklebury
<b>Episcopal area:</b>	Diocese of Oxford
<b>Deanery:</b>	Bradfield
<b>Archdeaconry:</b>	Berkshire
<b>Conditions of Service:</b>	Please refer to Statements of Particulars document issued in conjunction with this role description
<b>Key contact for Clergy Terms of Service:</b>	Archdeacon of Berkshire
<b>Accountability:</b>	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. 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 Diocese of Oxford and the Archdeaconry of Berkshire

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.

Working alongside the Bishop of Oxford we have three Area Bishops who exercise considerable strategic and pastoral oversight for their areas. The Bishop of Reading is the Rt Revd Olivia Graham who has been the Area Bishop since 2019. Stephen Pullin is the Berkshire archdeacon, Liz Jackson is the Associate Archdeacon, and they make up your area team with Ian MacDonald, Discipleship Enabler (Youth specialism), Nicholas Cheeseman, ADO and Rhodri Bowen, Parish Development Adviser.

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:

- Christian formation and discipleship
- Growing new congregations
- Serving our schools, children and young people
- Environmental Action
- Addressing poverty and inequality

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 Berkshire 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.

### **Local Context (including deanery information)**

See Parish Profile

These benefices of Bradfield and Bucklebury and Stanford Dingley sit within the Deanery of Bradfield. Your deanery colleagues include Revd David Archer, Area Dean and Chris Newman, Lay Chair.

## **SECTION THREE: ROLE PURPOSE AND KEY RESPONSIBILITIES**

### **General:**

- A. To exercise the cure of souls shared with the bishop in *this benefice*<sup>1</sup> 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 benefices, particularly those who are sick and infirm
  - providing spiritual counsel and advice
  - consulting with the three Parochial Church Councils on matters of general concern and importance to the benefices
  - bringing the needs of the world before God in intercession

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<sup>1</sup> This may need adaptation to Team or post, depending on circumstances

- calling your hearers to repentance *and declaring in Christ's name the absolution and forgiveness of their sins*<sup>2</sup>
  - *blessing people in God's name*<sup>3</sup>
  - 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**

We look forward to welcoming a Rector who will:

- Provide oversight as we move forward with the proposed scheme to bring the two benefices together as a Team Ministry, developing our collaboration, developing our collaboration, administration and stewardship.
- Maintain and grow community links. Be approachable and seen in the local community where our neighbours meet – schools, village halls, sports clubs, pubs for example.
- Be actively involved in both primary schools and the preschool and keen to develop the ministry to children and young people.
- Encourage and develop lay ministries including preaching, service leading and pastoral care.
- Be involved in the recruitment and deployment of a House for Duty Team Vicar at such point that the proposed scheme is accepted and a Team can be legally formed.
- Have a creative approach to services, encouraging innovation whilst being mindful of the good already happening.
- Build us up as enthusiastic and outward looking disciples, confident in engaging with God's mission.
- Be a generous leader who is willing to build trust and capability across the benefices and the wider congregation
- Commit to developing their own learning, wellbeing and spirituality

The key responsibilities listed above may be supported by long and short term objectives to be agreed between the post holder and the incumbent (in the case of an assistant priest) or the Archdeacon and Church Wardens (in the case of incumbents).

### **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

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<sup>2</sup> This may need deleting for Deacons

## **SECTION FOUR: BENEFICE SUMMARY**

### **The Benefices of Bradfield and Stanford Dingley and the Benefice of Bucklebury**

#### **Patrons:**

- Bradfield - Church Society
- Stanford Dingley - Church Society
- Bucklebury - Eton College

#### **PCCs:**

- Bradfield – 9 members,
- Stanford Dingley – 8 members
- Bucklebury - 8 members

#### **Churchwardens:**

- Robin Evans - Bradfield
- Ray Ellis - Stanford Dingley
- Tom Service, James Bywater - Bucklebury

#### **Ministers:**

- Revd Lyn Bliss [Associate Priest]
- Julia Hunt [LLM]

#### **Benefice paid staff:**

- Parish Administrator [part time]

#### **Benefice volunteers**

- The Benefices enjoy a wide range of skills among the congregations and the wider community

#### **Buildings:**

- St Peter's Church, Bradfield;
- St Denys' Church, Stanford Dingley;
- St Mary the Virgin Church, Bucklebury,
- All Saints Church Upper Bucklebury,
- St Mary's Marlston

#### **Churchyards:**

- Bradfield – Next to former parish church
- Buckhold – next to redundant church
- Bucklebury – next to St Mary the Virgin church
- Stanford Dingley – next to St Denys' church

Resolution A,B,C: None of the PCCs have adopted these

Church Tradition: See Benefice profile

Pastoral Reorganisation proposals: To unite the benefices and become a Team Ministry

**For more detailed information, please refer to the Parish Profile.**



## Appendix 2

### Examples of statements which could form a Person Specification

*NB – it is important that you only use statements which are relevant to your situation. You will need to write some of your own, and delete many of the ones below.*

*Items which have \*\* next to them should be included in all Person Specifications.*

*Think carefully about what is 'essential' (this would exclude some candidates over others) and what is 'desirable'.*

#### **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, missional leadership and collaborative ministry
- Willingness to engage in further learning, as well as personal and professional development.

##### **Character**

- Flexible and relaxed about diverse styles of worship, valuing them all for what they bring to God's work
- A person with a strong discipline of prayer, study and spiritual development
- Empowering others by generously giving authority and responsibility whilst gently retaining accountability
- Willing to be vulnerable and take risks

##### **Knowledge, Skills and Experience**

- A creative thinker and leader, ready to bring fresh energy to parish teams
- A good communicator and a good listener
- Understanding of how people come to Christ by different routes and how their faith may reflect this
- A generous leader who is willing to build trust and capability across the Team and the wider congregation
- A keen interest in rural multi-parish ministry, with a love of the countryside
- Ability to organise resources effectively