**ROLE DESCRIPTIONS**

**Some explanatory notes to enable completion of this document.**

In order to help you complete the role description it is worth noting:

1. Page 2. Role purpose. Since this section is general to all it should be left intact apart from deleting the section as appropriate. The Archdeacon will make any modifications to this page.
2. Page 3. Specific Responsibilities. Please select from and/or add to the list provided of your specific responsibilities.
3. Page 4. Under ‘Diocesan and Deanery’ it is the 5th bullet point that really affects you (‘Local Ministers of other Christian Leaders’). Please list these as appropriate for your parish(es).

Under ‘Parish’ please give details relating to each of these 6 bullet points.

Under ‘Role Context’ please provide details of any parish plans you have for church and community. (The Deanery Plan will be provided by the Area Dean, whilst the Diocesan Context will be provided by the Archdeacon.)

1. Page 5. ‘Benefice Summary’. You will need to provide details of each of these sections as listed.

Once you have completed each of these sections please return the document to the Archdeacon so that it can be collated.

The Role Description will be reviewed with the Archdeacon at each Ministerial Development Review.

If you would like to receive this document electronically please email the PA to your Archdeacon as below:

PA to the Archdeacons of Portsdown – Mrs Anne Stunt anne.stunt@portsmouth.anglican.org

PA to the Isle of Wight – Mrs Sally Rivlin

sally.rivlin@portsmouth.anglican.org

PA to the Archdeacon of the Meon – Mrs Valerie Agnew valerie.agnew@portsmouth.anglican.org



**ROLE DESCRIPTION**

**Details of Post**

**Role title as on licence: Vicar**

**Name of Benefice: Soberton Newtown and Hambledon**

**Deanery: Bishop’s Waltham**

**Archdeaconry: Meon**

**Initial point of contact on terms of service: Archdeacon of**

**The Meon**

**Signed by licence holder:**

**Signed by Bishop/Archdeacon:**

**Date:**

**To be reviewed:** 6 months after commencement of the appointment and at each Ministerial Development Review

**Role Purpose (this section is general to everyone and should be left in)**

**General**

* To share with the Bishop both in the cure of souls and the responsibility for co-operating with the Holy Spirit in growing the Kingdom in the parishes. This particularly involves working with other parishes and colleagues in the deanery to develop the deanery plan for mission and ministry (the development of the plan is the responsibility of the Area Dean and Deanery Pastoral committee and Synod)
* 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, such as the Declaration of Assent
* To be rooted in the community, to offer pastoral care to all, and to show the love of God by responding to local needs
* To nurture the congregations through a ministry of word, sacrament, prayer and service
* To oversee the organisational life of the churches by attending to matters of health and safety, finance, legislative requirements, administration and people management

**Specific responsibilities (the list below gives examples of responsibilities you may wish to include but is not exhaustive – please add as appropriate to reflect the full role)**

* To co-operate with the PCCs in the whole mission of the church, which is spiritual, legal, financial, Synodical, pastoral and missionary
* To work in mission partnership with, and offer mutual support to the Rector of the Meon Bridge Benefice in your cross-licensed roles as curates to one another’s Benefices
* To encourage wider and deeper deanery engagement, such as attending Synod and chapter events, developing connections with our Ghana-link parishes and other link parishes/deanery, and in supporting retreats, deanery services and lectures
* To encourage and enable clergy and lay colleagues, churchwardens, PCCs, parish staff and volunteers, to participate fully in planning and decision making, tasks and activities to ensure that gifts and talents are identified and used effectively
* To oversee the planning, organisation and conduct of worship, making appropriate use of available resources to give glory to God and to nurture the faith of all within the life of the Church
* To inspire, motivate and empower all members of the Church in their own discipleship, and where appropriate use and develop classes and courses; to engage with the LyCiG (Leading your Church into Growth) programme to which the benefice is committed
* To oversee preparation for confirmation, marriage and baptism
* To identify pastoral care needs within the parishes’ communities and ensure appropriate structures and people are in place to provide the necessary support
* To nurture and develop relationships with all local schools, and to support and ensure the fulfilment of responsibilities towards the Church-affiliated schools (Newtown and Soberton Infant School, and Hambledon Primary school) in the Benefice
* To nurture and develop relationships with community groups and other Christian communities within the parish as appropriate
* To support discussions within the deanery in the light of future plans for pastoral reorganisation
* To make full use of resources and buildings in order to develop the mission and outreach of the parishes; and to encourage the community use of the church buildings and facilities in, for example, concerts, presentations and exhibitions
* To find ways of attracting those on the fringe, to draw them into the life of the church
* To develop own faith and that of those within the congregation through regular worship, prayer, reflection and study
* To make time for yourself and God, and for yourself and your family
* To maintain a balanced and healthy life style by attending to personal physical and spiritual well being and needs
* To build a greater sense of unity, common purpose and cooperation between the parishes in the benefice

**Key contacts and relationships (the list below gives examples of contacts and relationships you may wish to include but is not exhaustive – please add as appropriate to reflect the full role)**

**Diocesan and Deanery**

* The Bishop and Archdeacon
* The Area Dean, Deanery Chapter and Deanery Synod
* The Diocesan Secretary and Diocesan Staff
* The Cathedral and its staff
* Local Ministers of other Christian traditions

**Parish**

* Licensed and authorised colleagues (eg Readers, assistant clergy)
* The Churchwardens, treasurers and PCC members of the parish(es)
* The Parish Safeguarding Adviser and any other significant lay volunteers or employees (eg Organists, pastoral assistants, secretaries)
* Any schools within the benefice including Church of England schools, Church affiliated schools and community schools
* Any Children and Youth Work leaders and volunteers
* Any commercial, local institutions or community organisations as appropriate

**Role Context and any other relevant information (please add any useful contextual information)**

* Any parish plans: church and community
* The deanery plan
* Diocesan context?

**Benefice summary (please complete)**

Parishes: **Soberton Newtown and Hambledon**

Patrons: **Bishop and The Queen (Hambledon)**

Licensed Ministers:  **4 PTO Lay Readers, 1 Reader in training**

Number of PCCs: **3**

Number of Churchwardens**: 5**

Buildings – to include churches with listings, church halls, parsonage house:

 **Soberton Grade 1 Listed**

 **Newtown Grade 2 Listed**

 **Hambledon Grade 1 listed**

 **Hambledon Vicarage not listed**

 **Soberton / Newtown Vicarage at Webb’s Green currently housing curate from the Meon Bridge Benefice not listed**

Churchyards – to note whether open or closed: **open**

Average Sunday Attendance: **Soberton 20, Newtown 20 , Hambledon 70**

Number of occasional offices per annum:

**Weddings S 2, N 2, H 5**

**Funerals S 3, N 2, H 6**

**Baptisms S 2, N 2, H 8**

Parish Share: **S £19,455, N £16,018, H £61,579**

Resolutions if passed: **none**

Church tradition: **central churchmanship**

Pastoral Reorganisation:

Population: **S 800, N 800 H900**

Anything else to note, i.e. church schools, number of residential homes, significant local industry, sector ministries