**ROLE DESCRIPTION TEMPLATE**

**Diocese of Carlisle**

Role description signed off by: Archdeacon of Westmorland and Furness

Date: 7th December 2017

To be reviewed next on: 7th December 2018

**1 Details of post**

Role title (as on licence): Priest in Charge

Name of benefice: St Mark Barrow in Furness

Archdeaconry: Westmorland and Furness

Deanery: Barrow

Mission Community: Barrow

Initial point of contact on terms of service: Diocesan HR Adviser

**2 Role Purpose**

To promote the work of the church in building God’s Kingdom in Cumbria in line with the Diocesan Vision.

**A General**

**1. Spirituality**

To maintain a prayerful spiritual life with appropriate support networks (including spiritual director or equivalent and regular retreats). To be on a life journey involving development of theological understanding and spiritual reflection.

**2. Personal Development**

To continually develop personal skills and knowledge in relation to ministry through courses of study, reading, consultancy, training courses and workshops.

**3. Self Management**

To follow an appropriate pattern of work to meet the demands of ministry, as well as maintaining a spiritual and personal life. This will include time management, personal administration, planning and organisation, working effectively alone or in a team, chairing meetings, interpersonal skills and appropriate breaks.

**4. Leadership**

Clergy are called to a role of leadership within the Christian community, enabling that community to develop its vision and strategy, especially through Mission Action Planning. All clergy are called to inspire, motivate and empower members of the church, individually and collectively, to achieve that vision. To discern and support lay leadership and SSM vocation in each congregation in your cure, in line with the Diocesan Growing Disciples strategy which articulates the need for very greatly increased numbers of Self-Supporting Ministers and lay leaders. To encourage vocation to ordained stipendiary ministry especially amongst younger people.

**5. Working collaboratively**

To work collaboratively with others, (including as appropriate clergy colleagues, churchwardens, PCC, staff and volunteers, and other leaders in the local church), ensuring individuals’ gifts and talents are identified and used effectively in any given situation or task. To share ministry as appropriate, encouraging and building up the community of faith. Especially, collaborate with colleagues (lay and ordained, Anglican and ecumenical, where appropriate) in the Mission Community and Deanery - and to encourage the congregations in your cure to do so too. Make attendance at every Clergy Chapter meeting a very high priority

**6. Communications**

To communicate effectively and appropriately in both written and verbal form with people of all ages and situations in society, inside and outside of the church.

7. Management & organisation

To work with the PCC and churchwardens or other colleagues to put in place appropriate structures and resources for the Christian community. This will include clear boundaries and accountabilities of roles. To ensure appropriate processes and policies are in place in relation to services, weddings, baptisms and funerals, safeguarding, health and safety, financial, fabric, staff and volunteer management, etc. To ensure that the structures and processes meet appropriate diocesan and legal requirements. To use IT including emails, and to use it appropriately according to current Diocesan guidelines.

**8. Outreach**

To develop a ministry that encourages new people into Christian faith and will support existing Christians in evangelism and discipleship. Specifically, to work at Diocesan ‘God for All’ strategy within ‘Growing Disciples 2010-20’, so that everyone in Cumbria discovers more of God and of His purposes for them. To develop relations with community, external organisations and, where appropriate the employing body, to promote positive links with the church. To cooperate with the Deanery Network Youth Church and give a proportion of your time to developing other pioneering initiatives and fresh expressions of church. To engage with local schools and colleges and make particular efforts to reach and nurture children and young and to integrate them into the life of the church.

**9. Worship**

To lead worship prayerfully, competently and confidently. To plan, organise and conduct a programme of worship that supports the vision and needs for ministry including appropriate use of resources, music, teaching and preaching.

**10. Preaching**

To reflect, interpret and preach the gospel in a way that will encourage faith development in people of all ages, including children and young people. To adapt content and style for different audiences, occasions and purposes (using biblical interpretation, doctrine, pastoral care, ethical teaching and other models).

**11. Teaching**

To teach at different ages and levels of faith or knowledge, in support of faith development. This may include admission to Holy Communion, confirmation, school assemblies, introduction to Christianity (Alpha, Emmaus, etc)nurture courses, and pastoral care courses. This may be in formal teaching environments or in small groups. To plan, organise and conduct a programme of teaching which supports the vision and needs of the church community. To teach regularly (at least annually) on Stewardship using tools like the national Giving for Life.

12. Pastoral Care

To identify pastoral care needs and put in place appropriate structures and skills to provide this to the community (including, parish visitors, pastoral assistants, local volunteers. To lead the Christian community in giving support to those in need of pastoral care as appropriate, including baptism and marriage preparation, care to the sick and dying, bereavement, individual support and visiting.

**B Specific**

*This will relate to the tasks and challenges that are specific to the Benefice(s) concerned.*

**3 Key contacts** *– please record the key contacts for your own situation, for all of Generic, Specific, Speculative and Supportive*

*Generic*

Mission Community Leadership Team

Parish ministry team (including readers, authorised lay ministers)

Churchwardens

PCC

Lay leaders

Deanery chapter

Deanery Network Youth Church which meets at St Marks

Head teachers of local church and community schools

Ecumenical partners Churches together in Barrow

Nursing homes

*Specific -*

PCC Committees

Sports clubs

Ramsden School

Baptism, Confirmation.

Action for children, Barrow Foodbank, Furness Homeless Support Group, CADAS, Hate Crimes Committee, Imagine (employing people with learning difficulties), Inspira (help the unemployed to find suitable employment), The local MP's office, Local Churches, Local schools, 'Love Barrow' Families, Mind, My Space, the Police service and PCSO’s, PHX Training, Project John, People Plus, the Salvation Army and The Well.

*Speculative - eg*

Mayor’s secretary

Chair of Parish Council

Other secular organisations within the Benefice

*Supportive:*

Rural Dean

Archdeacon

Ministry Development Officer

Spiritual Direction Contact

Inter Diocesan Counselling Service Harassment Advisors

HR Advisor

Child Protection and Vulnerable Adults Advisors

Diocesan Secretary and Church House staff

**4 Role context and any other relevant information**

An opportunity to lead a church that has a heart for mission to the lost as well as to play a significant role in the formation of the Barrow Mission Community.

**5 Benefice summary**:

Parish(es): 1

Patron(s): Bishop of Carlisle

Clergy: 0

PCCs: 1

No of Churchwardens: 2

Authorised Lay Ministers: D Nelson (Reader) L Lawrence (lay Minister)

Buildings: Church and Hall

Population: 3803

Usual Sunday Attendance: 90

Parish offer: £58, 577

Resolution on the Ministry of Bishops and Priests / Resolutions A, B, C not passed

Pastoral reorganisation proposals: Barrow Mission Community proceeding from Launch to commissioning

Outreach/service to the wider community by the parish:

Business element (see profile)