Role description signed off by: Archdeacon of Sudbury Date: November 2017

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

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| **1 Details of post** |  |
| Role title | Priest in Charge |
| Name of benefice | Elmsett with Aldham, Hintlesham, Chattisham and Kersey |
| Deanery | Hadleigh |
| Archdeaconry | Ipswich |
| *Initial point of contact on terms of service* | Archdeacon of Sudbury |

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| **2 Role purpose** |
| **General** |
| 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. |
| To work together as the Priest in Charge of this benefice, 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 collaborate within the Deanery both in current mission and ministry and, through the Deanery Plan, in such reshaping of ministry as resources and opportunities may require. To attend Deanery Chapter and Deanery Synod and to play a full part in the wider life of the Deanery. |
| To work with 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. |
| **Schools**  To work closely with the 3 benefice 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. |
| **Specific tasks and responsibilities** |
| Lead the benefice ministry and pastoral teams by working with parishes to develop a shared vision and plans for Growing in God; encourage lay participation in services; identify and develop people’s talents. |
| Be a biblical shepherd who will inspire and invigorate church members. |
| 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. |
| Strengthen and encourage links with young people, families, the middle aged and newly retired and help to expand outreach, pastoral care and visiting capabilities for those in need such as the elderly, lonely and isolated. |

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| **3 Key contacts** |
| **Generic**  The Church Wardens  The PCCs  The Rural Dean and Lay Chair |
| **Specific**  Ordained and lay colleagues (those holding the Bishop’s licence, office holders and administrative staff) |
| **Schools**  The Headteacher and Chair of Governors of the 3 benefice schools |
| **Aspirational**  Be willing to contribute to community life in all the villages of the benefice |
| **Supportive**  The Archdeacon, who will review this role description with you when you are six months into post.  The Rural Dean and Lay Chair  The Diocesan Director of Mission and Ministry  The Bishop’s Ministry Officer |
| **Patrons**  Bishop of St Edmundsbury and Ipswich  Martyrs Memorial and Church of England Trust  St Chad's College Durham |
| **Role context and any other relevant information** |
| Predictions of ‘available stipendiary clergy’ nationally mean that each deanery is being asked to consider what re-organisation might enable a decrease in stipendiary numbers. The consequence of this is that there must be a greater sense of collaborative working. |
| To be aware of the implications of the Centenary Share system on the finances of the benefice. |
| To continue to support and develop the ministry of others across the benefice. |

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| **4 Benefice Summary** | |
| **Parishes** | Aldham  Elmsett  Hintlesham with Chattisham  Kersey |
| **Churches** | Aldham : St Mary (Grade I)  Elmsett : St Peter (Grade I)  Hintlesham : St Nicholas (Grade II) with Chattisham : All Saints and St Margaret (Grade II)  Kersey : St Mary (Grade I) |
| **PCC** | The PCCs seek to work together, to be supportive and effective in mission and growth. |
| **Schools and Colleges** | Elmsett CEVCP School  Hintlesham and Chattisham CEVCP School  Kersey CEVCP School |
| **Churchwardens** | Aldham : 1  Elmsett : 2  Hintlesham with Chattisham : 4  Kersey : 2 |
| **Ministers** | 10 Lay Elders |
| **Buildings** |  |
| **Churchyards**  (Open or closed) | Aldham : St Mary (open)  Elmsett : St Peter (open)  Hintlesham : St Nicholas with Chattisham : All Saints and St Margaret (both open)  Kersey : St Mary (open) |
| **Population** | Aldham: 180  Elmsett: 778  Hintlesham: 650  Chattisham: 170  Kersey: 350 |
| **Average Sunday Attendance** | Aldham: St Mary - 20  Elmsett: St Peter - 23  Hintlesham: St Nicholas with Chattisham : All Saints and St Margaret - 29  Kersey: St Mary - 9 |
| **Parish Share** | **2017** (\*31/10/17)  £56,343 – 89.18%  **2016**  £57,232 – 100%  **2015**  £53,972 – 100% |
| **Expenses** | Reimbursed in full |
| **Resolutions** | None |
| **Church Tradition** | Low Church having a variety of services mainly Common Worship, but also BCP and Messy Church, and appreciating sound biblical teaching. |
| **Pastoral re-organisation** | Plans for reorganisation around the Deanery |
| **Presence of other Christian denominations** | Methodists in Elmsett |
| **Presence of other faith communities** |  |