**Appendix 1**

**ROLE DESCRIPTION (TEMPLATE)**

**SECTION ONE: DETAILS OF POST**

**Role title:** [insert the title as described in the licence and Statement of Particulars]

**Type of Role:** [insert one of the following: full time stipendiary/part‐time,

stipendiary/house for duty]

**Name of benefice:** [insert name of benefice as described in the licence]

**Episcopal area:** [insert area]

**Deanery:** [insert deanery]

**Archdeaconry:** [insert area]

**Conditions of**

**Service:** Please refer to Statements of Particulars document issued in conjunction with this role description

**Key contact for** Archdeacon of [insert area]

**Clergy Terms of**

**Service:** This role falls within the Clergy Terms of Service formally known as Common Tenure. The Archdeacon of [insert area] is the designated person by the Bishop of Oxford to issue the Statement of Particulars for the post holder.

**Accountability:** 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

**Additional  
Responsibility:** [insert any additional responsibility here; otherwise state N/A]

**SECTION TWO: CONTEXT**

**Wider Context**

With the appointment of the new Bishop of Oxford the Rt Revd Dr Steven Croft a new Common Vision is emerging for the Diocese of Oxford …

The vision addresses what kind of church we are called to be – A Christ-like Church.

What are the marks of a Christ-like Church? To be the Church of the Beatitudes:

* Contemplative
* Compassionate
* Courageous

It also asks what we are therefore called to do together. This is currently a work in progress, but is likely to cover some of the following strategic priorities:

* Make a difference in the world
* Support and grow the local church
* Establish new churches and congregations
* Serve our schools
* Renew discipleship and ministry

These priorities will be supported centrally by resources, training, conferences, workshops, and much more.  The diocese is inviting benefices and their priests to share a vision rather than demanding a response. It wants all its priests to flourish in ministry and to deepen their enjoyment of God.

**Local Context**

*[Insert Brief description of local context including vision and Deanery Ministry Action Plan (MAP)]*

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

**General:**

1. To exercise the cure of souls shared with the bishop in *this benefice*[[1]](#footnote-1) in collaboration with colleagues, including the praying of the Daily Office, the administration of the sacraments and preaching
2. 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 benefice, particularly those who are sick and infirm
* providing spiritual counsel and advice
* consulting with the Parochial Church Council on matters of general concern and importance to the benefice
* bringing the needs of the world before God in intercession
* calling your hearers to repentance *and declaring in Christ's name the absolution and forgiveness of their sins[[2]](#footnote-2)*
* *blessing people in God’s name3*
* 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

1. 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**

*[insert key responsibilities* *for each headline below]*

* Mission and Outreach
* Leadership and working collaboratively
* Worship and preaching
* Pastoral Care
* Stewardship and benefice organisation
* Personal development 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

**SECTION FOUR: BENEFICE SUMMARY**

**The Benefice of [insert name]**

*[insert information for each headline below]*

Benefice:

Patron(s):

PCCs: (Names and numbers only)

Churchwardens:

Ministers:

Benefice paid staff:

Benefice unpaid staff/ volunteers (numbers):

Buildings:

Churchyard(s):

Resolution A,B,C:

Church Tradition:

Pastoral Reorganisation proposals:

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

**KEY CONTACTS FOR THE ROLE**

**Generic and specific to the role**

**Groups & committees**

* The PCC(s)
* Deanery Chapter
* Deanery Synod
* Deanery Pastoral Committee
* *[insert any other]*

**In the benefice**

* Churchwardens
* Ministerial Colleagues
* Head teacher(s) of local school(s)
* *[insert any other]*

**Support structures**

* Area Dean
* Area Bishop
* Archdeacon
* *[insert any other eg: spiritual director, work consultant, etc if they have been identified]*
* Staff at The Diocesan Office with key responsibilities for various aspects of supporting

**SECTION FIVE: OTHER**

This role description is issued alongside and should be read in conjunction with the following documents:

* The Ordinal
* The Canons of the Church of England
* Guidance for the Professional Conduct of Clergy
* Bishop’s Licence
* Statement of Particulars issued to the office‐holder on successful appointment
* Diocesan Clergy Handbook
* Parish Profile
* Ministry Action Plans (MAPs)
* Any objectives discussed and agreed between the post holder and the supervising minister

Role description signed off by: The Venerable *[insert name]* Archdeacon of *[insert area]*

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Date: *XX.20XX*  
To be reviewed next on: *XX.20XX*

**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
* Willingness to engage in further training that enhances the skills of [….]

**Desirable**

* Have completed a recognized course of study on [….. eg Fresh Expressions/Mixed Economy Church (e.g., Mission Shaped Ministry, Ordained Pioneer Ministry etc] *Include this only if it is relevant to your situation*

**Experience**

**Essential**

* Engagement with and pastoral support for people of all ages
* Priestly ministry involving vision setting and team development
* Responsibility in a complex organisation with substantial resources to manage

**Desirable**

* Leading mature and thoughtful all age worship
* The liturgical tradition that is catholic, orthodox and Anglican
* Experience of doing forms of church in creative, engaging and imaginative ways
* Congregations that include a number of people who worship in a different place from where they live
* Active engagement with local schools

**Knowledge/Skills and Competencies**

**Essential**

* Ability to preach well in a variety of styles and formats to a broad range of listeners with varying outlooks, ages and understanding
* Ability to identify and respond to opportunities for mission
* Ability to make and build on links with individuals and community organisations whose involvement with the Church is limited
* Leadership skills including the ability to motivate, inspire and effectively coordinate volunteers

**Desirable**

* Collaborative working especially with volunteers and other churches
* Ability to organise resources effectively to meet a large number of demands

**General Attributes**

**Essential**

* Able to work in sympathy with the Eucharistic tradition of the Benefice
* A passion for starting and leading a new congregation
* An appreciation of the opportunities provided by the Church’s place within the existing secular structures for developing links with those not actively involved
* Evidence of a deep prayer life and ability to draw on a wide range of spiritual resources

**Desirable**

* An ecumenical outlook and willingness to work with local churches and faith groups
* A love of the arts in general and church choral music in particular and an understanding of how they can draw people to God

**Other**

* A passion for learning and personal development.
* \*\*The ability to work to a Safeguarding Policy.

1. This may need adaptation to Team or post, depending on circumstances [↑](#footnote-ref-1)
2. This may need deleting for Deacons [↑](#footnote-ref-2)