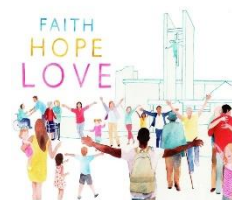


Role Description for Vicar - All Saints' Church Dedworth

January 2021



SECTION ONE: DETAILS OF POST

Role title:	Vicar
Type of Role:	Full Time Stipendiary
Name of benefice:	Dedworth
Episcopal area:	Diocese of Oxford
Deanery:	Windsor and Maidenhead
Archdeaconry:	Berkshire
Conditions of Service:	Please refer to Statements of Particulars document issued in conjunction with this role description.
Key contact for Clergy	Archdeacon of Berkshire
Terms of Service:	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.
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:	N/A

SECTION TWO: CONTEXT

Wider Context

Since the appointment in 2017 of the Rt Revd Dr Steven Croft as Bishop of Oxford, 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.**

We have identified five focus areas:

- catechesis and discipleship
- growing new congregations
- serving our schools, children and young people
- challenging poverty and inequality.
- celebrating and blessing the parish of Milton Keynes

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 benefice to share in becoming a more Christ-like church for the sake of God's world.

Local Context – All Saints Dedworth (ASD)

The parish of Dedworth lies to the west of Windsor, but is distinct from it. It embraces a wide spectrum of society, as does the congregation of ASD. There are significant areas of poverty and social deprivation in the area and the welfare of the community is at the centre of our worship and activity. We are rich in spirit, but not financially.

There are well-established teams of willing volunteers supporting the life of the church. They are keen to work with our new parish priest in developing the Christian faith, gifts, talents and confidence of the congregation and to grow new disciples in the wider community.

We are well on the road to developing a post Covid 'new normal', making good use of computer technology to support live worship for all ages in church and at home. We would expect our new parish priest to lead us in finding new ways to worship, inspiring and satisfying for all ages and inclinations.

All Saints' Dedworth has well established working relationships with other churches in Dedworth. Working relationships with churches in Windsor are being explored.

SECTION THREE: ROLE PURPOSE

ROLE PURPOSE: To advance the Kingdom of God in Dedworth through leadership, collaboration and example.

KEY RESPONSIBILITIES:

General:

- A. To exercise the cure of souls shared with the bishop in *this benefice* 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 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

- blessing people in God's name
 - 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
- D. **Key responsibilities specific to the local situation**

Mission and Outreach

- ⊖ To reach out to the community, connecting with range of people from varied backgrounds, including the homeless.
- ⊖ To work with young people and local schools
- To build on existing links with individuals and community organisations already associated with the church and develop new ones with others whose involvement with the church is limited.
- To Identify and respond to opportunities for mission and be alert to new possibilities and options.

Leadership and working collaboratively

- To develop our vision and motivate, inspire and effectively coordinate volunteers.
- To work with established team structures and widen participation in them to nurture the development of church life.
- To grow disciples by developing the gifts and talents of God's people and building their confidence.

Worship and preaching

- To find innovative ways of delivering the Christian message.
- To preach well in a variety of styles and formats to engage with a broad range of congregations of various ages, with variety of outlooks and understanding.
- To develop a hybrid ministry for the "new normal" of livestreaming, pre-recorded, Zoom and in person religious services.

Pastoral Care

- To care and tend to the needs of the congregation and the needs of the community by loving service, including those suffering from loneliness
- To empathise with those at the end of their life, by bringing them comfort and reassurance.

Stewardship and benefice organisation

- To work with other churches in Dedworth and neighbouring Windsor parishes, who are in the early stages of exploring how they may work together more closely.
- To encourage sound and effective financial stewardship and care for the environment.

Personal development and spirituality

- To demonstrate a secure, personal Christian faith and confidence in God.
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- To evidence a deep and sincere prayer life.
- To lead in a confident, tolerant and inclusive manner, drawing on a wide range of spiritual resources

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

- Care for the health, safety and safeguarding aspects of the church building and church life.
- 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.

SECTION FOUR: BENEFICE SUMMARY

Patron(s): The Bishop of Oxford

PCC: All Saints' Dedworth PCC:

- 2 Deanery Synod Representatives
- 2 Churchwardens
- 12 members of the congregation voted in
- 1 co-opted member

Churchwardens: Sue Morgan and Ken Kilner

Ministers: Vacancy

Benefice paid staff: Carolyn Carter on a self - employed basis

Benefice unpaid staff/ volunteers (numbers): Approximately 50 in the teams,

Electoral roll of 139,

Congregation: A Database of 170 and total congregation (including young people) of approximately 220

Buildings: Please see Parish Profile for details of our vicarage, church buildings and facilities.

Church Tradition: Evangelical with a broad range of preferences for styles of worship.

Pastoral Reorganisation Proposals: Exploratory stages of working with neighbouring parishes in Windsor.

Resolution A, B, C: N/A

KEY CONTACTS FOR THE ROLE

In the benefice

- Church Wardens Sue Morgan and Ken Kilner
- Ministerial Colleagues: Michael Thomas LLM and Jacki Thomas LLM (non-stipendiary)
- Employed worker: Carolyn Carter (Worship leader, schools work, children's & youth ministry, preacher)

Groups and Committees

- The PCC
- Deanery Chapter
- Deanery Synod: Jim Tucker Lay Chair and Rev Sally Lynch key contacts
- Deanery Pastoral Committee.

Support structures

- Area Dean: Ainsley Swift
- Area Bishop: Bishop Olivia Graham
- Archdeacon: Stephen Pullin

- Staff at The Diocesan Office with key responsibilities for various aspects of supporting
- Windsor Team Ministry: There are discussions at an early stage for a Windsor Team Ministry and either a loose or formal structure that would ensue. These are less advanced for Dedworth given there is no priest in charge or vicar

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
- The Person Specification
- Result of Zoom Conference to discuss the Parish Development plan with the PDA for Berkshire (in relevant Parish newsletters and in the website).

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

Date: *XX.20XX*

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