

**Role Description**

**Section 1 – Details of the post**

Please enter the ‘role title’ and include any major responsibilities, such as Rural Dean, that are not separate appointments together with the rough proportion of time allocated to each. If you hold a part-time or dual-role post, please include the amount of time given to this role.

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| --- | --- |
| Name of office holder |  |
| Role title (as on licence) |  |
| Name of benefice/parish |  |
| Deanery |  |
| Archdeaconry |  |
| Stipendiary or Non-stipendiary |  |
| Proportion of time given to this role, if not full-time? Please list any other licensed or contractual appointments: |  |

**Section 2 – Role purpose: generic**

**Option 1: This has been written for those of Incumbent status.**

1. To share with the Bishop of Bath & Wells and the Bishop of Taunton in the cure of souls in the parish(es).
2. To be the minister of the parish/benefice, having regard to the calling and responsibilities of the clergy of the Church of England as described in the Ordinal, the Canons, national and local safeguarding policies, the Diocesan Guidelines for Clergy and all other relevant legislation, in accordance with the Archbishops’ statement Guidelines for the Professional Conduct of the Clergy.
3. To work with any other ministers in the parish/benefice, members of the Parochial Church Council and key lay leaders in the development of the church in the parish/benefice, having regard to the need for sustainability and effectiveness in mission.
4. To release the energy and gifts of the whole people of God.
5. To ensure that a high standard of worship, preaching and pastoral care is provided.
6. To be ready and willing to reimagine ministry and mission with the recognition that some initiatives may not always bear fruit.
7. To contribute, where appropriate, to the life of the wider church (possibly at a deanery, diocesan or national level) and community.

**Option 2: This has been written for those of Associate Minister status.**

1. To share with the Bishop of Bath & Wells, the Bishop of Taunton and the Incumbent of the Benefice in the cure of souls in the parish(es).
2. To have regard to the calling and responsibilities of the clergy of the Church of England as described in the Ordinal, the Canons, national and local safeguarding policies, the Diocesan Guidelines for Clergy and all other relevant legislation, in accordance with the Archbishops’ statement Guidelines for the Professional Conduct of the Clergy.
3. To work with any other ministers in the parish/benefice, members of the Parochial Church Council and key lay leaders in the development of the church in the parish/benefice, having regard to the need for sustainability and effectiveness in mission.
4. To release the energy and gifts of the whole people of God.
5. To assist with providing a high standard of worship, preaching and pastoral care.
6. To be ready and willing to reimagine ministry and mission with the recognition that some initiatives may not always bear fruit.
7. To contribute, where appropriate, to the life of the wider church (possibly at a deanery, diocesan or national level) and community.

**Section 3 – Role Context**

The context of the role is given in the Parish Spotlight available on the Diocesan website. If you wish to include anything else please list below.

**Section 4 – Role purpose: specific**

(To be completed on an individual basis, please refer to the Guidance on Writing Role Descriptions document)

**Section 5 – Key contacts and relationships**

Deanery and Diocesan contacts:

* The Diocesan Bishop, Suffragan Bishop and Archdeacon
* The Deanery Chapter and Synod
* The Rural Dean and Lay Chair
* Local ministry group
* Diocesan advisers in specialist areas

Benefice contacts (to be amended as appropriate):

* Benefice clergy
* Readers and lay leaders in the parish(es)
* The churchwardens and the parochial church council(s)
* Leadership team
* Schools
* Church and community groups
* Committees
* Other

**Section 6 – Parish/Benefice Summary**

For those in team ministries please note where the specific responsibilities of the post-holder are located if these are for a specific church or congregation rather than the whole benefice.

|  |  |
| --- | --- |
| Number of Parishes |  |
| Patron(s) |  |
| Number of PCCs: |  |
| Number of Churchwardens |  |
| Number and type of Ministers: |  |
| Parish Paid Staff: |  |
| Parish Unpaid Staff: |  |
| Buildings (churches, chapels, halls): |  |
| Churchyard(s): |  |

**Section 7 – Sign off**

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|  | **Signature\*:** | **Date:** |
| Signed by Minister: |  |  |
| Signed by Incumbent (if Role Description for Associate Minister): |  |  |
| Signed by Archdeacon: |  |  |

\* This can be in electronic form.

This document should be reviewed and refreshed as part of the Ministerial Development Review process to ensure that it is still current. Amendments might also be made if circumstances change, for example in the way you share work with colleagues. If major amendments are made to your role description then a signed copy should be signed off by the Archdeacons who will log it on the diocesan IT system.

**Following review, please send this to be signed off and saved by your Archdeacon.**