

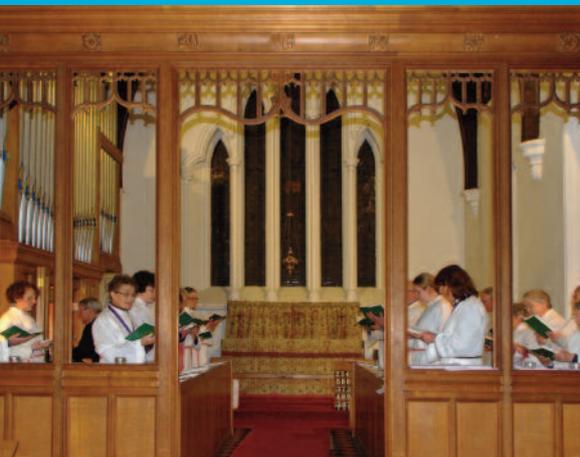


**'I sought to hear the voice of God and climbed to the topmost steeple,
but God declared: 'Go down again – I dwell among the people.'**

John Henry Newman

APPOINTMENT OF TEAM VICAR

ROLE DESCRIPTION AND PERSON SPECIFICATION



ROLE DESCRIPTION



SECTION 1: DETAILS OF POST

Role title	Team Vicar
Type of Role	Full Time Stipendiary
Name of benefice	Parish of Witney
Episcopal area	Dorchester
Deanery	Witney
Archdeaconry	Dorchester
Conditions of Service	Please refer to Statements of Particulars document issued in conjunction with this role description
Key contact for	
Clergy Terms of Service	Archdeacon of Dorchester. This role falls within the Clergy Terms of Service formally known as Common Tenure. The Archdeacon Dorchester is the designated person by the Bishop of Oxford to issue the Statement of Particulars for the post holder.
Accountability	<p>Priests share with the Bishop in the oversight of the Church.</p> <p>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 incumbent about any issues exceptional or otherwise that have the potential to affect ongoing delivery of ministry</p>
Additional Responsibility	N/A



SECTION 2: CONTEXT

Wider Context

As a diocese we are committed to holistic mission, working through the framework of 'Living Faith for the Future'. We have defined our purpose as 'to join with God in creating a caring, sustainable and growing Christian presence in every part of the Diocese of Oxford, enabling every Christian and every Christian community to live and share the love of God, seen in the life of Jesus Christ.'

Within the Living Faith framework we are inviting every parish, benefice, Board and Committee to paint their own unique work of art using the colours of:

- Sustaining the Sacred Centre
- Making Disciples
- Making a Difference in the World
- Shaping Confident, Collaborative Leadership
- Creating Vibrant Christian Communities

These priorities are supported centrally by resources, training, conferences, workshops, missionaries and much more. We are inviting benefices and their priests to share a vision rather than demanding a response.

We encourage a priest to have a ministerial interest beyond the benefice which is a personal specialism and may be made available to the wider church – a 'sixth day ministry'. Above all, we want all our priests to flourish in ministry and to deepen their enjoyment of God.

Local Context

The current parish is formed of four churches in and around Witney. There is one parish church, Saint Mary's and three district churches, Holy Trinity, Woodgreen in the north of Witney, St John the Evangelist, Hailey and St John the Baptist, Curbridge, which are chapels of ease. The village of Crawley is also in the parish, although there is no longer a church there.

We are committed to growth and mission.



SECTION 3: ROLE PURPOSE AND KEY RESPONSIBILITIES

Purpose Summary

1. **Sustaining the Sacred Centre.** A person committed to the Office and the Eucharist – the Daily Office is prayed morning and evening in St Mary's and these services are central to supporting the pastoral and evangelistic work of the parish, as it is here and in the Eucharist that we receive grace to work as Priests for the People of God and this informs our ministry as the place of charismatic encounter with God.
2. **Making Disciples.** An inspirational disciple committed to spiritual renewal – someone who is committed to an inclusive Christian community, as a witness to the world. An individual at home with developing the existing ministry, but also committed to looking at new ways to encourage deepening discipleship, which could be Fresh Expressions orientated.
3. **Shaping Confident, Collaborative Leadership.** A team player – a person aware of their own strengths and capabilities and also of their areas for development, with the emotional intelligence to know where others can complement them most effectively. Someone who can work collaboratively across the team not only to identify but, critically, to leverage these complementary skills and capabilities to the benefit of the whole Parish. Very importantly, an individual who will inject further energy, laughter and joy into the team.
4. **Creating Vibrant Christian Communities.** A leader in worship and teaching – someone who is respectful of the existing styles of worship, committed to evolution, not revolution. An individual with the vision to develop new structures and approaches to worship and teaching to enhance those already in place, especially to create new possibilities outside those of Sunday worship.
5. **Making a Difference in the World.** An outward-looking priest committed to witness and social justice. Someone comfortable with blurring the distinction between sacred and secular, recognising the sacramental nature of all life. An individual who is excited by the different and unconventional ways which our churches use to engage others outside our normal worshipping communities.

General:

1. 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.
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 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
3. 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

As a Team Vicar in the parish, to

1. Support the Rector in leadership of the parish
2. Develop a portfolio of responsibilities which will be built around the successful candidate. For example this could include responsibility for oversight of discipleship programmes across the parish

3. Have lead responsibility for the legal preliminaries of marriage across the parish
4. Share in planning and delivering schools ministry across the many schools in the parish, working with the other ministry team members. This will include assemblies most weeks
5. Share in the Eucharistic life across the parish including concelebration within the team
6. Share in conducting occasional offices across the parish
7. Share in pastoral care and nurturing faith across the parish
8. Serve on the PCC, Standing Committee and other subcommittees as agreed with the Rector
9. Take a full part in the Ministry Team in supporting the Rector and enabling vibrant mission and ministry
10. Work with the Rector, churchwardens and PCC/DCCs to ensure that structures and resources for parish organisation are appropriate, including clear boundaries and accountabilities of roles
11. Ensure that structures, processes and policies in relation to services, weddings, baptisms and funerals, health and safety, financial, fabric, staff management, etc meet diocesan and legal requirements
12. Manage time effectively through personal administration, planning and organisation, working in a team, chairing meetings, interpersonal skills and taking appropriate breaks
13. Follow an appropriate pattern of work that enables a full spiritual and personal life, as well as meeting the demands of ministry

As Team Vicar with particular pastoral responsibility for Holy Trinity and St John's Hailey, to

14. Have particular oversight of these congregations for pastoral care (including visiting), teaching and nurturing faith and the planning and leading of worship and preaching
15. Chair the DCCs of Holy Trinity and St John's Hailey, as requested by the Rector
16. Be confident in managing the budget for these and other areas
17. Develop the buildings as loci of community engagement and service
18. Lead on a continued and further developed productive partnerships with

local schools in Hailey and north Witney. To include an active role within Hailey school

19. Work with the deputy wardens of these churches in building them up and developing new growth

And more generally, to

20. Give attention for time for personal study and renewal in all aspects of ministry and life
21. Attend and contribute to deanery meetings and programmes, including the clergy chapter, and to participate in the life of the diocese, as opportunity allows
22. Support the work of Churches Together in Witney and to play an active part in fostering good relationships and productive partnership with churches and Christians of other traditions

Other responsibilities

1. Delight in a commitment to personal and spiritual development. This might include Spiritual Direction, Monthly quiet days, annual retreat and a work consultant
2. Participate in the Bishop's Ministerial Development Review scheme and engage in Continuing Ministerial Development
3. Carry out any other duties and responsibilities as required in line with the benefice needs. To include a commitment to the Diocesan Leadership training.
4. Take care for their personal wellbeing including health and safety and building a good repertoire of spiritual and psychological strategies



SECTION 4: BENEFICE SUMMARY

Benefice:	Witney
Patron(s):	Board of Patronage For this job the Bishop appoints in consultation with the Rector and the 2 elected lay reps are given a right of veto. A further 2 reps will be present.
No. of PCCs:	1 (19 members)
No. of DCCs:	3
No. of Churchwardens:	2
No. of Deputy Wardens:	8
Ministers:	Rector Team Vicar – Vacant Associate Priest, SSM Associate Priest, SSM Associate Priest, SSM Assistant Priest, SSM Stipendiary Curate Ecumenical Minister LLM Pastoral Assistant p/t Pastoral Assistant p/t Numerous retired clergy and LLMs
Benefice paid staff:	Parish Administrator (9–1 Mon–Fri) Organist at Holy Trinity Director of Music at Saint Mary's
Churchyards:	Saint Mary's (closed, except for Garden of Remembrance) Holy Trinity (closed except for Garden of Remembrance) Hailey (one open, though not widely used, one closed) Crawley (closed)
Resolution A, B, C:	Not passed
Church Tradition:	Sacramental
Plans for any pastoral reorganisation are detailed in the Profile. For more detailed information, please refer to the Parish Profile.	



SECTION 5: KEY CONTACTS FOR THE ROLE

Generic and specific to the role

Groups & committees

- The PCC
- The DCCs
- Deanery Chapter
- Deanery Synod
- Deanery Pastoral Committee

In the benefice

- Churchwardens and Deputy Wardens
- Ministerial Colleagues
- Head teachers of local schools
- A support group, if desired

Support structures

- Area Dean
- Archdeacon
- Spiritual Director
- Work Consultant
- Staff at The Diocesan Office with key responsibilities for various aspects of supporting parochial ministry
- Area Bishop



SECTION 6: OTHER

Relevant Documentation

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:

A handwritten signature in black ink that reads "Judy".

The Venerable Judy French
Archdeacon of Dorchester

Date: 13.04.2017

To be reviewed next on: 13.04.2018

PERSON SPECIFICATION



Qualifications/Training

Required

- An ordained priest within the Church of England, or a Church in communion with it, or a Church whose orders it recognises
- DBS enhanced clearance
- Satisfactory completion of Initial Ministerial Education

Essential

- A person who lives and exemplifies the priesthood in ways both profoundly rooted and accessible to others so that s/he offers a ministry of encouragement, care and challenge
- Willingness to engage in further training that enhances the skills of parish and community leadership
- A theologically able priest who can communicate this with ease
- Proven skills of collaboration as a team player and leader

Desirable

- A person open to learning about new ways of working, irrespective of their source



Experience

Required

- Experience of working in clergy and lay teams
- Ability to work to a Safeguarding Policy

Essential

- Engagement with and pastoral support for people of all ages; particularly an experience of developing ministry to draw others into missing age gaps
- Love of the sacramental and a commitment to the Eucharist
- An effective communicator, teacher and preacher
- Proven ability and motivation to work both within and beyond church structures
- Ability to establish a rapport with a wide range of people – Christians and non-Christians – in a variety of contexts
- Ability to initiate and manage change well

Desirable

- Experience with congregations in differing situations, including in villages
- Experience of leading mature and thoughtful worship
- Experience of working with schools and school-age children
- Experience of the care, maintenance and development of buildings
- Experience of doing forms of church in creative, engaging and imaginative ways



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

- Ability to work collaboratively, especially with volunteers and other churches
- Ability to organise resources effectively to meet a large number of demands



General Attributes

Essential

- A highly motivated, creative person committed to sharing life in a team
- Empathy with the values of the diocese and those of the parish
- Happy to work in sympathy with the Eucharistic tradition of the parish and at ease with Concelebration
- A passion for growing and developing congregations
- 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

- Evidence of effective team interactions both lay and ordained
- 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
- Good singing voice

Other

- A passion for learning and personal development