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Clergy Appointments

Roles and Responsibilities

House for Duty Associate Priest of the Bourton-on-the-Water with Clapton and the Rissingtons Benefice

**Introduction**

This Document sets out in broad terms the main roles and responsibilities of a stipendiary priest serving within the Diocese of Gloucester. It should be read in conjunction with the following documents which will provide further clarity on both the wider context of mission and ministry within the Diocese and the particular context and responsibilities of the Office Holder’s specific role.

The Diocese of Gloucester ‘Culture of Ministry’ Document.

The Diocese of Gloucester ‘LIFE Vision’ Overview Booklet.

The Diocese of Gloucester ‘Ministers Handbook’.

The ‘Bishop’s Letter’ and ‘Parish Profile’ specific to this role and provided as part of the vacancy and recruitment process for most stipendiary roles in the Diocese (copies of which will normally be available from the Archdeacons’ Office).

In due course these documents will be supplemented by the Post Holder’s 6-month review and initial Episcopal Review documentation which should provide a developing assessment of the specific priorities for mission and ministry in the context.

**ROLE PURPOSE**

In collaboration with colleagues and shared with the Bishop, to exercise the cure of souls in the parish(es) (or fresh expression) and carry out the ministry of word and sacrament.

To work in the power and grace of the Holy Spirit with the Bishop, Archdeacon, Area Dean and colleagues (both lay and ordained) in promoting the diocesan Vision to go out and share the transforming Gospel of Jesus Christ, so that people may know life in all its fulness. In doing so:

* To give clear and visible leadership to PCC’s and (where applicable) staff teams; to minister collaboratively, encouraging, equipping and supporting fellow leaders (lay and ordained) and to seeking to inspire the whole worshipping community to release the gifts of each other for mission and ministry.
* To work with PCCs and others to develop a sense of vision, mission and action specific to their context and in collaboration with the wider deanery.
* To preach and teach the faith in an orthodox and biblical manner; to provide for nurture courses and other appropriate opportunities for the wider community to explore the Christian faith so as to bring people to faith in Christ and to see discipleship nourished amongst all ages and backgrounds.
* To administer the sacraments.
* To ensure the pastoral care of the worshipping communities and parish(es) through the usual occasional offices and pastoral support arrangements, keeping these under regular review.
* To integrate the civic ministry of the parish and deanery with the wider life of the worshipping community.
* To build relationships with the congregations and wider local communities, getting to know the culture and character of the church(es) and communities you serve and joining in their life.
* To cherish, nurture and develop relationships with local schools (both church and other), establishing early contact and building on already established partnerships.
* To build relationships with other denominations in the area.
* To engage fully with the resources and structures of the Diocese of Gloucester, playing a full part in the deanery and making good use of training and development resources.
* To maintain a discipline of prayer and study, to be rooted in Christ, and help others develop a deeper prayer life.
* To take care of your own wellbeing and ensure, with the support of others, that you are sustained and nourished for the ministry you are called to. To follow the Diocesan guidelines for time off and holidays and to model a healthy and sustainable rhythm and pattern of ministry. To pay attention to factors that threaten this and to be prepared to seek help and support at all times.

**KEY CONTACTS who will support you in this role:**

* The Bishops of Gloucester and Tewkesbury
* Your Archdeacon
* Your Area Dean and Deanery Lay Chair
* Diocesan Support Teams including the Department of Mission and Ministry, the Diocesan Board of Education, the Diocesan Secretary and Finance Team, the Church Buildings Team and Property Department, the Director of HR & Safeguarding and the Diocesan Safeguarding Advisers
* Your Parish Safeguarding Officer
* Your Spiritual Director and/or Mentor (The Director of Mission and Ministry will be happy to offer support in helping to make connections for these where necessary)
* Clergy Colleagues and Licensed Lay Ministers
* The Church Wardens and PCC’s
* Ecumenical contacts including Fellow Ministers
* Community Leaders

**Initial Objectives**

More context-specific objectives should be developed in your first 6 months in post and these should form part of your 6 month review with your Archdeacon following appointment and developed further at your initial Episcopal Review. However, it is anticipated that your first few months in post will include the following ‘broad brush’ Objectives:

* To build good working relationships with the worshipping communities, the wider parish communities and other clergy and lay leaders, including churchwardens and PCC members.
* To gain the confidence of the varied congregations, continuing to build the ministry of the whole people of God in mission and worship.
* To gain a fuller understanding of the parish context(s) in which you are ministering, including aspects of history that affect the present and may have an impact on the future.
* To begin, in conjunction with PCC’s and in line with the Diocesan LIFE Vision, to identify objectives for the substantive exercise of this ministry and its priorities in the years to come.