

Holy Trinity Seer Green and Jordans Parish Profile

VISION

*Our Church - the Centre of our Community
and the Centre of our Community Life.*

OUR MISSION

To live and share Christ's love.



Painting of Holy Trinity Church by Joy Brand, a member of our congregation and well-known local artist

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OUR PARISH

Our parish is made up of two very closely linked villages, Seer Green and Jordans, the populations of which are 2,300 and 700 respectively. The location is within the beautiful Chiltern countryside nestled beside the quiet Longbottom valley.

Communications are excellent. We are 3 miles from Junction 2 of the M40. It's accessibility to London (35mins by rail from Seer Green & Jordans Station) has made it popular with commuters. The Metropolitan underground line is 6 miles away at Amersham and at Little Chalfont. Heathrow Airport is 20 minutes drive - subject to M25 traffic.

The area is considered affluent and is popular with families. Statistics show that in 2011 over 60% of residents were married and over 90% of residents of working age (16-74) were in some form of employment. This is significantly higher than national averages and is a good indication of the desirability of living in the parish. This is further enhanced by the high standards offered at Seer Green School (Outstanding - Ofsted 2012) and Jordans. However, this means we are also a community in which many feel the pressures of modern life. High performance is an expectation for both adults and children and there are many demands on time.

OUR PROFILE AT A GLANCE

- Small Victorian Church, seating 140 and Churchyard
- Broad style of worship with traditional foundations
- A congregation which holds a variety of views from the full spectrum of the Anglican church
- Supportive, active, talented, well educated and friendly congregation
- Support from LLM, Parish Administrator, 2 Churchwardens and 10 PCC members
- Active ministry with children and young people looking to be developed
- Dedicated pastoral care team
- Church Choir with professional leader and team of organists
- Established House Groups
- A Church of England combined primary school with head teacher keen to further develop links with the church
- Stable financial base
- Strong sense of camaraderie throughout as befits a small village
- 4 bedroom vicarage with large garden close to church

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OUR WEBSITE

To find out more about life at Holy Trinity, Seer Green & Jordans please look at our website: <http://www.seergreenandjordanscofe.org/>

INTRODUCTION

We are currently a single parish benefice seeking to appoint a House for Duty Assistant Priest, who will work with the Revd Ian Brown, newly appointed Rector (designate) and Priest-in-Charge of Chalfont St Giles, to transition to the newly combined benefice of Chalfont St Giles, Seer Green and Jordans. At Seer Green and Jordans we are looking for a Priest who can help us to fulfil our vision, by giving spiritual leadership.

PASTORAL REORGANISATION RELATIVE TO SEER GREEN AND JORDANS AND CHALFONT ST GILES.

In the Buckingham Archdeaconry there has long been a desire and policy to make sure that the clergy are well supported using peer collaboration and supervision.

In particular, for those working in a house for duty role, each time an unattached post becomes vacant, we ensure it becomes linked with another local parish. To this purpose the Archdeaconry Pastoral committee, under the advice of the Amersham Deanery committee, has proposed that the two parishes above become linked by the formation of a new benefice being: “The benefice of Chalfont St Giles, Seer Green and Jordans”. The pastoral proposal is for the Rector to be located at Chalfont St Giles and for the house for duty post to become her or his responsibility. Each parish will retain through the pastoral scheme its parish church and PCC.



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The specific roles of the Rector and Assistant Curate (House for Duty)* posts are as in the job specification linked to each post profile. In addition to this are the following expectations:

- The Rector shall have oversight of the Benefice
- The Associate Priest shall be willing to share responsibility for ministry within the benefice with the incumbent
- They shall meet regularly for prayer, discussion, support and mission strategy
- Both will be expected to encourage a shared responsibility for mission and ministry across the parishes by clergy and lay leaders

* The person appointed to Seer Green and Jordans will be known as Assistant Curate (House for Duty) for the Benefice, but will be known locally as the Associate Priest (House for Duty) with responsibility for Seer Green and Jordans.

The Revd Ian Brown was appointed as Rector designate in December and will be licenced Rector designate in April. Ian will be involved in the appointment of a colleague.

Area Dean - Revd Camilla Walton

Please see section on The Deanery and Diocese for more information about the Amersham Deanery (Page 11)

OUR ASSOCIATE PRIEST

We seek a House for Duty minister who will be expected to work 3 days a week, including Sundays. Days worked in the parish can be negotiated and would particularly suit someone wishing to work part-time in another sphere, or a Priest who may wish to juggle child care whilst benefitting from a family home. The flexibility around the role we hope will be attractive to a Priest at any stage in their ministry, with plenty of energy, whether male or female.

With the creation of a new benefice, we seek someone keen to work as part of a team, whilst committed to developing ministry in Seer Green and Jordans. The key areas of work are to encourage our work with schools, outreach to young families and develop and grow our lay leadership team, through example, teaching and encouragement.

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OUR VISION

“Our Church - the Centre of our Community and the Centre of our Community Life.”

To help achieve this vision we have a set of aims

IN OUR WORSHIP

- Being accessible to all; offering a broad style of Worship - celebrating in a traditional style but leading the way in exploring creative new liturgy.
- Offering relevant, thought-provoking teaching. Delivered with energy and fervour to a standard that reflects the educated demographic of the congregation (49% of parish hold degrees).
- Offering relevant, thought provoking teaching that is delivered with energy and fervour and engages our children.

IN OUR CHURCH LIFE

- Enabling everyone to become more actively involved with the day-to-day life of the Church, supporting the work of the ministry and mission, led by the parish Priest and PCC.
- Extending and deepening the knowledge of Christ’s love and teaching so that we grow in confidence in sharing our faith in the wider community.
- To grow the church membership and regular attendance from all age groups.

IN OUR PARISH

- Seeking to meet the spiritual needs of people wherever they are in their spiritual journey.
- For the church to be seen as a positive presence and focal point, visible to all.
- Enabling our new Priest to be a regular presence in the parish and recognisable to the local community (within what is possible in a House for Duty role).
- That the strong links with Seer Green School and the preliminary links with Jordan’s School are developed so that the Church becomes an integral and inseparable part of life at the village schools.
- To work with local youth leaders and the Seer Green Baptist Church to support a youth club providing a platform for children of senior school age.
- To revive an organisation or club for older people to meet regularly.

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HOLY TRINITY CHURCH LIFE

OUR CHURCH BUILDING

Located in the heart of Seer Green village, Holy Trinity Church was built in 1846 with additional vestries added in 1960. The seating capacity is 140.

It is in generally good condition and the 2012 Quinquennial report recommendations are being addressed through the PCC. The Churchyard is now closed for burials but cremated remains can be buried close to the church building.

The church hall (1829) is 150yds from the church and was recently refurbished to a high standard.

THE VICARAGE

This is 400yds away from the Church in the desirable “Long Grove”. The building is a post-war design comprising hall, sitting room with doors onto patio, dining room, study, cloakroom, kitchen/breakfast room, 4 double bedrooms and bathroom. There is a garage and enclosed carport and a large rear garden.

Seer Green has a small shopping area providing a butcher, general store, post office/newsagent, hairdresser and two pubs with dining facilities. Jordans has a village shop and post office. Nearby Beaconsfield and Amersham will provide more amenities.



PASTORAL CARE

Following the pioneering training offered by the Amersham Deanery we have created a team of volunteers to assist with aspects of Pastoral Care. The team make a huge difference in the parish, looking after anyone in need of support. We are very proud of this support that we offer and believe that it is an important way for us to reach out to the wider community.

Please see <http://www.seergreenandjordanscofe.org/information/clubs/prayer-intercessions-group/> for further information.

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MINISTRY TO CHILDREN AT HOLY TRINITY

A high proportion of families with children live in the parish and we recognise the importance of providing a Christian grounding for them, who in turn, look after the future of our church. We have an active children's ministry at Holy Trinity and we are working hard to ensure that we have enough DBS checked, volunteers to meet the needs of our children and young people. A recent "boom in baptisms" has highlighted how important our Ministry for Children should be.

We are currently reviewing how best to provide for all our young people.

For younger children

- Up to 15 children aged 4 - 12 attend on Sundays
- Fun and Faith (age up to 4)
- Junior Church (age 5 to 12)
- In term time children have regular teaching on the carpet at the front of the Church at the 10 am services, before going off to their respective groups.
- "Monthly" Fun and Faith takes place in the Parish Church Hall. This is a fun group run by our wonderful storyteller, Katy, who skilfully takes the children through a Bible-themed story and includes crafts and other activities.

For older children

- A new venture for teenagers called "Crumbs" has recently been started, meeting for breakfast and discussion at the dedicated leader's home once a month. We are excited about this new venture and we hope this will grow, helping to maintain an interest in Christianity throughout teenage years.
- Shared schemes with the local Baptist church provide a platform for 12-17s one evening a week.



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OUR LOCAL SCHOOLS

Seer Green C of E School

Seer Green CE School became an academy in February 2013 and has approximately 200 children. We enjoy a close relationship with the school, with monthly school services in Church. Our recent incumbent was a regular and welcome presence in the School enabling a strong co-operation between school and church life.

Examples of this being; pupils providing artwork for the Jubilee railings, flowers for the recent flower festival and, this year, working together to create a “Spiritual Garden” in the school grounds where the children can go for some quiet reflective time and prayer.

Please see <http://www.seergreenandjordanscofe.org/information/charities-schools/seer-green-c-of-e-combined-school/> for further information.

Jordans first school

Holy Trinity also has increasingly strong links with Jordans First School which caters for 4 - 7 year olds.

Please see <http://www.seergreenandjordanscofe.org/information/charities-schools/jordans-first-school/> for further information.

We hope that the new Priest will help maintain and further strengthen these links.

MUSIC AT HOLY TRINITY

Music is a valued part of our worship. Currently we have regular visiting organists who work on a rota basis. Hymns on Sundays are normally taken from Hymns Old and New augmented by other popular hymns traditional and contemporary. The Eucharist is sung at least twice a month and the range of settings is slowly increasing. The 8am, 6pm and Wednesday Eucharist services have only recorded, or no music, except for festival services.

Holy Trinity has a flourishing Church Choir, led by Melissa Alder. The choir was reformed in 2011 to accommodate an interest from within the church. Melissa sang as a child in Holy Trinity Church Choir then studied at the Royal Academy of Music and now works full-time at the Royal Opera House in London. She felt passionately about Holy Trinity having a choir and so set about re-introducing the choir which now has 26 members. The choir sings regularly at the 10am Holy Communion services, as well as at special services throughout the year.

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FINANCES

The Parish generally has a good commitment to financial stewardship, which is seen as part of a broader responsibility to exercise stewardship over gifts, talents etc. for the common good. The church is fortunate to have the services of two financial professionals who sit on the PCC. The PCC is looking to further strengthen the financial position to enable the church and incumbent to achieve their aims.

	2010	2011	2012	2013 H1
Receipts	£54,139	£62,125	£58,317	£37,736
Payments	£57,195	£60,100	£61,838	£31,798
Surplus/(Deficit) for the year	£(3,056)	£2025	£(3,521)	£5,938
Cumulative Surplus/(Deficit) for the year	£4,058	£6,083	£2,562	£8,416
Church Hall Fund*	£5,669	£2,259	£775	£0

Notes

*A Church Hall Refurbishment Fund was launched in 2001 to raise funds for the internal refurbishment of the Parish Church Hall, work was completed in 2011.

- The Parish Share is currently £36,561
- Full Parish Accounts are available on special request

LICENSED LAY MINISTRY

Mrs Linda West serves as Licensed Lay Minister (Reader) in the parish. Her main calling is to preaching and leading services and during the early years of her ministry she was given particular responsibility for encouraging prayer, outreach and pastoral work amongst the elderly - aspects of the church's life she is keen to see develop further. She has also led confirmation classes and house groups, and during the interregnum has been doing all the baptism visits and school services and has started taking funerals and been more heavily involved in planning services. She enjoys all aspects of ministry and looks forward to working with the new incumbent, who she hopes will encourage development of her involvement in funeral ministry and catechism of baptism parents and confirmees.

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WORSHIP PATTERN

DATE	SERVICE	TIME	ADULTS	UNDER 16
Wednesday	Holy Communion	10am	6 - 10	-
Sunday	Holy Communion (weekly)	8am	6 - 8	-
Sunday	Family Service (once a month)	10am	69	22
Sunday	Evening Prayer (Weekly)	6pm	2 - 8	-
Sunday	Holy Communion (+ Baptism) (Monthly)	10am	43	18
Sunday	Morning Worship (monthly)	10am	38	-
Sunday	Holy Communion (monthly)	10am	35	10



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THE AMERSHAM DEANERY

Within the diocese of Oxford, as in many other dioceses, there are currently significant shifts in the role of the Deanery. The major changes have been in the areas of co-operation in strategies for mission, deployment and finance'

- **MISSION** - *This implies a collaborative approach to the work of the Church at deanery level. Deaneries are asked to ensure that their deanery plans are creative strategies for mission and ministry. There will be increased sharing of resources and, in this new approach, a conscious policy of 'subsidiarity', where decisions are made by those closest to the work itself. In some places, mission strategy may need to cross parish or deanery boundaries. This is why all churches in the Deanery must now provide a mission action plan to make sure the Deanery plan is relevant.*
- **DEPLOYMENT** - *The total number of stipendiary and house-for-duty posts in a deanery are decided at diocesan level. How they are deployed will be largely on the advice of the deanery. Parishes have to work together to come to an agreement on a strategy which will include the overall provision of authorised ministry (ordained and lay) for the future mission of the Church.*
- **FINANCE** - *This deanery is responsible for negotiating with parishes and supporting them to raise the Share allocated to deaneries. Less and less finance comes from the Church Commissioners to the diocese, so the 'living church' must raise the vast majority of its annual expenditure.*

Adapted from area dean handbook

Amersham Deanery has a tradition of being open to ways that enable our church communities to flourish, grow in faithful living, and bring the Kingdom of God nearer to our part of God's world. This has been shown in our spearheading in the diocese such deanery initiatives as training courses in pastoral care, growing leaders, and preaching. We also offer an annual church hosted wedding fair and have now established a funeral chaplaincy to ensure that there is always a church minister available to take a Christian service. We are currently the first deanery to be registered as a charity in its own right, giving us a legal identity and enabling us to enter in to contracts, such as insurance or employment contracts if needed, and in the future claim Gift Aid on donations.

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The Pastoral and Standing committees of the Deanery are passionate about enabling and supporting mission in this area and use as our touchstone 'Living Faith for the future' (see the diocesan website for all details regarding this). It is an expectation that all stipendiary, associate clergy and locally licenced lay ministers (LLMs) will participate willingly in the collaborative nature of the Deanery, in local mission and wider mission action planning using a 'rolling' scheme. (M.A.P.)

We expect attendance at chapter and deanery synod meetings and anticipate that clergy and LLMs would positively encourage parishioners under their care to understand and engage with the wider role and function of the local churches and deanery. It is hoped that the retired clergy in the deanery will also similarly participate.

We encourage clergy and LLMs to offer and share their particular gifts of ministry with the wider deanery community as well as in their parish and we welcome new ideas.

We have an expectation of all deanery parishes to pay the allocated share and will strive to involve the parishes in understanding how this underpins our mission and our response to the Living Faith initiative.

Revd Camilla Walton, Area Dean

www.amershamdeanery.com

Diocese of Oxford

Information on the Diocese may be found on the website: www.oxford.anglican.org



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QUALIFICATIONS

Ordained Priest within the Church of England

PERSONAL QUALITIES AND SKILLS

Personal qualities

- Strong Christian with in-depth biblical knowledge - E - *essential*
- Be prayerful and spiritual in fulfilling and undertaking the role - E
- Strong preacher who is able to engage and provide thought provoking preaching to a wide and varied congregation - E
- Personable and approachable - E
- Collaborative and consultative - E
- Be a person of integrity - E
- Diplomatic and discreet; able to maintain confidentiality - E
- Accountability for own actions - D - *desirable*
- Learns from experience and constructive feedback - E
- Resilient - D
- Compassionate and provide pastoral support of all ages - E
- Passionate about the role - E
- Compassionate - D

Skills

- Ability to work as part of a team - E
- Diligent, good time management and self organisation skills - E
- Good working knowledge of IT and appreciation of social media - D
- Articulate and able to communicate in a wide range of settings and with a diversity of people in age and backgrounds - E
- Ability to maintain and sustain relationships - E

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SPECIFIC REQUIREMENTS

Leadership and management of others

- Leading individually and as part of a team - E
- Leadership and management of lay people and staff, including the ability to inspire, motivate and delegate -E
- Able to stimulate, encourage and challenge the members of the church - E
- Able to lead the Church in mission - E
- Previous experience of vision setting and team development - D
- Strong interpersonal skills - D

Formation of others

- Work and liaising with other churches and denominations in the villages - E
- To develop individual spiritual journeys of church members to enable them to share their faith in Christ - E
- Identifying, encouraging and developing gifts of members of the church - E
- Working with the Licensed Lay Reader -D
- Being an ongoing Christian mentor to others - D

Management of resources and structures

- Resource allocation that enables mission - D
- Effective understanding of budgets and awareness of financial procedures - D
- Encouraging and teaching stewardship - D

Engagement in community life

- Tangible engagement and partnership with the local community - E
- Ability to develop and maintain the relationships with the schools of Seer Green and Jordans - E
- Ability to maintain and develop the ecumenical links of the church - E

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SPECIFIC REQUIREMENTS - Continued

Knowledge and own development

- Able to network effectively - D
- Empathy with the values of the diocese and those of the planned combined benefice - D
- Understanding the need for collaborative working - D
- Willingness to take responsibility for and commitment to own personal, professional and spiritual development - D

Other

- The post holder is required to abide by the guidelines for safeguarding children and vulnerable adults - E
- To hold a driving licence - E

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SECTION 1 DETAILS OF POST	
Role Title (as on Licence)	Assistant Curate (House for Duty) known as Associate Priest
Type of Role	House for Duty
Name of Planned Benefice	Chalfont St Giles, Seer Green & Jordans
Episcopal Area	Oxford Diocese
Deanery	Amersham
Archdeaconry	Buckinghamshire
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 Buckingham. This role falls within the Clergy Terms (use only for those on Service formerly known as Common Tenure). The Archdeacon of Buckingham 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 incumbent, Archdeacon and Church Warden/s about any issues exceptional or otherwise that have the potential to affect ongoing delivery of ministry.

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SECTION TWO

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.

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SECTION THREE ROLE PURPOSE AND KEY RESPONSIBILITIES

General

A. To exercise the cure of souls shared with the bishop in this parish 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 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 parish
- 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 and 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 Christ.

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SECTION THREE ROLE PURPOSE AND KEY RESPONSIBILITIES - Continued

Key responsibilities specific to the local situation

- Mission and Outreach (Making Disciples, Making a difference in the world)
- Leadership and working collaboratively (Shaping confident, collaborative leadership)
- Worship and preaching (Sustaining the sacred centre) Pastoral Care (Developing vibrant Christian community)
- Stewardship and benefice organization (Developing vibrant Christian community)
- Personal development and spirituality

The key responsibilities listed above may be supported by long and short term objectives to be agreed.

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

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SECTION FOUR BENEFICE SUMMARY	
Parish	One
Patron	Bishop of Oxford
PCC	One
Church Wardens	Two
Ministers	Rector (designate) and LLM
Benefice Paid Staff	
Benefice unpaid staff/ volunteers	Dedicated team of about 35
Buildings	Two
Churchyards	One
Resolution A,B,C	Supportive of female ministry
Church Tradition	Traditional, Broad, Eucharistic
Pastoral Reorganisation Proposal	Part of new Benefice

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SECTION FIVE	KEY CONTACTS FOR THE ROLE
Benefice	Rector
Parish	Church Wardens and Deputy
	LLM
	Secretary
	Treasurer
	PCC
Deanery Chapter and Area Dean	
Deanery Synod	
Deanery Standing and Pastoral Committee	

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SECTION SIX - 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: The Venerable Karen Gorham, Archdeacon of Buckingham