

**ROLE DESCRIPTION**



The Diocese of  
**Canterbury**



**1. OFFICE DETAILS**

**Name of Office Holder:**

**Role Title as on licence/s:**

**Name of benefice/s:**

**Deanery:**

**Archdeaconry:** Maidstone/Canterbury/Ashford

**Initial point of contact on terms of service:** Archdeacon of  
Canterbury/Maidstone/Ashford.

Full Time/Part Time

**Dual Roles: If this post is designated as one that is held in connection with another office or employment, it should be stated here<sup>1</sup>:**

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**Please sign below to confirm that the Churchwardens have agreed your role description.**

**Signed by licence holder:**

**Signed by Archdeacon/Bishop:**

**Date:**

**Date last reviewed<sup>2</sup>:**

**Please see Guidance and FAQs to support completion of this Role Description.**

**These can be accessed on the Terms of Service webpage:**

**<http://www.canterburydiocese.org/termservice/>**

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<sup>1</sup> If you hold more than one post, it is likely that you will have a role description for each of your posts.

<sup>2</sup> For new appointments, your role description will be finalised 6 months after commencement of your appointment.

## **2. OVERALL PURPOSE OF THE ROLE**

- To have regard to the calling and responsibilities of the clergy as described in the Canons, the Ordinal, the Clergy Discipline Measure, the Code of Professional Conduct for the Clergy and other relevant legislation, such as the Declaration of Assent
- To share with the Bishop both in the cure of souls and the responsibility for co-operating with the Holy Spirit in growing the Kingdom in the parishes. This particularly involves working with the parish (es) deanery planning in order to grow the Church numerically and spiritually, re-imagine ministry and contribute to the common good by building sustainable and life giving communities and partnership
- Unless Freehold is held and for Common Tenure appointments, to have regard to the policies and procedures introduced in line with the Ecclesiastical Offices (Terms of Service) legislation
- To be rooted in the community, to enable pastoral care to all, and to show the love of God by responding to local needs
- To nurture the congregations in their worship of God through a ministry of word, sacrament, prayer and pastoral care
- To oversee the organisational life of the churches by attending to and having and sharing a responsibility for matters of finance, legislative requirements, administration and people management.
- To adhere to diocesan policy and commitment to safe recruitment and safeguarding.
- To participate in Ministerial Development Review developing one`s faith and attending to any personal and ministerial development issues that arise through regular worship, prayer, reflection and study
- To make time for yourself and God, your family and your friends
- To maintain a balanced and healthy life style by attending to personal physical and spiritual well-being and needs

## **3. SPECIFIC RESPONSIBILITIES<sup>3</sup>:**

- To co-operate with the PCC in the whole mission of the church, which is spiritual, legal, financial, Synodical, pastoral and missionary
- To support and lead the parish (es) to contribute to and enhance the mission of the Diocese and the wider Church
- To encourage and enable clergy and lay colleagues, churchwardens, PCC, parish staff and volunteers, to participate fully in planning and decision making, tasks and activities to ensure that gifts and talents are identified and used effectively

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<sup>3</sup> For new appointments, the specific responsibilities will be finalised after 6 months in post with the Archdeacon and reviewed at your MDR

- To oversee the planning, organisation and conduct of worship, making appropriate use of available resources to give glory to God and to nurture the faith of all within the life of the Church
- To inspire, motivate and empower all members of the Church in their own discipleship, and use and develop classes and courses
- To identify pastoral care needs within the parishes' communities and ensure appropriate structures and people are in place to provide the necessary support
- To nurture and develop relationships with all local schools and in particular to ensure the fulfilment of key responsibilities towards the Church of England School(s) in the Parish
- To nurture and develop relationships with community groups and other Christian communities within the parish as appropriate
- To support discussions within the deanery in the light of future plans for pastoral reorganisation
- To make full use of resources and buildings in order to develop the mission and outreach of the parish (es)
- To be open to all people and welcome them to the life of the church
- To build a greater sense of unity, common purpose and cooperation between the parishes in the benefice
- In cooperation with the churchwardens and the PCC ensure that Church property, buildings and churchyards that are in the parish (es) care are well looked after and maintained and take appropriate action to resolve any unsafe and dangerous situations
- For Incumbents, to oversee preparation for confirmation, marriage and baptism

**Other Specific Responsibilities:**

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**4. OTHER RESPONSIBILITIES AND/OR KEY ROLES THAT YOU HOLD IN THE DEANERY, COMMUNITY & DIOCESE (e.g *Chaplaincies, ex-officio roles*)**

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**5. KEY CONTACTS:**

**Diocesan and Deanery:**

- The Bishop and Archdeacon/s
- The Diocesan Secretary
- Human Resources Adviser
- Diocesan Staff and the Frameworks
- The Area Dean, Lay Chair, Deanery Chapter and Deanery Synod
- The Cathedral and its staff

**Other Ministers:**

- Ministers of other denominations
- Licensed and authorised colleagues (Readers, Chaplains, ALMs, Assistant Clergy)

**Parish/Community:**

- Incumbent (where applicable)
- The churchwardens, treasurers and PCC and/or DCC members of the parish (es)
- The Parish Safeguarding Adviser
- Employees of the PCC/DCC and lay volunteers
- Local ecumenical relationships (eg. Churches Together)
- Any schools within the benefice including Church of England schools, Church affiliated schools and community schools
- Any children and Youth Work leaders and volunteers
- Any commercial, local institutions or community organisations as appropriate
- The Mayor
- Hospitals, Residential Care Homes
- Prisons
- Charities/Trusts
- Friends of the Parish Church

**Other key contacts:**

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**6. BENEFICE SUMMARY**

Name of benefice/s:.....

Parish(es): .....

Patron(s):

PCCs: .....(No.)

DCCs:.....(No.)

Churchwardens: .....(No.)

Licensed & Authorised colleagues: stipendiary....., Self Supporting Ministers....., ordinands in training; Readers,..... Authorised Local Ministers

Employees:

Buildings: .....(No.) parish churches (... grade 1 listed, ... grade 2 listed); mission hall/ rectory & vicarage (stipendiary curate) etc (LIST) ; ...church schools

Churchyards: .....(No.) ...open / ...closed

Population: .....(No.)

Average Weekly Attendance: .....(No.)

Parish share: £.....(No.) paid in full.

Expenses: Reimbursed in full

Resolution A,B,C: .....

Outreach/services in the wider community:

Schools & educational establishments within the benefice

**7. ROLE CONTEXT & OTHER RELEVANT CONTEXTUAL INFORMATION**

- What is the tradition of the benefice.....
- Do the parish (es) have a Mission Action Plan? .....
- Is there a Deanery Mission Action Plan? .....
- Are there pastoral reorganisation proposals? .....
- Is there a formal plan in place? .....
- Are there other parish plans? .....

**Anything else to add:**

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