



THE CHURCH
OF ENGLAND

**Diocese of St Edmundsbury
and Ipswich**

Role description signed off by: Archdeacon of Suffolk Date: August 2020

To be reviewed 6 months after commencement of the appointment, and at each Ministerial Development Review, alongside the setting of objectives.

1 Details of post	
Role title	Priest in Charge
Name of benefice	Saxmundham with Kelsale-cum-Carlton
Deanery	Saxmundham
Archdeaconry	Suffolk
Initial point of contact on terms of service	Archdeacon of Suffolk

2 Role purpose
General
To share with the Bishop both in the cure of souls and in responsibility, under God, for growing the Kingdom in this benefice.
To ensure that the church communities in the benefice flourish and engage positively with 'Growing in God' and the Diocesan Vision and Strategy.
To work together as the Priest in Charge to this benefice, having 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.
To collaborate within the deanery both in current mission and ministry and, through the deanery plan, in such reshaping of ministry as resources and opportunities may require. To attend Deanery Chapter and Deanery Synod and to play a full part in the wider life of the deanery.
To work with the ordained and lay colleagues as set out in their individual role descriptions and work agreements, and to ensure that, where relevant, they have working agreements which are reviewed. This involves discerning and developing the gifts and ministries of all members of the congregation.
To work with the PCCs towards the development of the local church as described in the benefice profile, and to review those needs with them. To recognise and value the individuality of each community.

To ensure that a high standard of worship, preaching, and pastoral care is provided.
To work together, as appropriate, with other Christian denominations which have a presence in the parishes and the wider deanery.
Schools
To work closely with the local schools. The diocese is committed to work with both community and church schools and this should be seen as a key part of the priest's role.
Specific tasks and responsibilities
Develop and exercise a local episcopal oversight role, working collaboratively with the ministry team to enable effective and fruitful ministry across the whole benefice.
Working with the parishes, develop a shared vision and plans for Growing in God; encourage lay participation in services; identify and develop people's talents.
Share the Christian faith with people of all ages and work with parishes to widen the age profile of congregations through building on some of the initiatives already implemented.
Teach and encourage an understanding of Christian stewardship across the benefice.
Strengthen and encourage links with young people, families, the middle aged and newly retired and help to expand outreach, pastoral care and visiting capabilities for those in need such as the elderly, lonely and isolated.
Be willing to contribute to community life in all the villages of the benefice.

3 Key contacts
Generic The PCCs The Deanery Chapter & Synod The Church Wardens The Rural Dean and Lay Chair
Specific Ordained and lay colleagues (those holding the Bishop's licence, office holders and administrative staff) Lay Elders
Aspirational Group Leaders (Home Groups, Messy Church, Parent & Toddler, etc) Build on relationships in the Churches Together group in the Benefice Find a way to work with the communities on the new housing estates being built in the Benefice.

<p>Supportive The Archdeacon, who will review this role description with you when you are six months into post. The Rural Dean and Lay Chair Diocesan Director of Mission and Ministry Bishops' Ministry Officer</p>
<p>Patrons Diocesan Board or Patronage CPAS</p>
<p>Role context and any other relevant information</p>
<p>The diocesan ministry deployment principles affirm an intention to maintain stipendiary clergy numbers if possible, subject to the availability of financial resources, and to develop an understanding of local episcopal oversight ministry and local ministers in parishes ministering in teams or clusters. A key aim of this is to reduce clergy isolation and increase mutual support.</p>
<p>An understanding of the Centenary Share process and how it is applied across the benefice and deanery and its importance for the sustainability of ministry across the diocese is fundamental.</p>
<p>The Bishops expect and encourage clergy to take their rest days, holidays and regular retreats or similar. Clergy are strongly encouraged to have a spiritual director or equivalent.</p>

<p>4 Benefice Summary</p>	
<p>Parishes</p>	<p>Kelsale-cum-Carlton Saxmundham</p>
<p>Churches</p>	<p>Carlton : St Peter – Grade 2* Kelsale : St Mary and St Peter – Grade 1 Saxmundham : St John the Baptist – Grade 2*</p>
<p>PCC</p>	<p>The PCCs seek to work together, to be supportive and effective in mission and growth.</p>
<p>Schools and Colleges</p>	<p>Kelsale CEVC Primary School Saxmundham Primary School Saxmundham SET Free High School</p>
<p>Churchwardens</p>	<p>Carlton : St Peter x 2 Kelsale : St Mary and St Peter x 1 Saxmundham : St John the Baptist – x 2</p>

Ministers	1 x Lay Pioneer 1 x Assistant Priest 1 x Lay Evangelist 9 x Lay Elders
Buildings (other than the church in your care)	Kelsale : Lychgate – grade 2* Saxmundham : Church Hall Saxmundham : At The Crossroads Church Coffee Shop
Churchyards (Open or closed for burial)	Carlton : St Peter : Open Kelsale : St Mary and St Peter : Open Saxmundham : St John the Baptist : Closed
Population	Kelsale-cum-Carlton : 990 Saxmundham : 4,483
Average Sunday Attendance	Kelsale cum Carlton : St Peter : 10 (when open during the summer months) Kelsale : St Mary and St Peter : 20 Saxmundham : St John the Baptist : 50 Saxmundham : Connections : 50
Parish Share	2019 £66,650 100% 2018 £63,481 100% 2017 £61,155 100%
Expenses	Reimbursed in full
Resolutions	None
Church Tradition	Traditional (CW & BCP), Evangelical; Fresh Expressions
Pastoral re-organisation	Possible impact from major local developments
Presence of other Christian denominations	Kelsale : Methodist Chapel Kelsale : Brethren Saxmundham : URC Chapel Saxmundham : Elim Pentecostal Saxmundham : Free Church
Presence of other faith communities	None