



THE CHURCH
OF ENGLAND

**Diocese of St Edmundsbury
and Ipswich**

Local Ministry Role – Your Role Description

This role description will be kept on file along with your application form. When you update it please send a revised copy to Revd Phil Dykes at phil.dykes@cofesuffolk.org .

Section 1: Personal Details

Title

First Name(s) [Caps please]

Name by which you prefer to be known

Surname [Caps please]

Section 2: Context

Give details of the context in which you will be exercising this role. Is it a parish church, a congregation or a fresh expression of church? Describe this in a little more detail.

Section 3: Activity

Describe what you anticipate you will be doing in this role, and any opportunities and challenges that can be identified already.

Section 4: Supervision

Please tell us who will be supervising you, what the pattern of your supervision will be and what reporting mechanism you will use to enable the role to be monitored and reviewed. NB the incumbent does not have to be the supervisor but they do need to approve of whoever takes on this role.

Section 5: Training Completed

What diocesan and other training have you completed and when?
Please tick and annotate as required, and include the date it was completed.

- BASICS Course
- Evangelist Training
- Lay pioneer training
- Licensed youth ministry training
- Lightwave leader training
- Ordination training
- Reader Training
- What else?
- What other relevant training have you done in the last 5 years?

- How might it help you in the role you are taking on?

Section 6: Training Needs

What training needs are you aware of for this role?

Section 7: This form

What date was this role description produced?

Who was involved?

When will it be reviewed? (we recommend at least once a year)

Section 8: Endorsement

Signed Date.....

Incumbent: Date.....

Name:

If this form is to be emailed please type your name and ensure that the reference is dated.

Please return this form marked 'Private and Confidential' to:

Revd. Phil Dykes
Local Ministry Role
Diocesan Office
4 Cutler Street
Ipswich IP1 1UQ

Or email to phil.dykes@cofesuffolk.org