ROLE DESCRIPTION AND PERSON SPECIFICATION
for the Archdeacon of Tonbridge
3. A MESSAGE FROM BISHOP SIMON
6. SPECIFIC RESPONSIBILITIES OF THE ROLE
9. PERSON SPECIFICATION
11. THE ARCHDEACON’S HOUSE
13. THE DIOCESE OF ROCHESTER
15. THE ARCHDEACONRY OF TONBRIDGE
Thank you for your interest in this post. The vacancy has arisen because of the appointment of the Venerable Julie Conalty to the post of Bishop of Birkenhead.

The new Archdeacon of Tonbridge will begin this post at a moment of flux when much is possible. As the nation slowly emerges from a pandemic that has hurt so many through bereavement, illness and lost employment and which is re-shaping much of how we think about the world, the Church is also at a key moment in its life. There is pastoral work with those who have endured loss, community engagement where care for other people needs to be organised, and evangelism to do as we both listen to others and share with them the hope we have in Christ.
• The Diocese of Rochester has reviewed its Called Together strategy in the light of all this and has established five priorities, based on the five marks of mission, to guide next steps. These Called Together priorities are:

  • Enabling each church to be mission minded
  • Helping children, young people and adults live out everyday faith in Jesus
  • Supporting loving service in local communities
  • Speaking and responding to the prophetic voice of justice and peace
  • Protecting creation’s life for future generations

If you like, 5 Es: evangelism, everyday faith, engagement with communities, equity, environment.

We are looking for someone who will:

• Be rooted in a life of prayer and study of the scriptures
• Think inventively, having the gift of leading and enabling churches in mission in a mixed ecology
• Encourage and inspire the people of God to live out the Gospel in everyday life
• Understand the nature and rhythm of rural ministry, given the setting of the Archdeaconry
• Show loving concern and pastoral sensitivity to those in their care
• Have a mature and intuitive faith that understands challenges and is unafraid in the midst of them
• Truly gets the meaning of collaborative ministry

We are also looking for someone who adapts well to teams that re-shape. The Bishop of Rochester retired at the end of July 2021 and we are expecting a new diocesan Bishop in mid-2022. The Archdeacon of Bromley and Bexley has also announced his retirement for 31 March, 2022. The Archdeacon of Tonbridge will not be a new face for long and will be able to contribute to the establishment of key new colleagues.

Above all, we are praying for someone with a deep love for God, who is eager to search for, and show, ways in which the kingdom of God is drawing nearer in the challenges we face.

+Simon
Bishop of Tonbridge

5 E’s:

Evangelism
Everyday faith
Engagement with communities
Equity
Environment
The Archdeacon of Tonbridge will share in the Bishop’s leadership of the Diocese. In particular, he or she will:

- Give attention to personal prayer, study of the scriptures, theological reflection, preparation for preaching and worship and a rhythm of sabbath rest
- Report to, and speak on behalf of, the Bishop in archdeaconry and designated wider matters
- Build good relationships across the different communities of the Archdeaconry, regularly visiting and sharing in the life and worship of local parishes, chaplaincies, fresh expressions and community projects
- Establish effective structures for mission and ministry in the Archdeaconry, including pastoral schemes and Bishop’s Mission Orders
- Chair the Archdeaconry Steering Group in its remit for mission and ministry
- Line manage the Archdeaconry Growth Enabler and Community Engagement Advisor
- Chair the Kings Hill Project Board, which is representative of major population growth in parts of the Archdeaconry
- Work with the relevant Area Dean to support parishes and benefices through a vacancy, including an exit interview with the departing priest; ensuring there is good, honest reflection on the parish profile and overseeing the interview process in conjunction with the patron and parish representatives
- Induct and install newly appointed ministers
- Work with the Bishops in the pastoral care of the clergy and their families
• Conduct an interim review with the archdeaconry clergy on a three year cycle
• Admit Churchwardens to office at the annual Visitation service
• Ensure that safeguarding is embedded in church culture and that policies are properly implemented across the board
• Serve on appropriate diocesan bodies, helping with strategic planning:
  • Bishop’s Leadership Team
  • Bishop’s Council
  • Diocesan Synod
  • Archdeaconry Steering Group
  • Clergy Houses Committee
  • Diocesan Advisory Committee
  • Finance Committee
  • Other committees from time to time
• To be a member of the College of Canons and to take an appropriate part in the life of the Cathedral
• Meet regularly with the Area Deans of the Archdeaconry, offering guidance and support to them, Deanery Lay Chairs, Churchwardens and other parish officers
• Relate well to borough, public, private and third sector leaders
• To undertake the statutory duties of an archdeacon as laid out in Canon C22 and other ecclesiastical legislation
• Be a member of the Tenax Multi-Academy Trust
• Address difficulties or disputes as they arise in parishes; to seek resolutions through advice and negotiation, but where necessary take formal action under the Clergy Disciplinary Measure and other legislation concerning the conduct of Clergy, Churchwardens and PCCs
• To undertake such other duties as the Bishop of Rochester may request
ROLE DESCRIPTION AND PERSON SPECIFICATION

• Is a disciple of Jesus Christ with a heart for the kingdom of God and is able to inspire others to follow Jesus more closely
• Is a loyal friend and colleague who has a genuine grasp of collegiality and the spiritual fruit of wisdom, patience and kindness
• Understands the Called Together priorities and can help imaginatively with their realisation in the places of the Archdeaconry and across the wider Diocese
• Preaches and leads worship in a way that inspires and deepens faith in God
• Understands the reality of rural life and ministry and is sympathetic with this
• Has a good grasp of the spiritual and social implications of the Covid-19 pandemic and the novel challenges and opportunities churches face as they emerge from restrictions
• Can innovate and lead for change, is adaptable, relishes problem solving and is a peaceable, astute presence in the middle of conflict
• Is enthusiastic about mission in parishes, chaplaincies, schools and the mixed ecology of Church

• Has good personal experience of leadership in parish life
• Is an able communicator, both orally and in writing
• Can chair meetings in a timely manner and with attention to core tasks
• Is competent in the digital settings of worship and collegial meetings
• Can manage projects and tasks and deliver these efficiently
• Has the capacity to understand ecclesiastical and other law as it relates to the ministry of an archdeacon
• Grasps complex documents, financial and legal reports in an effective way, contributing to their content and shape
• Be a credible public representative of the Church of England in wider society and with ecumenical and other partners
• Has the ability and willingness to drive up to 10,000 miles a year on archdeaconry business
• Models a healthy and balanced life, with a good sabbath rhythm that includes a weekly day of rest, and giving time to family, friends and recreation
SAFEGUARDING
The Diocese of Rochester takes its safeguarding duties seriously and views a good safeguarding culture as the foundation of a flourishing Church. Archdeacons work closely with the Diocesan Safeguarding Team and usually chairs Safeguarding Core Groups within their archdeaconries. The role of Bishop's Safeguarding Lead is shared among the Archdeacons, changing every three years.

KEY RELATIONSHIPS
Diocesan teams work collaboratively and there are a series of relationships that will encourage and strengthen the ministry of the Archdeacon of Tonbridge. In addition to an expected close working relationship with the Bishop of Rochester and the two other Archdeacons, further key partnerships include the Diocesan Secretary, the Finance Director, the Secretary to the DAC, the Director of Formation and Ministry, the Operations Management Team and the Diocesan Board of Education.

EXECUTIVE ADMINISTRATOR
Administrative support comes in the short term from Bishopscourt staff. It is expected that the new Archdeacon of Tonbridge will make their own half-time appointment to the post of Executive Administrator, in support of their role. At this point, Bishopscourt staff would step back.
The Archdeaconry is located at 8 Millstream Rise Leigh TONBRIDGE TN11 9FD. It is a 4-bedroom three-storey house with a separate self-contained office space and study on the ‘lower’ ground floor for the Archdeacon and Archdeacon’s EA with toilet facilities and tea-making in the utility area.

The upper two floors are used as the family home and are separate from the workspace. The rear garden is accessed from the ‘first floor’.

There is a double garage and parking for 3 further cars on the drive, with some public parking areas on the development.

The property is well located for local amenities in Leigh and extensive facilities available within Tonbridge and the surrounding area. It is also well served by the highway network together with a variety of railway stations within a reasonable travel distance.'
The Diocese of Rochester has existed in West Kent since 604. Since then the historic county of Kent has been shared between the two Dioceses of Canterbury and Rochester. The Rochester part of Kent, however, changed significantly during the nineteenth and twentieth centuries - largely as a result of the expansion of London.

Five deaneries now lie within the Greater London Boroughs of Bromley and Bexley, including some forty percent of the population of the Diocese; these deaneries make up the Archdeaconry of Bromley and Bexley. Three deaneries lie within the Medway Unitary Authority, which is independent of Kent for most purposes; together with three other deaneries in north Kent, these make up the Archdeaconry of Rochester. Six further deaneries lie within south-west Kent around the towns of Tonbridge, Tunbridge Wells, Sevenoaks, Paddock Wood, Shoreham and West Malling - these are the ones that make up the Archdeaconry of Tonbridge.

The Diocese as a whole does not cohere naturally with civic entities or social realities. There is no obvious geographical centre or focus for the Diocese as a whole, and Rochester itself is right at the north-east corner. Each archdeaconry, however, does have significant internal coherence with each one relating fairly naturally to a particular piece of civic, social or economic geography.

Across these communities, the Diocese serves a population of some 1.3million, which is likely to increase by 300,000 over the next twenty or so years. We have approximately 161 full-time equivalent (fte) substantive stipendiary parochial posts and 21 substantive self-supporting posts; at any time, there are around 21 stipendiary and self-supporting curates in training. Other licensed clergy and lay ministers serve as Chaplains and in diocesan and cathedral roles. This population is also served by 90 Church of England schools, with significant local involvement also in community schools.
The communities of the Diocese are characterised by increasing diversity of varying kinds. We cover some of the most affluent areas in England, and also some of the most deprived places in the South-East.

With the expansion of London and adjoining communities, the Diocese is increasingly urban and suburban, yet still retain places with a strong rural identity, especially in Tonbridge Archdeaconry. The Ebbsfleet City development will have a new population of some 40,000 people – one of the biggest single housing developments in England.

Ethnic diversity is a growing feature of our communities, and this is reflected in many of our congregations. The borough of Gravesham has a historic Sikh community, now making up some 14% of the borough’s population; in recent years the presence of people of East European and West African heritage has increased significantly.

Diocesan-level world Church partnerships are an important component of life. There are active relationships with the Dioceses of Mpwapwa and Kondoa in Tanzania, the Diocese of Harare in Zimbabwe and with the Evangelical Lutheran Church of Estonia. These partnerships are expressed through parish and school links as well as at diocesan level.
The Archdeaconry of Tonbridge lies in South-West Kent, and covers all or part of the Boroughs of Tonbridge and Malling, Tunbridge Wells, Sevenoaks and Maidstone – all within the County of Kent. Focal centres of population are the towns of Tonbridge, Sevenoaks, Tunbridge Wells, Edenbridge and Paddock Wood, and the communities of the A20 corridor between West Malling and Aylesford.

The Archdeaconry has 6 deaneries, 68 benefices, encompassing 90 parishes and some 115 churches/congregations. 24 benefices have more than one church/parish; 15 have a parish priest who is less than full-time. There are some 70fte stipendiary clergy posts (excluding training curacies), around 15fte employed youth/children’s workers, and around 10 self-supporting clergy offering varying amounts and kinds of ministry. There are a number of larger congregations, particularly in Tunbridge Wells, Tonbridge and Sevenoaks, some of which have a profile which is wider than local. There are also congregations serving some relatively small rural communities.

Among the clergy and parishes are those representing almost every ecclesial tradition within the Church of England. In two parishes, the Bishop shares oversight with the Bishop of Richborough; in three others, the Bishop has put in place arrangements to share ministry with the Bishop of Maidstone. In all such cases, relationship with the Diocese is positive, with clergy and lay people from those parishes making important contributions to the wider life and mission of the church.

There are 46 Church of England Schools in the Archdeaconry (including the Bennett Memorial Diocesan Secondary School), and one ecumenical secondary free school. A number of significant independent schools also lie within the Archdeaconry, some with Church of England chaplaincy. In many places there are also excellent links between the churches and community schools and academies. As elsewhere, the pattern of schools is changing significantly through the creation of new school academies.

The parishes of the Archdeaconry serve a population of some 300,000. Projections suggest that this will increase steadily, especially within the Borough of Tonbridge and Malling. A completely new community has been built at King’s Hill over the last 15 years, and further large developments will follow, especially in the A20 corridor.
Within the Archdeaconry are to be found some of the most affluent communities in the country. Alongside that, there are places of real social and community challenge. For the last few years, the churches of Tunbridge Wells have offered winter shelter for homeless people; there are other Christian projects working with the homeless and with vulnerable young people; others offer debt advice, and rehabilitation of those with addictions. Among these initiatives, particular mention might be made of two residential centres: the Kenward Trust which offers residential rehabilitation for those with drug or alcohol dependency; and the Pilsdon at Malling Community which offers a welcome and accommodation for homeless and other vulnerable people.

The parishes of the Archdeaconry make a significant financial contribution to the resources of the Diocese, contributing some £3.8 million through the Parish Offer, while also funding a range of local ministries and mission activities – and sustaining a good number of historic church buildings. That said, the direct cost of deploying ministry within the Archdeaconry amounts to some £3.5 million, excluding curacies.

While congregations are vibrant, strong and outward looking in many parts of the Archdeaconry, there are places where the church struggles to sustain its life. Creative reorganisation will be needed in some places, not least so as to re-direct resources for mission and ministry into areas of new opportunity and challenge.