

ROLE DESCRIPTION

SECTION ONE: DETAILS OF POST

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| Role title: | Archdeacon of Dorchester |
| Scope: | Diocese of Oxford |
| Episcopal area: | Dorchester Archdeaconry |
| Accountable to: | Bishop of Dorchester |
| Accountable for: | Office administrative support |
| Type of Role: | Full-time stipendiary with housing provision |
| Conditions of Service: | This role falls within the Clergy Terms of Service formally known as Common Tenure. Please refer to Statements of Particulars document issued in conjunction with this role description |

SECTION TWO: CONTEXT

Wider Context

As a diocese, we are committed to our 'Common Vision'. We believe the call to become more Christ-like for the sake of God's World: contemplative, compassionate, and courageous is something that is widely and deeply owned.

Within this vision, seven priority areas have been identified which are supported centrally by resources, training, conferences, workshops, missionaries and much more.

As a diocese, we also encourage our parish priests to have a ministerial interest beyond their benefices which is a personal specialism and may be made available to the wider church – a 'sixth day ministry' – and this applies to Archdeacons as much as to parish clergy. Above all, we want every priest to flourish in ministry and to deepen their enjoyment of God.

The work of the Archdeacon will support the Diocese as it seeks this vision.

SECTION THREE: ROLE PURPOSE AND KEY RESPONSIBILITIES

General: The Ministry of Archdeacons

Archdeacons are called to share in the mission of the church, exercising their ministry in close collaboration with the Bishop. They play a significant role in the recruitment, oversight, discipline, and pastoral care of the clergy.

The Archdeacon is to ensure that the Bishop is aware of the needs and concerns of clergy and people, and to foster in them a fuller sense of their responsibilities as members of Christ's body. S/he shares the ordinary jurisdiction of the Area Bishop and exercises the jurisdiction of the consistory court of the diocese as the chancellor directs. S/he presents ordination candidates to the Bishop. S/he inducts and installs ministers, conducts visitations of the parishes and cares for Churchwardens in their office. Archdeacons work closely with the Area Bishop, Associate Archdeacons, Area Deans and Lay Officers to help grow the churches in their care. By word, deed, and example, s/he encourages good administration and due process, exercising authority with wisdom, gentleness, and vision; in all things remembering that s/he ministers as a priest and pastor in the church of God.

The legal responsibilities of an Archdeacon in the Church of England are derived from Canon 22 "Of Archdeacons" and underpin the duties and responsibilities of the post holder and they are detailed in the enclosed document¹

Specifics:

The most attractive element of the post of Archdeacon of Dorchester is the fact that they will be working with and be a member of a very supportive diocesan team in a diverse Archdeaconry that respects, honours and works across all traditions within a Diocese that is financially secure.

Location

To work from the house that has been agreed for you to reside for the better performance of your duties under Common Tenure and visits to churches/clergy as required. There is also the opportunity to work in Church House that offers an open plan modern office space, and which is where the Archdeacon's PA and wider Dorchester Area Team are based.

Terms of Service

As outlined in the Statement of Particulars issued alongside this Role Description.

Accountability and Support

Responsible to the Bishop of Dorchester for the work in the Archdeaconry, with regular meetings for consultation and contact as needed. The Archdeacon will supervise the Associate Archdeacon's work and be available for advice to the Bishop, the Associate Archdeacon and to parish clergy and Church Wardens, particularly the team of Area Deans and Deanery Lay Chairs. PA support is provided and the Archdeacon will have line management responsibilities for the postholder.

Working relationships

The Archdeacon will be a member of the Senior Management Group (SMG) of the Diocese and will be a member of the following teams/committees/trusts: Bishop's Staff, Dorchester Area Team, Bishop's Council, Diocesan Synod, Diocesan Mission and Pastoral Committee, Archdeaconry of Dorchester Mission and Pastoral Committee, Diocesan Advisory Committee, Diocesan Buildings Committee, Clergy Charity and others to match gifts and skills of the individual in role. The Archdeacon meets regularly with the Area Bishop and the Area Team.

¹ Please refer to the 'Appendix 1 – Legal responsibilities of an Archdeacon in the Church of England' document attached to this Role Description

Main responsibilities

1. To be a member of the Bishop of Oxford's staff team and the share in the leadership of the Diocese.
2. To pray with and work collaboratively with the Bishop of Dorchester and the Area Team in supporting the parishes and sector ministries of the Dorchester Episcopal Area.
3. To work strategically with the other Archdeacons of the Diocese to share good practice and co-ordinate property, fabric, finance and mission planning matters across the diocese to ensure parity and coherent policy.
4. To work closely with the Diocesan Secretary, the Registrar, Heads of Departments and other Diocesan staff.
5. To be committed to the emerging diocesan vision and strategy.
6. To be acquainted with the Archdeaconry and develop wisdom and experience based on the stories of its churches and parishes.
7. To preach and teach the Gospel around the Archdeaconry.
8. To exercise the Archdeacon's statutory responsibilities and to share these responsibilities with the Associate Archdeacon, Area Deans and other colleagues, so as to be able to give pastoral and strategic support to clergy and parishes.
9. To help align deployment of clergy and other ministers to local missional planning through deanery structures.
10. To encourage parishes into growth (spiritual and numerical) by making new Christians and deepening engagement with faith in a variety of ways.
11. To work with the Bishop and Associate Archdeacon in sharing responsibility for the appointment processes. This will involve leading vacancies as directed by the Bishop. In addition, there may be involvement in any Church House appointments requiring an Archdeacon.
12. To encourage and support parishes in fulfilling their parish share commitments and teaching good stewardship whilst acting on any issue concerning Parish Share, including being a member of the Parish Share Working Party.
13. To be an initial resource to Churchwardens and clergy on legal questions.
14. To show due regard in handling any safeguarding disclosures and as a member of any Core Groups in place for particular cases in line with the Church of England's expectations.
15. To work with difficult and complex situations as they arise, and to follow these through to resolution involving other colleagues as required. This may include investigation of complaints and briefing the Area Bishop regularly on progress.
16. To play an active role in the Bishop's Ministerial Development Review scheme for clergy.
17. To work with the Property Department in the provision of clergy housing, including the approval of clergy removal expenses.
18. To review the Archdeacon's Inspection checklist and certificate and update; to liaise with Area Deans on their pattern for inspections and check the paperwork they are working with and returning; to undertake some inspections and update the Archdeacon's record of inspections.
19. To take on such tasks as the Diocesan or Area Bishop requires.
20. **Meetings:** to attend, where possible
 - a. Team and Staff Meetings

- b. Area Deans Meetings
- c. Lay Chairs Meetings
- d. Chair the Archdeaconry Mission and Pastoral Committee

21. Miscellaneous:

- a. To keep a record of correspondence and communication with clergy, churchwardens, and others and to ensure the Archdeacon's Office has copies of these for the parish files.
- b. To maintain confidentiality at all times on sensitive matters.
- c. To keep a note of expenses incurred in the course of this work and to claim reimbursement.

A diocesan email address will be provided, and access to the Dorchester Area working files on 'R' drive. A computer will be provided, and the Archdeacon will have an office set up in their house, and a dedicated working space in the open plan office at Church House.

QUALITIES AND PERSON SPECIFICATION

We are looking for someone who:

- Is committed and enthusiastic in their own personal faith, and able to inspire and encourage faith and spirituality in others.
- Is enthusiastic and energetic about church growth and supports all the good things happening in the diocese.
- Enables people in parishes to do and be the best that they can by being pastoral and also relational focussing on unity that comes through exercising patience and grace.
- Has extensive experience and knowledge of parish issues especially in multi-parish and rural context.
- As an inspiring and charismatic spiritual leader who is confident in sharing their faith and communicates effectively in an incisive and decisive way with clear directions and who can act as a bridge between diocesan Church House and the parishes.
- Takes a proactive lead on key issues by speaking truth to power but also is able to listen and accepts a challenge.
- Encourages and is a reminder of the joy of ministry.
- Enforces canon law and clergy discipline in a pastoral and creative way.
- Works effectively as a team player and has senior collaborative leadership qualities.
- Challenges the cultural mindset, and whose creative thinking is focused on mission.
- Navigates complex church structures and systems with ease and can be trusted in their ability to find solutions for those they serve, and who is approachable, particularly as issues arise and before they escalate.
- is accessible and we can trust to challenge inappropriate behaviour.

Role description signed off by: *+ Gavin Dorchester*

The Rt Revd Gavin Collins
Bishop of Dorchester

Date: 20th November 2022

To be reviewed annually