

ROLE DESCRIPTION

Vicar of the Penhill Benefice

1. Details of post:

Role:	Vicar
Benefice:	Penhill, comprising the parishes of Aysgarth, Bolton-cum-Redmire, West Witton and Preston-under-Scar with Wensley
Oversight:	The Bishop of Leeds, delegated to the Area Bishop of Ripon
Archdeaconry:	Richmond and Craven
Deanery:	Wensley

2. Key Contacts:

Bishop of Leeds	Churchwardens and PCCs
Bishop of Ripon	Benefice Administrator
Archdeacon of Richmond and Craven	1 Lay Reader (2 in training)
Associate Vicar (who is also Area Dean)	Lay worship Leaders
Retired Clergy	Deanery Chapter
Director of Ministry and Mission	CME Officers
Bishop's Officer for Parish Evangelism	Lay Training Officer

3. Role Description:

Our priest will need to:

- Ensure that a high standard of worship, preaching and pastoral care is provided so that people are encouraged and supported to grow in discipleship
- Encourage stewardship of the time, talents and money of the worshipping community, to enable the ministry of the church to grow
- Be a strong leader, with good listening skills, able to delegate when appropriate or necessary
- Respond to the challenge of rural ministry and recognize the need to be an advocate for rural issues
- Engage with congregations as teacher, preacher and a leader of prayer
- Encourage, develop and nurture lay worship leaders so that they might be all that they might be, so that they can continue to support the ministry and mission of this Benefice
- Care for those who are uneasy with the development of lay ministry
- Understand the unique characteristics of each of our churches and work with these, whilst initiating change sensitively, when needed.

- Be imaginative and creative in seeking opportunities to help the churches grow numerically by reaching out, and spiritually by encouragement and personal example
- Support, and pray for, the Church of England school at West Burton and develop links with other local schools within the area
- Engage with children and young people, leading and inspiring them so that they grow into confident Christians
- Work with PCCs, together with clergy and laity, to ensure that the Benefice vision is shared and regularly reviewed with them.
- Continue with work already begun on bringing the churches together and encouraging collaborative working
- Find ways of providing relevant ministry in this area where deprivation is hidden, there is a lack of affordable housing and there are few opportunities for our young people to find employment above the minimum wage.
- Chair meetings of the PCC and other groups and committees
- Work with the Benefice Administrator, offering and receiving practical guidance. A Performance Appraisal in protected time should be conducted at least annually, together with an assessment of training needs

4. Continuing Ministerial Development:

Our new vicar will be expected to take responsibility for his or her own continuing ministerial development, which will include attending the following:

- New Incumbent's training day
- Leading Your Church into Growth (LYCIG) (Residential)
- Area and Diocesan Study Days, Deanery Synod
- Area/Diocesan Study Days, Deanery Synods, and appropriate CMD

5. Health and Wellbeing:

The health and wellbeing of our priest is important to us and we believe that it is important that adequate time off for leisure, personal, spiritual and professional development is factored into the working week. Good *personal* time management is essential in order that the vicar has/is able to:

- Take a regular day off every week, ideally beginning the preceding evening. If the day off cannot be taken then time off in lieu *must* be taken
- Attend to his or her spiritual wellbeing with daily prayer and scripture reading, quiet days and an annual retreat
- Build mutually supportive relationships across the deanery, diocese and Episcopal area
- Select a spiritual director and also a workplace mentor – not the same person – for guidance and support. The Archdeacon's office has a directory of both spiritual directors and workplace mentors from which to choose
- Advise the Area Dean, Archdeacon or Area Bishop if stress or anxiety is a concern