

ROLE DESCRIPTION TEMPLATE

Diocese of Carlisle

Role description signed off by: Archdeacon of Westmorland and Furness

Date:

To be reviewed next

1 Details of post

Role title: Priest in Charge in Benefice of Millom

Name of benefice: Millom

Archdeaconry: Westmorland and Furness

Deanery: Furness

Mission Community: Furness

Initial point of contact on terms of service: Mrs Ali Ng

2 Role Purpose

To promote the work of the church in building God's Kingdom in Cumbria in line with the Diocesan Vision.

General

1. Spirituality

To maintain a prayerful spiritual life with appropriate support networks (including spiritual director or equivalent and regular retreats). To be on a life journey involving development of theological understanding and spiritual reflection.

2. Personal Development

To continually develop personal skills and knowledge in relation to ministry through courses of study, reading, consultancy, training courses and workshops.

3. Self management

To follow an appropriate pattern of work to meet the demands of ministry, as well as maintaining a spiritual and personal life. This will include time management, personal administration, planning and organisation, working effectively alone or in a team, chairing meetings, interpersonal skills and appropriate breaks.

4. Leadership

Clergy are called to a role of leadership within the Christian community, enabling that community to develop its vision enabling that community to develop its vision, especially through Mission Action Planning All clergy are called to inspire, motivate and empower members of the church, individually and collectively, to achieve that vision. To discern and support lay leadership and SSM vocation in each congregation in your cure, in line with the Diocesan Strategy.

5. Working collaboratively

To work collaboratively with others, (including as appropriate clergy colleagues, churchwardens, PCC, staff and volunteers, and other leaders in the local church), ensuring individual's gifts and talents are identified and used effectively in any given situation or task. To share ministry as appropriate, encouraging and building up the community of faith. Especially, collaborate with colleagues (lay and ordained, Anglican and ecumenical, where appropriate) in the Mission Community - and to encourage the congregations in your cure to do so too. Make attendance at every Clergy Chapter meeting a very high priority

6. Communications

To communicate effectively and appropriately in both written and verbal form with people of all ages and situations in society, inside and outside of the church.

7. Management & organisation

To work with the PCC and churchwardens or other colleagues to put in place appropriate structures and resources for the Christian community. This will include clear boundaries and accountabilities of roles. To ensure appropriate processes and policies in relation to services, weddings, baptisms and funerals, health and safety, financial, fabric, staff and volunteer management, etc. To ensure that the structures and processes meet appropriate diocesan and legal requirements.

8. Outreach

To develop a ministry that encourages new people into Christian faith and will support existing Christians in evangelism and discipleship. To develop relations with community, external organisations and, where appropriate the employing body to promote positive links with the church.

9. Worship

To lead worship prayerfully, competently and confidently. To plan, organise and conduct a programme of worship that supports the vision and needs for ministry including appropriate use of resources, music, teaching and preaching.

10. Preaching

To reflect, interpret and preach the gospel in a way that will encourage faith development. To adapt content and style for different audiences, occasions and purposes (using biblical interpretation, doctrine, pastoral care, ethical teaching and other models).

11. Teaching

To teach at different ages and levels of faith or knowledge, in support of faith development. This may include admission to Holy Communion, confirmation, school assemblies, introduction to Christianity (Alpha, Emmaus, etc) nurture courses, and pastoral care courses. This may be in formal teaching environments or in small groups. To plan, organise and conduct a programme of teaching which supports the vision and needs of the church community. To teach regularly (at least annually) on Stewardship using tools like the national Giving in Grace.

12. Pastoral Care

To identify pastoral care needs and put in place appropriate structures and skills to provide this to the community (including, parish visitors, pastoral assistants, local volunteers. To lead the Christian community in giving support to those in need of pastoral care as appropriate, including baptism and marriage preparation, care to the sick and dying, bereavement, individual support and visiting.

Specific

This will relate to the tasks and challenges that are specific to the Benefice concerned.

3 Key contacts

Generic

- Parish ministry team (including readers, authorised lay ministers)
- Churchwardens
- PCC
- Lay leaders
- Deanery chapter
- Local head teachers
- Ecumenical partners
- Nursing homes

Specific- e.g.

- PCC Committees
- Sports clubs
- Children and Youth clubs
- Sure Start
- Building Bridges
- Any House / Home Groups
- Mothers' Union
- Uniformed Organisations
- Parish employees

Speculative

- Mayor and Town Council
- Other secular organisations within the Benefice

Supportive:

- Rural Dean
- Archdeacon
- Ministry Development Officer
- Spiritual Direction Contact
- IDCS
- Harassment Advisors
- HR Advisor
- Child Protection and Vulnerable Adults Advisors

This list is not exhaustive.

4 Role context and any other relevant information

Within the Millom benefice to develop closer and more flexible working between the four churches.

To provide some support in taking services at Kirkby Church on Sundays

To work cooperatively with the benefices of Broughton and Duddon and Kirkby, to form a cluster within the Furness Mission Community

To work with colleagues both Lay and Ordained in the Furness deanery as it moves to become a Mission Community.

5 Benefice summary:

Parishes: 1) Millom 2) St Anne's, Thwaites

Patron(s): 1) The Bishop of Carlisle

Clergy: Part-time Associate Priest and 2 retired Clergy with permission to officiate

PCCs: Millom covering 3 churches; St Anne's -1 church

No of Churchwardens: Millom - Ideally 6, 2 per church, currently 5
St Anne's - Ideally 2, but currently 1

Authorised Lay Ministers: 0

Buildings: Millom – 3 Parish churches, 1 church institute, 1 redundant school building and house
St Anne's - 1 Parish Church

Church School: None

Youth Group: Millom: Scouts, Cubs and Beavers
St Anne's: Thwaites Youth, Messy Church

Population: Millom around 7800
St Anne's around 500

Usual Sunday Attendance: See profile

Parish offer: See profile

Resolution A,B: none

Resolution on the Ministry of Bishops and Priests none

Pastoral reorganisation proposals: Mission Community formation

Outreach/service to the wider community by the parish:

- Benefice: Invitations to Christening families to All Age Service
 Anniversary cards and invitations to All Souls' Service to bereaved families
 Parish Magazine
 Assemblies in all Primary Schools
 Occasional School Services in Church
 Lent Lunches
 Provision of Lunch after All Together Service
 Home Communions
- Millom: Service in Residential Home
 Mothers' Union
 Coffee and Chat
 Institute used by community groups
 Harvest, Charter Meals etc
 Concerts, Talks, Christmas Tree and Flower Festivals
 St George's Light lunches in aid of heating Fund
- St Anne's: Thwaites Youth
 Messy Church
 Community Fund Raising Events
- Ecumenical Annual Free Fun Day
 Good Friday Walk of Witness
 Remembrance Services
 Blessing of the Town Crib