

## THE ROLES AND RESPONSIBILITIES DOCUMENT

### 1. Introduction

- 1.1 Under the Terms of Service Measure, all clergy appointments should be underpinned by a:
- ✓ Roles and Responsibilities document
  - ✓ Working Agreement (for non stipendiary clergy and Readers)
  - ✓ Statement of Particulars, and
  - ✓ Links to any appropriate diocesan guidelines and policies (eg House for Duty clergy guidelines in Section 12 of the Parish and Clergy Handbook)
- 1.2 The aim of the Roles and Responsibilities document is to:
- ✓ To provide a clear description of the role for applicants and those involved in the appointments process
  - ✓ To help clarify roles and responsibilities for existing role holders
  - ✓ To help inform training and development needs
  - ✓ To help inform the Ministerial Development Review
- 1.3
- 1.3.1 For all Common Tenure clergy in office from 31<sup>st</sup> January 2011 the process of developing a Roles and Responsibilities document will be linked to the 2011-2013 Episcopal Review (ER) process.
- 1.3.2 An additional period of time will be linked to the ER meeting so the individual has a valuable opportunity to talk through their document and their specific local context. The Department of Discipleship and Ministry will include this paperwork with the preparation documents it sends out.
- 1.3.3 Team Vicars, curates, and other stipendiary clergy should work through their Roles and Responsibilities document with their Team Rector/Vicar as appropriate.
- 1.3.4 Section 2 of this document includes tips and links on how to complete your Roles and Responsibilities document. Further advice can be sought from your Archdeacon or the Diocesan Human Resources Manager.

### 2. Completing the Roles and Responsibilities document

- 2.1 It is important that this document is not just a bureaucratic exercise, but adds value to the individual, helps give some clarity, and some direction as well. Some national guidelines are available through this link:  
<https://www.churchofengland.org/resources/clergy-resources/national-clergy-hr/common-tenure-faqs>

2.2 Within Gloucester diocese the documents should be a snapshot of life in the parish now, and include the information that highlights an individuals' role.

2.3 Section 1 Very straightforward!

2.4 Section 2 Role Purpose - Generic

This is the purpose of the office within the parish, it might include reference to the ordinal, local context, diocesan vision etc. It might read something like:

In collaboration with colleagues to exercise the cure of souls shared with the bishop in the parish and carry out the ministry of word and sacrament.

To work in the power and grace of the Holy Spirit with the Bishop and colleagues in promoting the diocesan Vision:

- to proclaim and live the gospel of Jesus Christ,
- to transform lives and communities
- to advance the Kingdom of God.

2.5 Section2 Role Purpose - Specific

This is the specific purpose of the office and how that sits within the parish and local community, and in the diocese. For example it might read for a Team Rector something like:

- To give clear and visible leadership for the staff team and whole church releasing the gifts of others for ministry
- To develop the gifts of people locally to ensure ministry is shared collaboratively
- To preach and teach the faith in an orthodox and biblical manner so as to bring people to faith in Christ
- To ensure the pastoral care of the congregation and parish through the usual occasional offices and pastoral support
- To integrate the civic ministry of the parish and deanery with the wider life of the church.
- To lead the congregation in engaging more with their town centre context relating to those in need as well as to borough leaders
- To maintain a discipline of prayer and study to be rooted in Christ.

## 2.5 Section 3 Key Contacts

This is the list of people locally, diocesan, nationally etc who are the key links and contacts for the church in that place. It might read something like:

Churchwardens

Treasurer

Area Dean – name

Diocesan Missioner – name

Diocesan – Children and Young People's department as there are primary and secondary C of E Schools here of which I am an ex officio governor/Chair the Personnel Committee

School details, head etc

Speculative/Potential – there is a new housing development due in 2011/12, on site will be XX shops, XX residential X care home, and a centre for adults with learning difficulties – my links to begin to develop relationships and explore how the church can serve in this place are .....

Supportive

Diocesan list

Spiritual director

Incumbent etc

## 2.6 Section 4 Role Context

This is the snapshot of the life of the parish as it is now - it might read something like:

I am the Vicar of the village centre church in East Gloucester. I was appointed four years ago when the previous Vicar retired after twenty years in the parish. The parish had been quietly settled for a number of years with few new people attending, but with the new developments both housing and retail and a new school being built locally the PCC wanted to develop its outreach to new communities and develop a mission and ministry strategy.

There is one 'parish' church which attracts @ 90 regular worshippers at the 9.30 service, an 8am which can attract @ 12, and various other styles of worship events during the year with plenty of room to develop creative and engaging liturgy which I enjoy. The lack of a core local ministry team with whom I can share more ministry is a current frustration (see section 6)

Change is quite slow and frustrating at times, but people are willing to explore if given time, and support to understand the challenges. There is a significant amount of social deprivation in the parish, and there are particular challenges that come with the ministry to this area especially @ alcohol and drugs with young people and the lack of youth work/intervention - there is an increasingly older population

## 2.4 Section 5 – Benefice Summary

This can be an extract from the parish profile or an update of it something like:

Vicar NSM (3 days a week with current working agreement)	
Patron	The Bishop of Gloucester
Church Wardens	name 1, name 2
Buildings:	St Mary's St George's
Population:	8,500
Usual Sunday Attendance:	@100
Parish share:	2010 not met in full current financial problems
Church tradition:	Anglo Catholic – gently exploring
Pastoral reorganisation proposals: Informal links with St Faith's for future discussion and also sharing strategy regarding new local developments	

## 2.4 Section Six - objectives

At the time of the drafting/review of this document there might be some significant new objectives, changing local context, new appointment etc. This is an opportunity to give a couple of key objectives that can be discussed either at interview stage, or in the ER process. [It might read something like:](#)

There are two key objectives for the next twelve months in the parish alongside the normal day to day activities.

We have a new housing development being completed, which, along with the new school will provide us locally with another 211 families – so strategic mission will be possible, using newly emerging and developing local people/mission team.

There is significant social deprivation/poverty in the southern part of the parish, and possibilities for the church to be involved in the Big Society debates developing the use of the parish hall for better engaged work with the broader local community eg drop in centre, advice centre etc

## 2.5 Section 7 – anything additional

This final box is an opportunity to add in anything that helps set a broader context or provide additional information – here are a few examples

There has been a period of relationship difficulties between some more traditional 'older' members of the church, and some energetic new people who want a different style and change. Establishing patterns that bring all people together, respecting diversity and valuing contribution and collaboration will be very important/

There has been local unrest and ongoing tensions at the proposal of a Traveller site on the edge of the parish which will require the church to have a real community leadership role.

The local school is a very small school which may have to close this year, this will prove very emotive within the community, advice and support from the diocese will be really helpful throughout this time.

The Diocese recognizes that a new Vicar moving into this community will need support and advice. There were significant and complex pastoral relationship issues in the past, and a new person will need to be aware of the impact these have had on the local community, and have the strength of character to work through them.

## 2.5 Section 8 – very straightforward!

Once signed a copy should be kept by the individual, and a copy should be sent to Diocese in the Bishop's Office.

## 2.6 Follow up and change

The Roles and Responsibilities document can be updated or reviewed either by the Bishop or the individual at their request.

It may be that pastoral re-organisation, or a new member of a team etc may require some changes and for clarity a revised document can be developed for all involved.