

## Diocese of York

# Role Description: Interim Associate Minister (3 years), St Michael-le-Belfrey

## I Introduction

This role description takes into account the Parochial Church Councils' statements of the condition, needs and traditions of the parish (the 'job specification'). It should be reviewed 6 months after the commencement of the appointment, and if necessary at Ministerial Development Review, alongside the setting of objectives.

## 2 Details of post

2.1 Role title	Interim Associate Minister
2.2 Name of benefice	St Michael-le-Belfrey
2.3 Deanery and archdeaconry	York deanery, York archdeaconry
2.4 Initial point of contact on terms of service	The Diocesan Secretary
2.5 Patrons	The Archbishop

## 3 Role purpose: Generic

- 3.1 To share with the Archbishop, the Bishop of Selby and the Priest-in-Charge in the cure of souls in the benefice.
- 3.2 To be a priest in the benefice, having regard to the calling and responsibilities of the clergy of the Church of England as described in the Ordinal, the Canons, national Safeguarding policies, and all other relevant legislation, in accordance with the Archbishops' statement Guidelines for the Professional Conduct of the Clergy.
- 3.3 To work with other ministers and with members of the Parochial Church Council in the development of the Church's mission and ministry, having regard to the need for sustainability and effectiveness in mission.
- 3.4 To ensure that a high standard of worship, preaching and pastoral care is provided.
- 3.5 To nurture discipleship and develop the ministry of all God's people, through training, co-operation and support, encouraging all people, as appropriate, to take responsibility for the mission and ministry of the parish, and seeking to identify potential future leaders and ministers.

- 3.6 To promote the Diocesan vision of 'Living Christ's Story', prayerfully working to engage with the five marks of mission in the parish and to explore with the congregation(s) how they can respond effectively to the goals of: becoming more like Christ; reaching those we currently don't; growing churches of missionary disciples; and transforming our finances and structures.
- 3.7 To collaborate with others in the deanery in mission and ministry, and through deanery planning, participate in the future shaping of ministry according to the resources and opportunities available, and to be pro-active and constant in seeking the fullest possible degree of ecumenical co-operation and commitment.

#### **4 Role purpose: Specific**

##### **4.1 General Leadership**

- a. Member of the Vicar's Leadership Team for vision and strategy creation and the day-to-day management of the church;
- b. Member of the PCC, Standing Committee and other Sub-Groups as appropriate;
- c. Teach at and lead services, prayer meetings and other events;
- d. Perform weddings, funerals and baptisms;
- e. Team Leader for the 9am Service.

##### **4.2 Discipleship**

- a. Pastoral Care: Oversight and further development of vision and strategy for Pastoral Care; Line Management of the Pastoral Administrator for information sharing and task management;
- b. Midweek Groups: Oversight and further development of existing vision and strategy for the management of around 40 "Belfrey Groups" for discipleship and community, for demographics ranging from 18-30s to Seniors, including raising new leaders, Groups multiplication and a culture of invitation;
- c. General oversight of and responsibility for Discipleship vision and strategy, held together with the Priest in Charge.

##### **4.2 Social Action**

- a. Line management of the Social Action Programme Manager;
- b. Advocate for our Social Action ministry and justice issues at leadership level, helping to shape the growing heart for this at The Belfrey and assisting us to implement ideas;
- c. Speak into the future legacy and governance of the Post Pandemic Fund (2021-2024).

##### **4.3 Evangelism**

- a. Culture: Development of a vibrant evangelism culture, ministry and opportunities, actively speaking into and initiating the growth of a stronger heart for evangelism at The Belfrey;
- b. Ministries: Vision-holding and strategic oversight of the existing Evangelism ministry and leaders, including city-centre outreach and Alpha courses, together with colleagues including the Parish Evangelist and Curate;
- c. World Mission: Chair the World Mission Sub-Group.

## **5 Key contacts and relationships**

### *5.1 Generic*

- a The Archbishop, Suffragan Bishop and Archdeacon
- b The Churchwardens and the Parochial Church Council
- c The Area Dean, Lay Dean, Deanery Leadership Team, Chapter and Synod
- d Diocesan and archdeaconry advisers in specialist areas

### *5.2 Specific*

- a. Licensed Clergy: Revd Andy Baker  
Revd Vicky Earll  
Revd James Congreve-Horn
- b. Readers: Peter Collier
- c. PTO Clergy:
- d. RPAs:
- e. Church Wardens: Daniel Brookes  
Karen Dixon  
Remi Oduyemi  
Andrew Oldroyd

### *5.3 Supportive*

- a The Area Dean
- b The Diocesan Director of Mission and Ministry
- c The Archbishop's Adviser and Co-ordinator of Pastoral Care

## **6 Role Context**

The Diocese is currently re-assessing priorities for the resourcing and deployment of ministry, in conversation with the deanery. It is possible that this might lead to future pastoral re-organisation.

## **7 Benefice summary as at time of compilation**

Number of parishes	1
Churches and listing	St Michael-le-Belfrey [1] – currently closed for re-ordering
Housing Provided	To be agreed
Other buildings	De Grey Rooms Parish Hall St Cuthbert's House of Prayer
PCCs	1
Churchyards	0
Population	653
Average Sunday attendance	500 – in person and online
Free Will Offer 2023 pledge	£179,544
Schools	None
Expenses	To be paid in full

## **8 Review**

The Archdeacon will review this role description with you when you have been in post for six months.

Date 8<sup>th</sup> November 2023