

Diocese of Chichester Role Description

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| Name | |
| Role title | HfD Associate Vicar |
| Name of Parish/Benefice | Cuckfield & Bolney |
| Time Commitment | 2.5 days per week including all or part of Sunday |

1. Vocational Basis

- a. To encourage people to know, love, follow Jesus, and to grow as his disciples in worship and witness to the truth of the gospel.
- b. To have regard for the vocation and responsibilities of the clergy as described in the Canons, the Ordinal, the Clergy Discipline Measure, the Code of Professional Conduct for the Clergy, the Declaration of Assent and other relevant legislation. To take ultimate responsibility for safeguarding in the parish (for assistant clergy: to share the safeguarding responsibility with the Incumbent/priest in charge), working in collaboration with the Parish Safeguarding Officer and diocesan safeguarding team and acting on advice from them as necessary.

2. Worship, Mission and Pastoral Care

- a. To oversee the planning, organisation and conduct of worship, making appropriate use of available resources to give glory to God and to nurture the faith of all within the life of the Church
- b. To be open to all people and discover ways to draw those on the margins of the church and the community into the life of the church
- c. To nurture and develop relationships with community groups and other Christian communities within the parish as appropriate
- d. To oversee preparation for confirmation, marriage and baptism and develop other courses and training sessions as appropriate.
- e. To nurture and develop relationships with all local schools and in particular to ensure the fulfilment of key responsibilities towards the Church of England School(s) in the Parish, using the diocesan 'Growing Partnerships' framework.
- f. To identify pastoral care needs within the parishes' communities and ensure appropriate structures and people are in place to provide the appropriate support
- g. To conduct the 'occasional offices' (baptisms, weddings and funerals) within the parish with care and attention to the arrangement and preparation of these services, and for the needs of those involved in them.

3. Governance and Administration

- a. To co-operate with the PCC in the whole mission of the church
- b. To engage with diocesan strategy and initiatives, the Deanery Synod, the Deanery Chapter and other representative bodies as appropriate.

- c. To encourage and enable clergy and lay colleagues, churchwardens, PCC, parish staff and volunteers, to participate fully in planning and decision making, tasks and activities to ensure that gifts and talents are identified and used effectively
- d. In cooperation with the churchwardens and the PCC ensure that Church property, buildings and churchyards that are in the parish (es) care are well looked after and maintained and take appropriate action to resolve any unsafe and dangerous situations
- e. To make full use of resources and buildings in order to develop the mission and outreach of the parish(es)
- f. To carry out such administrative tasks as are necessary for the smooth running of parish life.

4. Spiritual Life and Care of Self and Family

- a. To develop your own faith and that of those within the congregation through regular worship, prayer, reflection and study
- b. To make time for yourself and God, and for yourself and your family
- c. To maintain a balanced and healthy life style by attending to personal physical and spiritual wellbeing and needs.

Please insert any aspects of the role that are not covered by the description above

5. Specific

- To work with the Vicar of Cuckfield and Bolney in developing and delivering the mutual benefits of the united benefice
- To encourage and enable clergy and lay colleagues, churchwardens, PCC, parish staff and volunteers, to participate fully in planning and decision making, tasks and activities to ensure that gifts and talents are identified and used effectively.
- To inspire, motivate and empower all members of the Church in their own discipleship, and use and develop classes and courses.
- To identify pastoral care needs within the parishes' communities and ensure appropriate structures and people are in place to provide the necessary support.
- To nurture and develop relationships with the local school.
- To nurture and develop relationships with community groups and other Christian communities within the parish as appropriate.
- To be open to all people and discover ways to draw those on the margins of the church and the community into the life of the church.
- To make time for yourself and God, and for yourself and your family.

Key contacts

Diocesan and Deanery:

- The Bishop and Archdeacon
- The Diocesan Secretary
- Diocesan Staff and the Frameworks
- The Rural Dean, Lay Chair, Deanery Chapter and Deanery Synod

Benefice/Parish/Community:

- The Vicar
- The churchwardens, treasurers and PCC
- The Parish Safeguarding Adviser
- Local ecumenical relationships
- Any schools within the benefice including Church of England schools, Church affiliated schools and community schools.

Signed by Bishop/Archdeacon

Date

Signed by Officeholder

Date