

VICAR, ST JOHN THE EVANGELIST, CATERHAM VALLEY

SECTION ONE: DETAILS OF POST

Role title:	Vicar
Type of Role:	Full time stipendiary
Benefice:	St John the Evangelist, Caterham Valley
Episcopal area:	Croydon
Deanery:	Tandridge
Archdeaconry:	Reigate

Conditions of Service: Please refer to Statements of Particulars document issued in conjunction with this role description

Key contact: Archdeacon of Reigate

Clergy Terms of Service: *This role falls within the Clergy Terms of Service formally known as Common Tenure. The Archdeacon of Reigate is the designated person by the Bishop of Southwark to issue the Statement of Particulars for the post holder.*

Accountability: Priests share with The Bishop in the oversight of the Church. Whilst, as an office holder, the individual is expected to lead and prioritise work in line with the purpose of the role, they are encouraged to inform the Archdeacon and Churchwardens about any issues exceptional or otherwise that have the potential to affect ongoing delivery of ministry

Additional Responsibility: Pioneer role with an initial focus around St John's Church of England Primary School, Caterham

SECTION TWO: CONTEXT

Wider Context - please see the Bishop of Croydon's Statement.

Local Context

For more information see the Parish Profile

Vision for the next 5 years

Our vision is that through worship, action and collaboration we can use our strengths to help others to experience the presence and witness of the church as a blessing and through it, glimpse the grace of God.

In particular we seek to:

- Grow our church, our membership and our leaders, striving for unity as we nurture and support the committed membership we already have during this time of change.
- Be seen as a real and tangible presence in our community showing we are here for all.
- Reach out and connect with those on the edge of our society; working alongside those who face day to day challenges of surviving in this world.

Mission Action Plan (goals and initial actions)

To work in constructive partnership with others, to deepen relationships across divides and advance local projects.

- Strengthen links and connect the mission of the Church and those of our affiliated organisations.
- Build on our association with 'HeartEdge' in finding new ways to strengthen our relationship with our community.

To exercise our collective strength to influence areas of social injustice, working with those on the edge of society.

- Enact the Reigate Archdeaconry Pledge against Modern Day Slavery – working closely with other local organisations with the same mission (e.g. Churches in Caterham and Mothers' Union).

To minimise our individual and organisations ecological footprint and adopt sustainable lifestyles

- Promote our policy of sustainability for consumables used by the Church, building relationships with those can help us achieve more together.

To expand the opportunity for the church setting as an outlet for creativity.

- Extend our opportunities to use the Church as a place for the community to celebrate the creative arts (links with Schools etc).

SECTION THREE: ROLE PURPOSE AND KEY RESPONSIBILITIES

General:

- A. To exercise the cure of souls shared with the bishop in this benefice¹ in collaboration with colleagues in the Caterham Group, including the praying of the Daily Office, the administration of the sacraments and preaching

- B. To have regard to the calling and responsibilities of the clergy (as described in the Canons, the Ordinal, the Code of Professional Conduct for the Clergy) and other relevant legislation including
 - bringing the grace and truth of Christ to this generation and making him known to those in your care
 - instructing the parishioners in the Christian faith
 - preparing candidates for baptism and confirmation
 - diligently visiting the parishioners of the benefice, particularly those who are sick and infirm
 - providing spiritual counsel and advice
 - consulting with the Parochial Church Council on matters of general concern and importance to the benefice
 - bringing the needs of the world before God in intercession
 - calling your hearers to repentance and declaring in Christ's name the absolution and forgiveness of their sins²
 - blessing people in God's name
 - preparing people for their death
 - discerning and fostering the gifts of all God's people
 - being faithful in prayer, expectant and watchful for the signs of God's presence, as he reveals his kingdom among us

- C. To share in the wider work of the deanery and diocese as appropriate, for the building up of the whole Body of Christ

Key responsibilities specific to the local situation

As Parish Priest

To build on the strengths and passion within our membership as well as nurture us to grow in faith, service and action. Specific attributes include:

- The ability to challenge us to look and reach outwards, stretching our horizons and capacity – taking the mission beyond our church buildings and to help the church be a real and tangible presence in our community.
- The ability to bring people with them on their journey; being adaptable in their ministry and able to relate to, nurture and galvanise the energy of our diverse membership at St John’s to be the best they can be.
- The confidence to connect with the marginalised and a passion and ability to work collaboratively with other organisations in responding to social injustice including climate change.
- The ability to strengthen discipleship and lay ministry in all its forms both within the church and the wider community.
- The passion and skills to strengthen the links between the school and the church, developing opportunities for worship and spiritual growth for all (parents, staff and pupils) within the school.

As a Pioneer

Half of the role will be spent in ‘pioneering’ – seeking to meet with people where they are and to develop new forms of church that are culturally appropriate to them. Working initially with the community of St John’s Primary school this will require someone who is able to:

- Notice and respond to God and the world around us.
- Look for opportunities to co-create with others both within and beyond the church.
- Experiment and take risks and in doing so, persist when things are difficult.
- Hold different expressions of church in relationship with each other. In doing so, seek new ways to expand the growth and reach of our Church.

The key responsibilities listed above may be supported by long and short term objectives to be agreed between the post holder and Church Wardens.

Other responsibilities

- Participate in the Bishop’s Ministerial Development Review scheme and engage in Continuing Ministerial Development
- Carry out any other duties and responsibilities as required in line with the benefice needs.
- Take care for their wellbeing including health and safety and building a good repertoire of spiritual and psychological strategies

¹ This may need adaptation to Team or post, depending on circumstances

² This may need deleting for Deacons

SECTION FOUR: BENEFICE SUMMARY

The Benefice of St John the Evangelist, Caterham Valley

Benefice: The incumbent

Patron: The Bishop of Southwark

PCCs: (Names and numbers only) St John's PCC 15 places with a number of vacancies: Members include: Dawn Bourne, Linda Chanagasubbay, Alan Cooke, Sarah Hadley, Zoe Roberts, John Parkes, John Sayles

Churchwardens: Julie Woodland & Susan Gibbin

Benefice paid staff: Organist: John Woodhouse, Hall Cleaner: Ann Otway

Benefice unpaid staff/ volunteers (numbers): More than 30 some with multiple roles

Buildings: Church consecrated in 1882 and Parish Hall.

Churchyard: Chalk downland but not a burial site. There is also a small planted memorial garden

Church Tradition: Liberal Anglo Catholic

Pastoral Reorganisation proposals: None

For more detailed information, please refer to the Parish Profile.

SECTION FIVE: KEY CONTACTS FOR THE ROLE

Generic and specific to the role Groups & committees

- The PCC: Julie Woodland (Vice Chair)
- Deanery Chapter: Revd Michelle Edmonds
- Deanery Synod: Revd Michelle Edmonds
- Group Ministry: Revd Trevor Mapstone, Revd Helen Burnett, Revd Annie Kurk, Revd Catherine Dowland-Pillinger
- Churches Together: Revd Helen Burnett

In the benefice

- Churchwardens: Miss J Woodland & Mrs S Gibbin
- Ministerial Colleagues: None
- Head teacher(s) of local school(s): St John's CofE Primary School, Mr Robert Veale
- Other Schools include: Marden Lodge, Malinda Young: Caterham School (independent and boarding school) Mr Ceri Jones
- Scouting Organisations: Mr John Swanson & Mrs Diane Swanson
- Girl Guiding Organisations: Miss J Woodland & Mrs Dawn Bourne
- Mothers' Union: Branch Leader – Mrs Susan Gibbin
- Tower captain: Mr Noel Gibbin

Support structures

- Area Dean: Rev Michelle Edmonds
- Area Bishop: The Rt Revd Dr Rosemarie Mallett, Bishop of Croydon
- Archdeacon: The Venerable Moira Astin
- Staff at The Diocesan Office with key responsibilities for various aspects of support

SECTION SIX: OTHER

This role description is issued alongside and should be read in conjunction with the following documents:

- The Ordinal
- The Canons of the Church of England
- Guidance for the Professional Conduct of Clergy
- Bishop's Licence
- Statement of Particulars issued to the office-holder on successful appointment
- Diocesan Clergy Handbook
- Parish Profile
- Ministry Action Plans (MAPs)
- Any objectives discussed and agreed between the post holder and the supervising minister

Role description signed off by:



The Venerable Moira Astin
Archdeacon of Reigate

Date: 1st March 2023
To be reviewed next on: At first MDR in post