

Appendix 1

ROLE DESCRIPTION

SECTION ONE: DETAILS OF POST

Role title:	Associate Priest, Benefice of The Cookhams
Type of Role:	Full Time Stipendiary
Name of benefice:	Benefice of The Cookhams
Diocese:	Oxford
Episcopal area:	Reading
Deanery:	Maidenhead and Windsor
Archdeaconry:	Berkshire
Patron:	Mr Charles Rogers
Conditions of Service:	Please refer to Statements of Particulars document issued in conjunction with this role description
Key contact for Clergy Terms of Service:	Archdeacon of Berkshire
Accountability:	<p>This role falls within the Clergy Terms of Service formally known as Common Tenure. The Archdeacon of Berkshire is the person designated by the Bishop of Oxford to issue the Statement of Particulars for the post holder.</p> <p>This role is responsible to the Vicar of the Benefice of The Cookhams for the implementation of strategies set by the Vicar and the PCCs.</p> <p>Although responsible to the Vicar, the individual is expected to lead and prioritise work in line with the purpose of the role, and is encouraged to inform the Vicar and Churchwardens about any issues exceptional or otherwise that have the potential to affect ongoing delivery of ministry.</p>
Additional Responsibility:	N/A

SECTION TWO: CONTEXT

Wider Context

The Diocese of Oxford and the Archdeaconry of Berkshire

The Diocese of Oxford serves the mission of the Church in Buckinghamshire, Berkshire and Oxfordshire. The Diocese comprises more than 600 parishes, with over 800 churches, serving a diverse population of more than 2 million people located in all types of settings.

Working alongside the Bishop of Oxford we have three Area Bishops who exercise considerable strategic and pastoral oversight for their areas. The Bishop of Reading is the Rt Rev'd Olivia Graham who has been the Area Bishop since 2019. Stephen Pullin is the Berkshire archdeacon, Liz Jackson is the Associate Archdeacon, and they make up your area team with Kathryn Aboud, Discipleship Enabler (Youth specialism), Nicholas Cheeseman, ADO and Rhodri Bowen, Parish Development Adviser.

In the last few years, a common vision has emerged for the Diocese of Oxford. The vision is based on the qualities described in The Beatitudes and addresses what kind of church we are called to be: a more Christ-like Church for the sake of God's world; contemplative, compassionate, courageous.

Together we have identified five focus areas:

- Christian formation and discipleship
- Growing new congregations
- Serving our schools, children and young people
- Environmental Action
- Addressing poverty and inequality

These are not a description of everything that we do and will not all be reflected in the vision for each parish church, but these priorities are being supported centrally by resources and training.

The diocese is inviting benefices and their clergy to share a vision rather than demanding a response. It wants all its clergy to be motivated by hope rather than being driven by anxiety, and thereby to flourish in their ministry.

It is hoped that clergy appointed into the Archdeaconry of Berkshire will want to commit to this vision and encourage their benefices to share in becoming a more Christ-like church for the sake of God's world.

Local Context Vision Statement:

“To enable all in our community to encounter God
through warm hospitality and inspired worship”

Our statements of intent for our priority areas are as follows:

- **Welcome** - we are welcoming and inclusive churches. We have approved plans for improvements to the facilities at Holy Trinity, and St John's had a major upgrade in 2013.
- **Children and Young People** - we successfully started a 'new congregation' with our Families@4 all-age worship at St John's and established a summer "Kid's Club" at Holy

Trinity. Our Trinity Nippers toddlers' group is thriving, and the engagement and involvement with our schools is very strong. This is a strong foundation for further development.

- **25 - 55 year-olds** - this remains a challenging area. Although the Families@4 brings them into church with their children, we need to develop our engagement with them.
- **Music** - We have adapted music to suit the type of worship, in particular for the Families@4, and made our churches accessible to community musical events, whilst continuing our more traditional music for worship.
- **Community Engagement** - our monthly Fellowship Lunches and Men's Breakfast are attended by both churchgoers and non-churchgoers. Our Parish Magazine is delivered to every house in the benefice each month and is widely read and appreciated. Both churches are active supporters of the local Foodshare.

Maidenhead and Windsor Deanery

The Deanery's role is to encourage and resource parishes to further mission and ministry, including through:

- Deanery Synod agendas including regular input, both local and from wider afield, to share expertise and an understanding of wider issues for the church and the world;
- An ongoing evaluation of sustainability and deployment of resources;
- The three-yearly cycle of parish inspections (by the Lay Chair and Associate Area Dean);
- Support for all parishes in the development and enactment of (light touch) Parish Plans, encouraging use of the Diocesan Planning Tool, the Emerging from Coronavirus document and growth in online presence;
- An encouragement for parishes to offer collaborative ministry across the deanery and / or within groups of parishes.

SECTION THREE: ROLE PURPOSE AND KEY RESPONSIBILITIES

General:

Our churches are united in their desire to innovate and reach out to those yet to join our church family. This includes connecting with newcomers in our area and young families, vital for our sustained growth and vitality. We are seeking someone who is: -

- A pioneer with an enterprising spirit, ready to lead in mission and outreach, with a particular focus on families and children.
- Passionate about engaging with and building cohesion between our church and wider community.
- Energetic; funny; explain things well; like children; not be grumpy (as described by the children from the church schools)
- A competent and engaging preacher and communicator
- A sacramental and Eucharistic priest
- Competent in enhancing our online and social media engagement.

Key responsibilities specific to the local situation:

Drive outreach and nurture initiatives: -

- Re-establish Toddlers Group.
- Contribute to the running and further development of Families@4.
- Establish and coordination of Discipleship courses.
- Schools work, to include Open the book, leading assemblies.
- Children's church – create a strategy and implement.
- Create new spaces and opportunities for all age worship.

Innovate in worship and congregational life: -

- Introduce creative worship formats, seeking new opportunities to engage new members of the community.
- Foster vibrant congregational activities.
- Encourage diverse spiritual practices, looking for services that will engage new communities to grow and flourish.
- Develop engaging community events.
- Lead Sunday/mid-week worship
- Occasional offices

Build community relationships and partnerships: -

- Forge partnerships with local organisations.
- Engage with community leaders and groups.
- Participate in local events and initiatives.
- Facilitate community service projects.

Focus on mission and community engagement: -

- Lead mission-focused outreach efforts.
- Initiate programs for community involvement.
- Foster engagement with non-churchgoers.
- Develop strategies for local impact.

Expand online presence: -

- Enhance our social media engagement, with a particular focus on families and young people.
- Share inspirational and educational content.

Collaborate with church teams: -

- Coordinate with ministry leaders and volunteers.
- Participate in planning and strategy meetings.
- Support team projects and initiatives.

Offer pastoral care and guidance: -

- Provide spiritual counselling and support.
- Visit and minister to the sick and homebound.
- Guide individuals through life's transitions.
- Organise and lead prayer and Bible study groups.

Promote inclusivity and participation: -

- Promote and welcome diverse perspectives and backgrounds for new initiatives.
- Encourage volunteerism and leadership roles.
- Foster a sense of belonging and community.

SECTION FOUR: BENEFICE SUMMARY

The Benefice of The Cookhams

Benefice: The Cookhams

Patron: Mr Charles Rogers

PCCs: Holy Trinity, Cookham (14 members)

St John the Baptist, Cookham Dean (17 members)

Churchwardens: Holy Trinity: Mark Stockdale and Bernadette Clark

St John the Baptist: David Hazeldine and Lorna Sykes

Ministers: Rev'd Stephen Mills (Vicar), Richard Simmonds (LLM)

Benefice paid staff: Parish Administrator

Director of Music at Holy Trinity

Caretaker of Parish Centre at Holy Trinity

Assistant Book-keeper at Holy Trinity

*Note that the Assistant Director of Music at Holy Trinity and the Organist/Choirmaster at St John the Baptist are remunerated on a fee basis and are not employees as such.

Benefice unpaid staff/ volunteers (numbers): 30+

Buildings: Holy Trinity Parish Church

Holy Trinity Parish Centre including 3 residential flats

St John the Baptist Parish Church

The Vicarage, Cookham

St John's House, Cookham Dean

Churchyards: Holy Trinity (Closed, but open for interment only); St John the Baptist (Open)

Resolution A, B, C: Neither PCC has passed A, B or C.

Church Tradition: Liberal, Anglo-Catholic, Liturgy based on Common Worship, strong traditional music tradition, recently-developed non-eucharistic more secular worship.

Pastoral Reorganisation proposals: None

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

KEY CONTACTS FOR THE ROLE

Generic and specific to the role Groups & committees

- PCC Secretaries: Holy Trinity - Anne McNeil; St John the Baptist - John Sykes
- Deanery Chapter: Area Dean - Rev'd Ainsley Swift (Vicar of Bray)
- Deanery Synod Secretary: Thomas Walton
- Deanery Pastoral Committee: Thomas Walton

In the benefice

- Churchwardens - Mark Stockdale and Bernadette Clark (Holy Trinity);
David Hazeldine and Lorna Sykes (St John the Baptist)
- Ministerial Colleagues - Stephen Mills (Vicar), Richard Simmonds (LLM)
- Headteachers of local schools:-

- Holy Trinity CE Primary School - Anna Smith
- Cookham Dean CE Primary School - Fenella Reekie
- Cookham Rise Primary School - Helen Daniels
- Herries Preparatory School - Robert Grosse

Support structures

- Area Dean - Ainsley Swift, Vicar of Bray
- Area Bishop - Olivia Graham, Bishop of Reading
- Archdeacon - Stephen Pullin, Archdeacon of Berkshire
- Assistant Archdeacons - Liz Jackson
- Parish Development Advisor – Rhodri Bowen
- Discipleship Enabler / Youth Advisor – Kathryn Aboud
- Staff at the Diocesan Office with key responsibilities for various aspects of support.

SECTION FIVE: 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 License
- Statement of Particulars issued to the office-holder on successful appointment
- Diocesan Clergy Handbook
- Parish Profile
- Parish Development Plan or Mission Action Plan
- Any objectives discussed and agreed between the post holder and the supervising minister

Role description signed off by: The Venerable Stephen Pullin, Archdeacon of Berkshire

Date:

To be reviewed next on: