

ROLE DESCRIPTION

SECTION ONE: DETAILS OF POST

Role title: Vicar

Type of Role: Full time stipendiary

Name of parish: The Parish of Wargrave with Knowl Hill

Episcopal area: Reading

Deanery: Sonning

Archdeaconry: Berkshire

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

Key contact for Clergy Terms of Service: Archdeacon of Berkshire. This role falls within the Clergy Terms of Service formally known as Common Tenure. The Archdeacon of Berkshire is the designated person by the Bishop of Oxford 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

SECTION TWO: CONTEXT

Wider Context

With the appointment of the current Bishop of Oxford, the Rt Revd Dr Steven Croft, a Common Vision has emerged for the Diocese of Oxford.

The vision addresses what kind of church we are called to be – A Christ-like Church.

What are the marks of a Christ-like Church? To be the Church of the Beatitudes:

- Contemplative
- Compassionate
- Courageous

It also asks what we are therefore called to do together.

- Make a difference in the world
- Support and grow the local church
- Establish new churches and congregations
- Serve our schools
- Renew discipleship and ministry

These priorities will be supported centrally by resources, training, conferences, workshops, and much more. The diocese is inviting parishes and their priests to share a vision rather than demanding a response. It wants all its priests to flourish in ministry and to deepen their enjoyment of God.

Local Context

Our Vision is to be a Church at the heart of the community.

SECTION THREE: ROLE PURPOSE AND KEY RESPONSIBILITIES

General:

A. To exercise the cure of souls shared with the bishop in this parish in collaboration with colleagues, 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 parish, 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 parish
- 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 sins
- 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

- Mission and Outreach
 - Develop our work with families and young people
 - Connect with every generation within our parish
 - Create a space where everyone is supported and encouraged in their life and faith
 - Engage positively with our village communities
 - Actively engage with our local schools
- Leadership and working collaboratively
 - Nurture Lay Leadership
 - Share responsibility with others for the development and growth of the Gospel in the parish
 - Engage constructively with the diocese
 - Support Eco Church
- Worship and preaching
 - Adapt worship to reflect community's broad spiritual needs
 - Value equally the Word and the Sacrament
 - Preach the joy of knowing Jesus, sharing the love and forgiveness of the Lord
 - Embrace the role of music for different worship formats and styles
- Pastoral Care
 - Ensure that the pastoral needs of the parish are met
 - Be open and welcoming to all
 - Support diversity, including prayers of love and faith whilst not necessarily personally conducting these services

Key responsibilities specific to the local situation (continued)

- ❑ Stewardship and parish organisation
 - Maintain the healthy financial position of the parish
 - Encourage parishioners to engage in the Parish Giving Scheme
 - Ensure that both Wargrave and Knowl Hill are financially sound
- ❑ Personal development and spirituality
 - Pursue development of personal spirituality through reading, course and spiritual direction

The key responsibilities listed above may be supported by long and short term objectives to be agreed between the post holder or the Archdeacon 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 parish needs.
- Take care of your wellbeing including health and safety and building a good repertoire of spiritual and psychological strategies

SECTION FOUR: PARISH SUMMARY

The Parish of Wargrave with Knowl Hill (Names are current as at 11/11/24)

Patron: The Right Reverend Dr Christopher Cocksworth, Dean of Windsor

PCCs: Wargrave with Knowl Hill PCC, 19 Members

Churchwardens: Mrs Sue Witney and Dr Mark Puddy (Wargrave): Vacancy (Knowl Hill)

Ministers: The Reverend Stephen Turville: Assistant Minister NSM

Mr Andrew Ferguson: Authorised Funeral Minister

Mr Jubi Da Silva: Authorised Preacher

Parish paid staff:

Parish Office: Mrs Lucy Bowley, Mrs Rosalyn Lane Heath, Mrs Karen Larkins each working 8 hours per week (this is currently under review).

Mr Peter Dart: Director of Music

Parish unpaid staff / volunteers: 100

Buildings: St Mary's Church, and Church Centre, and the Hannen Room, Wargrave

St Peter's Church, Knowl Hill

St Paul's Church, Warren Row

Churchyard(s): Churchyard at St Mary's Church, Wargrave

New Cemetery, Braybrooke Road, Wargrave

Churchyard at St Peters, Knowl Hill

Church Tradition: Central Churchmanship

Pastoral Reorganisation proposals: None

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

SECTION 5: KEY CONTACTS FOR THE ROLE

Generic and specific to the role

Groups & committees

- PCC
- Deanery Chapter
- Deanery Synod
- Deanery Pastoral Committee
- The Piggott School CofE Academy Governing Body
- Wargrave Almshouses
- Various Local Trusts

In the parish

- Churchwardens
- Ministerial Colleagues
- Head teachers of local schools
 - The Piggott School, A CofE Academy
 - Robert Piggott CofE Federated School
 - Crazies Hill CofE Primary School
 - Knowl Hill of CofE Academy
- Paid staff

Support structures

- Acting Area Dean: The Revd Julian Bidgood
- Lay Chair of the Deanery: Mr John Sutton
- Area Bishop: Currently vacant
- Archdeacon: The Venerable Stephen Pullin

SECTION 6: 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

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

Date: 11^h November 2024

To be reviewed within 6-12 months of the appointment of the vicar.