

Roles and Responsibilities

SECTION ONE: DETAILS OF POST

Role title: Rector of the Parish of St Paul, Wokingham and Area Dean of Sonning Deanery

Type of Role: Full Time Stipendiary

Name of benefice: Parish of St Paul, Wokingham

Episcopal area: Diocese of Oxford

Deanery: Sonning

Archdeaconry: Berkshire

Conditions of

Service: Please refer to Statement of Particulars document issued in conjunction with this role description.

Key contact: Archdeacon of Berkshire

Clergy Terms of

Service: This role falls within the Clergy Terms of Service formerly 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.

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: Area Dean of Sonning Deanery, responsible for the smooth running of the Deanery Synod and maintaining good relationships within the Deanery.

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, three Area Bishops exercise considerable strategic and pastoral oversight for their areas. The Bishop of Reading is currently the Rt Revd Olivia Graham who has been the Area Bishop since 2019, but is stepping down at the end of

September 2024. Stephen Pullin is the Berkshire Archdeacon, Liz Jackson the Associate Archdeacon; and together with Kathryn Aboud, Discipleship Enabler (youth specialism), Nicholas Cheeseman, ADO and Rhodri Bowen, Parish Development Adviser they make up your area team.

In the last few years, a common vision has emerged for the Diocese of Oxford, based on the qualities described in The Beatitudes. It 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.

Five focus areas have been identified:

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

These 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 (including Deanery information)

About the Parish

St Paul's Parish is composed of three churches. St Paul's Church, which has a distinctive liberal Catholic tradition, meets in the Victorian building of St Paul's located on the Reading Road. Woosehill Church, a Local Ecumenical Partnership between the Anglican and Methodist church meets in the relatively modern Church building in the Woosehill housing development. The community church of St Nicholas meets in the Emmbrook Village Hall and has a less formal tradition.

Each of the three churches has strong foundations based on styles of worship and musical traditions they value highly. Working independently and together, welcome and inclusion have become watchwords in recent years. Our reputations within the communities in which we are based have been enhanced through this. Building on these foundations and traditions, we are now looking to complete the work of re-establishing ourselves as a missional church, widening our horizons further, and driving for outreach and mission.

In the recent past, clergy and laity have enthusiastically led worship across our range of styles and traditions. We have been fortunate to have inspirational teaching and spiritual

guidance, primarily from our home clergy team, but also through initiatives such as the Evensong Sermon Series.

We have identified a number of areas where we wish to direct our efforts in future. These range from galvanising, promoting and providing for youth and children's work and re-igniting our strategy for mission and outreach to encouraging the musical aspirations of each of the churches. Throughout, we want to be creative and imaginative and to enjoy our discipleship journeys, living out more fully the Mission Statements developed through Partnership for Missional Church:

St Paul's: Shaped by God in the Eucharist, we are called to make the richness of his love known to everyone in the community.

Woosehill: Sharing God's love with the Community.

St Nicholas: Exploring through relationships and worship how God's love is creating and sustaining communities in Emmbrook.

About the Deanery

Our vision is to be a Deanery that encourages and enhances parish mission and ministry as we seek to be a Christ-like Church

Sonning Deanery has 13 benefices and covers the area between Reading and Bracknell, from Wargrave through Wokingham to Sandhurst. We border Buckingham Area to the north and the Dioceses of Guildford and Winchester to the south. The Deanery is currently going through a time of transition. Several incumbents who had been in post for over 20 years have recently retired, meaning that half of the Deanery's incumbents will have been appointed within two years of each other, creating a real sense of possibility and new energy.

That reality is reflected in our Deanery plan, with a focus on lay training and relationships, and deliberately planning for the future in the one area of the Deanery which is not viable in its current form. The Diocese has invited every Deanery to create a plan for work with Children and Young People in 2024 and we are currently gathering information on that from parishes.

Chapter meets monthly in Wokingham. It is a well-attended gathering which people find relaxing, supportive and interesting and enjoy getting to know each other. Deanery Synod is similarly well-supported and most of the meetings are open meetings so as many people as possible can come and hear the speakers.

We are a Deanery which has agreed to disagree well on the question of Living in Love and Faith we hold a range of different views but don't let that single issue define our relationship. There are no plans for a wide reorganisation. The Deanery is looking forward to a time of overall stability and developing vision as those new in post settle in and start to dream dreams together.

SECTION THREE: RECTOR ROLE PURPOSE AND KEY RESPONSIBILITIES

General

- A. To exercise the cure of souls shared with the bishop in this benefice 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 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 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

Your responsibilities include:

Mission and Outreach

- Realise our vision to make mission the underlying bedrock of our church life.
- Focus on the needs of our local community.
- Provide teaching and guidance to equip the Parish for mission and outreach.
- Deliver our mission to local schools through assemblies, events and church services.
- Take particular account of the aspirations of children and young people in forming our plans and strategies.
- Maintain our direct involvement with the church schools by becoming a governor.
- Be an active participant in CTW to support the mission to evangelize the local community.

Leadership

- Lead our Parish with confidence and clarity.

- Collaborate effectively with the clergy team, volunteers and church groups when planning, delivering and reviewing services, activities, events and projects.
- Identify and develop gifts and skills in others.
- Sensibly delegate work, in a timely manner, to promote wider involvement in all our activities.
- Guide and oversee the work of the pastoral groups.

Worship

- Lead worship while recognising the different traditions and style of the churches.
- Be creative in the use of liturgy to fully engage the whole church community.
- Identify new opportunities for worship and teaching.

Stewardship

- Promote the adoption of sustainable stewardship programmes.
- Work with the Treasurers and finance teams to manage the Parish finances effectively.
- Help our contribution to the stewardship of the world by encouraging our efforts to care for our environment

Personal development

- Create a personal development plan for your ministry and leadership.
- Maintain a sensible work/life balance

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

SECTION FOUR: BENEFICE SUMMARY

The Parish of St Paul, Wokingham

Patron(s): Bishop of Oxford

PCCs: St Paul's Church with St Nicholas Emmbrook PCC (2 wardens, 4 deanery synod representatives, 16 members). Woosehill Church Council (2 wardens and 2 deanery synod representatives, 10 members)

Churchwardens (St Paul's): David Ruddock, Peter Wells

Pro-wardens (St Nicholas): Liz Gallagher, Fiona Albinson

Churchwardens (Woosehill): John Hoskins, Steven Lewis

Ministers: Rev'd Cara Smart, Rev'd Judi Hattaway, Rev'd Jane Kraft

Benefice paid staff: Parish Administrator Louise Cole, Parish Rooms Administrator Vanessa Hemmi

Benefice unpaid staff/ volunteers (numbers): 40+

Buildings: St Paul's Church, St Paul's Parish Rooms, Woosehill Church building

Churchyard(s): St Paul's

Resolution A,B,C: No

Church Tradition: St Paul's – Liberal Catholic worship is CW based.
Woosehill – Anglican, Methodist and other
St Nicholas - CW based worship

Pastoral Reorganisation proposals: None

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

KEY CONTACTS FOR THE ROLE

Groups & committees

- The PCC: Peter Wells (Vice Chair), Lesley Ruddock (PCC Secretary)
- Woosehill Church Council: John Hoskins, Steven Lewis
- Deanery Chapter: Julian Bidgood
- Deanery Synod: Julian Bidgood (Deanery Co-ordinator), John Sutton (Lay Chair)

In the benefice

- Churchwardens: David Ruddock, Peter Wells, John Hoskins, Steven Lewis
- Pro-Wardens: Liz Gallagher, Fiona Albinson
- Ministerial Colleagues: Cara Smart, Judi Hattaway, Jane Kraft, Soba Sinnathamby
- Head teacher(s) of local school(s):
 - St Paul's CE Junior School: Julieanne Taylor
 - St Cecilia Primary School: Richard Thomas
 - Walter Infant and Nursery School: Judy Hargreaves
 - Hawthorns Primary School: Raha Razeghi
 - Windmill Primary School: Nicola Cotter
 - Emmbrook Infant School: Grace Massarella
 - Emmbrook Junior School: Mr J Usher
 - Evendons Primary School: Stacey Read
 - The Emmbrook Secondary School: Nick McSweeney
 - The Holt Girls School: Anne Kennedy and Katie Pearce
 - Luckley House Secondary School: Areti Bizior
 - Holme Grange School: Claire Robinson

Support structures

- Area Dean: currently vacant
- Area Bishop: Olivia Graham (retires at the end of September 2024)
- Archdeacon: Stephen Pullin
- St Birinus House staff (Archdeaconary Office).
- Church House (Oxford) staff supporting parishes and incumbents.

SECTION FIVE: AREA DEAN ROLE PURPOSE AND KEY RESPONSIBILITIES

The successful candidate will not be expected to step straight into the role of Area Dean. As we do not currently have an Area Dean someone has been appointed as Deanery Coordinator on a temporary basis. Once the new Rector has had time to settle into the Parish role, the responsibility for the Deanery will be handed over.

Key roles

- To share with the Bishop of Oxford and the Bishop of Reading in their ministry of oversight across Sonning Deanery
- To lead the deanery, working collaboratively with the Deanery Lay-Chair and Deanery Leadership Team, to fulfil the vision of the deanery as “a local network of churches, inspiring, influencing and leading mission and ministry”

Key responsibilities

- Lead and co-ordinate the Deanery Leadership Team, in conjunction with the Deanery Lay-Chair.
- Ensure the life and work of the Deanery and its constituent parishes is sustained and developed.
- Ensure a Deanery Plan for Mission & Ministry is created and implemented, working closely with the Deanery Leadership Team and Deanery Synod.
- Chair the Deanery Synod jointly with the Deanery Lay-Chair.
- Exercise the canonical responsibilities of an Area Dean (see C23 of the Canons) and those expected during Parish Vacancies
- Ensure that an appropriate structure for Gatherings of Ministers is established, and take a leading role in those which involve ordained colleagues

Key Relationships

- The Bishop of Oxford, Suffragan Bishop and Archdeacon
- The Deanery Lay-Chair
- The Deanery Leadership Team and Deanery Synod
- The Deanery Chapter
- Churchwardens, especially of parishes in vacancy

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 officeholder on successful appointment
- Diocesan Clergy Handbook

- Parish Profile
- Parish Development Plan or Mission Action Plan

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

Date: *XX.2024*

To be reviewed next on: *XX.20XX*