



THE CHURCH  
OF ENGLAND

Diocese of St Edmundsbury  
and Ipswich

Role description signed off by: Archdeacon of Sudbury

Date: December 2023

To be reviewed 6 months after commencement of the appointment, and at each Ministerial Development Review, alongside the setting of objectives.

<b>1 Details of post</b>	
Role title	Team Vicar
Name of benefice	Forest Heath Team (Lark and Lee)
Deanery	Mildenhall
Archdeaconry	Sudbury
<i>Initial point of contact on terms of service</i>	The Ven Dr David Jenkins Archdeacon of Sudbury

<b>2 Role purpose</b>
<b>General</b>
To share with the Bishop both in the cure of souls and in responsibility, under God, for growing the Kingdom in this benefice.
To ensure that the church communities in the benefice flourish and engage positively with 'Growing in God' and the Diocesan Vision and Strategy and ensure a plan for growth (PFG) is in place within 6 months.
To work collaboratively as the Team Vicar to this benefice, having 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.
To work with the ordained and lay colleagues as set out in their individual role descriptions and work agreements, and to ensure that, where relevant, they have working agreements which are reviewed. This involves discerning and developing the gifts and ministries of all members of the congregation.
To work with the PCCs towards the development of the local church as described in the benefice profile, and to review those needs with them. To recognise and value the individuality of each community.
To ensure that a high standard of worship, preaching, and pastoral care is provided.

To work together, as appropriate, with other Christian denominations which have a presence in the parishes and the wider deanery.
To ensure compliance and effective practice regarding all safeguarding matters including training.
<b>Schools</b>
To work closely with the local schools. The diocese is committed to working with both community and church schools and this should be seen as a key part of the priest's role.
<b>Specific tasks and responsibilities</b>
Develop and exercise a local episcopal oversight role, working collaboratively with the ministry team to enable effective and fruitful ministry across the whole benefice.
Working with the parishes, develop a shared vision and plans for Growing in God; encourage lay participation in services; identify and develop people's talents.
Share the Christian faith with people of all ages and work with parishes to widen the age profile of congregations through building on some of the initiatives already implemented.
Teach and encourage an understanding of Christian stewardship across the benefice.
Strengthen and encourage links with young people, families, and other groups of people including the newly retired to help expand outreach, and offer pastoral care and visiting capabilities for those in need such as the elderly, lonely and isolated.
Be willing to contribute to community life in the benefice.
It is expected that you will help start two new worshipping communities in the parish/benefice within the first five years of the post, as part of the <i>Growing in God</i> strategy.

<b>3 Key contacts</b>	
<b>Generic</b>	
Bishops	The Deanery Chapter & Synod
The Archdeacon	The Churchwardens
The Rural Dean	The PCCs
The Team Rector	The Lay Chair
Headteachers	
<b>Specific</b>	
Ordained and lay colleagues (those holding the Bishop's licence, office holders and administrative staff)	
Parish Councillors	
Ecumenical ministers within the benefice	

**Aspirational**

- To engender a sense of team across the benefice and to promote collaborative working.
- To encourage and support work with families, children, and young people.

**Supportive**

The Archdeacon, who will review this role description with you when you are six months into post.

The Team Rector

The Lay Chair

The Rural Dean

Diocesan Director of Mission and Ministry

Deanery Chapter

**Patrons**

The Bishop of St Edmundsbury and Ipswich

The Archdeacon of Sudbury

The vicars in the team ministry

Sir Michael William Bunbury

The Master and Fellows of the College of Peterhouse or St Peter, University of Cambridge

The Church Patronage Trust

The Rt Hon Arthur Edward Rory Guinness, Earl of Iveagh

The Master or Keeper of Christ's College

Charles Edward Laurence Phillips

David William Barclay

His Majesty in right of His Crown

**Role context and any other relevant information**

The diocesan ministry deployment principles affirm an intention to maintain stipendiary clergy numbers if possible, subject to the availability of financial resources, and to develop an understanding of local episcopal oversight ministry and local ministers in parishes ministering in teams or clusters. A key aim of this is to reduce clergy isolation and increase mutual support.

An understanding of the Parish Share process and how it is applied across the benefice and deanery and its importance for the sustainability of ministry across the diocese is fundamental.

The Bishops expect and encourage clergy to take their rest days, holidays and regular retreats or similar. Clergy are strongly encouraged to have a spiritual director or equivalent.

<b>4 Benefice Summary</b>	
<b>Parishes</b>	Barton Mills Freckenham West Row Worlington Beck Row with Kenny Hill Eriswell Herringswell Icklingham Red Lodge Tuddenham Cavenham The Lightwave Community Mildenhall Dalham Gazeley Higham Green Kentford Moulton
<b>Churches</b>	Barton Mills : St Mary's –II* Freckenham : St Andrew's –II* West Row : St Peter's Worlington : All Saints' – I Beck Row with Kenny Hill Eriswell : St Lawrence and St Peter II* Herringswell : St Ethelbert II* Icklingham : St James II* Red Lodge : St Christopher Tuddenham : St Mary I Cavenham: St Andrew II* Mildenhall : St Mary I Dalham : St Mary the Virgin I Gazeley : All Saints I Higham Green : St Stephen II Kentford : St Mary the Virgin II* Moulton : St Peter I The Lightwave Community
<b>PCC</b>	The PCCs seek to work together, to be supportive and effective in mission and growth.
<b>Schools and Colleges</b>	St Mary's Church of England Academy, Mildenhall Moulton CEVCP School St Christopher CEVCP School, Red Lodge Great Heath Academy West Row CP School Mildenhall Academy Trust (Secondary School with sixth form) Beck Row CP School Pines School, Red Lodge

<b>Churchwardens</b>	Barton Mills : 1 Freckenham: 2 West Row : 2 Worlington : 0 Beck Row w Kenny Hill 0 Eriswell : 2 Tuddenham with Cavenham, Herringswell and Red Lodge: 2 Icklingham : 2 Mildenhall : 2 Dalham : 2 Gazeley : 2 Higham Green : 2 Kentford : 2 Moulton : 2
<b>Ministers</b>	Team Rector Full Time Stipendiary Clergy x 3 SSM x 1 Lay Elders x 7 (4 in Lark & Lee) Lay Readers x 1 Retired Clergy x 5 SSM Curate x 1 (Diane Grano; primary role as lead of the Lightwave) 1 Licensed Pioneer – Alison Earl (co-leader of Lightwave Red Lodge) Licensed Evangelist x 1
<b>Buildings</b>	Church Hall : West Row Church Hall : Beck Row Church Rooms : Barton Mills Cottage Rooms : Mildenhall Hall : St Christopher’s, Red Lodge
<b>Churchyards</b> (Open or closed)	Barton Mills : St Mary the Virgin (open) Freckenham : St Andrew (open) West Row : St Peter (open) Worlington : All Saints (open graveyard extension) Beck Row with Kenny Hill : St John (open) Eriswell : St Lawrence and St Peter (open) Herringswell : St Ethelbert (open) Icklingham : St James (open) Red Lodge : St Christopher (n/a) Tuddenham : St Mary (open) Cavenham : St Andrew (open) Mildenhall : St Mary (closed) Dalham : St Mary the Virgin (open) Gazeley : All Saints (open) Higham Green : St Stephen (open) Kentford : St Mary the Virgin (open) Moulton : St Peter (open)

<b>Population</b>	<p>Barton Mills : 2,300          Freckenham : 360          West Row : 1,900          Worlington : 675          Beck Row with Kenny Hill : 5,549          Eriswell : 4,304          Herringswell : 274          Icklingham : 391          Red Lodge : 6,269          Tuddenham : 420          Cavenham : 141          Mildenhall : 8,835          Dalham : 212          Gazeley : 737          Higham Green : 154          Kentford : 1,125          Moulton : 914</p>
<b>Average Sunday Attendance</b>	<p>Barton Mills : 35-40          Freckenham : 8-10          West Row : 25          Worlington : 18          Beck Row and Kenny Hill : 18          Eriswell : 18          Herringswell          Icklingham : 11          Red Lodge : 35          Tuddenham 11          Cavenham          The Lightwave Community : 45          Mildenhall : 30          Dalham : 10          Gazeley : 24          Higham Green : 10          Kentford : 11          Moulton : 22</p>
<b>Parish Share</b>	<p>2022 : £132,490 (98.13% Paid)          2021 : £158,558 (95.69% Paid)          2020 : £132,490 (98.13% Paid)</p> <p>The benefice benefits from a significant fee waiver which needs to be addressed moving forward</p>
<b>Expenses</b>	Reimbursed in full
<b>Resolutions</b>	n/a

<b>Church Tradition</b>	Barton Mills : Evangelical Freckenham : Low Anglican West Row : Evangelical Worlington : Formal
<b>Pastoral re-organisation</b>	This is a newly formed team
<b>Presence of other Christian denominations</b>	West Row: Baptist Church St John Roman Catholic church, Mildenhall Methodist: St Christopher's, Red Lodge operates as a Local Ecumenical Partnership with the Methodist Church Mildenhall Methodist Church King's Church Baptist Church Barton Mills Baptist Church Beck Row Methodist Church Holywell Row Methodist Church Jehovah's Witnesses Mildenhall
<b>Presence of other faith communities</b>	