

Role description signed off by: Archdeacon of Sudbury

Date: January 2023

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

1 Details of post	
Role title	Priest in Charge
Name of benefice	Elmsett with Aldham, Hintlesham, Chattisham and Kersey
Deanery	Hadleigh
Archdeaconry	Sudbury
<i>Initial point of contact on terms of service</i>	Archdeacon of Sudbury, The Ven Dr David Jenkins

2 Role purpose
General
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.
To work together as the Priest in Charge 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.

Schools
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.
Specific tasks and responsibilities
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.

3 Key contacts	
Generic	
Bishops	The Deanery Chapter & Synod
The Archdeacon	The Churchwardens
The Rural Dean	The Lay Chair
The PCCs	Headteachers
Specific	
Ordained and lay colleagues (those holding the Bishop's licence, office holders and administrative staff)	
Aspirational	
To grow pastoral care	
To strengthen the unity of the benefice	
Supportive	
The Archdeacon, who will review this role description with you when you are six months into post.	
The Lay Chair, the Rural Dean and Assistant Rural Dean	
Diocesan Director of Mission and Ministry	
The Archdeacon for Rural Ministry	

Patrons Bishop of St Edmundsbury and Ipswich Martyrs Memorial and Church of England Trust St Chad's College, Durham
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 Centenary 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.

4 Benefice Summary	
Parishes	Aldham Elmsett Hintlesham and Chattisham Kersey
Churches	Aldham : St Mary (Grade I) Elmsett : St Peter (Grade I) Hintlesham : St Nicholas (Grade II) with Chattisham : All Saints and St Margaret (Grade II*) Kersey : St Mary (Grade I*)
PCC	The PCCs seek to work together, to be supportive and effective in mission and growth.
Schools and Colleges	Elmsett CE Primary School Hintlesham and Chattisham CE Primary School Kersey CE Primary School
Churchwardens	Aldham x 1 Elmsett x 1 Hintlesham with Chattisham x 2 Kersey x 1
Ministers	Assistant Curate Lay Elders x 4 Lay Minister in Training

Buildings	None
Churchyards (Open or closed)	Aldham : St Mary (open) Elmsett : St Peter (open) Hintlesham : St Nicholas with Chattisham : All Saints and St Margaret (both open) Kersey : St Mary (open)
Population	Aldham: 180 Elmsett: 778 Hintlesham: 313 Chattisham: 90 Kersey: 350
Average Sunday Attendance	Aldham: Elmsett : 21 Hintlesham with Chattisham : 26 Kersey : 15
Parish Share	2022 : £68,175 – Received £61,775 (90.61%) 2021 : £60,000 – Received £58,000 (96.67%) 2020 : £60,300 – Received £55,690 (92.35%)
Expenses	Reimbursed in full
Resolutions	n/a
Church Tradition	Central
Pastoral re-organisation	None
Presence of other Christian denominations	Methodist Church in Elmsett
Presence of other faith communities	None