

Role Description signed off by: Archdeacon of Suffolk

Date: March 2025

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	Vicar
Name of benefice	The Benefice of Felixstowe St John the Baptist with St Edmund
Deanery	Colneys
Archdeaconry	Suffolk
<i>Initial point of contact on terms of service</i>	The Ven Rich Henderson Archdeacon of Suffolk

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 as the 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.
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 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 Archdeacon The Rural Dean The PCCs	The Deanery Chapter & Synod The Churchwardens The Lay Chair Headteachers
Specific Ordained and lay colleagues (including those holding the Bishop's licence and commission, office holders and administrative staff)	
Aspirational To be reviewed with the incumbent after a six-month period	
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	

Patrons Bishop of St Edmundsbury and Ipswich
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 Bishop expects and encourages 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	Felixstowe St John the Baptist with St Edmund
Churches	St John St Edmund
PCC	The PCCs seek to work together, to be supportive and effective in mission and growth.
Schools and Colleges	A growing partnership with Langar County Primary School. There are 6 Primary Schools, a junior School and a High School in the town.
Churchwardens	There are 2 Churchwardens
Ministers	Associate Priest x 1 Permission to Officio x 5
Buildings	
Churchyards (Open or closed)	St John's has a space for the internment of ashes but doesn't have an open graveyard.
Population	24,000
Average Sunday Attendance	100

Parish Share	2024 £73,580 Requested / £66,902 Received (90.92%) 2023 £70,211 Requested / £66,902 Received (95.29%) 2022 £ 65,933 Requested / £66,900 Received (101.47%)
Expenses	Reimbursed in full
Resolutions	N/A
Church Tradition	Anglo-Catholic
Pastoral re-organisation	None planned
Presence of other Christian denominations	Bethesda Baptist Church St Felix Roman Catholic Church Seaton Road Methodist Church River of Life Church
Presence of other faith communities	N/A