



Role description signed off by: Archdeacon of Sudbury

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	House for Duty Team Vicar
Name of benefice	Lark Valley and North Bury Team (LVNB)
Deanery	Thingoe
Archdeaconry	Sudbury
<i>Initial point of contact on terms of service</i>	The Ven Dr David Jenkins Archdeacon of Sudbury

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 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.
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.

3 Key contacts	
Generic	
Bishop Team Vicar Churchwardens Lay Chair Headteachers	Team Rector Archdeacon Rural Dean and Assistant Rural Dean PCCs
Specific	
The Team Rector, the Team Vicar and ordained and lay colleagues (including those holding the Bishop's licence and commission, office holders and administrative staff)	
Aspirational	
An understanding and heart for rural ministry, alongside the rest of the team context, in and around a town with extensive new housing in the team area and particular urban/suburban needs.	
Supportive	
The Archdeacon, who will review this role description with you when you are six months into post. The Team Rector The Team Vicar	

The Lay Chair, the Rural Dean and Assistant Rural Dean
 Diocesan Director of Mission and Ministry
 LVNB Ministry Team, and paid administrative support

Patrons

Lark Valley and North Bury Team Ministry Patronage Board, consisting of :-
 Bishop of St Eds and Ipswich
 Bishop of Dunwich
 Archdeacon of Sudbury
 Rural Dean of Thingoe
 Vicars in the Team Ministry
 PCC of All Saints, St John and St George Bury St Edmunds, Lackford, Flempton with
 Hengrave, Timworth, Fornham All Saints, Fornham St Martin cum St Genevieve Culford, West
 Stow and Wordwell
 The personal reps of Richard William Gough c/o Lackford Manor, Bury St Edmunds, IP28
 6HW

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	All Saints Bury St Edmunds St George Bury St Edmunds St John Bury St Edmunds The Parish of Culford The Parish of Flempton with Hengrave The Parish of Fornham All Saints The Parish of Fornham Saint Martin cum Saint Genevieve The Parish of Lackford The Parish of Timworth The Parish of West Stow and Wordwell
Churches	Bury St Edmunds - All Saints : Opened in 1953 Bury St Edmunds - St George : Opened in 1951 Bury St Edmunds - St John the Evangelist : Grade 2* Culford - St Mary : Grade 2 Flempton - St Catherine of Alexandria :Grade 2*

	<p>Fornham All Saints - All Saints : Grade 1</p> <p>Fornham St Martin - St Martin : Grade 2*</p> <p>Lackford - St Lawrence : Grade 2*</p> <p>Timworth - St Andrew : Grade 2*</p> <p>West Stow – St Mary : Grade 2*</p>
PCC	The PCCs seek to work together, to be supportive and effective in mission and growth.
Schools and Colleges	1 Church of England VA academy school, 3 CP schools, 3 upper schools (1 Church of England, 1 Roman Catholic), Abbeygate Sixth Form College, West Suffolk College and University College Suffolk Campus; Culford School (fee-paying, day and boarding – part of the Methodist Independent Schools Trust)
Churchwardens	<p>Bury St Edmunds - All Saints : 2</p> <p>Bury St Edmunds – St George : 0</p> <p>Bury St Edmunds - St John the Evangelist : 2</p> <p>Culford - St Mary : 0</p> <p>Flempton - St Catherine of Alexandria : 1</p> <p>Fornham - All Saints : 0</p> <p>Fornham - St Martin : 1</p> <p>Lackford - St Lawrence : 2</p> <p>Timworth - St Andrew : 2</p> <p>West Stow – St Mary : 0</p>
Ministers	<p>Team Rector</p> <p>Team Vicar</p> <p>Reader Emeritus x 1</p> <p>Lay Elders x 2</p>
Buildings	<p>CCT Church All Saints Wordwell</p> <p>Private Church of St John Lateran, Hengrave (wedding blessings)</p>
Churchyards (Open or closed)	<p>Bury St Edmunds - All Saints : N/A</p> <p>Bury St Edmunds - St George : N/A</p> <p>Bury St Edmunds - St John the Evangelist : N/A</p> <p>Culford - St Mary : Open</p> <p>Flempton - St Catherine of Alexandria : Open</p> <p>Fornham - All Saints : Closed</p> <p>Fornham - St Martin : Open</p> <p>Lackford - St Lawrence : Open</p> <p>Timworth - St Andrew : Open</p> <p>West Stow – St Mary : Open</p>
Population	Team population : 30000 and growing
Average Sunday Attendance	<p>Bury St Edmunds - All Saints : 30</p> <p>Bury St Edmunds - St George : 10</p> <p>Bury St Edmunds - St John the Evangelist : 35</p>

	Culford - St Mary : 10 Flempton - St Catherine of Alexandria : 5 Fornham - All Saints : 25 Fornham - St Martin : 15 Lackford - St Lawrence : 10 Timworth - St Andrew : 12 West Stow – St Mary : 10
Parish Share	2024 : £153,721 Requested - £153,196 Received (99.66%) 2023 : £134,288 Requested - £134,338 Received (100.04%) 2022 : £131,288 Requested - £131,682 Received (100.30%)
Expenses	Reimbursed in full
Resolutions	None
Church Tradition	Central and affirming catholic
Pastoral re-organization	None planned
Presence of other Christian denominations	All present in Bury St Edmunds, none in the villages
Presence of other faith communities	