

Role description signed off by: Archdeacon of Suffolk

Date: September 2025

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 and Associate Priest
Name of benefice	Blyth Valley Team Ministry & Heveningham with Ubbeston, Huntingfield and Cookley
Deanery	Waveney and Blyth
Archdeaconry	Suffolk
<i>Initial point of contact on terms of service</i>	The Ven Rich Henderson Archdeacon of Suffolk

<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.
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 Team Rector, 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 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>	
Bishop	
Team Rector	The Deanery Chapter & Synod
The Archdeacon	The Churchwardens
The Rural Dean	The Lay Chair
The PCCs	Headteachers
<b>Specific</b>	
Ordained and lay colleagues (including those holding the Bishop's licence and commission, office holders and administrative staff)	
<b>Aspirational</b>	
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**

Blyth Valley Team Ministry consisting of :-

- Bishop of St Edmundsbury and Ipswich
- The Diocesan Board of Patronage
- Church Pastoral Aid Society (CPAS)

**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**

<b>Parishes</b>	<p>Blyford: All Saints  Bramfield: St Andrew  Chediston: St Mary  Halesworth: St Mary  Holton: St Peter  Linstead Parva: St Margaret of Antioch  Spexhall: St Peter  Thorington: St Peter  Walpole: St Mary the Virgin  Wenhaston: St Peter  Wissett: St Andrew  Heveningham and Ubbeston: St Margaret  Huntingfield: St Mary the Virgin  Cookley: St Michael &amp; All Angels</p>
<b>Churches</b>	<p>Blyford: All Saints – Grade I  Bramfield: St Andrew – Grade I  Chediston: St Mary – Grade II  Halesworth: St Mary – Grade II*  Holton: St Peter – Grade II*  Linstead Parva: St Margaret of Antioch – Grade I  Spexhall: St Peter – Grade I*</p>

	<p>Thorington: St Peter – Grade I</p> <p>Walpole: St Mary the Virgin – Grade II*</p> <p>Wenhaston: St Peter – Grade I</p> <p>Wissett: St Andrew – Grade I</p> <p>Heveningham and Ubbeston: St Margaret – Grade I</p> <p>Huntingfield: St Mary the Virgin – Grade I</p> <p>Cookley: St Michael &amp; All Angels – Grade I</p>
<b>PCC</b>	The Joint Council and PCCs seek to work together, to be supportive and effective in mission and growth.
<b>Schools and Colleges</b>	<p>Holton St Peter Community Primary School</p> <p>Edgar Sewter Community Primary School, Halesworth</p> <p>Bramfield CofE Primary School</p> <p>Bramfield House Residential SEN School</p> <p>Wenhaston Community Primary School</p> <p>Bungay High School (not in Benefice but catchment school for majority of secondary age pupils)</p> <p>Ilketshall St Lawrence Primary School (jointly with Saints Benefice)</p> <p>The Attic PRU, Walpole</p> <p>Sir John Leman High School Beccles</p> <p>Beccles High School</p> <p>Alde Valley Academy Leiston</p> <p>Thomas Mills High School Framlingham</p>
<b>Churchwardens</b>	<p>Blyford: All Saints -</p> <p>Bramfield: St Andrew - 1</p> <p>Chediston: St Mary - 1</p> <p>Halesworth: St Mary - 2</p> <p>Holton: St Peter - 1</p> <p>Linstead Parva: St Margaret of Antioch - 1</p> <p>Spexhall: St Peter - 1</p> <p>Thorington: St Peter - 1</p> <p>Walpole: St Mary the Virgin - 2</p> <p>Wenhaston: St Peter - 1</p> <p>Wissett: St Andrew - 1</p> <p>Heveningham and Ubbeston: St Margaret – 1</p> <p>Huntingfield: St Mary the Virgin - 1</p> <p>Cookley: St Michael &amp; All Angels - 1</p>
<b>Ministers</b>	<p>Team Rector</p> <p>Assistant Curate x 2</p> <p>Associate Priest</p> <p>Lay Elders x 8</p> <p>Readers x 2</p>
<b>Buildings</b>	<p>Halesworth Church Hall</p> <p>Old Church School Room – Chediston (owned by the church but managed and maintained by the community)</p>

<b>Churchyards</b> (Open or closed)	Blyford: All Saints - Open Bramfield: St Andrew - Open Chediston: St Mary - Open Halesworth: St Mary - Closed Holton: St Peter - Open Linstead Parva: St Margaret of Antioch – Open Spexhall: St Peter - Open Thorington: St Peter - Open Walpole: St Mary the Virgin - Closed Wenhaston: St Peter - Closed Wissett: St Andrew – Open Heveningham and Ubbeston: St Margaret – Churchyard open but Church is closed Huntingfield: St Mary the Virgin - Open Cookley: St Michael & All Angels - Open
<b>Population</b>	Blyford: 193 Bramfield: 500 Chediston: 160 Halesworth: 4,726 Holton: 1,100 Linstead Parva: 120 Spexhall: 190 Thorington: 50 Walpole: 238 Wenhaston: 818 Wissett: 250 Heveningham and Ubbeston: 180 Huntingfield: 160 Cookley: 100
<b>Average Sunday Attendance</b>	Blyford: All Saints : 4 Bramfield: St Andrew : 5 Chediston: St Mary : 9 Halesworth: St Mary :15 Holton: St Peter : 16 Linstead Parva: St Margaret of Antioch : 8 Spexhall: St Peter : 8 Thorington: St Peter : Festival Church : 4 Walpole: St Mary the Virgin : 20 Wenhaston: St Peter : 15 Wissett: St Andrew : 14 Heveningham and Ubbeston: St Margaret : 15 Huntingfield: St Mary the Virgin : 7 Cookley: St Michael & All Angels : 13
<b>Parish Share</b>	2022: £113,198 Requested / £92,658 Received (81.85%) 2023: £120,547 Requested / £96,677 Received (80.20%) 2024: £134,100 Requested / £110,554 Received (82.44%)

<b>Expenses</b>	Reimbursed in full
<b>Resolutions</b>	Cookley is under the Episcopal oversight of the Bishop of Richborough
<b>Church Tradition</b>	Gentle Liberal Catholic
<b>Pastoral re-organisation</b>	None planned
<b>Presence of other Christian denominations</b>	St Edmunds Roman Catholic Church – Halesworth United Reformed Church (URC) – Halesworth United Reformed Church (URC) – Bramfield Wenhaston Methodist Church Halesworth Community Church
<b>Presence of other faith communities</b>	