



Role description signed off by: Archdeacon of Sudbury

Date: September 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	Rector
Name of benefice	Boxford, Edwardstone, Groton, Little Waldingfield and Newton
Deanery	Sudbury
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 Rector 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.

The care and protection of children, young people and vulnerable adults involved in church activities is the responsibility of the whole church. Everyone who participates in the life of the church has a role to play in promoting a Safer Church for all.

Safeguarding is an integral part of the mission and ministry of the church in this diocese and is in line with our *Growing in God* strategy. Safeguarding is everyone's responsibility.

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 *Growing in God* 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 (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

Diocesan Board of Patronage

Lord Chancellor

Peterhouse College Cambridge

Mr JR Lindsay

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 episcopate 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	Boxford Edwardstone Groton Little Waldingfield Newton
Churches	Boxford: St Mary (Grade I) Edwardstone: St Mary the Virgin (Grade I) Groton: St Bartholomew (Grade I) Little Waldingfield: St Lawrence (Grade I) Newton: All Saints (Grade II)
PCC	The PCCs seek to work together, to be supportive and effective in mission and growth.
Schools and Colleges	Boxford CEVCP School

Churchwardens	Boxford: 1 Edwardstone: Groton: 2 Little Waldingfield: Newton: 2
Ministers	Associate Priest Readers x 2
Buildings	Mary's House, 5 Swan Street, Boxford. (Owned by Groton PCC.)
Churchyards (Open or closed)	Boxford (closed) Edwardstone Groton Little Waldingfield Newton
Population	Boxford: 833 Edwardstone: 375 Groton: 299 Little Waldingfield: 364 Newton: 495
Average Sunday Attendance	Boxford: 35 Edwardstone: 18 Groton: 18 Little Waldingfield: 18 Newton:
Parish Share	2024 £75,968 Requested - £53,644 Received (70.61%) 2023 £73,189 Requested - £48,261 Received (65.94%)
Expenses	Reimbursed in full
Resolutions	n/a
Church Tradition	Central
Pastoral re-organisation	None planned
Presence of other Christian denominations	None in the benefice. Very active 'Churches Together in Sudbury & District', to which other Anglican churches in the deanery belong, along with Baptist, Methodist, URC, RC, Salvation Army and various free churches.
Presence of other faith communities	n/a