



THE CHURCH
OF ENGLAND

Diocese of St Edmundsbury
and Ipswich

Role description signed off by: Archdeacon of Suffolk

Date: March 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 (0.5 – 3 days plus Sunday)
Name of benefice	Capel St Mary with Little Wenham & Great Wenham
Deanery	Samford
Archdeaconry	Suffolk
<i>Initial point of contact on terms of service</i>	Archdeacon of Suffolk The Ven Jeanette Gosney

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. in particular to ensure the creation or review of the benefice plan for growth (PFG) within the first six months.
To work 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, encouraging Continuing Ministerial Development (CMD) through study days, retreats and other opportunities.

To ensure compliance and effective practice regarding all safeguarding matters including training.
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, and where appropriate sharing gifts and ministry closely with the neighbouring benefice of N. Samford.
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	
Local council leaders	

<p>Supportive The Archdeacon, who will review this role description with you when you are six months into post. The Lay Chair and the Rural Dean Diocesan Director of Mission and Ministry</p>
<p>Patrons Bishop of St Edmundsbury and Ipswich Society for the Maintenance of the Faith</p>
<p>Role context and any other relevant information</p> <p>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.</p> <p>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.</p> <p>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.</p>

4 Benefice Summary	
Parishes	Capel St Mary with Little Wenham Great Wenham
Churches	St Mary : Capel St Mary with Little Wenham – Grade II* St John : Great Wenham – Grade II*
PCC	The PCCs meet separately but seek to work together, to be supportive and effective in mission and growth.
Schools and Colleges	Capel St Mary CEVCP School
Churchwardens	St Mary : Capel St Mary with Little Wenham - 2 St John : Great Wenham - 2
Ministers	
Buildings	Capel St Mary has a Church Hall attached to the church.
Churchyards (Open or closed)	St Mary : Capel St Mary with Little Wenham – Open St John : Great Wenham – Open
Population	Capel St Mary with Little Wenham : 2,887 Great Wenham : 185

Average Sunday Attendance	St Mary : Capel St Mary with Little Wenham – 35/40 St John : Great Wenham – 17
Parish Share	2022 : £22,166 (100% paid) 2021 : £21,117 (104.49% paid) 2020 : £22,443 (100% paid)
Expenses	Reimbursed in full
Resolutions	n/a
Church Tradition	Central
Pastoral re-organisation	There is no immediate expectation of changing the benefice, but the deanery is still in the process of some informal pastoral reorganisation which may impact on this benefice in the future.
Presence of other Christian denominations	Capel St Mary Methodist Church Free Church, Days Road Church
Presence of other faith communities	None