



Role description signed off by: Archdeacon of Suffolk

Date: May 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	Assistant Curate in charge (0.5 – three days/week plus Sundays) Sproughton, Burstall, Copdock with Washbrook, Belstead
Name of benefice	Part of the Samford Group Ministry (yet to be decided)
Deanery	Samford
Archdeaconry	Suffolk
<i>Initial point of contact on terms of service</i>	Archdeacon of Suffolk, The Ven Rich Henderson

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 Assistant Curate in Charge of these parishes, 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 any 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 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 parish priest is required to sit on the Governing Body of Sproughton CEVCP School. 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 four parishes in the benefice.
Help the four parishes to discern their future together in light of the proposed move of two other parishes to a neighbouring benefice.
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 benefice within the first five years of the post, as part of the <i>Growing in God</i> strategy.
Work closely as appropriate with the benefices of the deanery, especially with the benefice of Capel and the Wenhams, to enhance ministerial and missional strength and confidence.

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)	

<p>Aspirational To build stronger links with Copdock Primary School.</p>
<p>Supportive The Archdeacon, who will review this role description with you when you are six months into post. The Lay Chair, the Rural Dean Diocesan Director of Mission and Ministry The Archdeacon for Rural Mission</p>
<p>Patrons The Bishop of St Edmundsbury and Ipswich Diocesan Board of Patronage The Dean and Chapter of The Metropolitan Church of Christ</p>
<p>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.</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	Sproughton, Burstall Copdock with Washbrook, Belstead
Churches	All Saints, Sproughton (Grade II*) St Mary's, Burstall (Grade I) St Peter's, Copdock with Washbrook (Grade II*) St Mary the Virgin, Belstead (Grade II*)
PCC	The PCCs seek to work together, to be supportive and effective in mission and growth.
Schools and Colleges	Sproughton Church of England Primary School Copdock Primary School
Churchwardens	Sproughton x 2 Burstall x 2 Copdock with Washbrook x 2 Belstead x 2

Ministers	Readers x 1 Lay Elders x 8 PTO x 1 Local Leader x 1
Buildings	Church Hall at Sproughton Church Room at Copdock
Churchyards (Open or closed)	All Saints, Sproughton (closed) St Mary's, Burstall (open) St Peter's, Copdock with Washbrook (both open) St Mary the Virgin, Belstead (open)
Population	Sproughton : 1,376 Burstall : 198 Copdock : 1,114 Washbrook : 517 Belstead : 220
Average Sunday Attendance	Sproughton with Burstall Copdock with Washbrook and Belstead
Parish Share	2022 : £49,855 (Received : £40,989) 2021 : £49,582 (Received : £41,192) 2020 : £50,507 (Received : £36,397)
Expenses	Reimbursed in full
Resolutions	n/a
Church Tradition	Central
Pastoral re-organisation	Immediately prior to this appointment two parishes from the benefice have started working with a neighbouring benefice as part of a process towards possible permanent pastoral reorganisation. The person appointed will be in charge of the four remaining parishes.
Presence of other Christian denominations	n/a
Presence of other faith communities	n/a