



Role Description signed off by: Archdeacon of Suffolk

Date: March 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	Vicar
Name of benefice	The Benefice of Felixstowe St John the Baptist with St Edmund
Deanery	Colneys
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.
Please refer to the document <i>Qualities and Responsibilities of Incumbent leader</i> .
To work as the 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.
<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.
There is an expectation that clergy engage with the Suffolk Ministry Development Programme for resourcing and support.

<b>3 Key contacts</b>										
<table> <tr> <td><b>Generic</b></td> <td></td> </tr> <tr> <td>Bishops</td> <td>The Deanery Chapter &amp; Synod</td> </tr> <tr> <td>The Archdeacon</td> <td>The Churchwardens</td> </tr> <tr> <td>The Rural Dean</td> <td>The Lay Chair</td> </tr> <tr> <td>The PCCs</td> <td>Headteachers</td> </tr> </table>	<b>Generic</b>		Bishops	The Deanery Chapter & Synod	The Archdeacon	The Churchwardens	The Rural Dean	The Lay Chair	The PCCs	Headteachers
<b>Generic</b>										
Bishops	The Deanery Chapter & Synod									
The Archdeacon	The Churchwardens									
The Rural Dean	The Lay Chair									
The PCCs	Headteachers									
<p><b>Specific</b>  Ordnained and lay colleagues (including those holding the Bishop's licence and commission, office holders and administrative staff)</p>										
<p><b>Aspirational</b>  To be reviewed with the incumbent after a six-month period</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 and Assistant Rural Dean  
Diocesan Director of Mission and Ministry

**Patrons**

Bishop of St Edmundsbury and Ipswich

**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>	Felixstowe St John the Baptist with St Edmund
<b>Churches</b>	St John the Baptist St Edmund
<b>PCC</b>	The PCC seek to work together, to be supportive and effective in mission and growth.
<b>Schools and Colleges</b>	A growing partnership with Langer County Primary School. (The only school in the benefice).  There are 6 Primary Schools, a Junior School and a High School in the town.
<b>Churchwardens</b>	There are 2 Churchwardens
<b>Ministers</b>	Associate Priest x 1 Permission to Officiate x 5
<b>Buildings</b>	St Edmunds Hall
<b>Churchyards</b> (Open or closed)	St John's has a space for the interment of ashes but doesn't have an open graveyard.

<b>Population</b>	5000
<b>Average Sunday Attendance</b>	80
<b>Parish Share</b>	<p><b>2024</b> £73,580 Requested / £66,902 Received (90.92%)</p> <p><b>2023</b> £70,211 Requested / £66,902 Received (95.29%)</p> <p><b>2022</b> £ 65,933 Requested / £66,900 Received (101.47%)</p>
<b>Expenses</b>	Reimbursed in full
<b>Resolutions</b>	N/A
<b>Church Tradition</b>	
<b>Pastoral re-organisation</b>	None planned
<b>Presence of other Christian denominations</b>	<p>Bethesda Baptist Church</p> <p>St Felix Roman Catholic Church</p> <p>Felixstowe Methodist Church</p> <p>River of Life Church</p> <p>Salvation Army</p> <p>Quakers</p> <p>Maidstone Road Baptist Church</p> <p>Convent Chapel</p>
<b>Presence of other faith communities</b>	N/A