



Role description signed off by: Archdeacon 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.

| <b>1 Details of post</b>                            |                                                               |
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| Role title                                          | House for Duty Priest in Charge<br>(2 days/week plus Sundays) |
| Name of benefice                                    | Wrentham                                                      |
| Deanery                                             | Waveney and Blyth                                             |
| Archdeaconry                                        | Suffolk                                                       |
| <i>Initial point of contact on terms of service</i> | The Ven Rich Henderson<br>Archdeacon of Suffolk               |

| <b>2 Role purpose</b>                                                                                                                                                                                                                                                                                        |
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| <b>General</b>                                                                                                                                                                                                                                                                                               |
| To share with the Bishop both in the cure of souls and in responsibility, under God, for growing God’s 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 together as the House for Duty 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 collaborate within the deanery both in current mission and ministry and, through the deanery plan, in such reshaping of ministry as resources and opportunities may require. To attend Deanery Chapter and Deanery Synod and to play a full part in the wider life of the deanery.                        |
| 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.                                                                                                     |

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| To ensure compliance and effective practice regarding all safeguarding matters including training.                                                                                                                                                        |
| 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.                                                                                                                         |
| <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 an oversight role, working collaboratively with other lay and ordained ministers in the benefice 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 and develop lay leadership.                                                               |
| Share the Christian faith with people of all ages and work with parishes to widen the age profile of congregations.                                                                                                                                       |
| 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 villages of the benefice.                                                                                                                                                                               |
| Encourage the benefice to collaborate as appropriate with other benefices in the deanery.                                                                                                                                                                 |
| It is expected that you will help start at least 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.                                                                  |

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| <b>3 Key contacts</b>                                                                                                                                                                                                             |
| <b>Generic</b><br>The PCCs<br>The Deanery Chapter & Synod<br>The Church Wardens<br>The Archdeacon of Suffolk<br>The Rural Dean and Lay Chair<br>The Diocesan Director of Mission and Ministry<br>The Archdeacon for Rural Mission |
| <b>Specific</b><br>Ordained and lay colleagues (those holding the Bishop's licence, office holders and administrative staff)                                                                                                      |

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| <p><b>Aspirational</b><br/>Cluster colleagues<br/>Local schools</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p><b>Supportive</b><br/>The Archdeacon of Suffolk, who will review this role description with you when you are six months into post.<br/>The Rural Dean and Lay Chair<br/>Diocesan Director of Mission and Ministry<br/>Archdeacon for Rural Mission</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p><b>Patron</b><br/>Susan, Lady Gooch</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p><b>Role context and any other relevant information</b></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> |

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| <p><b>4 Benefice Summary</b></p>   |                                                                                                                                                                                   |
| <p><b>Parishes</b></p>             | <p>Henstead with Hulver Street<br/>Wrentham<br/>Covehithe with Benacre<br/>Frostenden</p>                                                                                         |
| <p><b>Churches</b></p>             | <p>Henstead with Hulver Street: St Mary – Grade I<br/>Wrentham : St Nicholas – Grade I<br/>Covehithe with Benacre : St Andrew – Grade I<br/>Frostenden : All Saints – Grade I</p> |
| <p><b>PCC</b></p>                  | <p>The PCCs seek to work together, to be supportive and effective in mission and growth.</p>                                                                                      |
| <p><b>Schools and Colleges</b></p> | <p>Henstead School : A private pre prep &amp; prep school for day children<br/>Children and young people travel out of the benefice to go to school</p>                           |

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| <b>Churchwardens</b>                                   | Henstead with Hulver Street x 1<br>Wrentham x 1<br>Covehithe with Benacre x 2<br>Frostenden x 2                                                                               |
| <b>Ministers</b>                                       | None                                                                                                                                                                          |
| <b>Buildings</b><br>(that the PCC are responsible for) | None                                                                                                                                                                          |
| <b>Churchyards</b><br>(Open or closed for burial)      | Henstead with Hulver Street: St Mary : Open<br>Wrentham : St Nicholas : Closed<br>Covehithe with Benacre : St Andrew Open St Michael : Open<br>Frostenden : All Saints : Open |
| <b>Population</b>                                      | Henstead with Hulver Street : 325<br>Wrentham : 950<br>Covehithe with Benacre: 110<br>Frostenden : 170                                                                        |
| <b>Average Sunday Attendance</b>                       | Henstead with Hulver Street : 12-14<br>Wrentham : 6<br>Covehithe with Benacre : 8<br>Frostenden : 5                                                                           |
| <b>Parish Share</b>                                    | 2022 : £9,237 Target – received 31/10/2022 £5,543 (60.01%)<br>2021 : £8,800 (100% )<br>2020 : £10,126 (100%)                                                                  |
| <b>Expenses</b>                                        | Reimbursed in full                                                                                                                                                            |
| <b>Resolutions</b>                                     | n/a                                                                                                                                                                           |
| <b>Church Tradition</b>                                | Prayer Book tradition at Covehithe, Henstead & Frostenden,<br>Common Worship at Wrentham.                                                                                     |
| <b>Pastoral re-organisation</b>                        | The patronage of the benefice has been suspended as there is a possibility of pastoral reorganisation within the next five years.                                             |
| <b>Presence of other Christian denominations</b>       | There is an independent chapel in Wrentham                                                                                                                                    |
| <b>Presence of other faith communities</b>             | None                                                                                                                                                                          |