

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.

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| **1 Details of post** |  |
| Role title | Team Vicar |
| Name of benefice | Sole Bay Team Ministry |
| Deanery | Waveney and Blyth |
| Archdeaconry | Suffolk |
| *Initial point of contact on terms of service* | The Ven Rich Henderson  Archdeacon of Suffolk |

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| **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.  Please refer to the document *Qualities and Responsibilities of Incumbent leader.* |
| To work together with the Team Rector as the Parish Priests to 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 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. |

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| To ensure compliance and effective practice regarding all safeguarding matters including training. |
| **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. |
| Working closely with the Team Rector, the Team Vicar will share pastoral responsibilities across the team of eight churches in the Benefice but will have particular oversight of the congregations and communities of St Margaret’s Reydon, St Lawrence’s South Cove and St Peter and St Paul’s Wangford.  In addition to these existing responsibilities, it is envisaged that the next Team Vicar will:  • Line manage the new post of Youth Minister (not yet appointed, but expected to work across the Beneﬁce).  • Be involved in helping to establish a new worshipping community – probably aimed at younger adults.  • Embrace technology to help share acts of worship online.  • Take a share of baptisms, weddings and funerals across the team.  • Assist the Team Rector in reviewing the worshipping pattern of the team churches.  • Be a visible presence in local schools (particularly Reydon Primary and St Felix schools).  • Help to inspire, support, nurture and enable other leaders, both ordained and lay. |

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| **3 Key contacts** |
| **Generic**  Bishops The Deanery Chapter & Synod  The Archdeacon The Churchwardens  The Rural Dean The Lay Chair  The PCCs Headteachers |
| **Specific**  The Team Rector, 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 Team Rector  The Lay Chair, the Rural Dean and Assistant Rural Dean Diocesan Director of Mission and Ministry |

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| **Patrons**   * The Sole Bay Team Ministry Patronage Board – consisting of :-   The Bishop of St Edmundsbury and Ipswich and every vicar in the team ministry, any member of the team to whom section 20(3A) of the 1983 Measure applies and any person having special responsibility for pastoral care under section 20(8A) of the 1983 Measure   * Mr Robert Rous * Sir Charles Nicholas Gervaise Blois Bt * Simeons Trustees * Susan Lady Gooch * Any team council established for the new benefice, whether pursuant to clause 8 hereof or a scheme under the Church Representation Rules, which shall have one vote and shall be represented at any meeting of the board by two lay members of the council authorised to act and vote on behalf of the council. |
| **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 episcope 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. |

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| **4 Benefice Summary** | | |
| **Parishes** | Blythburgh  Reydon  Sotherton  South Cove  Southwold  Uggeshall  Walberswick  Wangford | |
| **Churches** | Blythburgh : Holy Trinity (Grade I)  Reydon : St Margaret of Antioch (Grade II)  Sotherton : St Andrew (Grade II)  South Cove : St Lawrence (Grade I)  Southwold : St Edmund, King and Martyr (Grade I)  Uggeshall : St Mary (Grade I)  Walberswick : St Andrew (Grade I)  Wangford : St Peter and St Paul (Grade I) | |
| **PCC** | The PCCs seek to work together, to be supportive and effective in mission and growth.  The Team Council has oversight of team activities. | |
| **Schools and Colleges** | Southwold County Primary School  Reydon County Primary School  St Felix Independent School, Reydon  Pakefiled High School (catchment school)  Sir John Leman High School, Beccles  Beccles High School  Thomas Mills High School Framlingham | |
| **Churchwardens** | Blythburgh :2  Reydon : 2  Sotherton : 2  South Cove : 2  Southwold : 2  Uggeshall : 2  Walberswick : 1  Wangford : 2 | |
| **Ministers** | Team Rector  Lay Elders x 7 | |
| **Buildings** | St Edmunds Hall, Southwold (Southwold Arts Centre)  The Old School Hall, Uggeshall  The Cottage, Uggeshall | |
| **Churchyards**  (Open or closed) | Blythburgh : open  Reydon : open  Sotherton : open  South Cove: open  Southwold : closed for burials  Uggeshall : open  Walberswick : open  Wangford : open | |
| **Population** | Blythburgh : 336  Reydon : 2,547  Sotherton : 81  South Cove : 25  Southwold : 950  Uggeshall : 170  Walberswick : 380  Wangford : 591 | |
| **Average Sunday**  **Attendance** | Blythburgh : 39  Reydon : 38  Sotherton : 7  South Cove :12  Southwold : 98  Uggeshall : 6  Walberswick : 18  Wangford : 18 |  |
| **Parish Share** | 2024 : £147,277 Requested £145,026 Received (98.47%)  2023 : £143,214 Requested £143,215 Received (100%)  2022 : £138,011 Requested £138,012 Received (100%) | |
| **Expenses** | Reimbursed in full | |
| **Resolutions** | n/a | |
| **Church Tradition** | Central with a wide range of worship | |
| **Pastoral re- organisation** | None planned | |
| **Presence of other Christian denominations** | Roman Catholic  Methodist  United Reformed | |
| **Presence of other faith communities** | No | |