

PROVISIONAL ROLE DESCRIPTION

The following provisional role description will apply from the date of licensing. It will be reviewed by the postholder and the Archdeacon approximately six months after the date of licensing. Amendments will be made where necessary, by agreement.

SECTION ONE: DETAILS OF POST

Role title: Oversight Minister for XXXXX Community

Type of Role: Commissioned, held with a licence as Incumbent of the XXXXX Benefice

Name of Minster Community: XXXX Community

Deanery: XXXXX

Archdeaconry: XXXXX

Key contact: Archdeacon of XXXX

Clergy Terms of Service: This role falls within the Clergy Terms of Service formally known as Common Tenure. The Director of Operations and Governance is the designated person by the Bishop of Leicester to issue the Statement of Particulars for the post holder.

Accountability: Priests share with the Bishop in the oversight of the Church. Whilst, as an office holder, the individual is expected to lead and prioritise work in line with the purpose of the role, they are encouraged to inform the Archdeacon and Churchwardens about any issues exceptional or otherwise that have the potential to affect ongoing delivery of ministry

APPENDIX - PROVISIONAL ROLE DESCRIPTION

SECTION TWO: CONTEXT

Wider Context

The Diocese of Leicester serves the mission of the Church in Leicestershire. The Diocese comprises circa 240 parishes, with over 320 churches, serving a diverse population of more than 1 million people located in all types of settings.

Our Common Vision is based on the qualities described in Shaped by God Together and address what we are called to be: contemplative, compassionate, courageous.

It is hoped that all clergy appointed into the Archdeaconry will want to commit to the Diocesan Common Vision, to encouraging their benefices to flourish in ministry.

SECTION THREE: ROLE PURPOSE AND KEY RESPONSIBILITIES

Oversight Ministers share with the bishops in the oversight of the churches in the Minster Community. They are to work with the Ministry Team to build up the body of Christ in each place, to share with them the sacraments, preach the Word and discern the gifts and calling of all God's people. They are to connect the churches through a free exchange of gifts, and to lead the Minster Community in mission and engagement with the civic, business and community life of the area. They are to work for unity and peace and bring to the bishops' attention the particular needs and concerns of the communities in their care.

Oversight Ministers will:

1. Be Incumbent / Priest-in-charge for one or more churches within the Minster Community, taking full responsibility (in partnership with the PCC) for worship, pastoral care and mission
2. Oversee the Minster Community Ministry Team (however constituted) to:
 - a. form and build a genuine sense of collegiality, partnership and team working
 - b. pray for one another, and the churches and communities of the MC
 - c. ensure sacramental, worship, pastoral and teaching provision across all the churches, fresh expressions of church and schools of the MC (ensuring worship and teaching is appropriate to that church's tradition)
 - d. enable growth in depth of discipleship, numbers of disciples and loving service of the world
 - e. explore how the diocesan priorities of new communities, intercultural community, intergenerational communities, eco-communities and reconciling communities can be embodied locally
 - f. enable shared discernment of missional opportunities and priorities across the MC, and engagement in the public square
 - g. ensure good communication and coordination of activities across the MC
 - h. discern vocations and ensure the gifts and experience of the whole people of God are being used to build up the body of Christ and extend the kingdom
 - i. ensure good governance (including implementation of safeguarding policies) and good management of finances and buildings through the leadership exercised by the **Minster Community 'Oversight' Group**
 - j. connect the local MC into the wider life of the diocese
 - k. work with diocesan staff to ensure locally contextualised support and training for all with the MC
3. Meet regularly one-to-one with each member of the Ministry Team holding a ministry leadership role across the whole Minster Community, in order to offer support and encouragement, and to explore development and training needs

4. In partnership with Bishop, Churchwardens and PCC, appoint, and ensure good support for, the “local leadership” in every church and fresh expression of church. This person or persons will act as the key local contact for that place. This may be a priest, deacon, associate minister, assistant minister, reader, pioneer, churchwarden or another individual(s) who is well known and well respected within the local community and can act as the ‘first point of contact’ for the church in that place. The appointed person or person(s) will regularly attend worship and community events in that place and will liaise directly with the Oversight Minister or a designated member of the ministry team to ensure follow up of all contacts, enquiries, requests and concerns.
5. Meet regularly with school headteachers / chairs of governors / MAT leaders to ensure that schools are fully included in the mission and ministry of the MC
6. Participate in diocesan meetings as invited by the bishops and archdeacons
- 7. *Enable the Minster Community in its aim to fulfil the mission goals and aims outlined in their proposal.***

See incumbent/priest-in-charge role description for other elements of the post related to those responsibilities.

SECTION FOUR: MINSTER COMMUNITY SUMMARY

The following benefices are part of the xxxxx Minster Community:

xxxx Benefice;

yyyy Benefice etc

The following Church Schools are in the Minster Community

xxxxxx

SECTION FIVE: KEY CONTACTS FOR THE ROLE

Generic and specific to the role

Groups & committees

- Minster Community Oversight Group
- The Minster Community Ministry Team
- The PCCs
- Deanery Chapter
- XXXXXX Deanery Standing Committee
- Deanery Synod
- Archdeaconry Mission Committee
- Other significant contacts
 - E.g. Methodist Superintendent (LEP)

Support structures

- Area Dean
- Bishop
- Archdeacon
- Spiritual director, work consultant, pastoral supervisor etc
- Fellow clergy and ministers in Minster Community
- Staff at The Diocesan Office with key responsibilities for various aspects of supporting

SECTION SIX: OTHER

This role description is issued alongside and should be read in conjunction with the following documents:

The Ordinal

The Canons of the Church of England

Guidance for the Professional Conduct of Clergy

Bishop's Licence

Statement of Particulars issued to the office-holder on successful appointment

Diocesan Clergy Handbook

Parish Profile

Any objectives discussed and agreed between the post holder and the supervising minister

signed by: _____

The Venerable XXXXX Archdeacon of YYYY