

Vicar of Clayton  
**ROLE DESCRIPTION**

Role description signed off by Ven Dr Andy Jolley, Archdeacon of Bradford

Date: May 2024

To be reviewed 6 months from appointment and 3 yearly thereafter

### 1 Details of post

Role title (as on licence):	Vicar of Clayton
Name of benefices:	St John, Clayton
Episcopal area:	The Episcopal Area of Bradford
Archdeaconry:	Archdeaconry of Bradford
Deanery:	Outer Bradford
Initial point of contact on terms of service:	Archdeacon of Bradford

### 2 Role Purpose

#### Specific

There are four particular priorities for the new vicar:

- a) To sustain and develop a 'mixed ecology' of effective forms of mission, ministry and styles of worship to grow a wider diversity of ages in the church, and especially with families, young people and children. This must include reaching out to those moving into the new housing developments in the area.
- b) To continue building up confident lay ministry, both in depth and numbers. This will include developing pathways for evangelism and discipleship, encouraging new people into leadership and inhabiting a role as a strategic leader of leaders in a way which enables others to flourish. Hence, the incoming vicar will need excellent teaching, pastoral, communication, team building and team leadership skills.
- c) To lead and enable St John's in its role as a Resourcing Church, working with the Area Bishop and Archdeacon to realise agreed goals around church revitalisation and planting.

d) To creatively develop and strengthen active and visible relationships in the parish, both personally as an individual and also through the congregation. (S)he should be able to engage strategically with the life of the community, fostering excellent relationships (for example) with the local schools, uniformed organisations, other churches and community organisations. They should contribute with others to a shared vision for Clayton in particular, and West Bradford more widely.

In addition the person appointed will be the senior Anglican priest at St John's who will lead the ministerial team. They will also be the Training Incumbent for any future curate deployed to the parish.

### **General**

- To share with the Bishop both in the cure of souls and in responsibility, under God, for “building confident Christians, growing churches and transforming communities”;
- To have 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 including safeguarding;
- To build up the Kingdom of God in the parish of Clayton and more widely in the Diocese;
- To promote the health of the Church and its growth in numbers, in spiritual commitment and in service to local communities;
- To have regard to the five goals of the Diocesan Strategy (see Appendix);
- To undertake any duties that may reasonably be required of the role.

### **3 Key Working Relationships**

- The Bishop of Leeds
- The Bishop of Bradford (with responsibility for the Bradford Episcopal Area)
- The Archdeacon of Bradford
- The Area Dean and Deanery Lay Chair
- The Deanery Synods and Clergy Chapter
- The Diocesan Office team, including the Human Resources Manager
- The Diocesan Mission and Ministry Team
- The Area Clergy Development Officer
- Clergy and lay colleagues
- Other staff (Operations Manager, Mission Apprentice)
- Churchwardens and Licensed Lay Ministers (LLMs)
- The Parochial Church Council
- Ecumenical partners / Ministers of churches in the area
- Local community partners including schools.

#### *Future*

- Local councillors and other civic leaders
- Head teachers of schools
- Leaders of other religious communities

#### *Supportive:*

- Clergy Counselling Support

## 4 Health and Wellbeing

The Diocese of Leeds is committed to promote the wellbeing of our clergy and their households in terms expressed in the Church of England's Covenant for Clergy Care and Wellbeing. We also expect our clergy to manage their time well to ensure that they:

- Take a regular day off each week, trying to ensure that this includes the preceding evening and if the weekly day off is compromised for whatsoever reason, to take a day off in lieu;
- Take their full annual leave allowance each year (six weeks holiday plus Bank Holidays, or time in lieu of Bank Holidays);
- Pay attention to their spiritual wellbeing, including daily prayer and Bible reading, reading / learning in general, quiet days and an annual retreat;
- Build collegial relationships across the Deanery, Episcopal Area and Diocese;
- Engage fully with their annual Ministerial Development Review and Continued Ministerial Development and Education;
- Advise the Area Dean, Archdeacon or Area Bishop as early as possible of any health, stress or anxiety concerns;
- Engage in a continuous learning relationship (eg work mentor, spiritual director, peer group) which supports and encourages their ministry. The Area Bishop or Archdeacon can provide a directory of spiritual directors and mentors should this be required.

The Diocese of Leeds works with Health Assured, our Employee Assistance Programme, in delivering a confidential, professional source of support, including a helpline and counselling services, to its clergy and spouses.

Despite the reference to 'Employees', the programme provides services closely suited to the needs of clergy. Details can be seen at <https://www.healthassured.org/>.

The HR team at Church House are also available to talk through any issues or questions. For further information, go to the diocesan website: <https://www.leeds.anglican.org/how-we-can-help/supporting-clergy/wellbeing-counselling-and-support-for-clergy/wellbeing-counselling-and-support-for-clergy> or ring this free and confidential helpline: 0800 028 0199.

## 5 Archdeacon's Comment

Our vision as the Diocese is about confident clergy equipping confident Christians to live and tell the good news of Jesus Christ. For all of our appointments we seek clergy who have a joyful and confident faith which has inspired a track record of church growth.

St John's Clayton is a single church parish within a clearly defined large urban village in West Bradford. It has a growing population through new housing developments. St John's has strong lay leadership and associated structures. It was designated a Resourcing Church in 2019 and is receiving Strategic Development Funding from 2019-2027 to support revitalisation work in west Bradford. This funding is providing Operations Management support to the Resourcing Churches, and a series of 2-year part-time Mission Apprentices to develop areas of mission and ministry. In return, the Resourcing Churches committed to share resources generously with neighbouring parishes and to send people graciously to help revitalise and plant churches.

For St John's, a key Resourcing Church objective was outreach to the Thornaby estate within the parish. However, in 2021 the focus shifted to offering support to the nearby parishes of St

Peter's Allerton and St Saviour's Fairweather Green as part of an Interim Ministry scheme. The Vicar of Clayton became Interim Priest in Charge of the two parishes, and an Interim Associate Minister was recruited. Progress was hindered by a number of factors, not least the pandemic, and then the retirement of St John's Vicar. Nevertheless, good work continued, led by the Interim Associate Minister and supported (since July 2023) by a training curate and the neighbouring parish of St James Thornton. As part of St John's role as a Resourcing Church, it is expected that the church will continue to work with the Area Bishop and Archdeacon to support church revitalisation and planting in its part of Bradford.

St John's church is well-maintained, with excellent and well-used community rooms, and a recently reordered chancel area, which gives more flexibility for leading worship. There is a very good relationship with the Clayton St John's C of E Primary School and a growing relationship with Clayton Village School. The congregation is recovering well from the impacts of the pandemic, now growing with new people as well as returners, not least families and children (especially at Messy Church). A new worshipping community has also been established at The Avenue Nursing Home.

The Deanery of Outer Bradford is comprised of parishes similar to Clayton, many of whom are experimenting with mixing new approaches to worship and mission alongside inherited patterns. The new Vicar will therefore find a group of creative and supportive colleagues in the Deanery chapter, all of whom will be deeply familiar with the joys and challenges that each other faces. Hence, the new post holder will be expected to work with a spirit of generosity in sharing wisdom and insights about ministry within the Deanery of Outer Bradford and across the Episcopal Area.

All new appointees in the Diocese are required to undertake:

- (i) the diocesan induction programme which includes diocesan training for safeguarding children and vulnerable adults,
- (ii) a course on presence and engagement in the context of other faiths, and
- (iii) the residential "*Leading Your Church into Growth*" course (LYCiG).

Leading your Church into Growth (LYCiG) and Jesus Shaped People (JSP) are two excellent initiatives born in the Bradford Episcopal Area and now adopted in other Dioceses. They have enabled church growth and developed confidence in congregations. Newly appointed clergy are required to book onto a LYCiG conference within 12 months of their appointment, and ideally to attend with some people from their parish. Experienced mentors and training are available to new incumbents to make the most of LYCiG and JSP.

The accommodation offered will be the Vicarage, Clayton Lane, Clayton, Bradford, BD14 6AX as detailed in the Parish Brochure. Prior visits, if necessary, can be arranged via the Archdeacon's PA. Please contact [carmel.dylak@leeds.anglican.org](mailto:carmel.dylak@leeds.anglican.org)

## **APPENDIX: FIVE STRATEGY GOALS**

### **Goal 1: Thriving as a distinctive diocese whose culture is shaped by a shared vision and values**

*“Speaking the truth in love, we will grow to become in every respect the mature body of him who is the head, that is, Christ”. Ephesians 4:15 (NIV)*

- a) With Christ as our model for “Loving, Living and Learning”, to be energised by what it means to be part of the Diocese of Leeds and to see the diocese as “us” rather than “them”: a body of maturing Christians with a shared story to tell and a distinctive part to play.
- b) To be committed to the safeguarding, care and nurture of everyone within our community, and to God’s creation.
- c) To work as part of a diocese that, because of its scale, is making a unique contribution to building the Kingdom of God, while operating at a local level in every parish and episcopal area.

### **Goal 2: Reimagining ministry**

*“Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, to equip his people for works of service, so that the body of Christ may be built up”. Ephesians 4:11-12 (NIV)*

- a) To promote the flourishing of a varied range of models of ministry that are missionally appropriate to context, faithfully yet imaginatively Anglican and financially sustainable.
- b) To work confidently in fruitful clergy/lay partnerships
- c) To actively promote the numerical growth of the church in your care
- d) To work with partners in the local communities to promote evident signs of transformation.

### **Goal 3: Nurturing lay discipleship**

*“Whatever you do, work at it with all your heart, as working for the Lord, not for human masters”. Colossians 3:23 (NIV)*

- a) To enable all members of your congregations to mature in their calling as Christians in the whole of their lives and take seriously the five marks of mission<sup>1</sup>;
- b) To provide pathways for more people to come to Christian faith, reflected in the number of baptisms and confirmations, including teenagers.
- c) To provide and promote nurture courses for enquirers and those new to faith;
- d) To promote small group participation as the norm for mutual pastoral care, Bible study, growth in faith, and outreach;
- e) To encourage and enable people to express their Christian faith confidently outside church;
- f) To promote the prayer life of the church and individuals to underpin all the above.

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<sup>1</sup> *To proclaim the Good News of the Kingdom. To teach, baptise and nurture new believers. To respond to human need by loving service. To seek to transform unjust structures of society, to challenge violence of every kind and to pursue peace and reconciliation. To strive to safeguard the integrity of creation and sustain and renew the life of the earth.*

#### **Goal 4: Building leadership pathways**

*“You have heard me teach things that have been confirmed by many reliable witnesses. Now teach these truths to other trustworthy people who will be able to pass them on to others”. 2 Timothy 2:2 (NLT)*

- a) To share with the Diocese in attracting, discerning, recruiting, training and continuously developing lay and ordained leaders, from informal exploration to accreditation.
- b) To take responsibility for your own vocational development, and to encourage others to do so, making use of diverse opportunities.
- c) To develop and promote the leadership potential of people of all ages.

#### **Goal 5: Growing young people as Christians**

*“Jesus grew in wisdom and in stature and in favour with God and all the people”. Luke 2:52(NLT)*

- a) To create and sustain a welcoming, enriching and safe worshipping community for children and young people.
- b) To provide a supportive context for children and young people to mature in Christian faith and to live out that faith in practice.
- c) To contribute to the well-being and faith development of children in the schools in the parishes and for the Church school to provide every child with an opportunity to encounter Christ and the Christian faith in a way which enhances their lives.