



Vicar of Sutton with Cowling and Lothersdale

ROLE DESCRIPTION

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

Date: August 2023

To be reviewed 6 months from appointment and 3 yearly thereafter

1 Details of post

Role title (as on licence):	Incumbent of St Thomas, Sutton with Holy Trinity Cowling and Christchurch, Lothersdale
Name of benefices:	Benefice of St Thomas, Sutton with Holy Trinity, Cowling and Christchurch, Lothersdale
Episcopal area:	The Episcopal Area of Bradford
Archdeaconry:	Archdeaconry of Bradford
Deanery:	South Craven and Wharfedale
Initial point of contact on terms of service:	Archdeacon of Bradford

2 Role Purpose

Specific

The overarching responsibility of the new incumbent is to provide joyful, enthusiastic and enabling leadership, which will foster growth numerically as well as spiritually and in service to their local community. Within this, there are four particular priorities for the incoming Vicar:

- a) To continue building up confident lay ministry from the congregations, developing pathways for greater discipleship and increased lay leadership, and encouraging individuals to develop in their faith and use their gifts and talents. (S)he will therefore need excellent teaching, team building and team leadership skills.
- b) To work a 'mixed ecology' of new forms of church and worship alongside traditional ones to grow a wider diversity of ages in the congregations. In particular, this will involve developing and implementing a sustainable strategy for effective and appropriate

ministry and styles of worship to reach out to people of all ages, including pre-retirement adults, but particularly families, young people and children, and to grow young people as Christians. We expect this will involve building on the good links with the village schools and other key community organisations.

- c) To work with the PCCs to help the churches become ever more deeply connected with their local village communities. We expect that this will involve the Vicar developing active and visible relationships within the villages in creative ways themselves, but particularly in enthusing, enabling and supporting the congregations to play active roles in their communities. The Vicar should be able to engage joyfully and strategically with the life of the communities, contributing with others to a vision for each village and helping the churches find their particular places within them.
- d) To help the three PCCs and church congregations to work ever more closely together, and to explore possible structural changes (such as a joint PCC) which might support this.

The person appointed will also be the Training Incumbent for any 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 benefice of Sutton with Cowling and Lothersdale 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
- Churchwardens
- 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. The Health Assured leaflet can be found at

<https://www.leeds.anglican.org/sites/default/files/files/EAP%20Leaflet.pdf>

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/content/wellbeing-counselling-and-support-clergy> or ring this free and confidential helpline: 0800 030 5182

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 are seeking clergy who have a joyful and confident faith which has inspired a track record of church growth, both numerically and spiritually.

These three parishes are part of a joint benefice of c8,500 people within the Bradford Episcopal Area and the Diocese of Leeds. Each of the three churches is a significant focal point in its local

community. As well as the villages of Sutton, Cowling and Lothersdale, the parish also includes Glusburn and part of Crosshills.

Partly as a response to the pandemic, the three churches and their PCCs have been working more closely together. This development needs to continue, with scarce time, gifts and energy (both the vicar's and also lay leaders') being deployed more effectively across the benefice. There is a determination that the Church of England's current debates about Living in Love and Faith should not become a source of contention and division in the benefice. Instead, there is a welcome realism that new patterns of worship and mission are needed to reach the generations and communities missing from the churches. Continuing down this road will inevitably mean some hard decisions for the PCCs about priorities for ministry, not least in when things happen and what not to do, and I hope they will support and encourage each other as they do so.

From the perspective of the Episcopal Area, we see the overarching responsibility of the new vicar as providing clear and enabling leadership, which will foster growth numerically as well as spiritually and in service to their local community. We are therefore looking for a visionary and enabling leader who can work winsomely with the existing congregations and the village communities, lead in outreach to grow new disciples and leaders, planting and developing new appropriate forms of worship and church which meet at accessible times and places. Some good building blocks are in place, such as *Rise and Shine*, *Refresh* and *Open*, as well as good relationships with the schools in each village (in Sutton it is a Church of England VC school) and the stream of opportunities through occasional offices.

The Deanery of South Craven and Wharfedale is comprised of parishes similar to these, many of whom are experimenting with mixing new approaches to worship and mission alongside inherited patterns. The new incumbent 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. The new post holder will therefore be expected to work with a spirit of generosity in sharing wisdom and insights about ministry within the Deanery of South Craven and Wharfedale 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 initially offered will be The Vicarage, Main St, Sutton-in-Craven, Keighley, BD20 7JS. However, the Diocese is actively seeking a more environmentally sustainable alternative. Prior visits, if necessary, can be arranged via the Archdeacon's PA. Please contact 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 mission¹;
- 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.

¹ 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.