

# The role description – an introduction and explanation

As you are aware we are working with the Diocese and Kendal Methodist Circuit on a shared appointment of Rev Wendy Thornton with the Rainbow Parish. The arrangements that are being planned involve Wendy being employed by the Methodist Church, working half time in the Kirkby Lonsdale and Cowan Bridge churches and also working half time in the Rainbow Parish. The Diocese will offer accommodation for Wendy as part of the arrangement (the Vicarage in Kirkby Lonsdale). This will be for 5 years with effect from 1st September 2017.

At their meeting in September 2016 the PCC agreed that we would work toward a shared ministry solution with the Methodist Church. At this stage we have been asked to put together a 'Role Description' which outlines how we see Wendy working in the Rainbow and this document is the role description. It uses the diocesan template which is the basis for the role description of all clergy in the Diocese of Carlisle. The template has five sections:

- Section 1 gives the title and location of the post.
- Section 2 outlines the purpose of the role. This section is generic. It is a summary of what is expected from all clergy.
- Section 3 is specific to the role and it is a list of key contacts (the template provides headings and suggestions and the specific local details are added by the parish/benefice).
- Section 4 is the contextual part of the document where things that are specific to the role are outlined.
- Section 5 is a brief summary of the benefice (the template provides headings and suggestions and the specific local details are added by the parish/benefice).

We are taking this opportunity to ask for comments on this document prior to it going to the PCC for approval on the 1st February 2017. It will go to the Kendal Methodist Circuit meeting on 15th February 2017 as part of an overall agreement on the appointment.

For her work in the Rainbow Parish Wendy will be a member of the Rainbow Ministry Team, led by Richard.

**Shared Ministry in Kirkby Lonsdale  
Role Description for working in the Rainbow Parish**

**Diocese of Carlisle**

Role description signed off by: Archdeacon of Westmorland and Furness

Date: Feb 2017

To be reviewed next: Feb 2021

**1 Details of post**

Role title (as on licence): Associate Minister (tbc)

Name of benefice: Kirkby Lonsdale Team Ministry

Archdeaconry: Westmorland and Furness

Deanery: Kendal

Initial point of contact on terms of service: Mrs Ali Ng

**2 Role Purpose**

To promote the work of the church in building God's Kingdom in Cumbria in line with the Diocesan Vision.

**General**

**1. Spirituality**

To maintain a prayerful spiritual life with appropriate support networks (including spiritual director or equivalent and regular retreats). To be on a life journey involving development of theological understanding and spiritual reflection.

**2. Personal Development**

To continually develop personal skills and knowledge in relation to ministry through courses of study, reading, consultancy, training courses and workshops.

**3. Self management**

To follow an appropriate pattern of work to meet the demands of ministry, as well as maintaining a spiritual and personal life. This will include time management, personal administration, planning and organisation, working effectively alone or in a team, chairing meetings, interpersonal skills and appropriate breaks.

**4. Leadership**

Clergy are called to a role of leadership within the Christian community, enabling that community to develop its vision. All clergy are called to inspire, motivate and empower members of the church, individually and collectively, to achieve that vision.

## **5. Working collaboratively**

To work collaboratively with others, (including as appropriate clergy colleagues, churchwardens, PCC, staff and volunteers), ensuring individual's gifts and talents are identified and used effectively in any given situation or task. To share ministry as appropriate, encouraging and building up the community of faith.

## **6. Communications**

To communicate effectively and appropriately in both written and verbal form with people of all ages and situations in society, inside and outside of the church.

## **7. Management & organisation**

To work with the PCC and churchwardens or other colleagues to put in place appropriate structures and resources for the Christian community. This will include clear boundaries and accountabilities of roles. To ensure appropriate processes and policies in relation to services, weddings, baptisms and funerals, health and safety, financial, fabric, staff and volunteer management, etc. To ensure that the structures and processes meet appropriate diocesan and legal requirements.

## **8. Outreach**

To develop a ministry that encourages new people to Christian faith and will support existing Christians to evangelism and discipleship. To develop relations with community, external organisations and, where appropriate the employing body to promote positive links with the church.

## **9. Worship**

To lead worship prayerfully, competently and confidently. To plan, organise and conduct a programme of worship that supports the vision and needs for ministry including appropriate use of resources, music, teaching and preaching.

## **10. Preaching**

To reflect, interpret and preach the gospel in a way that will encourage faith development. To adapt content and style for different audiences, occasions and purposes (using biblical interpretation, doctrine, pastoral care, ethical teaching and other models).

## **11. Teaching**

To teach at different ages and levels of faith or knowledge, in support of faith development. This may include admission to Holy Communion, confirmation, school assemblies, introduction to Christianity (Alpha, Emmaus, etc) nurture courses, and pastoral care courses. This may be in formal teaching environments or in small groups. To plan, organise and conduct a programme of teaching which supports the vision and needs of the church community.

## **12. Pastoral Care**

To identify pastoral care needs and put in place appropriate structures and skills to provide this to the community (including, parish visitors, pastoral assistants, local volunteers. To lead the Christian community in giving support to those in need of pastoral care as appropriate, including baptism and marriage preparation, care to the sick and dying, bereavement, individual support and visiting.

## **Specific**

### **3 Key contacts**

Parish ministry team

Team Rector: Revd Richard Snow

Assistant Curate: Revd Anne Pettifor

Authorised Lay Ministers:

Reader: Mrs Elizabeth Dew

Mrs Susan O'Loughlin

PCC Lay Chair

Parish Administrator

Churchwardens of the 8 churches

PCC & standing Committee

Lay leaders

Strategy Group

Deanery chapter

Ecumenical partners

Kirkby Lonsdale Methodist Church

St Joseph's Roman Catholic Church

Society of Friends – Preston Patrick Meeting

Christians Together in Lunesdale

Nursing homes

Bifold Croft

Brant Howe

Travers House & The Gables

St Gregories

Uniformed Organisations

Chair of Kirkby Lonsdale Town Council

Chairs of parish Meetings

The Auction Mart

Supportive:

Area Dean

Archdeacon

HR Advisor

Child Protection and Vulnerable Adults Advisors

#### **4 Role context and any other relevant information**

*Briefly explain any aspect of the role not adequately covered in previous sections.*

The post is a part time minister in the Kirkby Lonsdale Rainbow Parish to work with two clergy colleagues, an active lay population and our ecumenical partners.

#### **Worship**

To sustain and develop the Christian community within the parishes, through Bible based preaching and teaching the Gospel of Christ.

Value the diversity of styles of worship, musical traditions and theological traditions and feel comfortable working with them.

The expectation for this half time post is an availability to take services in the Rainbow Parish on 23 Sundays a year (assuming five Sundays off per annum as part of holiday entitlement and one Sunday off for retreat purposes). Clearly this is an area that might require a degree of creativity and flexibility around the various service rotas and plans. The normal expectation will be to lead two services on these Sundays.

#### **Pastoral Care**

To relate to people in the local communities, and be responsible for the provision of pastoral care and support. This will include a proportion of the 'occasion offices', baptism, weddings and funerals, and participation in the preparation and care associated with them.

#### **Mission**

As part of the ministry team, and along with all God's people, to work to enable all of those on the fringe of or on the outside of the church to discover God and God's purposes for their lives. The Family Project is one of the key ways of achieving this, and supporting and developing this project is to be given a high priority.

#### **Administration/Meetings**

A certain amount of administration is inevitable but the aim will be to use the resources of the Parish Administrator as much as possible.

Meetings could fill the diary and where possible this must be avoided. It is proposed that strategy meetings will take priority, ministry team meetings and PCC meetings (though not every meeting will be essential). Attendance at some DCC meeting may be useful in connection with particular initiatives but it is not a priority.

It is important to keep contact with wider networks at both deanery and diocesan level. Deanery chapter is a valuable support network, and the diocese provides helpful support and training (e.g. the annual clergy day). There is an expectation that all mandatory events will be attended.

**Capturing the Learning**

Given that this is a new role and arrangement between two denominations, there will be a 'learning group' to ensure that a degree of theological reflection and critical analysis can be brought alongside the process.

**Length of Agreement and Continuation and/or Termination arrangements**

The agreement is envisaged to last for an initial five years – from 1 September 2017.

## 5 Benefice summary:

Parish(es): Kirkby Lonsdale Team Ministry

Patron(s): Kirkby Lonsdale Patronage Board

Clergy:

Team Rector: Revd Richard Snow

Assistant Curate: Revd Anne Pettifor

Authorised Lay Ministers:

Reader: Mrs Elizabeth Dew

Mrs Sue O'Loughlin

PCCs: One PCC and eight DCCs

Buildings:

St Mary's, Kirkby Lonsdale

St Bartholomew's, Barbon

Holy Trinity, Casterton

St John's, Hutton Roof

All Saints, Lupton

St Patrick's, Preston Patrick

St Peter's, Mansergh

Holy Ghost, Middleton

Population: 4,500 approx

Usual Sunday Attendance: 150 approx

Parish offer: £87907 (2017)

Resolution A,B: No

Pastoral reorganisation proposals: None

Outreach/service to the wider community by the parish:

Business element (e.g. major building project or hall used by variety of tenants)