*This job descriptions is intended as a guide rather than a template. It will give you a general idea of the demands and duties generally required by such a role, but you will need to tailor it to ensure it meets the demands and needs of your role and the particular context in which you operate.*

**Job Description – Associate Vicar**

**Responsible to:** < e.g The Vicar>

**Location:** < parish >

**Stipend and accommodation:** <as per X Diocese>

**Introduction**

*Include a few lines here about the church, the vision and something of the context in which this role sits. A few lines to encourage people to come and join your team and be part of your church’s story and vision.*

*Include something of how this role will sit alongside the incumbent and how the role is designed to help the church move forward to the next stage of growth.*

*In addition to written text how about incorporating a few photos or an introductory video that will give people a better idea of the look and feel of your church?*

**Objective/Main Purpose**

To work with the senior leadership of the church to enable the realisation of its vision, strategy and growth. The main elements of the role are as follows:

(*below are suggested responsibilities for an Associate role. Don’t necessarily include them all! You will need to tailor these to meet the requirements of your role, thinking particularly of how these will complement the gifts, experience and responsibilities of the incumbent)*

Duties and Responsibilities:

Discipleship

* Developing a vision for becoming a disciple-making church
* Developing an understanding of discipleship
* Leading and overseeing discipleship initiatives.
* Developing discipleship resources and courses as necessary
* Overseeing & multiplying small groups as a primary vehicle for discipleship

Staff and Line Management

* Lead the staff team in collaboration with the Vicar
* Line management of employed staff and key volunteers (setting objectives, managing performance, overseeing development, pastoral care)
* Train and develop ordinands and curates, preparing them for ministry.
* Contribute as necessary (dependent on experience and gifting) to staff training and development.

Pastoral Care

* Work with small group leaders to develop home groups as primary source of pastoral care for members.
* Develop and oversee welcome teams, events and processes (cradle to grave).
* Develop pastoral care initiatives as appropriate.
* Lead and work closely with Pastoral Care Team to support those in crisis/bereaved etc. e.g oversee home visiting/communion.

Leading St X

* Leading St X, under the authority of the vicar, taking full responsibility in the absence of the Vicar or when the Vicar isn’t available.
* Preach, teach and lead Sunday services and other church gatherings as required.

Strategy

* Along with the Vicar and PCC assist with the development of the vision and strategy (Mission Action Plan) for St X.
* Along with the Vicar, hold, develop and communicate the vision for St X (as appropriate/required)
* Help support and lead change initiatives to deliver the vision and implement strategy as required.

Lead (specific ministry areas depending on experience, interest and gifting)

*Here you may wish to elaborate on specific responsibilities that you would like the Associate to pick up. E.g, Lead a ministry area or a specific congregation.*

* Oversee the ministry in this area to include staff, activity, budget, strategy.

**Person Specification**

*(The person specification indicates the skills and experience you would like to see in the successful candidate. You can indicate whether these are essential or desirable. If ‘desirable’ these are likely to be skills that are trainable or could be developed but may not be apparent on Day One.*

*This is not an exhaustive Persons Specification, and you should tailor this to the needs and demands of your job role.)*

|  |  |  |
| --- | --- | --- |
| **Qualifications** | Essential | Desirable |
| An ordained priest within the Church of England | X |  |
| Completed initial Ministerial Education | X |  |
|  | X |  |
| **Experience** | X |  |
| Leading – including experience in recruiting, training, deploying and motivating other leaders | X |  |
| Inspired preaching/teaching to a high standard – including groups of 200 or over | X |  |
| Leading a staff team, sharing vision, setting strategy, teaching and developing the team | X |  |
| Managing staff and volunteers - including setting objectives and monitoring performance.  |  |  |
| Vision formation – including shaping, casting, communicating and delivering vision. | X |  |
| Leading and hosting services on a weekly basis | X |  |
| Leading specific church ministries – raising volunteers, managing team, programme and budget. | X |  |
| Working at a senior level either in the church or as part of a senior management team or equivalent  | X |  |
| Leadership within one or more large churches – including experience of how large churches are led and run. | X |  |
| Track record of leading something that has grown | X |  |
| Successful experience of leading missional activities | X |  |
| Experience of church planting |  | X |
|  | X |  |
| **Skills** | X |  |
| Develop and communicate vision | X |  |
| Think strategically and lead change management process | X |  |
| Highly effective communicator (written and verbal) | X |  |
| Relational, proven ability to work well with a diverse group of people | X |  |
| Emotionally intelligent and cognisant of own strengths and limitations. | X |  |
| Team leader and player – empowering, supportive, natural collaborator, developer of people | X |  |
| Highly self-motivated, self-starter – gets things done  | X |  |