

## DIOCESE OF SOUTHWELL AND NOTTINGHAM

### CLERGY DEVELOPMENT SCHEME

## **PREPARING A ROLE DESCRIPTION AND OBJECTIVES**

The questionnaire that forms the basis of your development review contains a significant section on (2.1 etc) relating to your role description and objectives. There is no one way to develop a role description and objectives and this document sets out several approaches. We recognise that this process may take a significant time the first time you have a review under the new scheme, but we believe the effort put in will be worthwhile. If you have any problems or queries do not hesitate to get in touch with one of the Ministry Training team.

1. Use the sample template provided with a suggested role description. This role description has been 'road-tested' in several places and has proved helpful to some. It must be stressed that this is only a sample and a blank template is provided for you to work up your own version.
2. The Kensington Episcopal Area in the Diocese of London have developed a set of core competencies for clergy which can be used to form the basis of a role description out of which objectives can be set. These are appended to this document.
3. It is possible to generate your own role description, particularly if you have been part of the Clergy Leadership Programme and/or have your own 'personal mission statement' which contains a set of priorities related to your identity, vocation and strengths and weaknesses.

Simply take the diary (or other research material) and make a note of all the things you do that take up more than half an hour of your time per week *on average*. Describe each role in your own words and compare it to your personal mission statement – if there is a match then that role remains on your description – if not a way must be found to deliver that task in some other way.

Once you have the full list then objectives can be written under each heading. Some of the roles will relate to your life beyond being a clergy-person and you can decide whether to include these or not in your review.

## **Role Description for Incumbent**

(based on Kensington Episcopal Area Core Competencies)

### **1. Leadership**

An incumbent is called to lead their church in setting and holding its Vision. S/he is called to inspire, motivate, and empower members of the church, individually and collectively, to achieve that vision

**Current objectives.....**

### **2 Working Collaboratively**

An incumbent is called to work collaboratively with others (including clergy colleagues, churchwardens, PCC, staff & volunteers, ensuring individuals gifts and talents are identified and used effectively in any given situation or task. S/he is called to share ministry as appropriate encouraging and building up the community of faith

**Current objectives.....**

### **3. Communications**

An incumbent is called 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. S/he is particularly called to active listening and empathetic behaviour.

**Current objectives.....**

### **4. Parish Management and Organisation**

An incumbent is called to work with the PCC and churchwardens to put in place appropriate structures and resources for parish organisation. This will include clear boundaries and accountabilities of roles. S/he he will ensure appropriate processes and policies in relation to services, weddings, baptisms and funerals, health and safety, financial, fabric, staff management, etc. S/he will ensure that the structures and processes meet diocesan and legal requirements.

**Current objectives.....**

### **5. Outreach**

An incumbent is called to develop a ministry that encourages new people to Christian faith and will support existing Christians to engage in evangelism and discipleship. S/he is called to develop relations with community and external organisations to promote positive links with the church..

**Current objectives.....**

### **6. Worship**

An incumbent is called 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.

**Current objectives.....**

## **7. Preaching**

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

**Current objectives.....**

## **8. Teaching**

An incumbent is called to teach at different ages and levels of faith or knowledge, in support of faith development. This will include admission to Holy Communion, confirmation, school assemblies, introduction to Christianity (Alpha, Emmaus, etc) Lent courses and other courses. This may be in formal teaching environments or in small groups. S/he will plan. Organise and conduct a programme of teaching which supports the vision and needs of the church community.

**Current objectives.....**

## **9. Pastoral Care**

An incumbent is called to identify pastoral care needs and put in place appropriate structures and skills to provide this to the community (including, parish visitor, pastoral assistants and other teams), S/he will give support and pastoral care as appropriate, including baptism and marriage preparation, care to the sick and dying, bereavement, individual support and visiting

**Current objectives.....**

## **10. Self Management**

An incumbent is called to follow an appropriate pattern of work to meet the demands of ministry, personal administration, planning and organisation, working effectively alone or in a team, chairing meetings, interpersonal skills and appropriate breaks.

**Current objectives.....**

## **11. Personal Development**

An incumbent is called continually to develop personal skills and knowledge in relation to ministry through courses of study, reading, consultancy, training course and workshops.

**Current objectives.....**

## **12. Spirituality**

An incumbent is called to maintain a prayerful spiritual life with appropriate support networks (including spiritual director or equivalent and regular retreats), S/he will recognise themselves to be on a life journey involving development of theological understanding and spiritual reflection.

**Current objectives.....**

## Diocese of Southwell & Nottingham Clergy Development Reviews

### Role Description and Objectives for Incumbents / Priests in Charge

#### Key Roles

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1. Leadership in developing and sharing vision for the mission and ministry of God, in the light of the doctrine and traditions of the Church of England, the diocesan plan and the global and local social context of the parish.
2. Oversight and leadership in the provision of appropriate public worship for the congregation and the wider community.
3. Representation and interpretation of the church to the local community and representation of the diocese to the parish and the parish to the Diocese.
4. Leadership of and cooperation with the PCC in clarifying and carrying out the pastoral, social, educational and evangelistic tasks of the church in collaboration with other ministers in the benefice, cluster and deanery. Maintain awareness of the world church in planning and action.
5. Oversight, leadership and delivery of pastoral care through the occasional offices and ministry to individuals in collaboration with other ministers in the parish.
6. Maintain and develop links with other churches in the deanery and other denominations and contribute to the life of the deanery in the diocese.
7. Care for oneself and (family) through the development of an appropriate balance of work, recreation and attention to in service training, study, prayer and personal spiritual development.
8. Ensure the appropriate administration of the finance and fabric of the church and compliance with the legal requirements upon the benefice.

#### Objectives for Personal Development

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- Keep journal of Ministry
- Attend child protection training
- Arrange retreat

#### Professional / Diocesan Objectives 12 months

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- Develop team for children's work with RLM
- Work with deanery to develop cluster relationship
- Develop Mission Plan
- Review Baptism Policy with PCC

#### Professional / Diocesan Objectives 3 months

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- Contact Diocesan Missioner and discuss development of Mission plan
- Review children's work with RLM and arrange family visits
- Sermons and study groups on initiation.

Agreed with Archdeacon / Reviewer\*      date

\* delete as appropriate

Review with Peer/Mentor/Senior Staff \*      date

Diocese of Southwell & Nottingham Clergy Development Reviews

Role Description and Objectives for Incumbents / Priests in Charge

Key Roles

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Objectives for Personal Development

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