

Guide for Preparing Role Descriptions

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Introduction

Role Descriptions are a recommended component of Terms of Service. The Diocese has committed to ensuring all Office Holders on Common Tenure have a Role Description. Office Holders who have retained Freehold may choose to have a Role Description.

The purpose of the Role Description is to provide a document which sets out the main aspects or purpose of a role. It is not intended to describe everything an Office Holder does or to be constraining. It sets out the key aspects of the role – the fire at the centre - and works on the basis that if these are achieved, other areas of the role will undoubtedly also be covered. The emphasis will be on the “role” not the individual who is in post; however, as at this time Role Descriptions are being written for Office Holders already in post rather than for recruitment, it is a separation which is not rigid. Role Descriptions will always be reviewed when a post is vacant and before recruitment commences. Role Descriptions can be updated at other times (for example, as part of Ministerial Development Review where the Role Description is a source document); changes should be agreed and signed off with the Archdeacon.

Role Descriptions need to be developed in an inclusive way and a recommended process is provided in the next section. The process refers to Facilitators. These are clergy and lay volunteers who have offered to support individuals and parishes in developing Role Descriptions. There is no strict obligation to meet face to face with a facilitator, but they will be on hand and will contact you to provide assistance and look over your proposed Role Description.

Where possible Office Holders should have only one Role Description although this is not fixed. Where additional duties are undertaken, especially if you are an Area Dean, you can add these to your Role Description as additional items.

Role Description – Outline of Recommended Process

Step One: Decide who will be involved in drafting the Role Description

Role descriptions are to be developed in a consultative and inclusive way. The table below indicates who should be involved at a minimum in the development of Role Descriptions for a variety of roles. This is a guide only and is not prescriptive; you may draw on other combinations for input into writing the description as seems appropriate for the role.

| Role – Post Holder | Key partner | Other (s) to be involved / support the development of the Role Description |
|-----------------------------------|------------------------------------|---|
| Area Dean | Warden(s) – Max 2 Archdeacon | |
| Incumbent | Warden(s) - Max 2 | Facilitator |
| Priest in Charge | Warden(s) - Max 2 | Facilitator |
| Team Vicar | Incumbent | Warden(s) - Max 2 Support from facilitator |
| Assistant Curate or NSM | Incumbent or equivalent | Warden(s) - Max 2 Support from facilitator |
| OLM | Incumbent or equivalent generally. | Incumbent and PCC (Ministry Profile) Support from facilitator |
| Church Army / Licensed Lay Worker | Incumbent | Support from facilitator |

If you are developing a Role Description for a vacant post you should adapt the process to include wider participation of the PCC if in a Parish setting. It should be developed as part of the recruitment process and before the post is advertised. It should be signed off by the Archdeacon.

If the role is not a Parish post you may identify one or two more stakeholders to input.

Step Two: Study the model Role Description

The diocese has a sample model Role Description. This is provided in this document. This should be used as the basis of the Role Description for each individual post holder.

The model has four sections:

1. Details of the Post
2. Role Purpose
3. Key Contacts
4. Role context and any other relevant information

Section One is for the recording of details relating to the post. This should match the details of the license.

Section Two describes the role purpose. It has two subsections. The first is a general section which is standard to all Role Descriptions and should not be amended as part of the Role Description development. The specific section is where you have the opportunity to identify and record the main purposes or tasks for the post holder. For guidance, a selection of possible items for inclusion in this section are provided later in this document.

Section Three will be where key contacts are recorded.

Section Four provides a space for additional information about the role context. This might relate to pastoral reorganisation that the deanery plans or involvement in a potential mission partnership.

The post holder and others that have been identified to take part in developing the Role Description should consider the model Role Descriptions and / or template in advance of meeting. This document includes a set of sample Role Descriptions for a variety of posts.

Step Three: Preliminary work for a meeting to develop the Role Description

The postholder will provide the main draft for the Role Description but the key partner and others will need to consider what might be included. The purpose of this will be to draft a set of specific tasks / objectives for the post. These will be recorded in Section Two, and under the sub-heading Specific. There should not be too many and they should be as outcome focused as possible. Being realistic is important. The number of tasks / objectives should normally be limited to 5; if more seem relevant or necessary do not exceed 10. It is important to remember that the tasks / objectives are the key specific ones for the role. It is not necessary to cover everything the post holder will do.

To prepare for the meeting all involved will need to consider the immediate and medium / long term needs of the post. It will be helpful to refer to available documents which will include (depending on the post) the Parish Profile, any parish or deanery planning documents, and any other source documents seen as relevant.

Please note:

- For OLMs, the OLM's ministry profile will be the key document and the Role Description will draw almost exclusively from this. If the Ministry profile is out of date, this should be revised with full input from the PCC prior to developing the Role Description. The Revd Jayne Prestwood, the Local Ministry Officer, can provide guidance if needed.
- For NSMs and those on House for Duty a profile will in most cases exist – these are often called the Ministry Profile or Focus Document. Again, these will be the key document and the Role Description will draw almost exclusively from this. If the document is out of date this should be revised prior to developing the Role Description with full input from the PCC.
- Training Curates will have a standard Role Description although other items may be added as shown in the sample included in this document.

The post holder, and other involved, may if they wish consult other stakeholders. If there are any queries please consult one of the facilitators who should be able to help.

Step Four: Meet to agree the Role Description

It is best for the postholder and the key partner (and others) to meet together to complete the Role Description. Work through each section and agree what should be recorded. The post holder may feel it would be helpful for the facilitator to be there as well, but it is not necessary. It is important to note that the meeting is to discuss what is needed from the role. The meeting should not be used to review an individual's performance.

Step Five: Agree the Role Description

After the meeting the completed draft should be sent to the facilitator for comment (unless she or he has been at the meeting). Then all parties should confirm that this is a correct record of the Role Description document. If a meeting has not been held, all involved should still agree / reach consensus on the content.

Step Six: Circulate the Role Description

The agreed Role Description should be sent to the Archdeacon by the facilitator for signing off and then after it has been approved by the Archdeacon, it will be sent by the Archdeacon's office to:

- Post holder and others involved in developing the Role Description

- Area Dean for Parish posts
- The Bishop of Manchester
- The Bishop's Chaplain for inclusion in the MDR process
- The PCC for Parish posts
- Human Resources Adviser

Step Seven: Where there is disagreement

If there is disagreement between those involved in the development of the Role Description and the post holder one of the named facilitators should be called upon try to resolve this informally. If consensus cannot be achieved it should be referred to the Archdeacon.

Standard Manchester Role Description Template

Diocese of Manchester

Role Description signed off by: The Archdeacon of

Date: 20.10.2010

To be reviewed 6 months after commencement of the appointment, and after three years

1. Details of Post

Role Title:

Name of benefice:

Deanery:

Archdeaconry:

Initial point of contact on Terms of Service: The Archdeacon of

2. Role Purpose

General

- i. To exercise the cure of souls shared with the bishop in this parish in collaboration with your colleagues
- ii. 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.
- iii. To work to advance the Kingdom of God through servant leadership, collaboration and example, and with particular regard to the current diocesan mission priorities
 - a) for growing churches
 - b) for increasing giving
 - c) for serving the wider community
 - d) for nurturing vocations
- iv. To share in the wider work of the deanery and diocese as appropriate, for the building up of the whole Body of Christ

Specific

3. Key contacts

Generic

The Wardens and PCC

The Deanery Chapter, Synod and Mission and Pastoral Committee
The Staff at Church House

Specific

Supportive

The Area Dean
The Archdeacon
The Suffragan Bishop

4. Role context and any other relevant information

Examples for Section Two: Specific

Items should be limited to 5 where possible, 10 at a maximum. Items are best if outcome focused rather than task focused. For example, rather than say “To attend the monthly meeting with the Local Authority Ward Coordinators” it would be better to say “Actively contribute to working with other organisations to support the development of local neighbourhood initiatives”. This allows more scope, freedom and flexibility about how to achieve the specific area of the role description. Some items will be maintenance of key areas, others may be new areas.

It is important to remember that the general items will cover the bulk of areas for most roles. The specifics can be used to add further areas or to add particular emphasis.

Below are some examples for different areas of activity:

1. To develop (or maintain) close and effective links with local schools
2. To engage effectively with local community leaders and organisations
3. To develop new sources / streams of revenue for the parish
4. To nurture and develop lay involvement in the church
5. To contribute to the development and support of Accredited Lay Ministry
6. To develop a strategy for mission for the parish
7. To review the service books that we currently use
8. To help those with musical gifts contribute more to the worshipping life of the parish.
9. To set up (or sustain) a prayer ministry team
10. To train people to help with intercessions, and Bible reading
11. To develop a team of people to assist with Home Communion
12. To develop the spiritual life of the parish e.g. through retreats and quiet days
13. To see which groups should close down as the parish is too busy
14. To develop Home groups and study groups for the parish
15. To explore setting up courses for evangelism and nurture of new Christians
16. To explore the admission of children to Communion
17. To lead the parish in exploring OLM accreditation
18. To lead the parish in reconsidering Baptism policy
19. To develop the work with pre school children in the parish
20. To contribute to the development of youth work both in the church and community
21. To help the parish make good use of the pastoral offices in outreach
22. To offer pastoral care to those in sheltered accommodation
23. To maintain relationships with the church school
24. To develop the parish's work in reaching families
25. To find ways in which our toddler group can engage with messy church or godly play
26. To review the administrative work of the parish
27. To develop and sustain a shared leadership team for the parish
28. To help lay people discover their gifts and use them in church and community

29. To encourage the social life of the church
30. To lead the parish in building relationships with neighbouring parishes and other denominations
31. To oversee the development of the parish website
32. To review and refresh the communications policy of the parish
33. To explore the possibilities of work with children after school
34. To develop the parish's ministry to care homes
35. To develop the parish's work with refugees and asylum seekers
36. To promote environmental awareness in the church and community
37. To develop a strategic plan for the (closed) church yard
38. To help the parish rethink our links with the worldwide church
39. To engage with the interfaith issues that the parish faces
40. To lead the planning to make the church building more suitable for community use
41. To lead the parish in a mission audit of the local community
42. To help the PCC consider the reordering of the church for worship

Sample Role Description: Incumbent or Priest in Charge

Diocese of Manchester

Role Description signed off by: The Archdeacon of

Date: 20.10.2010

To be reviewed 6 months after commencement of the appointment, and after three years

1. Details of Post

Role Title:

Name of benefice:

Deanery:

Archdeaconry:

Initial point of contact on Terms of Service: The Archdeacon of

2. Role Purpose

General

- i. To exercise the cure of souls shared with the bishop in this parish in collaboration with your colleagues
- ii. 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.
- iii. To work to advance the Kingdom of God through servant leadership, collaboration and example, and with particular regard to the current diocesan mission priorities
 - a) for growing churches
 - b) for increasing giving
 - c) for serving the wider community
 - d) for nurturing vocations
- iv. To share in the wider work of the deanery and diocese as appropriate, for the building up of the whole Body of Christ

Specific

- o To develop close and effective links with local schools
- o To explore links with neighbouring parishes
- o To set up prayer ministry in the parish
- o To lead the parish in exploring OLM accreditation
- o To encourage the social life of the church

3. Key contacts

Generic

The PCC
The Deanery Chapter, Synod and Mission and Pastoral Committee
The Staff at Church House

Specific

Name of schools
Name of neighbouring parishes

Supportive

The Area Dean
The Archdeacon
The Suffragan Bishop

4. Role context and any other relevant information

The Deanery Pastoral plan identified that in the future this parish needs to share ministry with a neighbouring parish, but left open options for relationships with two different parishes because of issues of geography and churchmanship.

Sample Role Description: Team Rector

Diocese of Manchester

Role Description signed off by: The Archdeacon of

Date: 20.10.2010

To be reviewed 6 months after commencement of the appointment, and after three years

1. Details of Post

Role Title:

Name of benefice:

Deanery:

Archdeaconry:

Initial point of contact on Terms of Service: The Archdeacon of

2. Role Purpose

General

- i. To exercise the cure of souls shared with the bishop in this parish in collaboration with your colleagues
- ii. 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.
- iii. To work to advance the Kingdom of God through servant leadership, collaboration and example, and with particular regard to the current diocesan mission priorities
 - a) for growing churches
 - b) for increasing giving
 - c) for serving the wider community
 - d) for nurturing vocations
- iv. To share in the wider work of the deanery and diocese as appropriate, for the building up of the whole Body of Christ

Specific

- o To have pastoral responsibility for Holy Trinity Church
- o To lead the team in building relationships with other denominations
- o To review the administrative work of the team
- o To foster collaborative working between team members
- o To ensure synergy between the work of the PCCs in the benefice
- o To develop new sources / streams of revenue for the parish(s)

3. Key contacts

Generic

The PCC (s)
The Deanery Chapter, Synod and Mission and Pastoral Committee
The Staff at Church House

Specific

Name of leaders from other denominations

Supportive

The Area Dean
The Archdeacon
The Suffragan Bishop

4. Role context and any other relevant information

This is a relatively new team and the way that the team works together needs addressing.

The Methodists and the URC are considering joining together and are interested in forming an LEP in the parish of St Gabriel; this may be an opportune time to develop ecumenical relationships across the team.

Sample Role Description: Team Vicar

Diocese of Manchester

Role Description signed off by: The Archdeacon of

Date: 20.10.2010

To be reviewed 6 months after commencement of the appointment, and after three years

1. Details of Post

Role Title:

Name of benefice:

Deanery:

Archdeaconry:

Initial point of contact on Terms of Service: The Archdeacon of

2. Role Purpose

General

- i. To exercise the cure of souls shared with the bishop in this parish in collaboration with your colleagues
- ii. 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.
- iii. To work to advance the Kingdom of God through servant leadership, collaboration and example, and with particular regard to the current diocesan mission priorities
 - a) for growing churches
 - b) for increasing giving
 - c) for serving the wider community
 - d) for nurturing vocations
- iv. To share in the wider work of the deanery and diocese as appropriate, for the building up of the whole Body of Christ

Specific

- o To have pastoral responsibility for the parishes of St James and St Luke's within the benefice
- o To have overall responsibility for nurture and discipleship within the Team
- o To develop home groups and study groups for the team
- o To train lay people for intercessions and Bible reading

- To promote environmental awareness in the church and community
- To engage with the interfaith issues the team faces

3. Key contacts

Generic

The PCC
The Deanery Chapter, Synod and Mission and Pastoral Committee
The Staff at Church House

Specific

Local authority environment team

Other faith leaders

Supportive

The Area Dean
The Archdeacon
The Suffragan Bishop

4. Role context and any other relevant information

Sample Role Description: OLM

Diocese of Manchester

Role Description signed off by: The Archdeacon of

Date: 20.10.2010

To be reviewed 6 months after commencement of the appointment, and after three years

1. Details of Post

Role Title:

Name of benefice:

Deanery:

Archdeaconry:

Initial point of contact on Terms of Service: The Archdeacon of

2. Role Purpose

General

- i. To exercise the cure of souls shared with the bishop in this parish in collaboration with your colleagues
- ii. 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.
- iii. To work to advance the Kingdom of God through servant leadership, collaboration and example, and with particular regard to the current diocesan mission priorities
 - a) for growing churches
 - b) for increasing giving
 - c) for serving the wider community
 - d) for nurturing vocations
- iv. To share in the wider work of the deanery and diocese as appropriate, for the building up of the whole Body of Christ

Specific

To fulfil the ministry profile and in particular

- o To develop a team of people to assist with Home Communion
- o To develop the spiritual life of the parish e.g. through retreats and quiet days
- o To develop the parish's ministry to care homes

- To encourage the social life of the church
- To help lay people discover their gifts and use them in the church and community

3. Key contacts

Generic

The PCC
The Deanery Chapter, Synod and Mission and Pastoral Committee
The Staff at Church House

Specific

Local care home managers

Supportive

The Area Dean
The Archdeacon
The Suffragan Bishop

4. Role context and any other relevant information

Standard Role Description: Curate in Training

Diocese of Manchester

Role Description signed off by: The Archdeacon of

Date: 20.10.2010

To be reviewed 6 months after commencement of the appointment, and after three years

1. Details of Post

Role Title:

Name of benefice:

Deanery:

Archdeaconry:

Initial point of contact on Terms of Service: The Archdeacon of

2. Role Purpose

General

- i. To exercise the cure of souls shared with the bishop in this parish in collaboration with your colleagues
- ii. 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.
- iii. To work to advance the Kingdom of God through servant leadership, collaboration and example, and with particular regard to the current diocesan mission priorities
 - a) for growing churches
 - b) for increasing giving
 - c) for serving the wider community
 - d) for nurturing vocations
- iv. To share in the wider work of the deanery and diocese as appropriate, for the building up of the whole Body of Christ

Specific

- Work proactively towards the stated Learning outcomes

Meeting the Learning Outcomes is the only specific item required although others may be added to draw out areas of interest / to contextualise:

- To nurture and develop lay involvement in the church
- To develop the parish's work in reaching families
- To encourage social life in the church
- To oversee the development of the parish website

3. Key contacts

Generic

The PCC
The Deanery Chapter, Synod and Mission and Pastoral Committee
The Staff at Church House

Specific

The training incumbent
Training Officer IME 4-7

Supportive

The Area Dean
The Archdeacon
The Suffragan Bishop

4. Role context and any other relevant information

Sample Role Description – Additional items for an Area Dean

The specific tasks for an Area Dean might be drawn out under a sub-heading in the main Role Description.

So for example:

Specific tasks

Items relating to parish role

- List

Area Dean Role:

- Play an active role in the development and functioning of Deanery Synod, Deanery Mission and Pastoral Committee and Chapter
- Liaise closely with the Archdeacon on planning for the Deanery
- Support individual clergy through practical advice and guidance on parish issues
- Support parishes in vacancy
- To act as a key contact point for the Deanery and support implementation of Diocesan wide initiatives

Key contacts for Area Dean role

- The lay chair
- The Archdeacon
- The Suffragan Bishop