

Diocese of Manchester

'a worshipping, growing and transformative Christian presence at the heart of every community'

Role Description signed off by: The Archdeacon of Salford & Bolton

Date: 22/01/2026

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

1. Details of Post

Role Title: Associate Minister
Name of benefice(s): St Peter's Halliwell
Deanery: Bolton
Archdeaconry: Bolton
Initial point of contact on terms of service: The Archdeacon of Salford & Bolton

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 vision and mission goals;
 - a) **Growing** - growing new disciples in missionary church communities which are younger, more diverse, active and spiritually engaged
 - b) **Nurturing** - increasing vocations, nurturing new and existing disciples, increasing financial giving
 - c) **Serving** - present for all, speaking and acting prophetically for justice, supporting pastorally especially the vulnerable, deprived and excluded
- iv. To share in the wider work of the mission community, deanery and diocese as appropriate, for the building up of the whole Body of Christ

Specific

To build up the faith of the Church:

1. By managing staff and/or volunteers including exercising leadership on recruitment, team building, setting objectives and monitoring performance.
2. By being open to leading and hosting multiple services weekly, including occasional pastoral offices.
3. By being a prayerful person who will encourage the congregation to pray both individually and corporately, and to grow in faith.
4. By modelling a vibrant relationship with Jesus that shows pastoral care, deep prayer, as well as good and lively biblical teaching and preaching that helps the congregations grow in number and depth.
5. By being able to develop and communicate shared vision and strategy with energy, excitement and a willingness to 'own' them as a leader.
6. By being part of a leadership team within one or more large churches – including experience of how large churches are led and run is desirable.
7. By being an open-hearted, collaborative and compassionate minister in whom others will place their trust.

3. Key contacts

Generic

The Churchwardens and PCC.
SSM & OLM Clergy & Readers
ALM's & Focal Leader

Specific

The Head Teachers, Governing Bodies, and staff of local primary and secondary schools.

Supportive

Area Dean: Canon Simon Cook
. The Archdeacon: The Venerable Dr Rachel Mann
The Suffragan Bishop: Rt. Rev'd Dr Matthew Porter, Bishop of Bolton

4. Role context and any other relevant information.

St Peter's Halliwell comprises four worship centres in an attractive and appealing part of Bolton. Bolton is a large metropolitan borough with the town of Bolton at its heart. There is a vibrant cultural scene, excellent church schools (including secondary schools) and both countryside and city life is readily accessible. There is a modern, recently acquired parsonage available for the successful candidate.