

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, reviewed 27/07/26

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

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 Diocesan 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 playing a full part in the leadership team across the four churches of the Parish – able to take responsibility for supporting the running of the churches, including how new leaders can be identified and trained, and how existing leaders can be supported as well as possible.
2. By line managing staff and/or volunteers on the ministry team including day-to-day support, leading on recruitment, team-building, setting objectives and monitoring performance, training and development.
3. By leading on pastoral ministry across the Parish, supporting the Pastoral Care Team, and leading on provision, training and strategy for this work as a form of mission, alongside the Vicar, PCC and parish teams.
4. By leading and hosting multiple services weekly, and by leading the management of baptism, wedding and funeral provision across the Parish, with an understanding of the missional nature of these pastoral offices.
5. By supporting and promoting the prayer life and culture of the Parish in personal practice and in developing resources and people to help the church family grow in prayerfulness.
6. By supporting discipleship across the Parish, working with the Vicar to grow and nurture Bible-reading and disciple-making congregations through small group membership, sourcing and developing quality study material, and encouraging clear pathways for people to grow in faith and discipleship.
7. By modelling a vibrant personal relationship with Jesus from which flows excellent pastoral care and deep prayerfulness, marked by good, lively biblical teaching and preaching that helps the congregations grow in number and depth.
8. By developing and communicating the shared vision and strategy for the Parish with energy, excitement and a willingness to 'own' them as a leader.
9. By being an open-hearted, collaborative and compassionate minister in whom others will place their trust – able to act up on behalf of the Vicar as may be needed at any particular time.
10. By modelling appropriate self-care and patterns of work-life balance, while also understanding and developing the resilience needed to minister in a large, multi-church parish with significant strategic, day-to-day and project responsibilities.

3. Key contacts

Generic

The Vicar: Revd Alan Saunders
The Churchwardens and PCC.
The Parish Leadership Team.
The congregations of St Peter's, Smithills, Johnson Fold, and Barrow Bridge

Specific

The CAP team
The Head Teachers, Governing Bodies, and staff of local primary and secondary schools.
Other community groups using the Parish Centre or other parish buildings.

Supportive

Area Dean (Acting): Revd Dave Thompson
The Archdeacon: The Venerable Simon Cook
The Suffragan Bishop: Rt. Revd Dr Matthew Porter, Bishop of Bolton
The Diocesan Bishop: Rt Revd Dr David Walker, Bishop of Manchester

4. Role context and any other relevant information

St Peter's Halliwell comprises one parish of four worship centres, with an average Sunday attendance of around 400 people per week across all services. The Parish has a strong Evangelical tradition and an informal contemporary style of worship in each fellowship, with a shared weekly Sunday evening service at the parish church. The Parish has a well-used Centre, which hosts a CAP team and a number of regular users, and there is a lively midweek and weekend programme of activities and events for all ages.

The Parish is located in the northern part of Bolton, where there is a significant residential population – and the PCC and leadership teams have a vision for transforming the whole of Bolton together in Jesus' name. Bolton is a large metropolitan borough with the town at its heart. With a proud industrial heritage, followed by decline and deprivation over a number of years, Bolton is experiencing significant regeneration through Council-led and private enterprise planning and investment, and creative third-sector innovation, particularly through many of its churches, Christian charities and a prayerful and well-supported ecumenical leaders movement, Passion for Bolton.

There is a vibrant cultural scene, excellent church schools (including secondary schools) and the benefits of both countryside and city life are readily accessible, with the Pennines close by, and the centre of Manchester at half an hour's distance. There is a modern, recently acquired parsonage available for the successful candidate.