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| **Role Description**  Interim Priest, Swindon Deanery |

**SECTION ONE: DETAILS OF POST**

**Type of Role:** Full or part time stipendiary, with house provided. Interim under Section 29j of the Clergy Terms of Service regulations. For an initial period of 3 years.

**Name of benefice:** Licensed across the Deanery, technically Asst Curate in St Andrew’s North Swindon

**Deanery:** Swindon

**Archdeaconry:** Malmesbury

**Conditions of Service:** Please refer to Statements of Particulars document which will be issued in conjunction with this role description

**Key contact for**

**Clergy Terms of Service:** Archdeacon of Malmesbury**.** This role falls within the Clergy Termsof Service formally known as Common Tenure. The HR Manager is the designated person by the Bishop of Bristol to issue the Statement of Particulars for the post holder.

**Accountability** Priests share with the Bishop in the oversight of theChurch. Whilst, as an office holder, the individual is expected to lead and prioritise work in line with the purpose of the role, they are encouraged to inform the incumbent (in case of assistant priests) and Archdeacon and Church Warden/s (in case of incumbents) about any issues exceptional or otherwise that have the potential to affect ongoing delivery of ministry

**Additional Responsibility N/A**

**Anticipated time It is anticipated that the Interim Priest role will last for up to three years.**

Part or full-time depending on circumstances of the successful candidate.

**SECTION TWO: CONTEXT**

**Wider Context**

*Our vision as a Diocese is Transforming Church Together (TC.T)*

Our four main Strategic Outcomes are:

· a form of church in every community, and a church in which all can participate, thrive, and belong

· people who worship God in every aspect of their lives, and throughout their whole lives

· a diocese recognised as a powerful force for gospel change

· a sustainable diocese

These priorities are supported centrally by resources, training, conferences, workshops and much more. We are inviting benefices and their priests to *share a vision* and to work with colleagues across boundaries to grow the Kingdom of God.

**Local Context**

Swindon Deanery comprises the town of Swindon and its satellite towns and villages within the Diocese of Bristol. The total population of the Deanery is about 200,000 people. Demographics are mixed with some areas of significant deprivation on the council estates and post-industrial Victorian housing. Other areas are affluent, with high employment in the tech industry.

There are 18 benefices in the Deanery with about 34 parish churches and 3 BMOs, one of which the Pattern resource church. They encompass the full range of tradition within the CofE.

The Diocese wishes to take a strategic approach to vacancies within the Deanery. We want vacancies to be times of spiritual discernment, even growth, when parishes become more confident in Christ’s call to them and in exercising ministry. We hope that interim leadership by a priest can give benefices in vacancy the solidity of support that they need to thrive. We hope that loving guidance can help benefices grow in the Diocesan values of Creativity, Openness, Generosity and Bravery, and enable them to approach recruitment with an outward looking spirit.

**How we see this working**

The interim priest will be licensed to the Area Dean’s benefice of St. Andrew’s North Swindon but with a Deanery wide remit and will report to the Area Dean.

The interim priest will work with benefices in vacancy, with those benefices being prioritised in conversations with the Area Dean and Archdeacon. The interim priest will focus on providing oversight, leadership in a time of discernment and governance support, along with pastoral care / development for key local leaders. Sunday services and other significant parish events will be a crucial enabler for this ministry, so it is expected that the interim priest will be fully involved in Sunday worship.

It is possible that more than one benefice at a time will be overseen by the interim priest, depending on the needs of the benefices involved. At the outset of the interim priest’s involvement a set of priorities and expectations will be agreed with the benefice, and this will include an expected timescale for the interim minister’s support.

At times when the requirements of vacant benefices are less demanding, the interim priest may also be required to support benefices where there is a need for additional oversight and capacity e.g. long term sickness, compassionate leave.

The role is time-limited under Section 29j of the Ecclesiastical Offices, Clergy Terms of Service Measure. It may be renewed for a further 3 years if the missional need continues and funding is available. The interim priest will reside, for the better performance of their duties, in a comfortable curacy house in Wroughton.

**SECTION THREE: ROLE PURPOSE AND KEY RESPONSIBILITIES**

**Key responsibilities specific to the local situation:**

* Develop and sustain good working relationships with leaders in the benefices, including licensed ministers and Church Officers.
* Leading and motivating each church in discerning, setting and holding its vision (with support from Diocesan Support Services staff) and how this is realised in context.
* Articulating priorities aligned with TC.T, and developing an implementation strategy from this vision and priorities.
* Implementing good governance including through chairing the PCC and setting up sub-committees or other governance structures as appropriate.
* Sharing ministry and working collaboratively with others, so that individuals’ gifts and talents are identified, encouraged, developed and used effectively.
* Oversee and deliver worship and preaching which transforms lives and the church.
* Implement and work to Safeguarding and other key policies.
* Share in the ministry of the occasional offices and critical pastoral care.
* Provide pastoral care and support for key leaders in the vacancies, e.g. churchwardens, ministry team members, paid staff.

**Responsibilities specific to the local situation which, due to the time-limited nature of the intervention in each benefice, will be overseen by the interim minister. Usually these responsibilities will be largely carried out by the local ministry team and the wider congregation, but where they are critical for progress during the vacancy the interim minister may need to play a significant active role.**

* Evangelistic ministry to people of all ages, encouraging new people to Christian faith and enabling them to grow into lifelong disciples
* Discern and develop missional links with the wider community and nurture partnerships in service, including with other churches and with other Church of England ministers
* Pastoral care
* Oversee, manage and work with employees and volunteers across a range of roles
* Oversee the care, maintenance, development and usage of the buildings.
* Ministry in schools and work with other community organisations

The key responsibilities listed above may be supported by long and short term objectives to be agreed between the post holder and the Archdeacon and Area Dean.

**General:**

1. To exercise the cure of souls shared with the bishop in these benefices in collaboration with colleagues including the praying of the Daily Office, the administration of the sacraments and preaching
2. To have regard to the calling and responsibilities of the clergy (as described in the Canons, the Ordinal, the Guidelines for Professional Conduct for the Clergy) and other relevant legislation including
3. Care and development of themselves and their personal relationship, including adequate time for family life, friendship, recreation, renewal and personal health, through taking a weekly day off and their full holiday entitlement
4. To share in the wider work of the deanery and diocese as appropriate, for the building up of the whole Body of Christ

**Other responsibilities**

* Participate in the Bishop’s Ministerial Development Review scheme and engage in Continuing Ministerial Development
* Meet regularly with a Work Coach; work collegially across boundaries; participate in Chapter and Synod
* Carry out any other duties and responsibilities as required in line with the benefice needs.
* Take care of their wellbeing including health and safety and building a good repertoire of spiritual and psychological strategies for self-care.

**SECTION FOUR: BENEFICE SUMMARY**

**The Benefice of**

North Swindon

Patron(s): The Bishop

Minister: Rev’d Sally Robertson

Benefice paid staff:

Buildings: St Andrew’s church.

Churchyard(s): yes

Church Tradition: central.

Pastoral Reorganisation proposals: N/A

Schools with whom there is an ongoing relationship: N/A

**SECTION FIVE: KEY CONTACTS FOR THE ROLE**

* Area Dean
* Archdeacon
* Staff at The Diocesan Office
* The Bishop of Bristol and The Suffragan Bishop of Swindon

**­­­­­­­­­SECTION SIX: OTHER –**

**Relevant Documentation**

This role description is issued alongside and should be read in conjunction with the following documents:

* The Ordinal
* The Canons of the Church of England
* Guidance for the Professional Conduct of Clergy
* Bishop’s Licence
* Statement of Particulars issued to the office-holder on successful appointment
* Diocesan Clergy Handbook
* Parish Profile
* Any objectives discussed and agreed between the post holder and the supervising minister

**Safeguarding**

The Diocese of Bristol is committed to safeguarding, safer recruiting practice and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the Diocese Allegations Management procedure will be followed, alongside implementation of the Clergy Disciplinary Measure as required.

Role description signed off by: The Venerable Christopher Bryan

Archdeacon of Malmesbury

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Date: 7th July 2025

To be reviewed next on: July 2026