

**SSM Associate Minister with Pastoral and Missional Responsibility**

**for St Michael’s Winterbourne**

**within the Fromeside Benefice of Churches**

**Role Description**

**Parish/Area served:** St Michael’s Winterbourne and the Fromeside Benefice

**Incumbent:** Revd Malcolm Strange

**Time Commitment:** 10 to 15 hours per week (open to negotiation)

**Ministerial Responsibilities:**

Liturgical:

* To celebrate the Eucharist at St Michael’s Winterbourne on three Sundays a month and or assist in the Benefice as necessary
* To preach twice a month at the main Eucharist
* To preside and preach as necessary midweek within the Benefice area
* To conduct Baptism, Wedding and Funeral Services when appropriate
* To lead St Michael’s All Age Worship Team

Pastoral:

* To be a member of the Benefice Pastoral & Missional Leads Team
* Working in close partnership with an SSM colleague, have Pastoral responsibility for the primary care of the worshipping community of St Michael’s Winterbourne
* To assist the Incumbent in Baptism and Marriage Preparation
* To do Home communions and general pastoral visiting
* To be member of St Michael’s PCC and Executive Leadership Group
* To be a member of the Benefice Council
* To be a member of the Benefice Worship Advisory Group and Pastoral Team

Missional:

* To lead on and encourage missional work within the Parish of Winterbourne, building upon initiatives already established
* To develop missional opportunities using the resource of the new

St Michael’s Community Centre (to be opened in April 2024)

* To work in collaboration with the Mission Area Discipleship and Youth & Families Missioners
* To lead a Benefice Study Group and other sessions as appropriate

Diocesan:

* To contribute to the Yate and Fromeside Mission area as appropriate.
* To attend Deanery Chapter & Synod and other events as appropriate

**Administrative:**

Preparation: As required*.*

Staff Meetings: Monthly supervision meeting with Rector, monthly Ministry Team Meeting and monthly Pastoral & Missional Team meeting

Benefice Council and PCC: To attend Benefice Council, St Michaels PCC, Executive Leadership Group and other meetings as required

Deanery Chapter/Synod: Attend when possible

Personal and Spiritual development: Annual retreat. 4 hours per month

theological and ministerial study. Meet Spiritual director monthly.

**CMD:** Fulfil Diocesan requirements under Common Tenure including Ministry

Development Review.

**Expenses:** Paid in full by St Michael’s Parish. Costs of travel at Diocesan

Mileage rates.

**Holidays:** To have ***at least*** 6 weeks free each year, to include at least one Sunday a month.

**Review:** To meet with Incumbent twice a year to review progress and how this agreement is working, and to meet with a member of the Bishops staff team every two years as part of the MDR process.