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**Christ Church Virginia Water**

**Job Specification:**

**Stipendiary Associate Vicar**

**Christ Church Virginia Water** is an Evangelical Church of England Parish, with a congregation made up of all ages drawn from many countries and Christian denominations, including Royal Holloway University, and those living within a 20-mile radius of Virginia Water.

We wish to appoint an Associate Vicar to help further our Vision to be “in the community, for the community, to the Glory of God”. The role includes sharing in all aspects of the ministry & vision of the Church, leadership of our three Sunday services, and team management.   
  
Diocesan stipend with good accommodation provided.

The Associate Vicar will share Parochial responsibilities with the Vicar.

**Tasks and Responsibilities:**

You will be fully involved in the life of Christ Church and of the staff team, and in taking forward our vision, through:

* leading and preaching on 3 Sunday services with the Clergy and Service Leaders on a rota basis.
* sharing leadership of monthly services at local nursing homes as well as occasional services such as Baptism, Weddings and Funerals.
* provide supervision and line-management for Pastoral staff include termly review and goal setting, based on their job specs, previous appraisals, and the Church’s Vision.
* deputizing for the Vicar in his absence
  + chair the Pastoral Care Team and share in the pastoral care of the Church family. This will include the regular visiting of church members and parishioners especially those new to the parish, sick or in hospital.
* share oversight of the Connect Groups and outreach courses. Dividing responsibility for teaching and training ministry possibly including:
  + - Coordinating the Home Groups, leadership training and selection of study material
    - Coordinating training courses
    - Recruiting and training volunteer teams to be involved in Sunday services
    - Overseeing occasional courses such as Alpha, Christianity Explored, Discipleship Explored etc. Training leaders and being involved in the programme of evangelism and discipleship through these courses.
* share leadership of door to door and other evangelistic initiatives to ensure that our purpose is fulfilled - “to know Jesus and make Jesus known”
* doing all to assist with the furthering of the Vision and Purpose we believe God has give us for Christ Church, see [www.cc-vw.org](http://www.cc-vw.org)
* Through ongoing discussions with the Vicar, the Associate Vicar will be encouraged to take leadership in one or more aspects of ministry that use their gifts and calling to maximum effect and to the glory of God.

**Personal Experience and Attributes**

Whilst it is acknowledged the successful candidate will be ordained and licensed by the Bishop of Guildford, there are specific attributes and experiences considered **essential** for this role:

* An evident vibrant faith in the Lord Jesus Christ
* A proven track record in parish ministry with evidence of increasing responsibility
* A servant heart
* The ability to work within a ministry team
* Good relational and bridge-building skills
* Approachable
* Flexible and enthusiastic

**Further Details:**

This is an initial 3 year term, full-time position with 42 days annual holiday, inclusive of 6 Sundays, plus the statutory 8 Bank Holidays. This entitlement includes time off in lieu of working during Christmas and Holy Week. Holiday dates are to be agreed with the Vicar to ensure continuity of ministry.

All members of staff are required to read and agree to the terms set out in the Staff Handbook.

Accommodationis provided rent free by the Parochial Church Council, in a property owned by the Diocese of Guildford. Following occupation, it is the responsibility of the Associate Vicar to maintain the garden and keep the interior of the property in good order and to bear the costs of so doing. Any issues pertaining to the maintenance or repair of the exterior of the property should be brought to the attention of the Diocese.

Christ Church is committed to safeguarding and promoting the welfare of all those who are vulnerable. We expect all of our staff and volunteers to share this commitment.

**This post is subject to a Disclosure and Barring Service and identity check.**

To apply, please complete the application form and return it to operations@cc-vw.org by the extended closing date of 5 June 2022.

**Terms of Appointment**

**Attendance at Meetings**

The Associate Vicar will be expected to attend Sunday services and meetings of the PCC, Steering Committee, Clergy and Wardens, Safeguarding as well meetings pertaining to specific ministry areas such as those of the Home Group Leaders, Pastoral Care Team etc.

Additionally, the Associate Vicar will help give leadership to the staff team who meet monthly for Bible study and prayer, and to review the ministry of the Church.

The Associate Vicar is expected to participate in Deanery Synod and Chapter meetings.

**Continuing Education, Ministerial Development and Ministry Review**

The Associate Vicar will participate in the Diocesan Continuous Ministry Education (CME) programme and is expected to engage in continuing theological study.

The Vicar and Associate Vicar will meet regularly for prayer, discussion and mutual support.

**Personal Development**The Associate Vicar will be encouraged to continue his personal development. Extra Parochial activities such attendance at Missions and Conferences is by agreement with the Vicar and Church Wardens.

**External Ministry**

The Associate Vicar may take outside ministry commitments, if compatible with his ministry at Christ Church. These outside ministry commitments are to be agreed by the Vicar and Wardens.

**Reporting and Performance Review**

The Associate Vicar will be supervised by the Vicar with whom he will meet on a regular basis. The Associate Vicar’s performance and ministry contribution will be subject to an annual Performance Review conducted by the Vicar. The Associate Vicar is encouraged to seek additional spiritual direction and to devote time each week to personal study.

**Stipend & Pension**

The stipend for an Associate Vicar is set by the Diocese of Guildford, subject to annual increments in accordance with Diocesan policy and is payable through the Diocesan payroll. Pension contributions will be made to the Church of England Pensions Scheme

**Expenses**

Expenses will be met by the Parochial Church Council in line with Diocesan policy and local Staff Expenses policy as detailed in the Employee Handbook. The Associate Vicar will submit expense claims as expenses occur, or at least monthly.

**Description of Ministry Responsibilities based on the Ordination Declarations**

Priests are called to be servants and shepherds among the people to whom they are sent. With their bishop and fellow-ministers, they are to proclaim the word of the Lord, and to watch for the signs of God’s new creation. They are to be messengers, watchmen and stewards of the Lord; they are to teach and to admonish, to feed and provide for his family, to search for his children in the wilderness of this world’s temptations, and to guide them through its confusions, that they may be saved through Christ for ever. Formed by the Word, they are to call their hearers to repentance and to declare in Christ’s name the absolution and forgiveness of their sins.

With all God’s people they are to tell the story of God’s love. They are to baptize new disciples in the name of the Father, and of the Son, and of the Holy Spirit, and to walk with them in the way of Christ, nurturing them in the faith. They are to unfold the scriptures, to preach the word in season and out of season, and to declare the mighty acts of God. They are to preside at the Lord’s table and lead his people in worship, offering with them a spiritual sacrifice of praise and thanksgiving. They are to bless the people in God’s name. They are to resist evil, support the weak, defend the poor, and intercede for all in need. They are to minister to the sick and prepare the dying for their death. Guided by the Spirit, they are to discern and foster the gifts of all God’s people, that the whole Church may be built up in unity and faith.

**At their ordination clergy agree to:**

* Accept the holy Scriptures as revealing all things necessary for eternal salvation through faith in Jesus Christ.
* Be diligent in prayer, in reading holy Scripture, and in all studies that will deepen their faith, and fit them to bear witness to the truth of the Gospel.
* Lead Christ’s people in proclaiming his glorious gospel, so that the good news of salvation may be heard in every place.
* Faithfully minister the doctrine and sacraments of Christ as the Church of England has received them, so that the people committed to their charge may be defended against error and flourish in the faith.
* Knowing themselves to be reconciled to God in Christ, strive to be an instrument of God’s peace in the Church and in the world.
* Endeavour to fashion their own life and that of their household according to the way of Christ, that they may be a pattern and example to Christ’s people.
* Work with their fellow servants in the Gospel for the sake of the kingdom of God.
* Accept and minister the discipline of this Church, and respect authority duly exercised within it.
* In the strength of the Holy Spirit, continually stir up the gift of God that is in them, to make Christ known among all whom they serve.