

# [Church Name]

## Priest in Charge Job Description

**Job Title:** Priest in Charge

**Reports To:** The Elders

**Position Status:** Full-Time

**Purpose:**

**The Charge:** The charge is the incumbency of [Church Name] in the Diocese of [Church Name]. It's situated at [Church Name].

**The Work:** The work of the Priest in Charge is governed by the Code of Canons of the [Church Name] and the Constitution of [Church Name].

**The Appointment:** As stated in the Constitution of [Church Name].

Stipend: Half the minimum stipend at [Date] which is \_\_\_\_\_ with a noncontributory pension scheme at the rate of 25.3% paid by the congregation.

Place of Work: The Parish of [Church Name].

Residence: The Rectory, [Location].

**Allowances:** Travel and telephone expenses are reimbursed, as are a proportion of the rectory heating costs. Council tax is also reimbursed.

**Key Roles:**

- To act as Priest for the congregation of [Church Name].
- To maintain and develop the involvement and participation of young families in [Church Name] worship.
- To provide enthusiastic leadership and direction for the future development of [Church Name].
- To maintain excellent, friendly and transparent communications with all church lay groups.
- To build on existing ecumenical relationships with other churches in the local area.
- To conduct wedding, funeral and confirmation services.

## Key Tasks:

### Priest

- To preside and preach at regular Sunday morning services and special services within the liturgical year, overseeing and supporting the participation of lay members.
- To attend to the pastoral needs of the whole congregation, especially those who are old or ill and unable to attend services.
- To support and encourage the children in the church, holding family services and advising the Sunday School, and also to maintain working relationships with the local primary schools.
- To promote in the local area the opportunity for Anglican worship at [Church Name].

### Leadership

To have overall responsibility for enthusiastic leadership within [Church Name], working with the Vestry and congregation to agree strategies and priorities for the future with emphasis on a caring, inclusive, non-judgmental ministry reaching out to new families in the area. The lay ministry and the Sunday School also require support and guidance.

### Management/Administration

1. To chair the meetings of the [Church Name], and the Annual General Meeting of the congregation.
2. To be responsible for the day to day operations of the church. This includes responsibility and awareness of relevant legislation relating to for example, the Protection of Children and Vulnerable Adults and Health and Safety.
3. With the help of the Vestry, to ensure that budgets are set and managed properly.
4. To oversee and support fundraising organized by the Vestry.
5. To ensure that [Church Name] operates within the Canon Law of the Episcopal Church.

### Diocesan and Wider

1. To work in cooperation with fellow diocesan clergy and the bishop to enhance the unity of the diocese.
2. To build on good ecumenical relations with other churches in the area.

### Personal

1. To be comfortable communicating with all ages and sorts of people in a sensitive, friendly and approachable manner.

2. To be able to think strategically but with practical skills to enable God's mission to become reality within the wider community.
3. To be at ease with different expressions of worship.
4. To be motivated to find additional employment if required.
5. To maintain his/her spiritual growth.
6. To hold a valid driving license.
7. To have the basic computer skills.
8. To maintain the gardens surrounding the Rectory to a reasonable level.

I have read and received a copy of my job description.

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Signature [Priest in Charge]

Date

Revised: \_\_\_\_\_