

Archdeacon

Role Description

Role Title

Archdeacon of Bournemouth

Introduction

As a diocese we are committed to rooting ourselves in *Living the mission of Jesus*. We have begun a strategic process to create a mission-shaped Diocese, so that parochial, pastoral and new forms of pioneering and radical ministry will be infused with the life of the Spirit of mission. It's a life lived out in three dimensions:

- § Passionate personal spirituality
- § Pioneering faith communities
- § Prophetic global citizenship

Overview and scope of the role

The archdeacon needs to be a priest with pastoral gifts and spiritual maturity, able to relate to, encourage and support both clergy and laity in their fulfilment of the mission of Jesus. The archdeacon exercises an ordinary jurisdiction, which may either be performed in person or through an official or commissary. The archdeacon shares in the bishop's ministry of mission, pastoral care, worship and teaching, ensuring that all ecclesiastical duties are diligently performed and bringing to the bishop's attention what calls for correction or merits praise. The archdeacon also represents the Diocesan bishop in the resource management, financial and organisational structures of the Diocese.

Overall role purpose

To nurture and strengthen the foundations of the Diocese's work to enable mission, leadership and growth in the Diocese, as envisaged by the Diocesan Mission Strategy and delivered through the Deanery Mission Plans in The archdeacons. This is achieved by working collegially with the bishops, area deans and others, and through carrying out statutory duties.

Appointment & Accountability

The archdeacon is appointed by, and accountable to, the Bishop of Winchester to serve in the diocese.

The archdeacon is accountable to the Diocesan Chancellor as Ordinary.

The archdeacon serves as a colleague with the suffragan bishop and supports their leadership in strategy and mission.

The archdeacon can work across the diocese, but has a particular responsibility for The archdeacons to which appointed, working closely with the suffragan bishop, Area Deans and Lay Chairs of The archdeacons.

The archdeacon is expected to work collaboratively with other archdeacons, the Bishop's Staff and the staff of the Diocesan Office and Cathedral.

The archdeacons have regular meetings with the Diocesan bishop, and immediate access whenever necessary. The Diocesan bishop recognises his responsibility to support the archdeacon in the carrying out of duties, and will conduct an annual review of ministry.

Core Responsibilities

The role of Archdeacon is pastoral, administrative, disciplinary and quasi-judicial across the diocese, but with special responsibility for the archdeaconry. As a colleague the archdeacon assists and supports the suffragan bishop in their leadership of the Diocesan Mission Strategy. The Archdeacon takes responsibility for particular spheres of work, especially in ensuring good order and process.

Strategy:

- § Working through strategic plans for the diocese with the Bishop's Staff Team and the structures of the diocese and its committees.

Leadership:

- § Sharing with the diocesan bishop in his leadership, ensuring good order (and development) in mission and care.
- § Assisting the suffragan bishop in their leadership amongst clergy and parishes in the archdeaconry.
- § Assisting the suffragan bishop in the work of the archdeaconry Team.
- § Sharing with the diocesan bishop and suffragan bishops in his teaching and preaching ministry.
- § Encouraging and enabling the ministry of Churchwardens through training events, meetings, pastoral and parish visits, and annual admissions.

Legal and Financial Matters:

- § With the other archdeacons, conducting the Annual Visitations; Articles of Enquiry; and Parochial Visitations
- § Taking responsibility with others, especially the area deans, Finance Department and Head of Operations, that the collection of Parish Share is promoted across the archdeaconry for the furtherance of mission.
- § To represent, when appropriate, the diocesan bishop in the resource management, financial and organisational structures of the diocese.
- § For the fulfilment of their responsibilities as Ordinary.
 - To be an ex-officio member of the Diocesan Advisory Committee (DAC).
 - To support the Secretary of the DAC in the delivery of support to parishes and the development of church buildings.
 - To work with the Faculty process.
 - To work closely with the Diocesan Registrar in legal matters .
 - To work closely with the Human Resources Adviser.
 - To play a role in matters of discipline and order.

Pastoral Care:

- § Assisting the diocesan bishop and suffragan bishops and area deans in the pastoral care of clergy and their families, and churchwardens.
- § Complementing the suffragan bishop in caring for counselling and supporting clergy and their families, and churchwardens.
- § Ensuring that all ecclesiastical duties are diligently performed by those responsible.

Pastoral Reorganisation:

- § Overseeing the working out of Deanery Plans through the Mission and Pastoral Committees.
- § Chairing the archdeaconry Mission and Pastoral Committee.
- § Take the lead (archdeaconry and diocese wide) in the consultation over proposals for pastoral reorganisation and other Mission and Pastoral matters.

Vacancy & Appointments:

- § Leading in those aspects of the vacancy and appointment process which are their responsibility and ensuring that appointments serve the strategic direction of mission agreed for the archdeaconry, deanery and benefice/parish.
- § To be proactive in leading worship during a vacancy, when possible
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Cathedral:

- § The archdeacon is an Honorary Canon of the Cathedral.
- § The archdeacon will attend and participate in diocesan events and services as appropriate.
- § The archdeacon will attend and participate in the Annual General Meeting and worship of the Greater Chapter

Buildings:

- § The archdeacon is a key member of the Property Forum and the Finance and Property sub-committee and should:
 - be familiar with clergy houses, church buildings and other properties especially within The archdeaconry, in order to enable the implementation of building, alteration, replacement and improvement schemes for the Property Department;
 - provide stimulus, support and advice for parishes to consider, and to implement plans for the reordering of church buildings in order to ensure they are appropriate facilities for effective mission and ministry.

General Expectations

Work collaboratively with colleagues. Encourage and enable colleagues to participate fully in strategy, planning, implementation and review.

Ensure that gifts and talents are identified and used effectively to encourage and build up the community/team/faith.

Inspire, motivate and empower colleagues (individually and collectively) to ensure that gifts and skills are recognised and developed for the good of the community/team/mission.

Work with The archdeacons' P.A. and any other allocated administrative resource to develop appropriate and clear boundaries and understanding of the responsibilities and accountabilities of roles in relation to the work that the archdeacons' Office needs to deliver.

Acknowledge and respect diversity, developing unity and a sense of common purpose and involvement. Take opportunities to promote diversity and challenge those who disregard it.

Committees

An Archdeacon works with and within the diocesan structures enabling it to function, communicate, interlink and run smoothly and well in order to support and resource the work of mission. This means being present on different Boards and Committees and liaising with Diocesan Officers and Staff. These may include:

- § Bishops Staff Team
- § Bishop's Council and Standing Committee
- § Diocesan Synod
- § Finance and Property sub-committee
- § Executive Management Team
- § Human Resources Management Group
- § Alternating with the other archdeacons in standing for General Synod, and serving on wider Church committees as agreed with the diocesan bishop.
- § Dividing responsibility with the other archdeacons for the following areas:
 - Joint Board of Education
 - Chairing the Winchester and Portsmouth Clerical Registry
 - Participating in Hampshire Resilience
 - Chairing the Newcastle Panel

Portfolio

The archdeacons will be asked to take on particular portfolios as the need arises. Currently the areas covered by both are:

- § Ecumenical links
- § Rural issues and support of a new Rural Officer
- § Generation of new finance
- § Creating and reworking Role Descriptions
- § Reworking the Vacancy and Appointment process

Key Relationships

The archdeacon needs to maintain regular contact with the following people:

- § The diocesan bishop and suffragan bishops
- § The Chief Executive, WDBF
- § The archdeacons P.A.
- § All colleagues in the Bishop's Staff Team.
- § The Diocesan Registrar

Personal Development and Spirituality

The archdeacon is expected to commit to continually developing personal skills and knowledge. Opportunities for development will include, but not be restricted to:

- § Training courses, usually shared with Bishops and/or Deans
- § Bi-annual National Archdeacons Conference
- § Annual Southern Archdeacons Conference
- § Local archdeacons meetings – Winchester, Portsmouth and Guildford
- § Monthly meeting with the other archdeacons.
- § Annual retreat and spiritual director.

Any other relevant information

The following documents contain relevant information about the role and responsibilities of an archdeacon:

- § Diocesan Handbook and website (as Handbook is updated)
- § Diocesan Directory
- § Canons of the Church of England (see below)
- § Ecclesiastical Law by Mark Hill
- § Halsbury's Laws of England, 34 Ecclesiastical Law
- § Church of England Measures

Statutory Responsibilities

The role of Archdeacon is governed by Canon Law and by Measures:

- § Canon C22
- § Inspection of Churches Measure 1955
- § Faculty Jurisdiction Measure 1963
- § Care of Churches and Ecclesiastical Jurisdiction Measure 1991
- § The Ecclesiastical (Terms of Service) Measure 2009

+Timothy Winton
The Bishop of Winchester

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