

Generic Job Description Archdeacon

Post: Archdeacon

Purpose: To support the Bishop as Chief Shepherd, Pastor and Minister of the Diocese, a visible sign serving the Church's unity and continuity in apostolic life mission and ministry.

Responsible: In collaboration and full co-operation with the Bishop, Clergy and Laity for leading, co-ordinating and administering the Archdeaconry.

PRINCIPAL TASKS AND DUTIES DIOCESE

1. To work closely with the Bishop as a 'critical friend' sharing a common vision for the diocese and complementing the bishops' gifts in areas of, for example: – Pastoral care and support of clergy and their families – Training and resourcing of the Church with regard to future terms of service for Clergy – Bishop' review – Profiling of parishes – Developing and implementing strategy for mission and ministry in the diocese.
2. To be a member of the Bishop's Staff in the Diocese and contribute to the development, implementation, monitoring and evaluation of Diocesan Policies and procedures.
3. To represent the Bishop and Diocese as requested
4. To participate in diocesan appointment procedures for vacancies
5. To contribute to the financial and organisational management of the diocese through involvement with appropriate committees, helping to set priorities, aiding the process of inspiring and communicating vision.

ARCHDEACONRY

1. To organise regular meetings of key groups within the Archdeaconry; including clergy, lay ministers, parish secretaries, communications officers and wardens, and to encourage the unifying concept of archdeaconry within the diocese.

PARISHES

1. To ensure that parishes comply with the law governing the administration of the electoral roll
2. To decide disputes concerning the electoral roll
3. To undertake the functions and administration associated with the constitution: for example – Admitting churchwardens – Ensuring maintenance of inventory and parsonage
4. To chair parish and vestry meetings when a parish is vacant and to act as effective incumbent in a vacancy where necessary.

5. To advise clergy, PCC's and laity on matters concerning the maintenance of the church, churchyard and church hall
6. To facilitate pastoral reorganisation
7. To support and guide parishes during vacancies and during periods of clergy incapacity.
8. To ensure clergy are aware of terms of office and ensure compliance with the prescribed procedures, including clergy discipline
9. To encourage and support clergy in ongoing ministerial development through training and mentoring.

MINISTRY

1. To participate in parish ministry