



DIOCESE of OXFORD

A Christ-like Church for the sake of God's world



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Parish Profile

ST. BARTHOLOMEW'S DUCKLINGTON-WITH-HARDWICK

Archdeaconry of Dorchester, Diocese of Oxford

As a village church we seek to provide a spiritual home for everyone in the community in our worship and service, rooted in a strong caring and pastoral ministry.

Foreword from the Archdeacon of Dorchester

I am delighted to welcome you to this profile for the post of House for Duty Rector of the Benefice of Ducklington with Hardwick.

This is a parish with a high percentage of lay involvement, a wide and diverse churchmanship and a passion for deepening and developing spirituality for all sections of the community. There is no 'Team' as such, but a collection of smaller teams covering different parts of church life, and a number of retired Licensed Lay Ministers and Clergy who help out regularly. While there are good links with the local school, there is a strong desire to grow their work and ministry with children, young people and families, and to reach out to those new to church and community. Over the years the church here has developed long standing approaches to church life, but they are open to being challenged and to evolutionary change where this is done tactfully, with consultation, good leadership and careful listening.



This post has been a House for Duty post for some time, and there is a good understanding locally of what can realistically be achieved by the Rector in the requisite two days plus Sundays each week. You will find plenty of information in this profile detailing the attributes and skills we are looking for in the next Rector of this parish. Please do contact me if you would like a conversation.

A benefice like this offers an opportunity for a fulfilling ministry that makes a difference to its community and enables more people to encounter the love of God. As a Diocese, our vision is to be more contemplative, compassionate and courageous in all that we do. The priorities we are focussing our energies on most particularly are environmental action, growing disciples and new congregations, addressing poverty and inequality, and serving our schools, children and young people. Anyone taking up the post will, I hope, wish to engage with our vision and to offer their own insights, ideas and energy as we explore what it means to be a Christ-like Church for the sake of God's world.

Ducklington is a delightful village, situated in a beautiful part of Oxfordshire with good local amenities. Anyone coming here can also expect good support from the parish, the deanery and the Area Team. I do hope having read this profile that you will consider applying for this post.

With every blessing

Judy French
Archdeacon of Dorchester

Introduction from the Area Dean of the Witney Deanery



Witney Deanery consists of a vibrant collection of 38 churches, with very different styles of worship. As a Chapter we meet together regularly on Zoom, with plans to have more meetings in person. Our weekly meetings have been particularly important in supporting each other during the pandemic.

We have 3 deanery priorities: Church Growth, Schools' Ministry and Deepening Faith and Discipleship. These give us a focus for our work as a deanery, where we share in working groups and put on events to facilitate development in our priority areas. We are also a pilot for Fresh Expressions - Greenhouse Projects that enable churches to nurture others in their faith.

Our Synod meets three times a year and concentrates on sharing positive ideas and plans for the future and particularly supporting the smaller, rural parishes.

The Deanery Clergy and Standing Committee members have held a residential as a time to spend time together in friendship and prayer and this has helped us to develop and strengthen working relationships. We have also held an annual quiet day together and a social in the summer. We have met our Deanery Parish Share fully over the last 6 years and are committed to continue this, to enable our mission and ministry to grow.

We are excited to have the opportunity to have a new colleague join our chapter and to share in ministry together in this beautiful area of the country. We can assure whoever God calls among us, that they will have a warm welcome and firm support! It's been a joy to spend more time in the benefice during the vacancy and to work closely with the wardens and administrator. I am happy to talk to anyone who has further questions.

Rev. Margaret Dixon Area Dean

Rev.margaret.dixon@btinternet.com or 01993 880095

St Bartholomew's Vision and Mission

Our vision and mission statement is an attempt to answer the question, "why is the church here and why does it matter?" The Diocese of Oxford has set the tone: "We believe that a church is the community of God's people, not the building. We believe that becoming more Christ-like is about who we are called to be, not what we're called to do." The characteristics of a Christ-like church are described as contemplative, compassionate, and courageous. As we translate this ambitious vision into our life and ministry in this parish we seek to be:

Contemplative

- deepening our presence in this parish, serving as the spiritual heart of the community, providing space for prayer, and cultivating the gifts of faith, hope and love,
- coming together in worship that inspires and challenges us in our daily lives,
- nurturing the spiritual life of our congregation both individually and collectively, through prayer, formation (personal and communal), worship and witness.

Compassionate

- providing a safe space for all,
- continuing to be a place of openness, warmth and generosity that reflects the love and joy of our faith, welcoming and respecting people of all backgrounds at any stage of their faith journey,
- offering comfort and support in response to the needs of individuals and families in our community in their time of need.

Courageous

- building on the excellent relationship we have with the school,
- encouraging and equipping our members in their influence in the workplace and community life,
- exploring the creative use of our building for the whole community,
- engaging with those on the fringe of church life and exploring, with them, ways in which we can be more responsive to their interests and aspirations,
- playing our part in the wider deanery and ecumenical community of faith in West Oxfordshire, seeking new opportunities for us to learn from one another in our ministry and witness,
- helping our members understand the times in which we live and respond to the needs of our world in the love of Christ.



About our parish

Saint Bartholomew's is set in a semi-rural village with a population of 2,000 comprising a mixed population of all age groups. The village's ethnic mix is predominately white British. The population has been growing steady over the last few years fuelled by the construction of new small housing developments, and further development, possibly over 100 houses, is planned.

We are fortunate to be part of a beautiful, picturesque village with quintessential village landmarks and amenities such as a duck pond, village hall, thriving primary school, pre-school, pub, and some small local industries. There are two hotels on the edge of the village and a large Lidl supermarket.

We also have Ducklington Mead which is a Site of Special Scientific interest (SSSI) and is registered with Natural England. The field, each April, springs to life with an abundance of Snake's Head Fritillary (*Fritillaria Meleagris*) and this annual flowering has a special significance for St. Bartholomew's – of which more later.

The village is a 20-minute walk from Witney, an expanding market town, that retains at its heart the traditional buildings and features of a Cotswold town. There is a wide range of independent shops, two Secondary Schools, a leisure centre, a multi-screen cinema, and a small hospital among many other facilities. Oxford, 10 miles to the east, is easily reached by car along the A40 or there is a regular bus service from the village into Witney from where there is a very frequent bus service to Oxford.

About the Church – the building

For almost 1,000 years people have gathered in St Bartholomew's to worship, to mark significant moments in their lives, and to enjoy each other's company. It has been the

spiritual and social centre of the village. Each generation has cared for the building, which in turn has served the community in its needs.

The building itself, dates from the 12th century, with 14th century enhancements to the North Aisle, is grade 1 listed and has been well maintained. Significantly the actual footprint of the church remains unchanged since the 12th century apart from the 13th century addition of the tower.



The latest quinquennial inspection took place in 2019 and recommended some stonework replacement to the north porch and repair/painting of all external guttering and downspouts. This work has either been completed or ordered.

Projects undertaken since 2000 include:

- a major fund-raising project that enhanced the west end of the church and included
 - updating the vestry
 - adding a toilet
 - improvements to the bell tower

The above involved a year-long fundraising campaign led by members of the congregation and grant funding applications which proved successful.

- a re-vamp of the children's corner
- provision of a mobility scooter park at the south door
- replacement of the solid internal north door with a modern glazed door
- additions to the sound system to facilitate Zooming services from church

In the main we have used local village builders and electricians who, fortunately, have the skills needed to work on such an old building.

Other projects being considered for the future include

- disabled access to the church via the south porch.
- a possible kitchen re-development.

there are however no immediate plans to proceed with either of these initiatives.

The old churchyard around the church is still technically open although no interments, apart from ashes, have taken place for over 100 years. The new churchyard on the north side of the church is still open and has space for about another 20 years of interments.

The PCC and the Standing Committee meet six times a year. The PCC comprises 13 elected members of the laity plus licensed lay ministers (3), deanery synod reps., and the wardens. The PCC oversees all aspects of church governance and receives reports from the fabric and pastoral committees, the wardens, and the treasurer.

About the church – the people

Until the start of the Covid pandemic morning services commenced at 09.30 and communion was celebrated weekly. The first Sunday in each month was an “all-age” service without communion and communion was celebrated at a quieter reflective service in the evening. Morning services now start at the later time of 10.30 and communion is only celebrated on 2nd and 4th Sundays, an arrangement sanctioned by the bishop. This arrangement allows us to offer different types of worship which appeal to people with different backgrounds and expectations.

From the outset of the Coronavirus restrictions the church delivered services via Zoom and telephone, initially from the Rectory, and then from the church once the camera technology had been installed. This has given us the opportunity to explore alternative patterns of worship to support our on-going ministry, and we are fortunate to have in our congregation the technical expertise that has enabled us to professionally deliver “on-line” services since March 2020. We continue to Zoom our weekly service for the benefit of those unable to physically attend church. Our commitment is to be open and welcoming to everyone, whether they are watching via Zoom, listening via the telephone, or present in the church.

Our age range is 0 to 95 with average attendances each week of 60 of which about 50 are communicants. We have a regular but small group of school age children who attend church, and we have recently met with the diocesan advisor for assistance in this area to enable us to attract more young families.

There is a strong ‘village identity’ amongst the congregation even though nearly half travel in from Witney and other outlying villages. There are 102 names currently on the electoral role.

The Rector and the three LLMs usually share leading and preaching at weekly services. We also welcome visiting clergy, especially at holiday times, and like to encourage retired clergy who attend the church, to preach occasionally.

There are two Churchwardens who manage a team of assistant wardens, sidespersons, and several lay communion servers. On occasion specific members of the congregation lead and plan other services such as the Good Friday service and the Crib Service. We find this lends a different perspective to the services. In the spirit of recent pronouncements by the Church, we aspire to a more lay-led ministry supported by the clergy.

Other church groups that run are:

- A singing group which meets regularly in the church and sings at every service. Everyone is encouraged to come along and share their voices!
- A House-group is held every two weeks at various homes and has been on zoom during the pandemic.
- Morning prayer group held daily from homes on Zoom, led by lay members of the congregation.
- A monthly meeting, calling itself the ‘Chrysalis Group’ led by one of the LLMs, that explores the challenges of faith in everyday life.
- ‘Creations’, a craft group that meets twice a month in church members homes or the local pub. This is an outreach activity, connected to the national Greenhouse Fresh Expressions initiative.
- Lent groups held annually at various locations.
- A monthly prayer diary, compiled by a lay member, to encourage people in their daily prayer life.
- Flower arranging weekly for general services and special Christian festivals, and for weddings and funerals, if required.
- A confirmation group preceding a confirmation service is usually held bi-annually.
- An annual Ladies Away Day, and we would like to restart the men’s group.
- Tower and Handbell teams practicing weekly.
- An Events committee

Music plays a very important part in our worship with 3 keyboard players, a Singing Group, and occasionally other members of the congregation will play alternative instruments. Our strong team of keyboard players play at services each week and are also available for weddings and funerals.

We hold occasional other events in the church apart from services. These include

- Messy church, led by a lay leadership team, held twice a year for children from the church, school and the village. Usual attendance is between 10 and 15.
- Christmas and summer musical evenings from The Brize Singers, several of whom are members of the congregation.
- Annual craft morning at the start of Advent (for primary aged children) which is also used to prepare for the Christingle service.
- “The Easter Experience” and “The Christmas Experience” where children from the primary school are helped to explore the true meaning behind the festivals through staged tableaus, discussion, and teaching.
- Carol concerts etc. for the primary school children
- Fritillary Sunday (see below)

We also have use of the village hall which is very near the church. This is used for other church events such as the Harvest Supper and Fritillary Sunday.

Pastoral Care

St Bartholomew's has a dedicated pastoral care team who are willing to try to arrange transport or even pick up some shopping, for anyone who finds themselves with no other solution to an emergency. They also keep a watchful eye on older and more infirm members of the congregation to ensure that they are suffering no hardship or neglect. Two members of the team are also authorised to administer home communion when requested.

St Bartholomew's, the community of Ducklingtonand beyond

St Bartholomew's has a strong connection with the village and the wider community. The church is open daily and is visited by parishioners and members of the wider community who come sometimes to marvel at the medieval craftsmanship and sometimes for quietness and silent prayer. We are open to all and encourage engagement with us. We have tried to make ourselves more visible to the community by holding the occasional service partly in the churchyard. An important annual event in the village is Remembrance Sunday. The congregation gather at the village war memorial, which is very near to the church and a considerable number of villagers also attend the short service at the memorial.



St Bartholomew's church members have strong links with other Christian and community organisations such as

- Street Pastors
- Churches Together in Witney
- Christian Aid
- Greenbelt Festival
- Witney Inter-Church Singers
- Third Order of Franciscans
- New Wine
- Spring Harvest

- Ducklington with Hardwick and Yelford charity
- Ducklington Good Companions
- Ducklington WI
- Ride and Stride organised by the Oxford Historic Churches Trust.
- The Walter Strickland Ducklington Educational Trust
- Ducklington Parish Council
- Ducklington Big Lunch.
- Ducklington Flower show
- Ducklington Village Hall Committee
- Ducklington Sports Club
- Cokethorpe School



A major village event, held now for over 20 years each April, is Fritillary Sunday.

Fritillaries very rarely grow in the wild anymore and the fact that they do in Ducklington explains the granting of a SSSI status to the meadow in which they grow. The Peel family, who own the meadow, agreed to open it for one day a year in aid of church funds and it is a tradition maintained ever since. People come from far and wide and even from abroad to see these beautiful flowers in close up and to walk amongst them. As part of the day, the church is open with exhibitions, hand bell ringing, ploughman's lunches and cream teas in the village hall and the sale of fritillary souvenirs. This annual event raises between £2-3,000 for church funds.



St Bartholomew's has established, and maintains, a strong social media presence through the use of its [website](#) and [Facebook](#) page. Both sites not only list forthcoming events but also those occurring in the wider parish. It also shows rotas, items of interest, and prayer diaries for the month and guidance on baptisms, weddings, and funerals. There is a facility to listen to sermons again, to look at pictures of events and to buy local products that help with fund-raising. There is a strong feeling that both channels are a strong form of outreach for those members of the congregation that cannot attend church, for whatever reason, for those who may have left to attend university or have moved to other areas of the country or, indeed, the world. A weekly electronic newsletter is sent out to subscribers to keep them up to date with what is happening.

The School

We have a close relationship with our local church primary school, holding their annual Harvest, Christmas, Easter, and Leavers' services here in church. Each year, the church community and the school share the 'Easter Experience' - in one year, pupils come into church to meet with members of the congregation to talk about Easter and its meaning and then the roles are reversed the following year by going into school. The relationship between church and school is strengthened as the three foundation governors on the Governing Body are active members of the congregation as well as the Rector leading collective worship during the year in school. During the pandemic, members of the church provided support for families in need within the school community and held a 'Christmas Experience' for individual classes to enable them to access the church during the challenging times.

We asked some of the children what they were looking for in a new Rector: "Kind heart", "Knows about God", "likes children", "is fun, knows jokes", and "can talk to people".

The Context for Ministry

St Bartholomew's historically had a full-time rector and has never been part of a larger benefice. Until 2013 the benefice was served by a house for duty priest-in-charge at which time the post was upgraded to Rector. There is one member of the congregation who is a retired cleric and preaches or leads services on occasion throughout the year. There are also three LLMs who preach regularly throughout the year.

The Rectory



The Rectory is within short walking distance of the church. It was built post war (1948) and has 4/5 bedrooms, a good-sized study, 2 bathrooms and a downstairs toilet. The study and toilet are at the front of the Rectory and can be separated/locked from the living accommodation so affording privacy. There is a good sized walled south facing garden and garaging.

Our Finances

St Bartholomew's operates two accounts, a General Account and a Fabric Account. The General Account receives planned giving and income from collections and fundraising of about £55,000. All the running expenses of the church are paid from this account including the £35,000 Parish Share. This account usually breaks even over the course of the year. The Fabric Account received income from the Friends of St Bartholomew's and from fund raising and grants. The account pays for the maintenance of the building and specific building projects. Reserves in this account amount to about £15,000. The treasurer

provides the PCC with detailed monthly accounts and a copy of the latest accounts may be obtained by emailing treasurer@ducklingtonchurch.org.uk.

Collections for the General Account are taken at services either in cash or by payment card, but the bulk of giving is via the Parish Giving Scheme. We have committed and generous givers in the congregation, the majority of whom gift aid their donations. The rector's agreed expenses are paid in full each year.

You as an applicant to be our Rector

We are looking for a positive, approachable Rector, with enthusiasm for ministry in a well-established parish where the style of worship ranges from traditional Anglicanism to services with a more contemporary free-flowing structure. Someone who will come amongst us, discern our gifts, challenge and inspire us, and create the conditions for us to fulfil our vision, while respecting the diversity of church experience of our members and releasing the potential of lay-led ministry in all aspects of our common life.

- To work with us and support us on our faith journey.
- To spiritually support a large team of volunteers, with coaching where necessary.
- To support and inspire us to attract families and children to the church, through interaction with the school and the community.
- To work with the congregation and community to revitalise our work with children.
- To help the congregation deepen their faith by preaching and discussion.
- To be at the heart of the whole community and not just the church.
- To be kind and compassionate, and a good listener and spiritual guide.
- To initiate changes through discussion, persuasion, and agreement.
- To encourage the community to support and embrace St Bartholomew's as their parish church – a church for the community.

We invite you to celebrate our achievements and appreciate our traditions but hope you will also challenge us to take stock and move towards becoming an ever more Christ-like church – contemplative, compassionate and courageous.

Person Specification

Qualifications/Training

Essential

- Ordained priest within the Church of England
- Have satisfactorily completed Initial Ministerial Education
- Willingness to engage in further training that enhances the skills of parish leadership
- Ability to work to a Safeguarding Policy
- DBS enhanced clearance is required

Experience

Essential

- Engagement with and pastoral support for people of all ages
- Priestly ministry involving vision setting and team development
- Working and engaging with children and families

Desirable

- Leading mature and thoughtful all age worship
- Experience of implementing forms of church in creative, engaging and imaginative ways
- Working with lay ministers and volunteers
- Working with congregations that include a number of people who worship in a different place from where they live
- Active engagement with local schools

Knowledge/Skills and Competencies

Essential

- Ability to preach well in a variety of styles and formats to a broad range of listeners with varying outlooks, ages and understanding
- Ability to make and build on links with individuals and community organisations whose involvement with the Church is limited
- Leadership skills including the ability to motivate and inspire volunteers
- A heart for pastoral work
- Listening skills

Desirable

- Collaborative working especially in the parish and across the deanery
- Ability to organise and manage priorities
- Ability to identify and respond to opportunities for mission

General Attributes

Essential

- Evidence of a deep prayer life
- Able to support the congregation on their faith journey by preaching and discussion.
- Emotional literacy, resilience, excellent communication skills and a good sense of humour
- The ability to envision and foster growth
- Able to work in sympathy with our existing styles of worship
- Willingness to engage and work collaboratively with others: LLMs, retired clergy, churchwardens and lay leaders
- Able to initiate changes with care and understanding
- An understanding of life in a village community and the role of the church within it
- A passion for learning and personal development.

Desirable

- An ecumenical outlook and willingness to work with local churches and faith groups

What we can offer you

- A very warm welcome and the hand of friendship
- A strong ministry team of three licenced lay readers
- A Standing Committee comprising the Rector, Churchwardens, and PCC Secretary and Treasurer, who act as the top layer of church management and coordination.
- An administrator who deals with weddings, funerals, and baptism administration.
- A dedicated pastoral care team who support the elderly and infirm members of the church
- Effective safeguarding policies and procedures managed by our Safeguarding Officer.
- Health and safety risk assessments updated and agreed each year
- Competent financial management
- An established procedure for producing the weekly and monthly notices and diary
- Effective website and sound and vision management
- We expect and encourage the rector to take proper holidays/time-off and time for reflection and refreshment of the spirit

We recognise that a House for Duty post entails Sunday and two other days, and we want our new Rector to thrive and flourish in their Ministry. We believe that our broad range of committed volunteers can contribute to this.

The Future

As we emerge from the pandemic, we believe that these are the key areas for us to pray about, to be challenged about, and work on in the coming years:

- Developing our ministry with the young and those who care for them
- Encouraging children and families to become an active part of our church community
- Continuing to be the spiritual heart of the parish
- Engaging with the opportunities for mission and ministry that can arise from people moving to new housing in the village

And Finally.....

We hope you will have found this Parish Profile answers some of the questions you may have about St Bartholomew's. It is not exhaustive, but our aim has been to encourage you to consider joining us in the assurance that you will have a committed, willing, and enthusiastic team whose aim is to help you and the congregation go forward in the next stage of our role as the church for the people of Ducklington.

Appendix 1

DRAFT ROLE DESCRIPTION

SECTION ONE: DETAILS OF POST

Role title:	Rector of Ducklington with Hardwick
Type of Role:	House for duty
Name of benefice:	Ducklington with Hardwick
Episcopal area:	Oxford
Deanery:	Witney
Archdeaconry:	Dorchester
Conditions of Service:	Please refer to Statements of Particulars document issued in conjunction with this role description
Key contact for	Archdeacon of Dorchester

Clergy Terms of Service:

This role falls within the Clergy Terms of Service formally known as Common Tenure. The Archdeacon of Dorchester is the designated person by the Bishop of Oxford to issue the Statement of Particulars for the post holder.

Accountability:

Priests share with the Bishop in the oversight of the Church. Whilst, as an office holder, the individual is expected to lead and prioritise work in line with the purpose of the role, they are encouraged to inform the Archdeacon and Churchwardens about any issues exceptional or otherwise that have the potential to affect ongoing delivery of ministry

Additional Responsibility:

N/A

SECTION TWO: CONTEXT

Wider Context

With the appointment of the Rt Revd Dr Steven Croft as the Bishop of Oxford a new Common Vision is emerging for the Diocese of Oxford ...

The vision addresses what kind of church we are called to be – A Christ-like Church. What are the marks of a Christ-like Church? To be the Church of the Beatitudes:

- Contemplative
- Compassionate
- Courageous

It also asks what we are therefore called to do together. This is currently a work in progress, but is likely to cover some of the following strategic priorities:

- Make a difference in the world
- Support and grow the local church

- Establish new churches and congregations
- Serve our schools
- Renew discipleship and ministry

These priorities will be supported centrally by resources, training, conferences, workshops, and much more. The diocese is inviting benefices and their priests to share a vision rather than demanding a response. It wants all its priests to flourish in ministry and to deepen their enjoyment of God.

SECTION THREE: ROLE PURPOSE AND KEY RESPONSIBILITIES

General:

- A. To exercise the cure of souls shared with the bishop in this benefice in collaboration with colleagues, including the praying of the Daily Office, the administration of the sacraments and preaching
- B. To have regard to the calling and responsibilities of the clergy (as described in the Canons, the Ordinal, the Code of Professional Conduct for the Clergy) and other relevant legislation including
 - bringing the grace and truth of Christ to this generation and making him known to those in your care
 - instructing the parishioners in the Christian faith
 - preparing candidates for baptism and confirmation
 - diligently visiting the parishioners of the benefice, particularly those who are sick and infirm
 - providing spiritual counsel and advice
 - consulting with the Parochial Church Council on matters of general concern and importance to the benefice
 - bringing the needs of the world before God in intercession
 - calling your hearers to repentance and declaring in Christ's name the absolution and forgiveness of their sins
 - blessing people in God's name
 - preparing people for their death
 - discerning and fostering the gifts of all God's people
 - being faithful in prayer, expectant and watchful for the signs of God's presence, as he reveals his kingdom among us
- C. To share in the wider work of the deanery and diocese as appropriate, for the building up of the whole Body of Christ

Key responsibilities specific to Ducklington with Hardwick

The key responsibilities as identified in the Parish Profile may be supported by long and short term objectives to be agreed between the post holder, the Archdeacon, and Church Wardens.

Other responsibilities

- Participate in the Bishop's Ministerial Development Review scheme and engage in Continuing Ministerial Development
- Carry out any other duties and responsibilities as required in line with the benefice needs.
- Take care for their wellbeing including health and safety and building a good repertoire of spiritual and psychological strategies

SECTION FOUR: BENEFICE SUMMARY

The Benefice of Ducklington with Hardwick

Benefice:	Ducklington with Hardwick
Patron(s):	Oxford Diocesan Board of Patronage
PCC:	13 elected members plus lay ministers, deanery synod reps and wardens
Churchwardens:	Roger Barnes and Gill Long
Licenced Lay Ministers:	David Adams, Ian Paul, Johan Schoeman
Benefice paid staff:	None
Benefice unpaid staff/volunteers:	well supported with over 20 volunteers
Buildings:	St Bartholomew's church
Churchyard(s):	Old burial ground on the church site. New burial ground adjacent
Church Tradition:	Some services are traditional Anglican; others have a more free-flowing contemporary structure and content.

For more detailed information, please refer to the Parish Profile.

Support structures

- Area Dean – Rev Margaret Dixon
- Area Bishop – Rt Rev Gavin Collins
- Archdeacon – Ven. Judy French
- Staff at The Diocesan Office with key responsibilities for various aspects of supporting

SECTION FIVE: OTHER

This role description is issued alongside and should be read in conjunction with the following documents:

- The Ordinal
- The Canons of the Church of England
- Guidance for the Professional Conduct of Clergy
- Bishop's Licence
- Statement of Particulars issued to the office-holder on successful appointment
- Diocesan Clergy Handbook
- Parish Profile
- Any objectives discussed and agreed between the post holder and the supervising minister

Role description will be signed off by: The Venerable Judy French Archdeacon of Dorchester