



# Parish Profile

Vacancy for incumbent

Closing date for applications: 27 February 2017

Interviews: 20 March 2017



## Holy Trinity Sunningdale

Church and Community

*to live by faith, to be known by love, to be a voice of hope*

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# Introduction

Holy Trinity Church Sunningdale is situated in a Berkshire village location, 24 miles west of London.

Our electoral roll has 185 members, served through four distinct Sunday services:

- **8.30am service** - BCP, average of 11 people.
- **10.00am service** - with children's groups, with an average of 60 adults and 8 young children (plus 13 in groups at the Village Hall)
- **3:30pm Lynwood service** - for Lynwood Residential Care Home in partnership with local churches, with an average of 25 adults.
- **6.30pm service** - informal and not being run during the vacancy.

We are an **open evangelical, gently charismatic** church. We have been affiliated to **New Wine** since 1998, and take between 50 and 70 adults and children to the summer conference each year.

The church recently celebrated its 175<sup>th</sup> anniversary and has a strong presence in our local community, and an experienced

pastoral team. We aim to express our Christian faith throughout the week wherever we are, and to be a positive life-affirming influence in our local community.

We are blessed with lay leadership teams in Outreach, Worship, Pastoral, Children and Youth and Discipleship. These are supported by teams for Finance, Administration, Communication and Facilities.

We have a tradition of **training** and in recent years there have been 5 curates; 5 people have gone into training for ordained ministry; and 2 people have been licensed as LLMs. Although our previous incumbent has been the principal trainer, church members have been encouraged to share their own experience of life, business and industry, and enjoy seeing people step out in leadership.

We are in the process of **updating** and **extending our facilities** to create a building that can be utilised more effectively by both the church and the wider community.

We look forward to welcoming our new incumbent to lead us as we continue this exciting journey.





Terry Ward-Hall LLM, Rogan Hounsell-Roberts Churchwarden, Bishop Andrew and Anne Houlihan Churchwarden

## Message from the Bishop

In the Diocese of Oxford, our purpose is to create a caring, sustainable and growing Christian presence in every community. In order to achieve this, we are committed to appointing clergy who have a lively faith; people who are creative, flexible and visionary, with a real desire to work in partnership with all God's people.

Holy Trinity Sunningdale offers a terrific opportunity for someone from an open evangelical background and who is gently charismatic, to work with the people here to nurture faith, to support and resource people to live as faithful disciples of Jesus in their daily lives and to look outwards in service to the local community.

Under David Uffindell's leadership, the congregation has achieved a great deal here and yet, as you will see, there are still challenges and there is plenty to do. As you read this profile, you will also see that God's people here are eager and ready to explore how God will use them in the future.

Because it is so close to London and good communication networks, Sunningdale is a desirable place to live and it appears relatively wealthy, although that is not the entire picture. Many of those who live here work either in London, or elsewhere along the M4 corridor. As is typical of the Thames Valley, you will find people here to be skilled, motivated and enthusiastic. Those in work often have to put in very long hours, but unlike many other churches in this area, which rely quite heavily on the retired to get things done, Holy Trinity enjoys the active support of a whole range of people, across the generations, in work and out of work.

As you read the profile, you will notice that church attendance has fluctuated over the past four years. There is a very real opportunity to work with the people here to grow God's Church, so we are looking for someone who will see discipleship as a first priority and who is deeply missional. Someone who, loving God and His people, knows and values tradition, yet delights in innovation, rather like the householder in Matthew 13, "who brings out of his storeroom new treasures as well as old". Above all, we are looking for someone who realises they cannot go it alone.

Please pray with us as we discern who God might be calling to lead this Church forward. Whoever it is can be sure of the prayers, love and support of the people here.

+ Andrew Reading

6<sup>th</sup> January 2017



## Our Mission and Priorities

Our mission statement is **“To live by faith, to be known by love and to be a voice of hope”**.

### **To live by faith,**

we seek to be centred on God, Father, Son and Holy Spirit - to be passionate about Christian discipleship in order to have greater confidence in our faith and in Jesus Christ whom we seek to serve - to offer opportunities for worship using the best of the traditional and the new.

### **To be known by love,**

we seek to be oriented towards the world and its needs - to serve God in bringing His love to people near and far - to make the best use of our facilities to meet changing needs.

### **To be a voice of hope,**

we seek to be a blessing, connecting with people, both in their communities and in their culture in new ways - to communicate God's word and God's love - to establish links with those presently outside the church.

Feedback from the congregation has highlighted several priorities for growth in the life of the church which we need a new leader to help us bring about:

- **Children and youth programmes** to reinvigorate our efforts to engage with, and to attract, young people of all ages.
- **Develop facilities** that will enable us to support the mission of the Church. Providing a community hub, and flexible space for Church growth.
- **Heartfelt music and worship** that will encourage everyone to encounter the Living God.
- **Outreach and evangelism** that we may be a beacon of light, drawing all people to a new life in Christ.

*"Coming to church  
is the highlight  
of my week"*

Church Survey, July 2016





# Person Specification

We are thankful for the 18 years of leadership and initiative of our previous incumbent, and now seek a leader so that we can expand our mission capabilities. This section further describes the characteristics of a visionary leader aligned with our current mission and priorities.

## Calling

- Confident in their own calling as a leader in Christ's Church.
- Who knows and understands the grace of God at work in their life.
- With a clear sense of being called to lead Holy Trinity in future mission and ministry.

## Character

- Prayerful, with a **faith filled** dependency on Jesus.
- Having a **loving heart** for all, that builds mutual trust.
- **Inspiring hope** in God's Kingdom.
- Open and friendly.

## Chemistry

- Sensitive to the different demographics and cultures within the Holy Trinity family.
- Able to build collaborative partnerships across our wider community.
- Engages readily with other local Church leaders.

## Competence

- Challenging and equipping, authentic leader, who will bring people together for a **shared vision**.
- Will evaluate and lead our desire to be a **community hub**.
- Experience of managing teams and delivering programmes.
- Experience of building **children's and youth** teams.
- Will **lead worship** across various styles of service.
- Experience and commitment in leading people to faith.

For a full and formal Person Specification please see Appendix 3 on page 27



## Where we're at...

### Children and Young People

Currently we provide groups for children and youth from ages 0-18. We have excellent links with our Church Primary School, and Charters, our village Secondary School. A number of young people come to New Wine, and some serve on team. Young people have also been to Soul Survivor and a recent mission trip on a working holiday to Ooty in India with Friends of Smyrna Home. The Church has employed several children and youth ministers in the recent past.

We believe in investing in children and young people because they are integral to the church of today, and vital for the church of tomorrow.

#### Can you help us

- grow this ministry across all ages?
- employ a Children and Youth worker?
- reach out to local schools?
- play an active part in the life and governance of Holy Trinity School?

### Our Worship

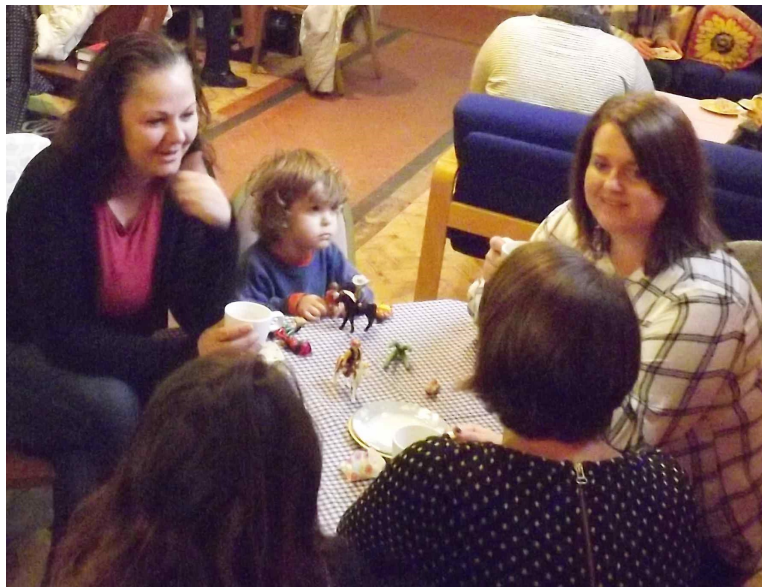
Our Sunday services include a quiet traditional communion and a more informal service - reflecting the wide age span and worship needs of the village and regular worshippers. These are supported by experienced lay leading, preaching, prayer ministry and worship teams and organist. We also provide regular services at Dormy House and Lynwood care homes and, during vacancy, have been piloting a monthly café style service on a Saturday afternoon that is open to all and aimed at young people in secondary education.

We believe that worship draws us closer to God, unites us in Christ, and helps us to become more like Christ in our daily lives.

#### Can you help us

- seek a deeper relationship with God the Father, Jesus and the Holy Spirit?
- develop our music to glorify God and unite us in His service?
- understand the Bible and apply it to our lives?
- be open to the work of the Holy Spirit to transform our lives and the lives of others?
- grow in our faith and be open to spiritual gifts through the Holy Spirit?





## Where we're at...

### Outreach and Evangelism

Currently we describe ourselves as Church Family and aim to welcome all people, of all ages, and all backgrounds. Amongst other activities we reach out to our community through:

- Strong Pastoral ministry
- Connecting with the local community through schools, care homes, community support and events.
- Caring Cuisine, which provides ready prepared food and prayers for anyone in need.
- Regular 4Women and 4Men events.
- Monthly Lunch 'n' Meet providing a meal, friendship and activity for older people.
- Youth café open to all secondary school youngsters.
- Rendezvous café open to all ages including mums and toddlers.
- We also reach out to the wider world supporting work in Kitgum, Uganda via an on-going partnership with Tearfund. We support St Augustine's Hospital in Muheza, Tanzania and in India we have links with Friends of Smyrna Home, a UK charity that supports Smyrna Home, working with the poorest sectors of Indian society.

We believe that inspiring our congregation in outreach and evangelism will empower each of us to share our faith.

### Can you help us

- grow our outreach activities?
- enable and equip us to grow in confidence, and share our faith with others?
- build partnerships with other local Churches and groups to grow Kingdom values in our community?

*"I was welcomed and accepted, I felt good after listening and learning about Jesus"*

Church Survey, July 2016





## Where we're at...

### Community Hub

Currently we have planning permission from the Royal Borough of Windsor and Maidenhead (2015) for an extension to provide new community rooms, catering and toilet facilities. Previously there was insufficient support for completing this in one big build, and therefore moving forward we are considering an incremental approach. Although we have not applied for a Faculty, the DAC and other stakeholders have been fully involved in the formation of the current plans. To make our building more welcoming, we have installed new heating (2016) and are working on new seating. We have enjoyed a strong history of community engagement.

We believe that a community hub will help strengthen encounters with existing community partners by providing much needed facilities, and provide new opportunities for mission activities.

### Can you help us

- revitalise the community hub project?
- ensure our Church is open and relevant to our community life?
- lead us in developing and delivering this vision?
- engage and enthuse our Church and local community in our community hub?



*"So much excellent work  
is going on, much of it  
unseen and behind  
the scenes"*

Church Survey, July 2016





# Current Team

## Staff Team

The staff team work during term time, and occasionally during school holidays. They are a strong and committed team, working in the Church building:

<b>Amanda Carter</b> Church Administrator	21 hours per week over 4 days
<b>Helena Redpath</b> Children & Youth Administrator	Up to 9 hours per week over 3 days
<b>Ted Reed</b> Cleaner	4 hours per week over 3 days
<b>Organist</b>	Sunday (10am Service)

## Ministry Team

<b>Rev Lynn Trainor</b> PTO	Preaches about once a month
<b>Terry Ward-Hall</b> LLM	Preaches about once a month
<b>Dolapo Ogunbawo</b> LLM	Preaches infrequently as often abroad

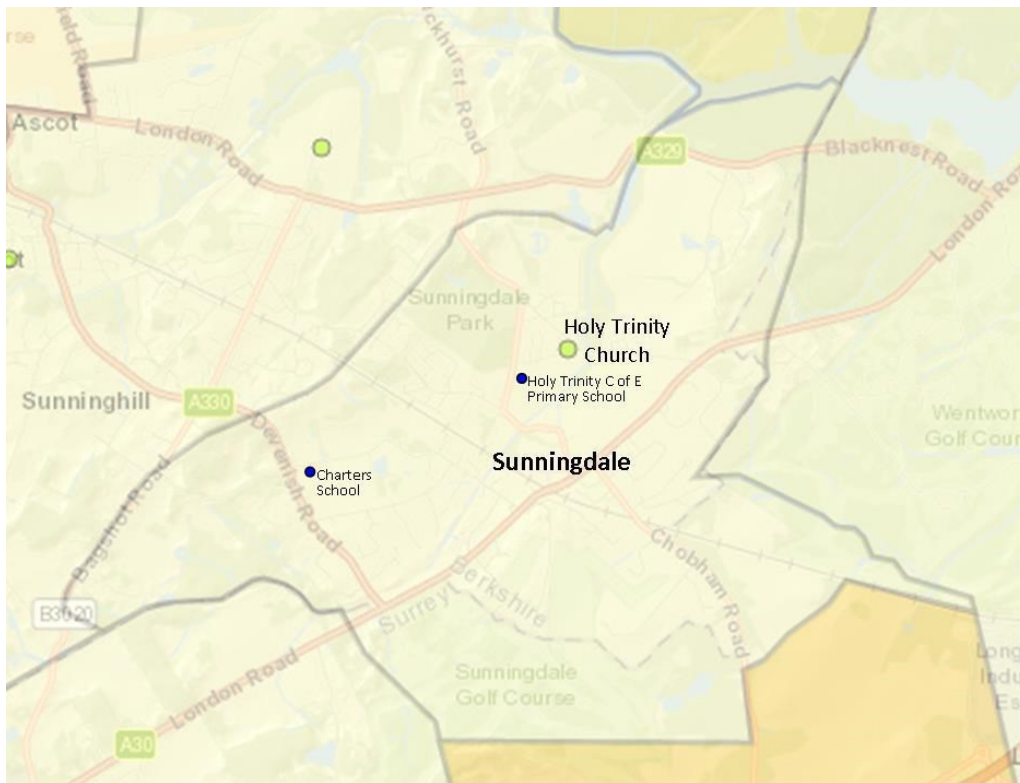
We also have an active team of experienced lay service leaders and preachers.

## Leadership Team

During the vacancy we have key lay leaders overseeing ministry areas including: worship, outreach, discipleship, prayer ministry, pastoral, children and young people, finance and facilities. In the past we have had a leadership team and look forward to working with our new incumbent to explore how that might be shaped in the future.







# Our Parish

## Introduction

Holy Trinity Sunningdale is in the Bracknell Deanery, Berkshire Archdeaconry, and part of the Oxford Diocese. The Church was built in 1840, and the current parish of Sunningdale was formed in 1894, in the Royal Borough of Windsor and Maidenhead.

## Population

The parish has a population of about 5,000. The 2011 Census showed that 79% of these are white British ethnicity. Approximately 21% is below the age of 16, and 21% over the age of 65. Just over half the adult population is married or in a civil partnership, just under 20% are single and have not been married or entered into a civil partnership. Although in a significantly wealthy part of the country, the village has a number of areas of deprivation and social housing.

## Connections

Sunningdale has good road and rail links being close to the M3, M4 and M25, and on the mainline between Reading and Waterloo.

## Sunningdale Area

There are a range of local shops and a Waitrose supermarket in Sunningdale. Windsor, Camberley, Reading and Guildford offer alternative shopping experiences.

Sunningdale is surrounded by green belt with Windsor Great Park, Virginia Water, Chobham Common and Runnymede close by, as well as excellent recreation grounds and sports facilities.

There is a doctor's surgery (Magnolia House) and several dental practices. Nearest A&E is St Peters Hospital Chertsey (4.8m) & Frimley Park Hospital Camberley (7.2m).

*"A friendly  
welcoming community"*

Teenager, January 2017



# Our Parish

## Schools

Sunningdale has a number of schools. Our main links are with Holy Trinity CofE Primary and Charters secondary. In the parish there are also pre-schools, a private prep school, and a school for special needs children.

Some of our church children also attend Ranelagh CofE Academy in Bracknell, a secondary school in the middle of our deanery.



*"Holy Trinity School enjoys working in partnership with the church team"*

Headteacher, Holy Trinity School, January 2017

## Churches

Other churches in the parish are: Sunningdale Baptist; Sacred Heart (Roman Catholic); and Rock of Salvation Community Church (Baptist Pentecostal). Currently there is some collaboration between the churches in Sunningdale, however there is scope for future development.

## Deanery

Holy Trinity is part of the Ascot Cluster in the Bracknell Deanery. The Deanery comprises nine very different parishes with complementary churchmanships and theologies. The church leaders meet regularly for support and encouragement through Deanery Chapter including a two day retreat in Lent. Mission and ministry is shared and supported where possible, including the night shelter in Bracknell and Ascot racecourse chaplaincy. The Deanery is in the process of putting a new Deanery Mission plan together for July 2018.





# Church Buildings

## Vicarage

The Vicarage is a 4 bedroom detached house set within good sized gardens in a quiet cul-de-sac just 3 minutes walk from the church and provides almost 210 sq metres of accommodation on ground and first floor levels.

The house benefits from newly installed double glazing, gas central heating and a double integral garage and a driveway with off street parking for 4 cars.



Total area: approx. 209.9 sq. metres (2259.7 sq. feet)

**Vicarage, Sidbury Close,  
Sunningdale, SL0 0PS.**

This floorplan is for guidance, not drawn to scale. Measurements are to the nearest 0.1m. All dimensions should be checked before making any decisions based upon them. CM DESIGN © 2016-11-18



*"People stay to chat  
with one another,  
long after the  
service has ended"*

Churchwarden, January 2017

## Church

Holy Trinity Church is a Grade 2 listed building, dating back to 1840. The church is built of red brick with blue headers, limestone dressings and some flint flush work. The timber framed coped-gabled roofs are high pitched covered with red clay tiles with the exception of the barrel roof to the chancel. The interior is red brick banded with black brick, stone dressings. There is a 4-bay arcade to the north aisle and to the south aisle with compound piers of 4 shafts supporting pointed arches, all of limestone.

The church building is a busy place and much of the available space is used to enable mission and ministry. There is a coffee station at the back with sofas and café tables down the north aisle whilst the south aisle has space for quiet refection. Services are led from a large raised platform at the front of the church behind which is the chancel with organ and altar. At the moment the chapel doubles as the church office which we hope to relocate as part of our community hub project.

In addition to our Sunday services we use the church for a variety of outreach events comprising music concerts, a day time café and remembrance tea party. The building is used during the week by HTS church family for small groups and prayer and to host bring and share meals such as our Maundy Thursday Passover Supper.

During the 10 am service we run a crèche in the sound proofed church room in the north transept and Bubbles for pre-school age children in the chapel. The church room is also hired out during the week to host an under 5s ballet class.

## Parish House

The Parish owns a two bedroom house which is managed by the PCC, and held in trust by Diocesan Trustees (Oxford) Ltd. This is a mid-terrace in Sunningdale, and has previously been used to accommodate curates and youth workers. Currently the property is commercially let and has a tenant.



# Other Useful Information

## Demographics

Church members come from a range of backgrounds:

- **185 on electoral roll**
- **75% live in the parish**
- **Breakdown of ages:**

18-35	6%
36-50	31%
51-65	37%
65+	26%

## Holy Trinity C of E School

Holy Trinity School is a Voluntary Aided School. The Vicar of Sunningdale is an ex officio Foundation Governor. Four of the Foundation Governors are appointed by the PCC.

There are approximately 212 pupils on the school roll. The 2014 Ofsted report graded the school as 'good'.

[www.holytrinityschsunningdale.co.uk](http://www.holytrinityschsunningdale.co.uk)

## Village Hall

Built in 1909, it comprises of two halls (there is a stage in the main hall) and a kitchen. Although not owned by HTS, the PCC appoint two of the trustees. The village hall is rented by HTS for Sunday children and youth activities, and also for social and outreach activities.

## Minibus

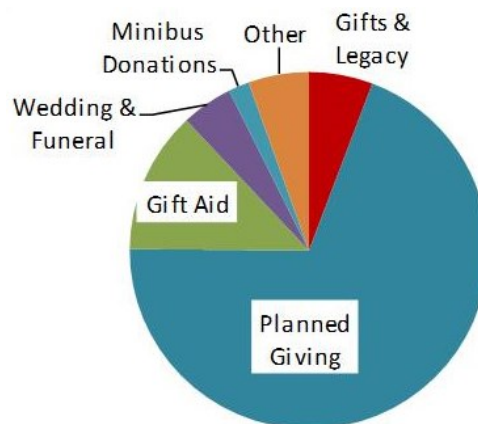
HTS own a 2006 Ford Transit that is used for the church and benefit of the community. The fixed operating cost of the minibus is covered by a benefactor. The minibus is used by HTS for day trips, transporting people to HTS outreach events, and also for travel to training events.

## Finances

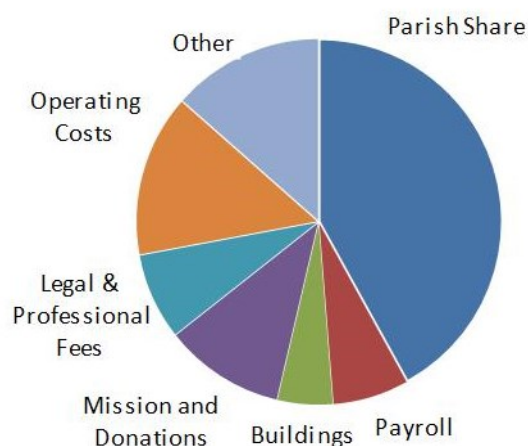
Current giving nearly matches our outgoings; however there is scope for increased giving that might support a children and youth worker and our community hub project (the congregation have previously given generously for specific projects).

The Church meets its current Parish Share contributions in full (2016 - £82,506). The Church's Unrestricted income in 2015 was £181,229 (2014 - £176,897) and unrestricted expenditure was £198,795. The discrepancy between income and expenditure was largely due to £15K spent on architect and professional fees for the community hub project.

We are committed to giving, and in 2015 gave £21,327 for mission and donations.



Unrestricted Income 2015



Unrestricted Expenditure 2015



## Other Significant Activities:

- Providing sacred space for personal prayer and contemplation.
- Pastoral work, including visiting the sick, lifts to medical centres. We also have a bereavement team.
- Ascot Racecourse chaplaincy with the Deanery offering spiritual care to the thousands of visitors that come to the area, particularly in Royal Week.
- A children's party at the recreation ground where we provide free bouncy castles and assault course, and invite the village to join us with their picnics. This event is popular and well attended (approximately 400 people).
- A Remembrance Day tea party is held in the church with seating either side of trestle tables down the entire north aisle. This outreach event is aimed at older people, and includes live music from the second world war period.
- Running Alpha and LYCIG courses.
- Attending New Wine and Soul Survivor.
- Teaching of the Christian Faith through sermons, courses and small groups.
- Taking Christian assemblies in primary and secondary schools and being involved in the appointments of the head teacher and school governors at our Church School.
- Promotion of the Christian faith through the staging of events and meetings, and the distribution of the termly Parish Magazine.
- Supporting other charities in the UK and overseas, especially through Tearfund and Medicines for Muheza.
- Promoting kingdom values through being a Fairtrade church, Foodbank, providing a weekly Traidcraft stall and paying living wages.



# And lastly some statistics!

Baptisms, Funerals and Weddings in the past four years:

	Baptisms	Funerals	Weddings
2016	12	20	3
2015	9	22	7
2014	13	24	4
2013	16	23	5
Funerals include services in church, crematoriums and interment of ashes (church graveyard is closed for burials).			

Attendance for the main services at Remembrance, Christmas and Easter in the past five years:

	Remembrance	Christmas Day	Easter Sunday
	Adults	Adults	Adults
2016	93	120	99
2015	93	80	130
2014	185	117	115
2013	no figures	88	106
2012	no figures	130	115

In 2015 we changed our Sunday morning service pattern, moving from three services to two. Previously the 9.15 service was a liturgical Common Worship service with choir and organ and the 11 am service was more informal with children's groups and band led worship. The tables below show service attendances over the last 5 years. The PCC have spent time reflecting on the trend in Sunday attendance and have confidence that we can return to and surpass the 2012 numbers in future.

	8.30 am	10 am	10 am
	Adults	Adults	Children
2016	11	60	8
2015	13	59	11

	8 am	9.15 am	11 am	6.45 pm
	Adults	Adults	Adults	Adults
2014	12	39	53	31
2013	13	39	65	25
2012	11	45	67	30

# Links

Charters Secondary [www.charterssschool.org.uk](http://www.charterssschool.org.uk)

Friends of Smyrna Home [www.smyrna.org.uk](http://www.smyrna.org.uk)

Holy Trinity C of E Primary [www.holytrinityschsunningdale.co.uk](http://www.holytrinityschsunningdale.co.uk)

Oxford Diocese [www.oxford.anglican.org](http://www.oxford.anglican.org)

Ranelagh CofE Academy [www.ranelagh.bracknell-forest.sch.uk](http://www.ranelagh.bracknell-forest.sch.uk)

Rock of Salvation Community Church [www.rockofsalvationchurch.org.uk](http://www.rockofsalvationchurch.org.uk)

Sacred Heart Church [www.comboni.org.uk](http://www.comboni.org.uk)

St Augustine's Hospital Muheza [www.teule.or.tz](http://www.teule.or.tz)

Sunningdale Baptist Church [www.sunningdalebaptist.org.uk](http://www.sunningdalebaptist.org.uk)

Sunningdale Parish Council [sunningdale-pc.org.uk](http://sunningdale-pc.org.uk)

Tearfund [www.changeanation.org.uk](http://www.changeanation.org.uk)



# The Diocese of Oxford

The Diocese of Oxford serves the mission of the Church in Buckinghamshire, Berkshire and Oxfordshire. It is a large and complex Diocese, with more than 600 parishes, over 800 churches, and a diverse population of more than 2 million people located in all types of settings. The Bishop of Oxford is the Right Revd Steven Croft, who began his ministry in the Diocese in September 2016. There are also three Area Bishops who exercise strategic oversight for their Episcopal areas.

The Episcopal Area of Reading is the same as the Archdeaconry of Berkshire and is made up of 79 benefices in 6 Deaneries, with over 200 churches and nearly 150 licensed clergy. The Bishop of Reading is the Right Revd Andrew Proud, who has been the Area Bishop since April 2011 and the Venerable Olivia Graham has been Archdeacon of Berkshire since October 2013.

The Berkshire Archdeaconry Plan seeks to encourage and promote the flourishing of a mixed economy of traditional and new forms of church, and a desire to experiment and be open to the movement of God's Spirit as we both imagine and plan for the next 10 years.

Across the Diocese, we have been working, since 2009, with a Diocesan vision entitled "*Living Faith for the Future*" (See [www.oxford.anglican.org/living-faith-for-the-future/](http://www.oxford.anglican.org/living-faith-for-the-future/)) It is expected that all clergy appointed in the Archdeaconry of Berkshire will want to commit themselves to this Diocesan vision and its strategic directions. *Living Faith* is aimed at encouraging holistic mission and spirituality at the heart of daily life. It contains five key values which inform our strategic directions:

- sustaining the sacred centre
- creating vibrant Christian communities
- making disciples
- making a difference in the world
- shaping confident collaborative leaders.

These values are built on the principles of not neglecting the past but building on it; not so much about strategy but culture; not top down but liberating the local; not targets but directions; not about structures but about relationships; not one size fits all but flexibility and not about complexity but elegance.

# **Appendix 1:**

## **Financial Statements for year ending 2014 and 2015**

You can find the Parish accounts for 2014 and 2015 via the following links:

[apps.charitycommission.gov.uk/Accounts/Ends82/0001129882\\_AC\\_20151231\\_E\\_C.pdf](https://apps.charitycommission.gov.uk/Accounts/Ends82/0001129882_AC_20151231_E_C.pdf)

[apps.charitycommission.gov.uk/Accounts/Ends82/0001129882\\_AC\\_20141231\\_E\\_C.pdf](https://apps.charitycommission.gov.uk/Accounts/Ends82/0001129882_AC_20141231_E_C.pdf)



# Appendix 2:

## Draft Role Description

### Holy Trinity Sunningdale

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#### SECTION ONE: DETAILS OF POST

<b>Role title:</b>	Vicar
<b>Type of Role:</b>	Full time stipendiary
<b>Name of benefice:</b>	Sunningdale
<b>Episcopal area:</b>	Reading
<b>Deanery:</b>	Bracknell
<b>Archdeaconry:</b>	Berkshire
<b>Conditions of Service:</b>	Please refer to Statements of Particulars document issued in conjunction with this role description
<b>Key contact for Clergy Terms of Service:</b>	Archdeacon of Berkshire. This role falls within the Clergy Terms of Service formally known as Common Tenure. The Archdeacon of Berkshire is the designated person by the Bishop of Oxford to issue the Statement of Particulars for the post holder.
<b>Accountability:</b>	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 Church Wardens about any issues exceptional or otherwise that have the potential to affect ongoing delivery of ministry.
<b>Additional Responsibility:</b>	Ex-officio Governor of Holy Trinity Primary School. Trustee for the Sunningdale School House Sale Proceeds Trust.

# **Appendix 2:**

## **Draft Role Description**

### **Holy Trinity Sunningdale**

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## **SECTION TWO: CONTEXT**

### **Wider Context**

As a diocese we are committed to holistic mission, working through the framework of 'Living Faith for the Future'. We have defined our purpose as 'to join with God in creating a caring, sustainable and growing Christian presence in every part of the Diocese of Oxford, enabling every Christian and every Christian community to live and share the love of God, seen in the life of Jesus Christ.'

Within the Living Faith framework we are inviting every parish, benefice, Board and Committee to paint their own unique work of art using the colours of:

- Sustaining the Sacred Centre
- Making Disciples
- Making a Difference in the World
- Shaping Confident, Collaborative Leadership
- Creating Vibrant Christian Communities

These priorities are supported centrally by resources, training, conferences, workshops, missionaries and much more. We are inviting benefices and their priests to share a vision rather than demanding a response.

We encourage a priest to have a ministerial interest beyond the benefice which is a personal specialism and may be made available to the wider church – a 'sixth day ministry'. Above all, we want all our priests to flourish in ministry and to deepen their enjoyment of God.

### **Local Context**

The Parish of Sunningdale lies within the Bracknell Deanery. The Bracknell Deanery comprises nine parishes from Sunningdale to Binfield. Sunningdale is in the 'Ascot Cluster' of Winkfield and Cranbourne, Ascot Heath, Sunningdale, and Sunninghill & South Ascot. The Bracknell Deanery Synod holds four meetings annually, one of these is a Deanery Gathering to which PCC and interested congregation members are also invited.

Our Mission Action Plan is due to be updated, and we have representation on the Bracknell Deanery Mission Planning Group.



# Appendix 2:

## Draft Role Description

### Holy Trinity Sunningdale

Page 3 of 6

#### **SECTION THREE: ROLE PURPOSE AND KEY RESPONSIBILITIES**

##### **General:**

- A. To exercise the cure of souls shared with the bishop in the benefice of Sunningdale 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 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

# Appendix 2:

## Draft Role Description

### Holy Trinity Sunningdale

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#### **Key responsibilities specific to the local situation:**

##### **Mission and Outreach**

- Develop a Mission Action Plan with the PCC, and work with the PCC to deliver against the Plan.
- Deliver a programme to enable and equip laity in mission and outreach.

##### **Leadership and working collaboratively**

- Nurture vocations to lay and ordained ministry and provide mentoring and guidance for laity in training.
- Seek to be a training parish for curates.
- Encourage the music worship team to establish excellence in heart felt worship

##### **Worship and preaching**

- Innovate and enrich our pattern of worship in order to engage with all ages in our wider community.

##### **Pastoral Care**

- Provide support and encouragement for the pastoral team

##### **Stewardship and benefice organisation**

- Oversee and guide the development of the community hub
- Inspire giving in order to finance an employed children's worker
- Prioritise areas of collaboration and set up regular meetings with staff (typically weekly during term), the Leadership team, PCC (currently 10 pa), preaching (currently termly), service leading and worship teams.

##### **Personal development and spirituality**

- Maintain a sustainable spiritual life for themselves
- Maintain a good balance between ministry, personal, and family life
- Take time for retreat and personal reflection
- Look for sources of inspiration, development and challenge such as conferences

The key responsibilities listed above may be supported by long and short term objectives to be agreed between the post holder and 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

# Appendix 2:

## Draft Role Description

### Holy Trinity Sunningdale

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#### SECTION FOUR: BENEFICE SUMMARY

Benefice:	Sunningdale
Patron:	Bishop of Oxford
PCC:	2 Churchwardens, 4 Deanery Synod, 9 elected members
Churchwardens:	Rogan Hounsell-Roberts and Anne Houlihan
Ministers:	2 LLMs, 1 PTO
Benefice paid staff:	Administrator (part-time) Children and youth administrator (part time) Cleaner (part-time) Organist (Sunday)
Benefice unpaid staff: volunteers (numbers):	Safeguarding Officer (1) and plenty of volunteers in all areas of church life.
Buildings:	Church, vicarage, parish house
Churchyard(s):	Closed except for the burial of ashes
Church Tradition:	Open evangelical, gently charismatic
Pastoral Reorganisation proposals:	None

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



# Appendix 2:

## Draft Role Description

### Holy Trinity Sunningdale

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#### SECTION FIVE: KEY CONTACTS FOR THE ROLE

##### Generic and specific to the role

###### Groups and committees

- The PCC
- Deanery Chapter
- Deanery Synod
- Deanery Pastoral Committee

###### In the benefice

- Churchwardens
- Ministerial Colleagues
- Head teacher of local schools
- Trustees of Sunningdale School House Sale Proceeds Trust.
- Trustees of Sunningdale Village Hall

###### Support structures

- Area Dean
- Archdeacon
- Area Bishop
- Staff at the Diocesan Office with key responsibilities for various aspects of supporting parochial ministry

#### SECTION SIX: OTHER

##### Relevant Documentation

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  
Ministry Action Plans (MAPs)  
Any objectives discussed and agreed between the post holder and the supervising minister

**Role description  
signed off by:**      **The Venerable Olivia Graham  
Archdeacon of Berkshire**

**Date:**                      **xx.xx.20xx**                      **To be reviewed next on:**                      **xx.xx.20xx**

# **Appendix 3:**

## **Person Specification**

### **Vicar of Holy Trinity Sunningdale**

Page 1 of 2

#### **QUALIFICATIONS/TRAINING**

##### **Essential**

- Ordained priest within the Church of England, or a Church in communion with it, or a Church whose orders it recognises
- Have satisfactorily completed Initial Ministerial Education
- Willingness to engage in further training that enhances the skills of community leadership

#### **EXPERIENCE**

##### **Essential**

- Mission and outreach to the local community and leading people to faith
- Engagement with and pastoral support for people of all ages
- Leading open evangelical and gently charismatic worship
- Managing teams and delivering programmes
- Development of buildings to support the mission of the Church
- Building children's and youth teams

##### **Desirable**

- Working closely with a church school, taking regular assemblies and being on the governing body
- Creative, engaging and imaginative forms of Church

#### **KNOWLEDGE/SKILLS AND COMPETENCIES**

##### **Essential**

- Collaborative leadership skills including the ability to set a vision, motivate, and inspire both members of the Church and the wider community
- Ability to engage people in deepening their relationship with Jesus and grow their confidence in the Bible
- Working in a building that's used for mission as well as worship
- Ability to develop our music

##### **Desirable**

- Potential to be a training Incumbent
- Ability to enable and equip laity in outreach and evangelism
- Ability to preach well in a variety of styles and formats to a broad range of listeners with varying outlooks, ages and understanding

# **Appendix 3:**

## **Person Specification**

### **Vicar of Holy Trinity Sunningdale**

Page 2 of 2

#### **GENERAL ATTRIBUTES**

##### **Essential**

- Confident of their own calling as a leader in Christ's church
- Able to demonstrate an ability to develop trust and inspire hope
- Ability to identify and respond to opportunities for mission
- An appreciation of the opportunities provided by the Church's place within the existing secular structures for developing links with those not actively involved
- Evidence of a deep prayer life and ability to draw on a wide range of spiritual resources

##### **Desirable**

- An ecumenical outlook and willingness to work with local churches
- Ability to make and build on links with individuals and community organisations whose involvement with the Church is limited

##### **OTHER**

- Commitment to promoting excellent safeguarding in the parish