

ROLE DESCRIPTION

Diocese of Carlisle

Role description signed off by: Archdeacon of Westmorland and Furness

Date: August 2026

To be reviewed next: At first MDR

Details of post

The role is offered on a House for Duty basis of two days per week, plus Sundays (2.5 days per week). We are committed to healthy patterns of ministry and recognise the importance of wellbeing, realistic expectations and a sustainable work-life balance

Role title (as on licence): Associate Priest

Name of benefices: Benefice of Natland, Crosscrake, Old Hutton and New Hutton (held in plurality)

Archdeaconry: Westmorland and Furness

Deanery: Kendal

Mission Community: Helm

Initial point of contact on terms of service: Kelly Hodkinson

Role Purpose

To promote the work of the church in building God's Kingdom in Cumbria in line with the Diocesan Vision.

Safeguarding

The Diocese of Carlisle is committed to safeguarding children, young people and adults and our aim is to create protective and supportive environments where all people, and especially those who may be vulnerable, are able to worship and pursue their faith journey in safety.

To ensure that the parishes at all times are committed to safeguarding and promoting the welfare and safety of children and adults, especially those who are vulnerable, and expects all office holders and volunteers to share this commitment. The PCCs have adopted the House of Bishops' 'Promoting a Safer Church; Safeguarding Policy Statement'. To be familiar with the Diocesan Safeguarding policy and to oversee its application within the parishes. To attend Diocesan Safeguarding training as directed by the Diocesan Safeguarding Advisor. To ensure that each parish has a parish safeguarding officer and to maintain a good working relationship with the parish safeguarding officer.

General

1. Spirituality

To be a person diligent in prayer, in reading Holy Scripture, and in all studies that will deepen your faith and fit you to bear witness to the truth of the gospel To maintain a distinctively Christian faith and spiritual life with appropriate support networks (including spiritual director or equivalent and regular retreats). To be on a life journey involving development of theological understanding and spiritual reflection.

2. Personal Development

To continually develop personal skills and knowledge in relation to ministry through Diocesan ministry days, courses of study, reading, consultancy, training courses and workshops.

3. Self management

To follow an appropriate pattern of work to meet the demands of ministry, as well as maintaining a spiritual and personal life. This will include time management, personal administration, planning and organisation, working effectively alone or in a team, chairing meetings, interpersonal skills and appropriate breaks.

4. Working collaboratively

To contribute to a highly collaborative pattern of working, including a commitment to working within the Mission Community and encouraging collaboration between clergy, laity, different parishes and partner denominations.

Including working collaboratively with clergy colleagues, churchwardens, PCCs, staff and volunteers, supporting the effective use of individuals' gifts and talents in the life of the church. To share ministry appropriately, encouraging and building up the community of faith. To make attendance at Clergy Chapter meetings a high priority where possible within the agreed pattern of ministry.

5. Leadership

Priests are called to be servants and shepherds among the people to whom they are sent. All clergy are called to encourage, support and equip members of the church, individually and collectively, to promote God's Kingdom and further the Diocesan vision.

To share with the Bishop and colleagues in the cure of souls and responsibility for the life of the Church. To support and encourage the ministry of the laity through training, delegation, encouragement and pastoral support, enabling greater involvement in the mission and ministry of the parish. To encourage and affirm lay leadership and vocation within the congregations in line with the Diocesan Strategy.

6. Communications

To communicate effectively and appropriately in both written and verbal form with people of all ages and situations in society, inside and outside of the church.

7. Management & organisation

To work collaboratively with the PCCs, churchwardens and colleagues in supporting appropriate structures and resources for the Christian community. This may include contributing to clear boundaries and accountabilities of roles, and supporting appropriate processes and policies in relation to services, weddings, baptisms

and funerals, health and safety, financial, fabric, staff and volunteer matters, ensuring that diocesan and legal requirements are appropriately observed within the wider ministry team.

8. Outreach

To support ministry that encourages new people into Christian faith and supports existing Christians in evangelism and discipleship. To contribute to positive relationships with the wider community, external organisations and local schools, supporting the Christian ethos and life of the schools where appropriate.

9. Worship

.To lead and support worship prayerfully, competently and confidently. To contribute to the planning and conduct of worship that supports the vision and needs of the benefice, including appropriate use of resources, music, teaching and preaching.

10. Preaching

To reflect, interpret and preach the gospel in a way that will encourage faith development. To adapt content and style for different audiences, occasions and purposes (using biblical interpretation, doctrine, pastoral care, ethical teaching and other models).

11. Teaching

To contribute to teaching at different ages and levels of faith or knowledge in support of faith development. This may include admission to Holy Communion, confirmation preparation, school assemblies, nurture of new believers and lifelong Christian discipleship. This may be within formal teaching settings, worship or small groups. To support teaching and discipleship opportunities appropriate to the life and vision of the benefice.

12. Pastoral Care

To share in the pastoral care of the community alongside clergy and lay colleagues, supporting appropriate pastoral structures and volunteers where appropriate. This may include baptism and marriage preparation, visiting, bereavement support, care of the sick and pastoral accompaniment.

13. Mission Community

Mission Communities are the confirmed Diocesan Strategy aimed at enabling the local Church to thrive and grow. All parish clergy are encouraged to contribute collaboratively to the wider Mission Community in ways appropriate to the nature and scope of their role and agreed pattern of ministry.

14. Church Schools

To support and encourage the work of the Church Schools within the Benefice, helping to promote positive relationships with the school communities as part of the Diocese's Growing Younger Strategy.

15. Benefice Specific

This is a collaborative and supportive role within a wider ministry team including the Vicar, Associate Priest, Reader, commissioned lay ministers, PCCs and volunteers. The postholder will not be expected to carry sole responsibility for ministry across the Benefice, but to work

alongside others in supporting and nurturing existing ministry and helping identify opportunities for growth.

Particular emphasis will be given to

- Supporting discipleship pathways for children and families as they grow through different stages of faith and church life.
- Supporting and encouraging intergenerational worship across the Benefice
- Supporting existing ministry with children, young people and families
- Participating in and strengthening relationships with local schools
- Helping to develop sustainable and age-appropriate pathways of discipleship from early years through to adolescence, including confirmation preparation where appropriate
- Working alongside and encouraging volunteers and lay readers

Many of these responsibilities will be exercised collaboratively within the wider ministry team and interpreted proportionately within the context of a House for Duty role.