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|  | **The Anglican Church of Australia**  **Diocese of Wangaratta**  PO Box 457  Wangaratta 3676  Phone 03 5721 3484  registry@wangaratta-anglican.org.au |

**Position Description**

Position Title: **Assistant Priest / Deacon**

Parish: ####

Employment Status: Volunteer / Stipendiary  
Full time employment / Part time employment

Term of Employment: ## months from commencement / Fixed term to \_\_\_ / Ongoing

Reports to: Incumbent (Rector/Priest in Charge); Bishop

Appointee: #### *(to be entered once appointment is made)*

Date Commenced: ##/##/#### *(to be entered once appointment is made)*

PD Prepared by: ####

PD Approved by: #### *(name of authorising person)*

Date PD Approved: ##/##/####

Date of Revision (if applicable): ##/##/####

**Position Overview**

The Assistant Priest / Deacon will work with the Incumbent to ensure the spiritual and administrative requirements of the Parish are met.

**The Diocese of Wangaratta**

The Diocese of Wangaratta is set in regional NE Victoria and extends up into the Albury border area of NSW. There are now 23 parishes or districts incorporating some 65 places of worship. The diocese is divided into two territorial archdeaconries with three rural deaneries, the Cathedral and registry are located in Wangaratta.

*Our Diocesan Vision:*

*Inspired by God’s love, through worship, prayer and scriptural reflection, we seek to live by our Christ-centred values by meeting the needs of our communities through serving and accepting others.*

**The Parish**

Parish Overview:

*insert here*

Parish Vision and Mission:

*insert here*

**Key Responsibilities and Duties**

*The role may include, but is not limited to, the specific key responsibilities and duties outlined below. The role may include other responsibilities as agreed at the time of appointment or when the role is reviewed.*

*Insert details below as applicable*

**Pastoral & Ministry**

* + *Insert number and location of services ordinarily held in a month*
  + *Insert number of preaching opportunities in a month*
  + *Insert number of other services expected to attend and conduct. Eg. Nursing Homes*
  + *Insert frequency of visits or home communions*
  + Training of lay ministers and lay leaders.
  + Supervise any Lay Ministers.

**Evangelism**

* *Insert specific objectives and expectations*

**Parish Groups**

* *Insert specific objectives and expectations*

**Administration**

* *Insert relevant team members*
* *Insert staff meeting frequency and attendance*
* *Insert office duties as applicable*
* Develop and maintain an understanding of the management, financial status and general operations of the Parish.

**Parish Committees**

* Engage in parish committees as directed by the Incumbent.

**Safe Church**

Support the Parish and Diocese to ensure a Safe Church culture is adopted and fostered by working with Parish Council to:

* Adopt relevant Government and Diocese policies, procedures and protocols.
* Respond to all allegations of risk of harm(abuse) and serious ministry misconduct in accordance with Diocese protocols.
* Develop clear position descriptions for all roles in the Parish including volunteers.
* Ensure appointment of all Church leaders is done through a robust and documented process, with satisfactory background checks.
* Ensure all leaders & volunteers receive adequate training and supervision to undertake their role safely.
* Ensure processes are in place to protect church workers, employee and volunteer privacy and personal information.
* Develop processes to ensure a safe environment is maintained for all ministry programs, including approval of programs and activities prior to them commencing.
* Role model safe work practices, which includes self-care responsibility to balance work life/well-being needs and contributing to a harmonious workplace, free of bullying and harassment.
* Raising concerns and reporting any near misses or safety incidents.
* Regularly review and discuss practices and process of the Parish for continuous improvement.

**Diocesan**

* Attend Diocesan committees and meetings as determined by the Bishop and or Synod and the Incumbent.

**Study**

The Assistant Priest/Deacon is encouraged to continue growing in their understanding of God and pastoral ministry through:

* Self-initiated study
* Reading
* Attending Diocesan training and conferences

**Organisational Relationships**

**Reports to**

* The Assistant Priest/Deacon will be accountable directly to the Incumbent and then to the Bishop
* The Assistant Priest/Deacon will meet with the Incumbent on a regular basis for ongoing training and supervision.
  + In the first year this will be fortnightly and move to monthly when appropriate

**Parish Liaisons**

* The Assistant Priest/Deacon will be available to attend Parish Council and other parish/congregational or committee meetings as directed by the Incumbent.

**Diocesan Liaisons**

* The Assistant Priest/Deacon is part of the licensed staff (stipendiary or not) of the Diocese of Wangaratta and will therefore be accountable to the Bishop and other relevant Diocesan officers and subject to the Professional Standards regime applying in the Diocese.
* The Assistant Priest/Deacon will be expected to attend and participate in events and training aimed at Diocesan Clergy.
* Time is to be given so as to attend any events and training relevant to Clergy – it is not to be considered as “personal time” or “extra-curricular”.
* Diocesan events/training include, but are not limited to:
  + Clergy Retreat
  + Clergy Conference
  + Blessing of the Oils and Ordination Vows Renewal Service
  + Induction and Ordination services (in the same or other parishes)
  + Synods (Diocesan, Provincial and General)
  + Rural Deanery meetings
  + Bishop in Council
  + Training in Ministry groups
  + Ministry Formation groups
  + Safe Church Awareness Workshops
  + Other Diocesan Committees

**Qualifications, Knowledge and Experience**

**Mandatory**

* *Specific mandatory qualifications and experience are outlined here. They may include, but are not limited to, the following…*
* clearly demonstrate a high level of spiritual maturity, sensitivity and compassion.
* completion of recognised theological study (eg: TH.L or BTH ).
* experience in church ministry.
* demonstrated ability to preach/teach.
* demonstrated ability to organise and manage time.
* demonstrated ability to relate to a variety of people in a range of situations.

**Desirable**

* *Specific desirable qualifications and experience are outlined here. They may include, but are not limited to, the following…*
* experience in ministry to family, children and/or young adults.
* musical ability.
* computer literacy, including windows-based software and data projectors.
* basic understanding of sound systems.
* understanding of pastoral counselling.

**Inherent role expectations**

To maintain the integrity of the Church and community respect for clergy, there are a number of expectations inherent in this role, including:

* ongoing satisfactory criminal history checks.
* holder of a current Working with Children’s check.
* timely completion of Safe Church training and refresher programs.
* Participate in Diocesan Synod.
* Participation in the life of the local Deanery.
* Attendance at annual clergy retreat/conference.
* Regular meetings with spiritual director.
* Commitment to continuing education.
* Compliance with the applicable codes of conduct e.g.: “Faithfulness in Service” – available at [*www.wangaratta-anglican.org.au*](http://www.wangaratta-anglican.org.au)*.*
* Respect the position and authority of the Bishop of Wangaratta.
* Abide by the protocols, policies and Acts of the Church.

**Special conditions**

*Insert as applicable e.g.*

* *extensive travel within the Parish and to Diocesan events.*
* *Clergy can expect calls from Parishioners at all times day/night in their hour of need.*

**Related documents**

This document is designed to provide an overview of the role requirements. It should be read in conjunction with other documents such as:

* The Ordination of Priests APBA
* Professional Standards Act, Regulations and Protocols
* Faithfulness in Service
* Code of Good Practice for Clergy
* The Parish Administration Act
* The Administrative Circular
* Safe Church requirements and policies

**Personal and Spiritual Requirements**

* Regular time with God through reading the Bible, prayer and other spiritual disciplines that are found to be helpful.
* Clearly demonstrate a high level of spiritual maturity, sensitivity, integrity and compassion under the guidance of the Holy Spirit.
* Exhibit self-discipline, initiative and good time management practices.
* Exhibit a positive spirit and attitude.
* Exhibit good patterns of physical and emotional conditioning.
* There is an expectation that Clergy will have a Spiritual Director/ Companion.

**Time Allocation**

* *Insert details of time expectations.*
* There is to be one full day off each week – the normal day off will be communicated to the Bishop & or the Archdeacon.
* Clergy are expected to model good time management and efficient work practices, while still mindful of the seasonal and unpredictable nature of ministry.

**Terms & Conditions**

**Rate of pay and other allowances**

* Are set by the Wangaratta Diocese and reviewed annually.
* Access to stipend sacrifice card as per Diocesan provisions.
* Car replacement allowance as per Diocesan provisions.
* Travel allowance as per Diocesan provisions for \_\_\_\_\_\_\_\_\_\_\_\_\_\_ kilometres annually.

**Superannuation**

* 15% to Anglican Super Fund (or another super fund preferred by the employee).
* The Diocese encourages personal contributions to superannuation of 10%.

**Annual Leave**

* 30 calendar days including 4 Sundays – accumulation begins from the first day of appointment.
* Except with the approval of the Bishop, annual leave must be taken within the year in which the entitlement accrued plus one month.

**Public Holidays**

* In principle the Diocesan expectation is that public holidays will be observed except during annual leave, but are not an entitlement.
* If a Public Holiday falls on a day that requires ministerial duties or your day off there is an allowance for a day in lieu to be taken as soon as possible – preferably in the same week.

**Sick Leave / Other Leave**

* Leave for illness and accident is taken as necessary and is covered by insurance if it entails over a week’s absence.
* The Bishop & or the Archdeacon should be advised in regard to any necessary Sick leave.
* The Diocese of Wangaratta does not accrue Sick Leave.
* The Diocese does not provide income insurance (stipend continuance) and therefore the incumbent is encouraged to make their own provision.
* Clergy may be absent from the parish for up to 72 hours if necessary.
* Personal leave is at the discretion of the Bishop.
* Unpaid Maternity Leave is available in consultation with the Bishop.

**Study Leave**

10 days’ study leave is available as approved by the Bishop.

**Long Service Leave**

Payable in line with Diocesan and Anglican Church of Australia provisions.

**Workcover**

* If injured whilst under taking work-related activities, please complete an incident report and forward to the Registry office within 30 days.
* Worker’s injury claim forms are available from the Registry office or the Worksafe website [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

**Declaration of Appointee**

*I have reviewed the above position description. I understand the nature of the work and confirm that I do not have any pre-existing injury or illness that may affect my capacity to undertake this work.*

**Name of Appointee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Appointee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Bishop: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**