

Parish Profile

Name of Benefice

Photo of Church / Churches

Vision Statement

[Year]

Welcome

This section should contain a brief introductory letter of welcome to the Parish Profile and to the Benefice. For example, this could be written by the churchwardens.

You should not include contact details, as potential candidates are normally advised to direct questions relating to the Parish Profile or the vacancy to your Archdeacon. This is covered in the “**A position for you?**” section of the template.

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[Benefice / Parish] and Surrounding Area

The right candidates for your vacancy may come from anywhere in the country. The aim of this section is therefore to provide them, and their families, with a good feel for the benefice, its location and its local community and what makes it a good place to live and work.

The [Benefice / Parish]

Describe the area covered by your benefice / parish and, if you are a multi-parish benefice, show how it splits into parishes and in which deanery it falls. If the scope of the benefice has recently changed or is due to change shortly, describe the changes in the profile.

A map showing the benefice / parish boundaries and where it is situated in respect to major towns, cities and transport links will help bring your description to life for potential candidates.

Character

Describe the key characteristics of your benefice / parish. For example:

- Population
- Split between rural and urban areas
- Split between owner-occupied, rented and social housing
- Spread of ages, socio-economic and ethnic groupings
- Any specific social problems and opportunities
- Community feel and activities – including any major facilities within the benefice / parish (e.g. hospitals, care and nursing homes, sheltered housing, day and community centres, and parks)
- Unique features – such as buildings of special historical significance, major tourist and leisure attractions, active links with overseas towns and cities, etc
- Future planned developments

Commerce & Industry

Describe the types of businesses and other work places that operate within and close to your benefice / parish, including retail shops, and your involvement with them.

Schools & Education

Describe the places of education within your benefice / parish, highlighting any that are Church schools and provide a brief description of your involvement with each of the schools and other places of education.

Health Care

Describe the health care that is available to people who live in your benefice / parish.

Other Churches in [Benefice / Parish]

Describe the other churches in your benefice / parish/local area and your relationship with them, such as any partnership agreements that are in place and shared activities and services that take place during the year.

Vision and Mission

“Insert vision statement”

The aim of this section is to bring to life:

- What type of church you are (your overall church tradition)
- Where you are going as a church (your vision)
- How you see yourselves achieving this vision (your key areas of focus or key areas of unfulfilled potential that could make a substantial difference to your church)
- How you see the right candidate for your vacancy contributing to the achievement of your vision and mission

It is also an opportunity to state whether you have passed any resolutions regarding the Priests (Ordination of Women) Measure 1993. **Note:** If a resolution has been passed by your PCC, this has to be included in the advertisement for the vacancy. You should therefore highlight to your Archdeacon that you have passed a resolution on this issue when you submit your completed Parish Profile.

Future Direction

Building on your vision and priorities, the aim of this section is to show the key opportunities and challenges that you are working on and, if possible, the key actions that you have underway and planned to grow your church, expand your outreach into the community and deepen your spiritual understanding and faith. You should bring to life how the right candidate for your vacancy could help make these plans a reality.

Whilst the aim of this section is to look forward, it is also a great opportunity to celebrate recent successes and show how you plan to build on them.

Church Buildings

The aim of this section is to bring to life the churches, church halls, offices and homes that are occupied by the benefice / parish, where they are located and their current state of repair. You should also state when the last quinquennial inspections took place and provide a brief description of any material work outstanding. Remember to describe how many people can be accommodated in each of your churches, as this will show the potential for further growth based on your average attendance at services. Highlight any special or unusual architectural features.

Whilst the history of your church buildings may be very interesting, they should be kept brief and, if any of the buildings have listed status, this should be stated.

A photograph of each building should be included.

Any major problems and/or significant building projects should be explained, including the current state of play with obtaining the approval and funding needed to complete the work.

If there are any churchyards, say who is responsible for their upkeep, whether they are still open and, if so, how often they are used.

When describing the home which candidates and their families could potentially live in, you should describe its location and provide a brief yet informative description of the house, other buildings and grounds. Remember to highlight the working space available within the home, e.g. study / office, and storage facilities. The photograph should bring to life the character of the house and its setting.

Sunday and Weekday Services

The aim of this section is to bring to life the normal pattern of worship that takes place within your benefice / parish on a monthly basis, and the average level of attendance at these services. As well as providing tables of information to show the pattern of services and level of attendance, you should also describe the style of your main services and the degree of formality and use of robes, who attends the services, your approach to welcoming newcomers and your style of music and songs/hymns/psalms.

In this section, you should also state the size of your electoral (and parish) rolls and state how many live outside of the benefice / parish.

Monthly Service Structure

If you have had to change the pattern of services due to the vacancy, you should show the monthly pattern that was in place prior to the vacancy.

Table suitable for use by single parish benefices

You can use this table to show your pattern of monthly services, by simply adding, amending and deleting the rows and columns to reflect the worship that takes place in your church. It has been filled in with example information to show how it might look fully completed.

First Sunday	10.00am Holy Communion CW – Sung service			6.00pm Evening Prayer BCP – Said service
Second Sunday	10.00am Holy Communion CW – Sung service	11.30am All-Age Service Sung service		
Third Sunday	10.00am Holy Communion CW – Sung service			6.00pm Contemplative Prayer Taizé – Sung service
Fourth Sunday (if not Last Sunday of month)	10.00am Holy Communion CW – Sung service		4.00pm Evening Prayer CW – Said service	
Last Sunday	10.00am Morning Worship Sung service			6.00pm Holy Communion CW – Said service

Wednesday	10am Holy Communion CW – Said service			
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Table suitable for use by multi-parish benefices

You can use this table to show your pattern of monthly services, by simply adding, amending and deleting the rows and columns to reflect the worship that takes place in your benefice. It has been filled in with example information to show how it might look fully completed.

Monthly Pattern	Parish A	Parish B	Parish C	Parish D
First Sunday	10.00am Holy Communion CW – Sung service		11.30am All-Age Service Sung service	6.00pm Evening Prayer BCP – Said service
Second Sunday	10.00am Morning Worship Sung service	10.00am Holy Communion CW – Sung service	11.30am All-Age Service Sung service	6.00pm Holy Communion CW – Said service
Third Sunday	10.00am Holy Communion CW – Sung service		10.00am Holy Communion CW – Sung service	6.00pm Evening Prayer BCP – Said service
Fourth Sunday	11.30am Morning Worship Sung service	6.00pm Evening Prayer BCP – Said service	4.00pm Evening Prayer CW – Said service	10.00am Holy Communion CW – Sung service
Fifth Sunday	10.00am Benefice – Holy Communion CW – Sung service		4.00pm Contemplative Prayer Sung service	6pm Evening Prayer BCP – Said Service
Weekdays	10.00am – Wednesday Holy Communion CW – Said service		10.00am – Thursday Pram Service Relaxed service with simple songs	10.00am – Thursday Holy Communion CW – Said service

The table below can be used to show the average attendance at your normal Sunday and weekday services. For multi-parish benefices, you should list the services and their attendance by location.

Table suitable for showing average attendance at services

Service [and location]	Children & Youth (0 – 16 yrs)	Adults	Totals
[Location and] service name			

Other Services

The aim of this section is to bring to life the other services that take place each year in your benefice / parish.

This should include:

- Additional services that you provide for major Church festivals and Holy Days – e.g. Lent, Holy Week and Easter, Harvest and Christmas – and the opportunities this presents for outreach into the local community. For example, this could be through services for local schools, services of commemoration for the recently departed and visits to local pre-schools and nurseries to talk to them about Easter or Christmas.
- Baptisms and thanksgivings, confirmations, weddings and funerals services – describe how many of these services took place during the last 12 months and your approach to preparing, welcoming and supporting these individuals and their families.

Support Available

The aim of this section is to describe the support available, so that potential candidates can see what level of assistance is available for the ministry and administration of the benefice / parish.

It should cover:

- Clergy – paid, self-supporting and retired
- Lay Ministers – readers, lay pastoral ministers, licensed evangelists and lay ministers in training
- Other ministerial support (paid and voluntary) – e.g. youth workers, chaplains, lay involvement with services (e.g. reading lessons, leading prayers and leading all age services), musical support (e.g. organists, music groups and choirs)
- Administrative support (paid and voluntary) – e.g. church administrator, parish secretary
- Other support by members of the congregation and/or the local community

You should show how this support helps with the planning, leading and delivery of the services shown in the pattern of monthly services included in the **Sunday and Weekday Services** section and the **Other Services** described in the previous section.

In this section, you can also describe the support available to help them with their ongoing spiritual development, e.g. through funding for retreats and other forms of spiritual refreshment, and time out for training, study and other forms of personal development.

Youth and Children's Work

The aim of this section is to bring to life how you welcome, support and develop children and young people within your church family and reach out to them within the local community. It can also cover activities aimed at welcoming, supporting and developing their parents and guardians.

When describing these activities, you should highlight the support available to plan, organise and run them.

For example, you should cover:

- Support provided on Sundays (e.g. toys and other activities for young children in church)
- Education and development provided on Sundays (e.g. Sunday School / Junior Church)
- Activities that take place on Sundays and during the week
- Involvement with each of the local schools and other places of education and development within the parish, including highlighting where church members are governors for local schools
- Involvement with scout and girl guiding groups etc
- Activities provided during school holidays and other special times of the year

If your mission also focuses on other age groups and pastoral needs (e.g. vulnerable adults), you should create a separate section in your profile to bring to life your mission and service to the people within your local community.

Remember to obtain permission from parents / guardians to use photographs of children and young people.

Church Groups and Activities

The aim of this section is to bring to life the variety of Church Groups and other activities that take place as part of the normal life of your church.

It should briefly cover the key activities that represent the breadth and depth of activity that takes place within your church family and show the support available to make them happen.

- Spiritual Growth – such as Bible Study, Prayer and other forms of house group, Lent groups, Emmaus, Alpha and other courses designed to develop and deepen Christian faith, and Prayer Breakfasts
- Faith and Fellowship – such as Mothers' Union, Men's Groups, Ladies' Groups, Bell Ringers, social events, sporting activities and other forms of fellowship within the church
- Pastoral Care – such as prayer cycles and requests, home visits and communion, hospital visits, lifts to/from church, parish magazines and newsletters, and sermon and service recordings for those who can't come to church
- Ecumenical Links – such as links with churches in Bungoma and other overseas locations, participation in local church partnerships and Churches Together, and involvement in Deanery events
- Community Activities – fetes and fayres, and other forms of church activity designed to encourage the community to support their local church; other regular users of the church building
- Volunteers – the groups of people that volunteer their time to help the church and its services run smoothly and efficiently, such as flower arrangers, cleaners, welcomers, servers, eucharistic assistants etc

Finance

In this brief section, you should cover:

- Support Available for managing the benefice finances – such as PCC Treasurer(s), Planned Giving Secretary and volunteers to count and bank the collection each week
- Parish Share – state whether or not this has been paid in full and if not, why not
- Clergy Expenses – confirmation that these are paid in full
- Stewardship & Planned Giving – describe your approach to teaching on giving and state how many people have signed up to your planned giving scheme and what proportion of your income comes from this source
- Missionary Giving – describe your approach as a church to charitable giving and the key organisations that you support financially
- Reserves – State the normal level of reserves held by the benefice / parish in its General Fund
- Any major projects underway that have not been covered by earlier sections of the profile / major restricted and designated funds held / grants received by the benefice

Your last Annual Reports and Accounts for the parishes in the benefice should be made available, so that they can be sent to potential candidates on request.

Organisation

In this section, you should show how the benefice / parish is organised, in terms of the committees that exist, their membership (mix of members rather than lists of names) and how frequently they meet.

- Benefice Council (for multi-parish benefices)
- Parochial Church Councils
- Other committees that report into the PCCs – including those that have been set up to manage the major projects described earlier in the profile

Person Specification for [Vacancy]

The aim of this section is for you to describe the qualities and attributes that the right candidate for your post will need to display. There should be a clear link between what you have said about your benefice / parish and its vision, mission and activities and what you are looking for in your new priest. It is important to be realistic and to focus on the qualities and attributes essential to help your church grow and develop. By taking the time prayerfully to describe the right person for your role, with the help of the Holy Spirit you will inspire the right candidates to come forward and apply for your vacancy. It will also make the selection process easier, as you will know what good looks like for your role.

You should aim for a short description (no more than three brief paragraphs) or a bullet list of no more than 10 to 12 key things that you are looking for in your new priest.

It should cover the following areas:

- Christian tradition and ministry
- Experience
- Skills
- Attributes

Once you have created the description, check that there is a clear link back to your vision, mission and future direction and that all of the characteristics listed are truly needed for the right candidate to be successful in their ministry to your benefice / parish and community.

A position for you?

In this section, you should explain what potential candidates should do if they feel that God is calling them to apply for this vacancy.

You should therefore provide details of:

- Who to contact if they are interested in the post and/or want to find out more – this is normally your Archdeacon but could be your Patron
- Useful sources of information on the benefice / parish and the local community – such as the church website