

This template is to help you produce your Benefice/Parish profile which is an important part of the appointments process.

Advice is in blue italics in order for you to be able to create your own content and then delete these pages or text.

Your Archdeacon is responsible for the appointment process, working with the Bishops, the Patron (if there is one) and the elected parish representatives and drawing on the wisdom of the Rural Dean and the Deanery Lay Chair.

A Benefice/Parish profile is your opportunity to "sell" your parish to your next priest. Clergy are looking for as complete a picture as possible, for honesty about your strengths and weaknesses, and for a sense that you have a vision and know where you are going.

As a Diocese we are looking for clergy who will help our churches to grow. If you in your Profile can honestly say that you are open to the leadership and to the changes that will enable growth you are much more likely to attract a good priest.

You may wish to use the prayer below or create one for yourselves, it is good to use this prayer at every service and PCC meeting during the vacancy as well as making it available to members of the congregation to pray individually.

A Prayer

God our Father,
send your Holy Spirit on us at this time of uncertainty and change
to fill us with the vision, understanding and energy needed
to create a Profile that will inspire the right candidates
to apply for our vacancy.

Thank you that you are calling the right person to this role,
help us to trust in your never ending love and provision.

Amen

[Benefice] Profile

Name of Parishes/Churches

*Insert
photograph/s of Church community/communities
People as well as places ideally*

Vision Statement (if you have one)

[Year]

Welcome to our Church

Welcome

This section should contain a brief introductory letter of welcome to the Parish Profile and to the Benefice. This could be written from the churchwardens or PCC.

It could include:

Greeting and thank you for showing interest

Introduction e.g. We are glad to have the opportunity to tell you about our Church, our community and the surrounding area.

BRIEF introduction to what you are looking for e.g. We are seeking a new Vicar who will....

No more than 2-3 lines (you have much more space later to elaborate).

PICTURES - a photo that supports the introductory words would be good here, this will be the first image inside so something that shows your church/es as lively places is good – think colour and light!

You should not include:

*Contact details, as potential candidates are normally advised to direct questions relating to the Profile or the vacancy to your Archdeacon or Rural Dean. This is covered in the “**A position for you?**” section of the template.*

Contents

Welcome to our Church	2
Contents	3
Our Vision and Mission	#
What we can offer you	#
Our Parish	#
Our Church	#
Our Worship	#
Our Church Community: Congregation	#
Our Children, Young People and Families	#
Our Groups	#
Our Team	#
Our Finances	#
Our Organisation	#
Our New Vicar	#
A place to call Home	#
A position for you?	#

Our Vision and Mission

“Insert vision statement” (if the Benefice/Parish has one)

The aim of this section is to bring to life:

- *What type of church you are (your overall church tradition, approach, style)*
- *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, your aims, hopes and dreams)*

PICTURES:

Anything that illustrates your vision and mission in action – people and places.

It is also an opportunity to state any previous PCC resolutions, specifically, regarding the House of Bishops’ Declaration made on 19 May 2014 where a Statement of Needs and Theological Conviction under the House of Bishops’ Declaration regarding the ministry of women.

What we can offer you

The aim of this section is to state clearly what you as a Church community are going to give to your new Vicar.

Example:

- *A Warm and welcoming Church congregation*
- *Openness to embracing change, new patterns of worship, new styles of worship*
- *A desire to explore and grow in faith*
- *Volunteers*
- *A church/churches in a good state of repair*
- *A vision for growth*

PICTURES – again include pictures to illustrate what you are offering, preferably people not buildings.

Our Parish

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.

This section can cover more than one page, maps and pictures are good illustrations, links to parish council websites or the websites of buildings of interest are also useful.

Try to make sure the finished section is inviting and helps a potential candidate to understand what your place can offer to them as a place to live and work.

The [Benefice / Parish]

Describe the area covered by your benefice / parish and which Deanery it is part of.

If you are a multi-parish benefice, show how it splits into parishes.

If the scope of the benefice has recently changed or is due to change shortly, describe the changes

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:

- *Census information: Population size, age, type of housing, ethnic diversity, religious affiliation*
- *Rural/Urban*
- *Any specific social problems and opportunities*
- *Amenities within the benefice/parish (e.g. health, shops, community centres, post office, nursing homes, social clubs)*
- *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*
- *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

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.

PICTURES – these are better put in between the sections of text to break it up rather than just at the end.

Our Church

The aim of this section is to bring to life the churches (and any other buildings such as church halls, offices) where they are located and their current state of repair.

Information such as the date when the last quinquennial inspection took place is important, if there are significant works outstanding include the current state of play with obtaining the approval and funding needed to complete the work.

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.

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.

PICTURES:

A photograph of each building should be included – this is better within the text rather at the end.

Our Worship

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.

Helpful information which should be included:

Pattern of services, levels of attendance, style of service, music style, usual practice regarding robes, how newcomers are welcomed.

Size of the Electoral Roll and the balance of those living in and out of the Diocese.

Monthly Service Structure

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			

The aim of the table below is to bring to life the other services that take place each year in your benefice/parish. Including:

- 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.

Table suitable for showing festival and ‘special’ services

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

Our Church Community: Congregation

Use this section to record quotations from your congregation.

Questions you could ask are: (these are just suggestions, there are many more you could ask)

What do you love about being part of our Church family?

What new thing would you like our Church family to do?

What is the best thing about our Church family?

What can our Church family do to serve the wider community?

PICTURES - any pictures that illustrate the favourite things is good.

Our Children, Young People and Families

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 families.

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

For example, you could cover:

- *Groups on a Sunday*
- *Groups during the week*
- *Schools involvement - including highlighting where church members are governors for local schools*
- *Involvement with community groups for children and young people*
- *Activities provided during school holidays and other special times of the year*

PICTURES:

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

Photographs of children and young people (with permission) are really good.

Our Groups

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
- **Church Links** – such as links with churches overseas, or ecumenical links such as 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

PICTURES

Focussing on people in these activities and looking to show the range of those you are in contact with as a church.

Our Team

This should describe those who will work with the new Vicar in some capacity.

It could 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.*

Personal Support:

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.

Our Finances

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 and how they are claimed (the more complicated the system for the Clergy the more off putting this will be)*
- *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.

Our 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*

PICTURES

Photographs of those on your committees or of the work those committees undertake if the activity is easily photographed such as fundraising.

Our New Vicar

This section should cover two specific areas

- 1. Role Description*
- 2. Person specification*

Role description should relate to what you have said about your benefice/parish and its vision, mission and activities. It should contain the following:

What is already happening

What is needed but not yet happening

Areas in which Leadership is needed particularly

Areas of challenge where support and vision is needed from the new Vicar

Person specification should be the qualities, experience and skills the new Vicar will need in order to fulfil the role description

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 place to call Home

When describing the home which candidates (and their families potentially) will 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.

As much detail as possible is good here – think ‘Right Move’ or ‘Zoopla’ what information would someone want if they were buying a house – these are the things you need to consider.

PICTURES

The photographs should bring to life the character of the house and its setting, the inside spaces are important.

A position for you?

Is God calling you?

If you have any Benefice web pages or community web pages include the link here:

Please use the following link to find out more about our Benefice:

www.....

Further information about our communities can be found on the links below:

www....

The following information should be included on this page (delete as appropriate)

Informal contact can be made with The Rural Dean The Revd X

Email:

Tel:

Or

The Archdeacon of Northampton The Venerable Richard Ormston

archdeacon.northampton@peterborough-diocese.org.uk

The Archdeacon of Oakham The Venerable Alison Booker:

archdeacon.Oakham@peterborough-diocese.org.uk

Archdeacons Office:

Cheryl Cullen (PA)

Tel 01733 887019

E pa.archdeacons@peterborough-diocese.org.uk

An application form can be obtained from the Diocesan website, vacancies section,
www.peterborough-diocese.org.uk/vacancies2