



United Reformed Church
Wessex Synod

Local Mission and Ministry Review

Pastorate Mission Profile with Minister's Role Description

March 2011

Pastorate Mission Profile

This Profile is a multi-purpose tool for:

- producing a pastorate profile when a minister moves,
- engaging in a pastoral consultation with the Synod (for example a change in the scoping of ministry and/or a change in the number of churches in a Pastorate),
- undertaking a Local Mission and Ministry Review,
- seeking financial support from the Synod or other sources.

The component parts of the Pastorate Mission Profile to be examined below are:

Where are we?

Who are we?

What do we do?

What are we here for?

What are our resources?

What are the opportunities?

Where are we going?

How will we get there?

What do we need?

Collaborative working

The minister's role description for the Pastorate.

Guidelines for completion

Single church Pastorates should complete all sections below except Section 10.

When the Pastorate is comprised of more than one church:

- The front page (Section 1) should reflect the Pastorate as a whole with relevant information from each church.
- Section 2 to Section 9 need to be completed for each church individually
- In Section 10 the Pastorate is asked to indicate how it is currently working together and possible areas of future collaboration.
- In Section 11 you are asked to draft the minister's role description within the Pastorate (i.e. not for each church) which will be finalised 9-12 months after his/her induction. Note: if there is more than one minister in a Pastorate there will be a separate role description for each minister.

This Profile has sought to cover most aspects of a Pastorate's life. However if a church feels that there are aspects not covered then please feel free to add them as necessary. Please remember that not every aspect might need completing.

Introductory Page to the Pastorate as a whole.

Date completed by Pastorate:.....

Date endorsed by Church(es) and signature of relevant Church Secretary:

.....
.....
.....

1. Where are we? Mission Context

1a. Name of the pastorate and/or the churches involved and give a brief pen portrait of the Pastorate as a whole

1b. Describe the contexts of each church (e.g. rural, country town, suburban, inner city, urban priority area, city centre etc.) and adding other relevant detail (e.g. local employment).

1c. Describe the population of the communities being served:

- (a) numerically - with other relevant detail (e.g. growing / static / declining)
- (b) by social composition (e.g. age, ethnicity, economics, geographic, etc.)

1d. Describe the ecumenical scene for each church

- (a) What other churches are in the area?
- (b) What are relationships like?
- (c) Are there any local formal arrangements (e.g. local covenants)?

Individual church information (Sections 2 to 9)

2. Who are we? Name of Church

2a. Give a brief pen portrait of the church, including key points in its history; what is distinctive about the church, its theological outlook and worship style.

2b. Number on roll- total

number up to 11

12-18

19-30

31-50

51-70

71+

Number of adherents

Average attendance at main act(s) of worship on Sunday +

Average attendance at worship over a week

2c. Changes in the roll over the last five years-

(a) Additions: on profession of faith

by transfer

(b) Losses: by death

by transfer

by removal from the roll

2d. Number residing-

(a) within one mile of church building

(b) over three miles from church building

2e. Number of serving Elders

Number of non-serving Elders

3. What do we do?

Pattern of worship (Sunday, midweek, styles, venues etc.)

Pattern of care and nurture (teaching the faith, discipling, visitation, care, etc.)

Support for the Minister (What support will the pastorate put in place for the minister?
Who will take responsibility for this?)

Pattern of leadership & decision making (Elders, Church Meetings, ministry team, etc.)

Pattern of work with different groups (children, young people, elderly, community etc.)

Pattern of partnership with others (ecumenical and secular)

Other activities:

4. What are we here for?

What is your **Mission Statement** (values & beliefs, vision statement, etc)?

What is the biblical basis for your mission purpose?

5. What are our resources?

What skills, gifts, experiences are there in the membership & attendees of the church?

Are there any employed staff and what are their responsibilities?

What property resources are available?

(What are their Strengths, Weaknesses, Opportunities and Threats (SWOT)?)

What financial resources are available?

What resources do we have that could be shared within the pastorate?

(List here and elaborate in Section 10 below).

6. What are the opportunities/potentials for mission and outreach?

What are the trends in the life of the church and in its community context?

What challenges does the church face locally?

What opportunities are there for collaborative mission and outreach within the Pastorate? (List here and elaborate in Section 10 below).

7. Where are we going?

What are the priorities, the targets, goals, objectives for the next few years?

Priority 1.

Objectives

Priority 2.

Objectives.

Etc

8. How will we get there?

What plans are there for making progress on the priorities agreed by the church?

What time frame is there for their implementation?

How will the plans be monitored and evaluated?

9. What do we need?

Where/what help is required either of personnel, property or finance?

To be completed jointly by Pastorates having more than one church.

10. Collaborative working.

The Pastorate is asked to indicate how it is currently working together and possible areas of future collaboration in areas such as:

Ministry

- If other people are involved in ministry, give their names and indicate whether they are stipendiary, non-stipendiary or lay.
- How does/will the ministry team work together?
- What agreements cover leadership, meetings, pastoral responsibilities, specialist roles etc.?
- Is there a suggested overall portion of ministry for each congregation and its community, or is this to be agreed with the new minister?

Resource sharing (elaborate from section 5)

Mission and Outreach (elaborate from section 6)

Decision making

Joint services

Training/discipleship/nurture

Events with outside speakers/facilitators

Other activities ...

11.

Minister's Role Description

For vacant Pastorates you are asked to draft the minister's role description within the Pastorate which will only be finalised 6-9 months after his/her induction.

For Pastorates with an incumbent minister this needs to be formally endorsed by a Church Meeting of the relevant church(es).

This Role Description is between

..... (the Pastorate)

and the Revd (the Minister)

The role description is not simply a job description, but the identifying of the minister's responsibilities arising from the Pastorate Mission Profile and promises at their induction:-

Do you promise to fulfil the duties of your charge faithfully, to lead the church in worship, to preach the Word and administer the Sacraments, to exercise pastoral care and oversight, to take your part in the councils of the Church and to give leadership to the Church in its mission to the world?

• Pastorate/Post

The minister will have pastoral oversight of..... (churches) and leadership responsibility in particular for

• Priorities & Objectives for the minister.

The minister will have special responsibility for the development of the Pastorate in the following priorities identified from amongst those listed in the Pastorate Mission Profile(s) (section 7).

Priority 1.

Priority 2.

Objectives.

Objectives

Etc.

• Worship Leading

What are the priorities in the worship life of the pastorate, drawing from the Pastorate Mission Profile(s) (section 3)? What are the particular responsibilities of the minister and what objectives are there?

E.g. As a member of the worship leading team the minister will help develop the worship life of the pastorate, specifically to, and will lead worship according to the following general pattern:(to include Sundays, midweek and special services e.g. weddings, funerals and baptisms, school assemblies, residential homes services etc.) A focus will be on developing a new worship occasion mid-week in an alternative informal style.

• Pastoral care

What are the priorities in the pastoral care of the pastorate, drawing from the Pastorate Mission Profile(s)? What are the particular responsibilities of the minister and what objectives are there?

E.g. The priority will be the building up of relationships with new families. As one of the pastoral care team the minister will focus on following up contacts with new families, and building up a team of trained visitors.

- **Discipling others**

What are the priorities for the Pastorate in Christian education, nurture and faith development? What are the particular responsibilities of the minister and what objectives are there?

e.g. the priority will be to nurture the faith of church members through house groups. The minister will focus on equipping and supporting the group leaders and take the lead in identifying material to study.

- **Decision-making**

What are the priorities for the decision-making of the church(es) drawing from the Pastorate Mission Profile(s)? What are the particular responsibilities of the minister and what objectives are there?

E.g. The priority will be to make church meetings more participative and attractive to members, and the elders meetings a better balance between effective oversight of the strategy of the church and Biblical reflection. The minister will chair one church meeting and one elders meeting a quarter and will work with the Church Secretary and others chairs on the preparation of agendas.

- **Wider Church service**

Is there a recognition that the minister may be asked to give time to the wider URC church to utilize his/her gifts and experiences and similarly for any ecumenical involvement?

(For vacant churches this can only be fully explored once a minister is in post after say 9-12 months.)

- **Factors affecting the minister's pattern of work**

What factors require special attention, e.g. for newly inducted ministers an initial six months set aside to get to know the people in the pastorate and key people and organisations in the community?

Are there particular issues to be taken into account, e.g. child care arrangements, disability, training needs, medical treatment? What arrangements are to be put in place for the minister's relaxation and refreshment?

- **Other aspects such as:**

- Community Involvement
- Outreach
- Collaborative Working

Signed Minister Date.....

.....for the Pastorate Date.....