



Interim Associate Vicar (Christ Church Windhill(LEP), St Paul's Shipley and St Peter's Shipley) [0.5 stipend]

ROLE DESCRIPTION

Role description signed off by Ven Dr Andy Jolley, Archdeacon of Bradford

Date: July 2026

To be reviewed 6 months from appointment and 3 yearly thereafter

1 Details of post

Role title (as on licence):	Interim Associate Vicar of Christ Church Windhill (LEP), St Paul's Shipley and St Peter's Shipley
Name of benefices:	Shipley St Paul Shipley St Peter Windhill Christ Church
Episcopal area:	The Episcopal Area of Bradford
Archdeaconry:	Archdeaconry of Bradford
Deanery:	Aire and Worth
Initial point of contact on terms of service:	Archdeacon of Bradford

2 Role Purpose

The Interim Ministry set up across the three parishes has four key priorities:

- To develop outreach and worship which will attract a younger demographic into St Paul's, St Peter's and Christ Church (in particular more families and young people);
- To devise and implement a strategy for disciple-making which provides ways for people from outside the existing church communities to consider Jesus, opens new approaches to discipling beyond existing home groups, and fosters a culture of disciples who make disciples and leaders who grow leaders;
- To bring St Paul's Shipley and Christ Church, Windhill to work alongside St Peter's Shipley to reimagine mission and ministry for the whole town of Shipley, and to explore possible structural changes, including pastoral re-organisation, which might support this better;
- To develop outreach and new worshipping communities for less-reached parts of Shipley (for example, Hirst Wood, Wycliffe and Windhill).

Specific

The incoming Associate Vicar will support mission and ministry to help progress the above four priorities. Working under the overall leadership of the Interim Priest-in-Charge of the parishes and with the leaders and congregations of Christ Church, St Paul's and St Peter's, s/he will have particular responsibility for:

- Developing outreach and at least one new worshipping community for the less-reached parts of Shipley (eg Windhill, Wycliffe, Hirst Wood) – this could be aimed at families or those from more marginalised backgrounds;
- Leading on schools ministry in the parishes, and in particular at Christ Church Academy, Shipley CofE and Wycliffe schools;

Alongside the Interim Priest-in-Charge, s/he will also:

- Provide excellent worship leading and preaching across the three parishes in a wide range of service formats;
- Seek to attract a younger demographic into Christ Church, St Paul's, and St Peter's;
- Support existing lay leaders and help to discern and develop new ones;
- Support a strategy for disciple-making, especially of those who are new to church;
- Help Christ Church, Windhill, St Paul's Shipley and St Peter's Shipley to work alongside each other more fully and more effectively.

General

- To share with the Bishop both in the cure of souls and in responsibility, under God, for “building confident Christians, growing churches and transforming communities”;
- To have regard to the calling and responsibilities of the clergy as described in the Canons, the Ordinal, the Code of Professional Conduct for the Clergy and other relevant legislation including safeguarding;
- To build up the Kingdom of God in the parishes of Shipley and more widely in the Diocese;
- To promote the health of the Church and its growth in numbers, in spiritual commitment and in service to local communities;
- To have regard to the Diocesan Strategy (see Appendix);
- To undertake any duties that may reasonably be required of the role.

3 Key Working Relationships

- The Interim Priest-in-Charge of St Paul's Shipley, St Peter's Shipley and Christ Church Windhill
- The Bishop of Leeds
- The Bishop of Bradford (with responsibility for the Bradford Episcopal Area)
- The Archdeacon of Bradford
- The Area Dean and Deanery Lay Chair
- The Deanery Synods and Clergy Chapter
- The Diocesan Office team, including the Safeguarding and Human Resources Teams
- The Diocesan Mission and Ministry Team
- The Area Clergy Development Officer
- Clergy and lay colleagues
- Churchwardens
- The Parochial Church Councils of St Paul's and St Peter's, and the Ecumenical Church Council of Christ Church

- Ecumenical partners / Ministers of churches in the area
- Local community partners including schools.

Future

- Local councillors and other civic leaders
- Head teachers of schools
- Leaders of other religious communities

Supportive:

- Clergy Counselling Support

4 Health and Wellbeing

The Diocese of Leeds is committed to promote the wellbeing of our clergy and their households in terms expressed in the Church of England's Covenant for Clergy Care and Wellbeing. We also expect our clergy to manage their time well to ensure that they:

- Take a regular day off each week, trying to ensure that this includes the preceding evening and If the weekly day off is compromised for whatsoever reason, to take a day off in lieu;
- Take their full annual leave allowance each year (six weeks holiday plus Bank Holidays, or time in lieu of Bank Holidays);
- Pay attention to their spiritual wellbeing, including daily prayer and Bible reading, reading / learning in general, quiet days and an annual retreat;
- Build collegial relationships across the Deanery, Episcopal Area and Diocese;
- Engage fully with their annual Ministerial Development Review and Continued Ministerial Development and Education;
- Advise the Area Dean, Archdeacon or Area Bishop as early as possible of any health, stress or anxiety concerns;
- Engage in a continuous learning relationship (eg work mentor, spiritual director, peer group) which supports and encourages their ministry. The Area Bishop or Archdeacon can provide a directory of spiritual directors and mentors should this be required.

The Diocese of Leeds works with Health Assured, our Employee Assistance Programme, in delivering a confidential, professional source of support, including a helpline and counselling services, to its clergy and spouses.

Despite the reference to 'Employees', the programme provides services closely suited to the needs of clergy. Details can be seen at <https://www.healthassured.org/>.

The HR team at Church House are also available to talk through any issues or questions. For further information, go to the diocesan website: <https://leeds.anglican.org/how-we-can-help/equipping-faith-in-life/ministry-wellbeing/ministry-wellbeing.php> or ring this free and confidential helpline: 0800 028 0199.

5 Archdeacon's Comment

Our vision in the Diocese of Leeds is about confident clergy equipping confident Christians to live and tell the good news of Jesus Christ. In appointing to every post, we seek people who have a joyful and confident faith which has inspired a track record of church growth, both numerically and spiritually.

The town of Shipley is home to the parishes of St Paul's Shipley, St Peter's Shipley and Christ Church Windhill. Our long-term vision is for these three churches to work closely together for the benefit of the whole town which also comprises the village of Saltaire, a world heritage site. This could possibly develop into a single parish along the lines of the nearby parishes of Keighley and Baildon.

Following the appropriate and necessary consultations locally and within the Diocese, the right of presentation of a new incumbent has been suspended at St Paul's and Christ Church and an Interim Ministry appointment is being progressed. This is for an initial period of three years, and could be renewed for a further period of up to three more years. The incoming Interim Associate Vicar, working with the Interim Priest-in-Charge, has the challenge of bringing welcome fresh energy and vision. The period of Interim Ministry will give space and time to focus on the four specific priorities of the Interim Ministry, working with the leaders and congregations of the three churches to carefully manage such change as is needed. Especially given the part-time nature of this post, we are seeking a person who can develop others into ministry and leadership alongside themselves.

In common with all our Interim Ministry appointments, a monitoring process will be put in place, involving a quarterly meeting with the Archdeacon and a review point at the end of two years at the latest. This will enable a decision to be taken as to whether the arrangement should be extended for up to three more years, made permanent, or the appointment reviewed and changed. The decision could then be implemented during the third year of the interim post. The criteria for the review would be based on the agreed specific Interim Ministry priorities .

The Deanery of Aire and Worth is comprised of parishes similar to these, many of whom are experimenting with mixing new approaches to worship and mission alongside inherited patterns. The new Interim Priest-in-Charge will therefore find a group of creative and supportive colleagues in the Deanery chapter, all of whom will be deeply familiar with the joys and challenges that each other faces. (S)he will therefore be expected to work with a spirit of generosity in sharing wisdom and insights about ministry within the Deanery of Aire and Worth and across the Episcopal Area.

All new appointees in the Diocese are required to undertake:

- (i) the diocesan induction programme which includes diocesan training for safeguarding children and vulnerable adults,
- (ii) a course on presence and engagement in the context of other faiths, and
- (iii) the residential "*Leading Your Church into Growth*" course (LYCiG).

Leading your Church into Growth (LYCiG) and Jesus Shaped People (JSP) are two excellent initiatives born in the Bradford Episcopal Area and now adopted in other Dioceses. They have enabled church growth and developed confidence in congregations. Newly appointed clergy are required to book onto a LYCiG conference within 12 months of their appointment, and ideally to attend with some people from their parish. Experienced mentors and training are available to new incumbents to make the most of LYCiG and JSP.

The post comes with a half-stipend and housing, for which the post-holder will work Sundays and three other days a week. The accommodation offered will be the vicarage at 31 South Edge, Shipley, as detailed in the Parish Brochure. Prior visits, if necessary, can be arranged via the Archdeacon's PA. Please contact carmel.dylak@leeds.anglican.org

APPENDIX: Our Diocesan Strategy

Barnabas Encouraging Confidence

The Diocese of Leeds is committed to building **confident Christians** who are part of **growing churches** and helping to **transform communities**.

As followers of Jesus, we are called to **share the Good News**, serve others and make a positive difference in our communities. To help us do this, we need to be **confident** in our faith, in our churches and in the future.

Over the next 10 years, we are focusing on four key areas:

- **Confidence in our Mission** – Helping churches understand their purpose and make the best use of their buildings, time, and resources.
- **Confidence in our Future** – Ensuring the diocese remains sustainable, effective, and well-prepared for the years ahead.
- **Confidence in our Leadership** – Supporting and equipping everyone who serves in our churches.
- **Confidence in our Witness** – Encouraging and empowering people to share the Good News of Jesus, especially with children and young people.

These **four pillars will guide everything we do from Church House**, helping us work together and support the diocese more effectively.

What is Barnabas: Encouraging Confidence?

Barnabas: Encouraging Confidence is a strategy designed to **support churches in their mission**.

Diocesan teams (and we hope Churches across the diocese) are focused on ensuring their work supports increasing confidence in the 4 areas of mission, future, leadership and witness.

It goes even further through seeking and using additional funding from the national church to provide resources and targeted initiatives which can help churches to **grow, adapt, and thrive**. A dedicated **Barnabas Programme** team will oversee this, working with wider diocesan teams to ensure we get alongside parishes, offering guidance and practical support.

The name **Barnabas** is inspired by the early church leader who encouraged and strengthened others in their faith. In the same way, this strategy aims to **build up** and **equip** churches so they can move forward with confidence.

As we step forward, we do so with a shared commitment to seeing our churches and communities flourish.