

Role Description – Diocese of Norwich

1. **Details of the post:** Associate Vicar of Earlham & UEA Chaplain
Deanery: Norwich South Archdeaconry: Norwich

2. **Wider Vision and Context:**

The vision for mission and ministry in the Diocese of Norwich, is for us to be

Transformed by Christ: Prayerful, Pastoral and Prophetic.

Full details <https://www.dioceseofnorwich.org/about/about-vision/>

3. **Local Vision and Context:**

Earlham Parish is a community of nearly 20,000 people plus over 23,000 students and staff at UEA. Over 50% of those who live in the parish are aged between 15-24 years old (the national average is 11%). It consists largely of three council estates built in the 1930s-50s. A number of the houses have 4-5 bedrooms enabling young adults to remain at home when they have left school. A significant number of houses operate as multiple occupancy student lets.

In parts of the parish there is considerable need. Earlham in the top 10% of the most socio-economic disadvantaged parishes in the country. The church partners with a number of local organisations to help address food insecurity and isolation, which are challenges for many.

The PCC's vision identified in the Parish Profile (2024) is

- To know Jesus
- Rooted in the teaching of the Bible and guided and empowered by the Holy Spirit
- To make Jesus known
- To help others come to love Jesus through our words and actions
- To do this together
- Community and hospitality are important to us across all generations
- Everyone is gifted by God and has a place in his family

The role of the Church of England Chaplain at the UEA involves being based in the Faith Centre on the campus. The Centre, which is situated right in the middle of the campus is a base for all faiths. The role is to be a visible and pastoral representative of the Church of England on the campus, to serve the spiritual and religious needs of the university community, and to be available to provide support to both staff and students. There is currently a CofE communion service once a week open to all and the current chaplain has worked to encourage collaboration between different Christian groups and societies on campus.

4. **Responsibilities**

General:

- A. To exercise the cure of souls shared with the bishop in this benefice in collaboration with your colleagues and to have regard to the responsibilities of clergy as set out in the Canons, the Ordinal (*see overleaf), the Code of Professional Conduct of the Clergy, [Guidance for Clergy \(formerly Clergy handbook\) - Diocese of Norwich](#), the Covenant for Clergy Care and Wellbeing [Clergy wellbeing - Diocese of Norwich](#) and other relevant legislation.

Specific:

- To serve with the Vicar and other clergy in ministry and mission across the whole parish
- Responsibility for the evening congregation and helping to develop this worship gathering
- Identify and grow teams to serve young adults
- Develop appropriate ways for this age group in particular but not exclusively, to encounter Jesus and grow in their discipleship and integrate this work with other ministries in the parish
- Develop local leaders
- Assist the Vicar and clergy team to take baptisms, weddings, funerals and other life events
- Play an active role in our weekly team meetings
- Assist and support the Vicar in working with the PCC and standing committee
- Nurture and establish close connections between the churches in the benefice and the work of the UEA chaplaincy

5. Key contacts

Groups & Committees	Parish	Support Structures
PCCs	Churchwardens	Rural Dean: Rev Graham Wilkins
Deanery Chapter	Ministry Team	Archdeacon: The Ven Keith James
Deanery Synod		Bishop of Norwich
		Parish Support Team - Diocese of Norwich

From the Ordinal:

- Proclaim the word of the Lord and watch for signs of God's new creation.
- Tell the story of God's love.
- Unfold the Scripture and preach the word in season and out of season.
- Bring the grace and truth of Christ to this generation, making Him known to those in your care.
- Teach and nurture parishioners in the Christian faith.
- Baptize new disciples in the name of the Father, the Son and the Holy Spirit.
- Preside at the Lord's table and lead his people in worship.
- Prepare candidates for confirmation.
- Make provision for pastoral care of the parish.
- Provide spiritual counsel and advice.
- Collaborate with the parochial church council on matters of importance to the parish
- Bring the needs of the world before God in intercession.
- Call hearers to repentance, declaring in Christ's name the absolution and forgiveness of their sins
- Bless the people in God's name.
- Prepare the dying for their death.
- Discern and foster the gifts of God's people, of all ages and abilities, that the Church may be built up in unity and faith.
- Be faithful in prayer.
- Deal with administration with efficiency and courtesy – and so enable good pastoral care.
- Develop ways of sharing in ministry with other clergy, lay leaders and ecumenical partners
- Avoid occasions of strife and endeavour to bring healing to such divisions as might arise.