**JOB DESCRIPTION**

**Job title: COLLEGE CHAPLAIN**

**Place of work:** Christ’s College, Cambridge

**Responsible to:** The Master in their capacity as the Ordinary of the Chapel and Chair of the Governing Body

**Key relationships:** Master, President, Senior Tutor, Director of Music and Organ Scholars, Dean (of Discipline), JCR President and Welfare Officer, MCR President

**Salary:** That of a minister in the Diocese of Ely (currently £27,270)

**Tenure:** This post is offered on a non-renewable, fixed-term 4-year contract and is likely to suit someone in the earlier stages of their ministry, regardless of age. The College’s staff probationary policy will apply.

**Hours:** This is a full-time post. A part-time appointment could be considered but is not practicable if the appointee has obligations at the conventional times of service.

**Holidays:** 36 days annual leave (inclusive of public holidays). Leave is not normally taken during full term.

**Pension scheme:** The College offers contributory membership of the College’s pension scheme or the Church of England Pension Scheme.

**Other benefits:** Free use of a set of rooms which serves as a study as well as being available for single residential occupancy (which would attract a tax charge). A living out allowance is also payable if the Chaplain does not reside in College (currently of £12,360). Seven free meals per week (lunch and/or dinner).

The Governing Body intends to elect the Chaplain as a Fellow of the College for the duration of their fixed-term contract.

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**Job summary:**

To contribute to the pastoral and spiritual well-being for the whole College community.

**Key responsibilities**

* To provide Christian worship and to be responsible for maintaining the College Chapel as a place of regular worship. It is expected that this will include, although not exclusively, full and regular Anglican services during University term time and on other occasions throughout the ecumenical year; Eucharist on Sunday, Sunday and weekday Evensong, Compline, and other offices such as alumni reunion services, Baptisms, Marriages, Funerals and Memorial Services.
* To deliver sermons and/or arrange for sermons to be delivered on appropriate occasions.
* To ensure the work of the Chapel is open and receptive to all regardless of race, creed, gender, sexuality, or status.
* To be responsible for the administration of all Chapel affairs.
* To ensure that all legal and statutory requirements relating to the running of the Chapel and its services are fulfilled.
* To work with internal and external groups and agencies including the Diocese to develop the College’s Christian life.
* To find new and innovative ways to engage the College community in spiritual life.
* To foster a sense of community through social events, discussion groups and other activities which will add to the richness of College life for all.
* To encourage ecumenical and multi-faith links and offer opportunities for debate and explorations on issues of values, faith, and belief.
* To provide formal and informal pastoral and spiritual guidance to Fellows, staff, and students, regardless of faith or belief.
* In liaison with the Senior Tutor and Tutors of the College, to play a substantial role in the provision of welfare and support to undergraduate and graduate students.
* To be available and visible to all College members, Fellows, students, and staff, for confidential advice, discussion, or support on religious and non-religious matters.
* To be available to all College members, Fellows, students, and staff in times of personal distress, sickness, incapacity, or bereavement and to help support individuals and their families in times of crisis. To be part of the College’s “out of hours” team.
* To work closely with the Director of Music and Organ Scholars in supporting the College’s thriving choral tradition and to support and promote the Chapel Choir both within the College community and further afield.
* To arrange for the reading of Latin Grace in Hall.

**Other duties**

* A willingness to be appointed as a Director of Studies and to be involved in College teaching would be welcome, for which additional payment at the College’s normal rates will apply. Such additional duties might entail:
  + arranging and monitoring College teaching in a relevant subject.
  + giving advice on examination entries and other educational matters relating to that subject.
  + interviewing potential candidates for admission and advising the Director of Admissions on relevant applications.
* There is an assumption that the post-holder will accept a licence from the Bishop of Ely.
* The Chaplain will be a member of the Cambridge Deans and Chaplains Group.
* At the discretion of the Chaplain, one or more ordinands from the Cambridge Theological Colleges may be sent on attachment to the Chapel for training and mentoring in preparation for Holy Orders. This is not an essential duty but is always welcomed by the College.
* To fulfil the duties of a Fellow, including attending meetings of the College Governing Body.

**Support**

* The Chaplain may call upon the services of the Fellows’ Secretary for office assistance.
* The Chaplain will be expected to maintain a relationship with a spiritual director or mentor connected with the Anglican Church.
* The College also provides a mentor (senior member of the Fellowship) as a source of confidential and objective advice and support.

**General responsibilities**

* To take part in the College’s appraisal scheme and to undertake training as required.
* To comply fully with all the College’s policies including health and safety, equality of opportunity and data protection.
* To undertake any other reasonable request or duties commensurate with this post.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support the overall work of the College.

**PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** |
| Education/  Qualifications | * First degree or equivalent * Ordained member of the Church of England or a church in communion with the Church of England | * Relevant academic skills and qualifications at a level suitable for appointment as a Director of Studies in Theology (e.g. a PhD) and / or to teach students of the College in a degree-level area of Theology or another subject |
| Experience/Skills and Knowledge | * Approachability, emotional intelligence, and empathy to gain the trust and respect of all members of the College community * Ability to work with and relate to a wide cross-section of people * Ability to demonstrate theological and social inclusivity * Committed to ecumenical dialogue and dialogue with people from other faiths and those with no faith * Ability to demonstrate liturgical sensitivity * Ability to handle complex pastoral situations and exercise the highest degree of confidentiality * Ability to communicate successfully Christian faith and its practical applications to daily life * Demonstrable commitment to the cycle of prayer and the choral tradition of the College chapel | * Experience of working in an educational environment * Previous experience working with young people * Previous pastoral experience in a formal or informal context |
| Other skills/ attributes | * Excellent communication skills including being IT literate * Cheerful, positive disposition * Energetic, flexible, and innovative | * Ability to manage a small-scale budget |