



ST JOHN'S COLLEGE
UNIVERSITY OF CAMBRIDGE

Further Particulars for the post of
Chaplain, St John's College, Cambridge

May 2024



St John's College

With the appointment of Rev'd Andrew Hammond as Vicar of Wymondham Abbey, St John's College wishes to appoint a successor as Chaplain.

For over 500 years, St John's College has flourished as an independent and self-determining academic community, whose purposes are education, religion, learning and research. We address this mission with an unwavering commitment to academic freedom, excellence, and integrity, committed to sustaining and enhancing the College's global renown for scholarship across a wide range of disciplines, and aspiring to regarded as a beacon of academic excellence.

Over those five centuries, St John's has remained a place of reflection and learning on matters of religious faith, contributing an understanding and exploration of faith to enrich the wider intellectual life of the College. Our Chapel serves current members of the College, alumni, the wider University, and the public. It offers a place of worship, peace, comfort, and beauty, enriched by our outstanding choral tradition. Under the leadership of the Dean, Dr Victoria Johnson, the Chaplain and the Chapel and Choir team offer support for the spiritual and emotional wellbeing of all members of the College community, whatever their faith tradition or if they have none. The Chapel creates opportunities for our students to expand their intellectual and personal horizons, and to build the confidence and capacity to seize those opportunities as they progress in their studies and prepare for the world beyond university.

This is a friendly, warm, and welcoming place with a deep sense of belonging. The College is held in lasting affection by its members, who include around 150 Fellows, about 600 undergraduate and over 350 postgraduate students, some 13,000 alumni worldwide, and by our 250 staff. Our community is a tolerant, inclusive, caring, respectful meritocracy, with genuine joie de vivre. We cherish the diversity of experience, culture, and perspective in members of the College, and the way this enriches our learning and our lives. We seek to balance how we fulfil our purposes today with our stewardship responsibilities for future generations in the College, and for the wellbeing of humankind and our planet. As one of the largest and most widely known of the 31 constituent colleges in the University of Cambridge, consistently ranked amongst the top three universities in the world, we make an important contribution to the wider University.

Further information about the College can be found at www.joh.cam.ac.uk.



Introduction to the Role

The Chaplain supports the provision of services, leads the celebration of divine service in the College Chapel in accordance with the rites of the Church of England and offers pastoral care for members and staff of the College, in particular its student members, regardless of their religious beliefs. The Chaplain contributes to the Chapel's important contribution to wider College life, supporting a programme of extra-mural activity overseen by the Dean.

The College has a world-famous College Choir formed of children and adult voices, directed by Christopher Gray, the College's Director of Music. The adult voices in the Choir are largely students/recent graduates, for whom the Choir provides an exceptional musical education and professional experience. The Choir provides music for services on six days of the week in the English Cathedral tradition. Although it is not necessary for the successful candidate to have musical gifts, the Chaplain should be in sympathy with the College's outstanding musical tradition.

The Chapel makes an important contribution to wider College life. Following a review in 2023, the Dean is leading the development of an extra-mural student programme on citizenship, faith, and outreach, in support of the College's commitment to broadening the horizons and understanding of our students.

Services

The regular services in the Chapel are Morning Prayer at 8.30 a.m. Monday to Friday, Evensong at 6.30 p.m. every day, and on Sundays, Student Communion at 8.30 a.m. and Sung Eucharist at 10.30 a.m. These services are held during the three Full Terms of the University Calendar, and in a period of summer residence after the end of the Easter Term. The Dean and Chaplain share the conduct of these services, to a regular pattern.

Special services throughout the year include Matriculation, Remembrance Sunday, the Advent Carol Service (two services), the Epiphany Carol Service (two services), Ash Wednesday Evensong, the Lent Meditation, Commemoration of Benefactors, Confirmation Service, Ascension Day, Graduation Service, Joint Evensong with King's College. Some of these services are regularly broadcast by the BBC. In addition to choral services there are several informal services for the College community. Each year, there are several weddings (c. 10), a small number of baptisms and memorial services, and the occasional funeral in the College Chapel.

Role Description

Job purpose: The Chaplain assists in the provision of services, leads the celebration of divine worship in the College Chapel in accordance with the rites of the Church of England and offers pastoral care for members and staff of the College, and in particular the students in the College. The Chaplain contributes to the Chapel's important contribution to wider College life, supporting a programme of extra-mural activity overseen by the Dean.

Department: Chapel and Choir

Responsible to: Dean

Direct reports: None

Other key relationships: The Chaplain is a key part of the Departmental Team and their relationship with the Director of Music is particularly important. The College Choir - Choral Students, Organ Scholars, Choristers and Probationers, and the Headmaster and staff of St John's College School – will be regular contacts.

The Chaplain will engage widely with resident members of the College and staff, and connections with the Senior Tutor, the Welfare Team, and the Development Office will also be important. In addition, the Chaplain will engage with clergy in other colleges, the University and beyond (particularly visiting preachers and occasionally in College Livings), with volunteers, alumni, and visitors to the Chapel, and on occasion with individuals and groups within the Church of England.

Main Responsibilities:

Services

The Chaplain supports the Dean in developing and providing a programme for worship and the life of faith nurtured by the Chapel, ensuring that it remains at the heart of college life and a friendly, inclusive and welcoming place for all, and fostering an intellectually and musically enriching experience. This includes:

- Overseeing a programme for divine worship, regularly conducting services in the College Chapel.
- Taking half the liturgical responsibilities in the Chapel for preaching, presiding and officiating at Evensong and Compline.
- Taking primary responsibility for other regular services, including baptisms, confirmations, weddings and funerals, morning prayer on weekdays, a said service of Holy Communion at 8.30am on Sunday mornings, and Choral Compline (currently two or three times a term at 10.00pm).
- Exploring new and imaginative worship offerings to encourage students actively to participate in worship and faith exploration.
- By agreement with the Dean, inviting and hosting in College visiting preachers.
- Developing a team of voluntary chapel stewards who assist in Chapel life.
- Overseeing the content and production of orders of service and playing a lead role in preparing the termly 'Services and Music' booklet.

Pastoral Care and Welfare Support

The Chapel makes an important pastoral contribution to the whole of the College community. The Chaplain is expected to be available to listen and give advice in confidence to all members of College and in particular students who seek it, of whatever faith or of none who may wish to avail themselves of the opportunity and the Chaplain is central to this, in particular in relation to the student body.

In recent years, the Chaplain has created a highly valued and supportive space for LGBTQ+ and neurodiverse students; the College also appoints a Fellow to provide pastoral support and advice for LGBTQ+ students, staff and Fellows, supplementary to the role of the Tutors.

The wider welfare contribution of the Chaplain is provided in close consultation with the Senior Tutor (the College Officer with overall responsibility for student welfare) and in liaison with the College Nurse, Tutor for Graduate Affairs, Tutors and the College Counsellor. To be effective in this contribution, the Chaplain is expected to be an active participant in the social and community life of the College in order to get to know its members.

This responsibility includes:

- In confidence, listening and offering support, and giving advice where it is sought, to all members of the College community who seek it, of whatever faith or none.
- For students, supporting the Senior Tutor's and Tutors' pastoral and welfare responsibilities, as channel of communication and support.
- Creating opportunities for inter-faith dialogue in College.
- Create and lead opportunities from the Chapel to support the College's co-curricular plans, including by leading a programme of community and outreach activity for students.

The College Community

The Chaplain plays a key role in fostering the community and social aspects of Chapel and College life. This includes:

- Organising hospitality, discussion groups and other activities (principally during the academic terms) which enhance the community and social activities connected to the Chapel.
- Developing new ways to connect and engage with young people in a challenging world and changing educational environment, drawing on the Chaplain's own insight and experience.
- Working with the Dean to develop and deliver an extra-mural student programme on citizenship, faith, and outreach, in support of the College's commitment to broadening the horizons and understanding of our students.
- Contributing to interfaith work across the collegiate university.

The Choir

- The Chaplain is a source of pastoral support for members of the Choir, (up to 24 Choristers and Probationers from St John's College School, and around 16 Choral Students/Graduates).
- On international tours, which happen once or twice a year, the College Choir is usually accompanied by either the Dean or the Chaplain.

Living

- The Chaplain is a member of the Living Committee which oversees the activities of the College in its capacity as a patron of around forty parishes.
- At the request of the Dean, offer the College's friendship and support to parishes and communities where the College has the right to present.

Administration and Financial Management

As a member of the Chapel and Choir Department, the Chaplain has an important role to play in sustaining good team relations, excellent communication, supporting personal and professional development for colleagues, and working openly and collaboratively with departments across the College.

In discharging their responsibilities, the Chaplain is expected to ensure that financial and administrative management is effective, in line with policies and procedures and properly approved.

Academic and Intellectual Life

There is no requirement that the Chaplain engage in academic work or teaching. An interest in the College as a place of 'education, religion, learning and research' is essential, and academic credentials would be advantageous.

Other Responsibilities

The above description is not exhaustive, and the Chaplain will undertake other appropriate responsibilities if reasonable and asked to do so.

Person Specification

It is a requirement that the person appointed is an ordained priest of the Church of England or of a Church in full communion with the Church of England.

Set out below are the minimum essential requirements for the role and desirable additional attributes.

Essential:

- Drawing on at least 2-3 years' experience of parish life, evidence of a track record in leading worship, including in the Anglican Choral tradition, and of excellence in preaching.
- Able to provide a focus for regular worshippers of ecumenical breadth.
- Ability to work effectively across faith communities and with those who have no faith, and more generally to build community and collegiality in a spirit of creative engagement.
- A strong pastoral commitment to working with young adults (18-25) of all faiths and none, and experience of offering pastoral care or guidance to people from a range of backgrounds.
- An outgoing personality, the ability to establish rapport with younger people through a wide range of activities.
- A well-developed understanding of the importance of pastoral boundaries and critically important safeguarding responsibilities.
- A collaborative and collegial approach, with proven team working and communication skills
- A flexible approach to hours of work, able to work well under pressure and manage competing demands.
- The judgment and confidence to act autonomously and show initiative.
- Interest in the College as a place of education, religion, learning and research.

Desirable qualities:

- Academic accomplishment.
- Commitment to support in person the College Choir when touring, as required.



- Commitment to helping develop the social, cultural and intellectual perspectives of students, including engaging with broader ethical issues.

Terms and Conditions

Salary: £31,396 per annum (point 36 University Scale, equivalent to an incumbent stipend Diocese of Ely)

Pension: Membership of the Church of England pension scheme

Hours of work: No hours of work are specified but this is a full-time post and the Chaplain is expected, when not on holiday or leave, normally to be present in the College during the working day and to work such additional hours as are necessary to properly perform the duties of the position. The Chaplain is required to be present during the Cambridge University Terms and during the 3-week period of summer residence in which services continue.

Accommodation: suitable accommodation close to the College will be provided rent-free. The College will pay Council tax and water rates. The Chaplain will also be provided with a study room in College.

Notice: The appointment will be subject to an initial probationary period of 9 months during which the appointment may be terminated by one month's notice on either side. Following the successful completion of the probationary period, the period of notice would be three months on either side.

The Chaplain is not a Fellow of the College but is provided with many of the privileges of Fellowship.

Benefits (not all contractual) include:

- Assistance with removals expenses.
- Seven meals a week (lunch or dinner) at College expense;
- Grants to assist with attending conferences and purchases of books and computer equipment;
- An entertainment allowance to cover expenses associated with the office;
- Free car parking close to the College; and
- Five weeks holiday each year to be taken outside Full Term and the Long Vacation Period of Residence, plus bank holidays falling outside Full Term and the Long Vacation Period of Residence.

The appointment is for a fixed term of five years, non-renewable.

Final confirmation of the appointment is subject to:

- the receipt of three specific child protection references;
- the receipt of a satisfactory response to an enhanced Disclosure & Barring Service (DBS) check;
- the receipt of a satisfactory response to a Prohibition from Management check (Section 128 barring list check); and
- a signed medical declaration concerning mental and physical health.

Child Protection Policy

The person appointed to the post of Chaplain will be required to work alongside the Choristers and Probationers of St John's College Choir. Applicants must be willing to undergo child protection screening appropriate to the post, including specific safeguarding references from past employers and enhanced checks with the Disclosure & Barring Service.

Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198 must be declared.

Recruitment Process

The deadline to apply is **9.00am** on **Monday 3 June 2024**. Interview dates will be confirmed in due course.

Please include in your application:

- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- The enclosed Application Form completed in full (applications without this form will not be accepted);
- A full Curriculum Vitae; and
- Names and contact details of **three referees** who know you in a professional capacity, one of whom should be your current or immediate past employer and your current bishop. If you would prefer your current employer not to be approached at this stage, please indicate this.

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk
or post to HR Department, St John's College, Cambridge, CB2 1TP, England

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although it may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal, if the applicant has been selected, and possible referral to the police and/or the Independent Safeguarding Authority.

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.

Chapel and Choir Department
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