



**ST JOHN'S COLLEGE  
CAMBRIDGE**

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**Further particulars for the position of  
Chaplain**

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**9 August 2019**

**Confidential**

## Requirement

Following the appointment of the current Chaplain, the Reverend Carol Barrett Ford, as Vicar of St Martin's, Gospel Oak, St John's College hopes to appoint a successor from 1<sup>st</sup> January 2020 or as soon as possible thereafter. The Chaplain is primarily responsible with the Dean for the conduct of the services in the College Chapel and for the provision of pastoral care to the members and staff of the College and, in particular, the junior members. The Chaplain is not a Fellow of the College but has virtually all the privileges of a Fellowship.

## St John's College

St. John's College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the largest of the Colleges in the University of Cambridge. It is a registered charity and the charitable purposes of the College are the advancement of education, religion, learning and research.

The College has some 160 Fellows covering the complete range of academic disciplines. The student body is made up of both undergraduate and graduate students. The College has 540 undergraduates in residence and admits approximately 170 new undergraduates every October who have been selected from around 900 applicants. St John's has on average 300 graduate students in residence and admits over 100 graduate freshers every year. The College is a diverse community with 16% of its undergraduates and 54% of its graduates coming from overseas.

The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some 30 are fully resident in College. The College employs 250 Assistant Staff.

Further information on the College can be found on the College website [www.joh.cam.ac.uk](http://www.joh.cam.ac.uk)

## Principal Responsibilities and Duties

**Office title:** Chaplain

**Department:** Chapel

**Responsible to:** Dean of Chapel

**Purpose of Office:** To assist the Dean in officiating and presiding at services in the College Chapel and to provide pastoral care for members and staff of the College, particularly the junior members. There is no requirement that the Chaplain engage in academic work or teaching, though academic credentials and an interest in the College as a place of 'education, religion, learning and research' would be advantageous.

The key responsibilities are set out below:

### Chapel Responsibilities

The Dean (Canon Mark Oakley) is responsible for overseeing all activities associated with the Chapel and Choir. The College has two Chapel choirs: the College Choir and St John's Voices. The College Choir is an all- male choir (16 boys from St John's College School; 17 undergraduate choral students and 2 organ scholars) with a high international reputation, and Choral Evensong takes place in the Chapel at 6.30 pm on seven days a week during Full Term, Tuesday to Sunday. In addition there is a Sung Eucharist at 10.30 am on Sundays during Full Term. Further to this, the College Choir sings at choral services outside Full Term, in late June and the early weeks of July. St John's Voices is a student mixed-voice choir with undergraduate and postgraduate members. It sings Choral Evensong at 6.30pm on Monday evenings and assists with a number of other services on an occasional basis.

The Chaplain and the Dean share the associated liturgical responsibilities on a roughly equal basis. It is necessary that the Chaplain is able to sing. There are a number of special services throughout the year (Matriculation, Remembrance Sunday, Advent Carol Service, the Epiphany Carol Service, the Lent Meditation, Commemoration of Benefactors, Confirmation Service, Ascension Day, Graduation Service, Joint Evensong with King's College) some of which are regularly broadcast by the BBC. Choral services are also webcast on a weekly basis from a website dedicated to promoting the activities of the Choir: [www.sjcchoir.co.uk](http://www.sjcchoir.co.uk). In addition to performing at concert venues in the UK, the College Choir goes on tour two or three times a year and is usually accompanied by either the Dean or the Chaplain. In recent years it has visited the USA, the Far East, Central and Northern Europe. St John's Voices also perform external engagements in the UK and abroad.

In addition, there are a number of regular services at which the College Choir is not present for which the Chaplain is primarily responsible, including a said celebration of the Eucharist at 8.30am on Sunday mornings. In addition to preaching and celebrating, the Chaplain is primarily responsible for fostering the social and community side of Chapel life through hospitality, discussion groups and a wide range of activities which will occur principally during the academic year. In addition the Chaplain rehearses undergraduates who read at evensong. The Chaplain undertakes related administration with some secretarial support. The College also has a Chapel Clerk who is responsible for the day to day Chapel administration. The Chapel page of the College website may be found at: [www.joh.cam.ac.uk/chapel-choir](http://www.joh.cam.ac.uk/chapel-choir)

The Chaplain is a member of the Livings Committee which oversees the activities of the College in its capacity as patron of forty parishes, and may be invited to join other College committees. The Chaplain meets formally with the Dean and Chapel Clerk once a week.

The Chaplain is responsible for organising the Annual Chapel Retreat at the end of the Lent Term, organising outreach visits to and from inner city churches with College connections, and overseeing visits to College by College Livings.

There are a number of weddings (c. 10), a small number of baptisms and memorial services, and the occasional funeral each year.

The Chaplain visits the St John's College School each term to preside at a school Eucharist and works with the Lay Chaplain of the School in the Lent Term to prepare candidates for confirmation. He/she is also responsible for arranging and overseeing the placements of ordinands from Westcott House and Ridley Hall at the College.

### Pastoral Care & Student Welfare responsibilities

The Chaplain is expected to be available to provide a listening ear and give advice to all members of College - Fellows, staff and students - of whatever faith or none who may wish to avail themselves of the opportunity. Pastoral care is provided primarily in the College by the Tutor system and the Chaplain works independently of the central administrative structures of the College. However, the Chaplain works closely and cooperatively with the Director of Education & Senior Tutor, College Tutors and Tutor for Graduates as well as with the College Nurse and College Counsellor. It is expected that the Chaplain will get involved in a wide range of activities within College through which he or she may get to know its members.

## 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.

Ideally the person appointed is likely to have:

- At least two to three years' experience of parish ministry;
- An outgoing and creative personality;
- Excellent communication and pastoral skills;
- Proven team working skills;
- A commitment to working with young adults (18-25) of all faiths and none, in an educational setting devoted to free intellectual enquiry, teaching and the pursuit of scholarship;
- A flexible approach to the hours of work (including late nights);
- The ability and confidence to act autonomously and show initiative;
- Good administrative skills.

She or he should be:

- Prepared to get to know all members of College and to make themselves available to all who may need pastoral care or guidance;
- Able to work effectively across the faith communities whilst at the same time being a focus for those who wish to worship regularly as part of the Chapel community which is ecumenical in spirit and composition;
- Be committed to the inclusive and diverse character of the Chapel and College;
- Able to sing and lead worship in the Anglican Choral tradition with confidence and be prepared to travel abroad on tour with the Choir during University/School vacations;
- Committed to engage creatively with those who wish to understand the Christian faith more and those who seek to deepen their faith through prayer or discussion;
- Able to engage with students through a wide range of activities;
- Able to accept responsibility for promoting and safeguarding the welfare of children and young people for which she/he is responsible or comes into contact with.

## Terms and Conditions

The Chaplain is employed by the College and receives a stipend of £27,830 p.a.

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 has one day off a week and on the whole is not expected to work the evening before that day off.

Suitable accommodation near the College will be provided rent-free. The College will also pay the Council tax and water rates. The Chaplain will also be provided with rooms in College. Residence is required in Term and during the Choir Period of Residence in June/early July, during which services continue.

The Chaplain is not a Fellow of the College but has virtually all the privileges of a Fellowship.

Benefits (not all contractual) include:

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

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

The appointment will be subject to an initial probationary period of nine 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.

Final confirmation of the appointment is subject to:

- the receipt of three specific Safeguarding references;

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

### **Safeguarding & Child Protection Policy**

**The person appointed to the post of Chaplain will be required to work alongside vulnerable adults and children, including the Choristers and Probationers from St John's College School. 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.**

### **Recruitment Process**

Applications should be sent:

by email to: [recruitment@joh.cam.ac.uk](mailto:recruitment@joh.cam.ac.uk)

or by post to: HR Department, St John's College, Cambridge, CB2 1TP

to arrive not later than 12 noon on **Monday 16 September 2019**. Interviews will be held on **Monday 30 September and Tuesday 1 October 2019**.

Applications will only be accepted from candidates completing the enclosed Application Form in full.

Please include with your Application Form:

- A brief covering letter summarising why you believe yourself to be suitable for this ministry and why the role appeals to you;
- A full Curriculum Vitae (Please note: CVs will not be accepted in substitution for completed Application Forms in the absence of good reason);
- Names and contact details of three referees who know you in a professional capacity, one of whom should be your incumbent or Bishop (or current or immediate past employer).

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, your previous employer in this instance will be asked about these 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 he/she may 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 you have been selected, and possible referral to the police and/or the Disclosure & Barring Service.

Information provided will be treated as confidential and processed in accordance with the College's Data Protection Policy a copy of which may be obtained from the Data Protection Officer, St John's College, Cambridge, CB2 1TP.

9 August 2019