



INTERIM BISHOP'S CHAPLAIN Fixed Term for 18 months

The Bishop of St Edmundsbury and Ipswich seeks an ordained chaplain to assist him and an Acting Diocesan Bishop following Bishop Martin's retirement in February 2025 in their diocesan and national responsibilities.

The successful candidate will be calm, unflappable and work well with a variety of people. They will be well organised and be able to work strategically across a wide range of responsibilities.

This is a fixed term appointment for 18 months.

Key aspects of the role include:

- Supporting the Bishop in his diocesan, civic and national responsibilities
- Supporting the acting diocesan bishop during the episcopal vacancy
- Providing wisdom and support to the Bishop and the Bishop's Senior Staff
- Analysing, reflecting and briefing on the theological, policy and process implications of a wide range of issues facing the Church and society
- Handling specific issues and projects on behalf of the bishops
- Managing the Bishops' office and supporting the bishop in his statutory roles

<i>Job Title</i>	Bishop's Chaplain
<i>Name of Employer</i>	The Bishop of St Edmundsbury and Ipswich in his corporate capacity
<i>Location</i>	The Bishops' Office, 4 Park Road, Ipswich
<i>Accountable to:</i>	The Bishop of St Edmundsbury and Ipswich
<i>Key relationships:</i>	The Bishop's Senior Staff, The Diocesan Secretary, The Dean, The Bishop's Executive Assistant and other Bishops' office staff, the Diocesan Office and Cathedral staffs.

MAIN DUTIES AND RESPONSIBILITIES:

Supporting and Advising the Bishops in their Diocesan, Civic and National Responsibilities

1. Provide wisdom and support to the bishop in his leadership of the diocese with a particular focus on the bishop's priorities for 2024-5.

2. Resource the Bishop's ministries in the Diocese, regionally and nationally by undertaking theological research, providing preparatory briefings for General Synod, House and College of Bishops meetings, bodies on which the Bishops serve, and supporting the preparation of material for speaking engagements.
3. Ensure the Bishop of St Edmundsbury's correspondence is up to date and that he is properly prepared for engagements.
4. Assist the Bishops theologically and practically in their specific responsibilities for the formation and education of the people of God, including the formation of ordinands and support of junior clergy.
5. Act as required as the bishops' personal representative with individuals, to parishes and at particular events/meetings, and on task groups within the Diocese.
6. Work with the Archdeacons to provide advice and support to parishes, clergy and lay minister on a wide range of matters that are brought to the Bishop's attention.
7. Undertake whatever other tasks the Bishops may reasonably require.

Liturgy and Worship

1. Share with the Bishops in daily worship, and manage the round of services in the Bishop's Oratory and House.
2. Liaise with the Dean and the Precentor in relation to episcopal services in the Cathedral and with parochial clergy in relation to services at which a Bishop will preside in parish churches and chapels.
3. Prepare the Bishops' orders of service where necessary and check draft orders prepared by parishes.
4. Preside at various churches on a Sunday in the diocese and at the Cathedral, agreed with the Bishop and Dean
5. Attend with the Bishops in the Cathedral at ordinations, and some other major services, and when necessary at other services in the Diocese.

Pastoral

1. Assist and share in the Bishops' pastoral care of clergy and lay leaders.
2. Oversee applications and requests for renewal for clergy seeking Permission to Officiate.
3. Oversee management of the distribution of charitable funds for clergy.

Legal and Statutory

1. Liaise with the Registry and others, as requested, on matters relating to the Clergy Discipline Measure, Capability and Grievance processes, and ensure the Bishop takes all necessary actions required.
2. Act as point of contact for the Bishop when allegations under Safeguarding procedures have been made.
3. Liaise with other dioceses in matters relating to clergy 'blue files' and CCSL, 'safe to receive' and 'in good standing' requests.

Additional

The post holder may identify an area of responsibility not included in this job description but which with the Bishop's agreement they would want to develop.

PERSON SPECIFICATION

Required

Priest in good standing in the Church of England
Prayerful, unflappable and fun
Theological acuity
High emotional intelligence and a good team player
Good attention to detail, to completing tasks, as well as seeing the bigger picture
Analytic mind
Creative and flexible thinking
Good liturgical sense
Good communication skills
Content to be 'behind the scenes'

Desirable

A wide hinterland of interests and experience
Driving licence

GENERAL CONDITIONS

Standards of Behaviour and Conduct

The Chaplain, like all staff, is expected to act at all times with due consideration for others and in a manner befitting his/her position as an employee of the Church and as a professional.

Spiritual and Professional Growth

The Chaplain is expected to have a Spiritual Director, to make an annual retreat, to attend CMD events and the annual Bishops' Chaplains' Conference.

Other Commitments

In order to facilitate the maintenance of a healthy and balanced ministry and life style, it is recognised that the Chaplain will wish to undertake responsibilities within the life of the Diocese and local community that are outside this job description. These should be agreed with the Bishop before being accepted, and, in any conflict of time or interests, commitment to supporting the work of the Bishop will be expected to take priority.

Health and Safety Responsibilities

Like all staff the Chaplain is required to ensure that s/he understands and accept the legal duties placed on him/her by the Health and Safety at Work Act not to endanger themselves or others and by the Management of Health and Safety at Work Regulations to co-operate with colleagues and management in the control of health and safety at work. And therefore:

- to read and understand and abide by the health and safety policy;
- to make him/herself familiar with accident and emergency procedures on the site;
- to make him/herself familiar with the findings of any risk assessments which might affect him/her;
- to inform his/her manager immediately of any health or safety deficiencies or dangerous situations or near misses;
- to set a good personal example in respect of health and safety.

Confidentiality

The Chaplain must not pass on to unauthorised persons any information obtained in the course of his/her duties without the permission of the Bishop.

TERMS OF EMPLOYMENT

Stipend

This is a full time, fixed term post with an incumbent level stipend, currently £30,067.18 per annum, in the Diocese of St Edmundsbury and Ipswich.

Pension Contributions

Clergy already in the Church of England Funded Pensions Scheme (CEFPS) will remain in this scheme.

There is no contracting-out certificate under the Pension Schemes Act 1993 in force for this employment in relation to the CEFPS. CEFPS members are contracted-in to the State Second Pension.

The retirement age for men and women in the CEFPS is 68 years.

Accommodation

Housing will be provided (free of rent, council tax and water rates) a short distance from the Bishops' Office. It is occupied by the Chaplain on licence from its owners, the Diocesan Board of Finance. Removal expenses are paid, as is a resettlement grant.

Place of Work

The Chaplain's main place of work is the Bishops' Office at The Bishop's House, 4 Park Road, Ipswich IP1 3ST. The Chaplain may also sometimes work from home, as agreed with the bishop.

Hours of work

The expectation is of a similar time commitment to that of a parish priest. As a general rule the Chaplain will be expected to share in morning worship and evening worship outside office hours, and to keep office hours of 9.00am to 5.00pm with a break for lunch. There will be some evening commitments. The rest day is generally Saturday, although there are occasional Saturday duties, when another day off may be taken in lieu. It is particularly important, given the pressures on the Bishop's diary, that the Chaplain is generally available when the Bishop is in the office.

Sometimes the Chaplain may be needed to accompany the Bishop on Sundays. When not doing, and is not assisting at the Cathedral, it is anticipated that s/he will be available to take services and preach in a local parish.

Annual Leave

The Chaplain is entitled to 30 weekdays and six Sundays paid annual leave per leave year. This is exclusive of public and additional holidays. The leave year runs from 1st January to 31st December. Dates for leave have to take into account the Bishop's own dates for leave and those of the secretaries to ensure adequate cover in the Bishops' Office.

Notice

During the probationary period the employment may be terminated by one month's written notice on either side or by pay in lieu of notice by your employer. Once your appointment is confirmed the notice period will be extended to three months on either side or by pay in lieu of notice by your employer. Should you be summarily dismissed on the grounds of gross misconduct, your employment will be terminated without notice.

Probationary period

There will be a probationary period of six months.

Contract

Subject to the above six month probationary period. The Chaplain will be given the Bishop's General Licence under Seal. This appointment is fixed term for 18 months.

Appraisal

There will be an annual appraisal by the Bishop and a Ministerial Development Review every two years by one of his senior colleagues.