



THE BISHOP OF ROCHESTER

The Rt Rev Dr Jonathan Gibbs

Appointment of: BISHOP'S CHAPLAIN March 2023

Job Description and Person Specification

Summary

The Bishop's Chaplain is a vital source of advice and spiritual companionship for the Bishop in the exercise of his ministry. The Chaplain works as part of a small team based at Bishops court, supporting the Bishop in his diocesan and national roles. The Chaplain will be an ordained deacon or priest with theological and liturgical expertise, as well as proven pastoral experience. This is a senior and responsible position requiring significant administrative and personal skills, as the Bishop relies on the Chaplain to deal with complex issues sensitively on their behalf. At the same time, it needs someone who is willing to muck in cheerfully and flexibly in a dedicated and hard-working team. This is a personal appointment made by the Bishop.

The Chaplain acts as a sounding board for the Bishop on various matters and is often entrusted with confidential information. A significant responsibility is the preparation of liturgy, as well as other support for the Bishop in relation to his public ministry. Because of the nature of the role (similar in many ways to a Private Secretary in government structures), the Chaplain will only hold a public position in the church or wider society with the Bishop's express consent; the Chaplain will also take care not to espouse in public viewpoints or opinions which may be at variance with those of the Bishop or contrary to diocesan policy on a particular issue.

The Chaplain spends a significant amount of time with the Bishop, often accompanying him to services and other events within the Diocese and beyond. The Chaplain also has an important role in assisting the Bishop's ministry of hospitality at Bishops court and in engaging with and supporting the life of the Bishop's household. The Chaplain does not always accompany the Bishop on Sundays and is, therefore, able to offer Sunday ministry either regularly in a particular parish or more widely in the Diocese.

Hospitality at Bishops court and elsewhere is an essential part of the Bishop's ministry and the Chaplain needs to be comfortable joining in with this to make people welcome and to put them at their ease. They need to be a people person as well as a competent administrator, sensitive pastor, and capable curator, and leader of worship.

Accountability and Collaboration

The Chaplain is accountable directly and solely to the Bishop.

The Bishops court team comprises an Executive Administrator, an Administrator and the Bishop's Chaplain, along with part-time staff and volunteers in the extensive garden. The pattern of working also requires effective collaboration with the Diocesan Secretary and his colleagues. The Chaplain will work in close partnership with the Executive Administrator, with the two post-holders seeking to have a good awareness of each other's work and the capacity to allocate work between them according to the particular demands at any given time. It is expected that the Chaplain and Administrators will not normally be away or on holiday at the same time.

It is important for the Chaplain to have good working relationships with the Bishop's Senior Staff team and the Area Deans, especially with the Bishop of Tonbridge and his office. The Chaplain will be expected to offer support to the Bishop of Tonbridge as part of their role, on a basis to be worked out in discussion with the Bishop of Rochester. The Chaplain also works closely with those in national church structures where the Bishop has an involvement.

Key Tasks

Any given day or week is likely to produce a range of demands both foreseen and unforeseen; as with other staff at Bishops court, the Chaplain needs the flexibility and initiative to respond appropriately as and when matters arise. There are no set hours for the role, but attention will be given to ensuring a healthy work/rest-of-life balance. The following are the focal responsibilities of the role.

- The Chaplain liaises with all places which the Bishop will visit, agreeing the details of services and events and the Bishop's participation, and briefing the Bishop as necessary. The Chaplain accompanies the Bishop where appropriate, and may drive on these occasions.
- The Chaplain has particular responsibility for preparation and agreement of all services at which the Bishop will officiate, with particular attention to Confirmation Services, Institution/Licensing Services and Diocesan Services whether held in the Cathedral or elsewhere; the Chaplain acts as liturgical chaplain to the Bishop on many such occasions.
- The Chaplain makes arrangements for services in the Chapel at Bishops court, and when possible joins the Bishop and others for Morning Prayer there or at the Cathedral.
- The Chaplain oversees arrangements for ordinations, liaising with candidates, their parishes, the Precentor and Retreat Conductor; the Chaplain attends the Ordination Retreat in support of the Retreat Conductor.
- Working in close cooperation with the administrative staff at Bishops court, the Chaplain often deals with sensitive correspondence on behalf of the Bishop and ensures that all necessary papers for meetings are prepared beforehand and duly filed afterwards.
- The Chaplain assists as required with sensitive pastoral matters on behalf of the Bishop, liaising as necessary with colleagues such as Bishops' Visitors or support persons in relation to proceedings under the Clergy Discipline Measure.
- The Chaplain processes safe to receive/CCSL and good standing requests to and from other Bishops' offices, as well as checking incoming and outgoing clergy Blue Files.
- The Chaplain oversees the administration of the Ministerial Review Process, drafts the Bishop's responses to Ministerial Development Reviews, and shares with the Administrators in drafting other papers and materials for the Bishop.
- The Chaplain represents the Bishop on the Deliverance Ministry Panel, liaising with the Bishop's Adviser.

- The Chaplain liaises on behalf of the Bishop with liturgical and spirituality networks in the Diocese and may act as editor of the Diocesan Prayer Calendar (under review).
- The Chaplain supports the Bishop and his wife in offering hospitality on various occasions, being present to assist with welcoming guests and overseeing arrangements. They need to be ready to join in with and support the life of the Bishop's household, which includes their lively spaniel and hens in the garden!
- The Chaplain undertakes Sunday ministry within the Diocese on most Sundays (subject to annual leave), either accompanying the Bishop or ministering elsewhere in the Diocese. Previous Chaplains have sometimes served as Priest Vicar at the Cathedral.
- The Chaplain may from time to time act as secretary or convenor of working parties or task groups on behalf of the Bishop, and undertakes other projects or tasks as requested by the Bishop. A major upcoming task will be the redrafting of the Bishop's Guidelines.
- In partnership with Board of Education staff, the Chaplain will respond to requests for advice and support in relation to worship in schools.

Personal Qualities, Skills and Aptitudes

The post of Bishop's Chaplain requires a minister of mature and realistic faith, able to offer a range of skills appropriate to a wide-ranging and very varied role. The following are the main attributes and requirements. The person appointed will:

- Be ordained as deacon or priest within the Church of England, another Anglican Province or a church in full communion with the Church of England.
- Have proven theological and liturgical expertise.
- Be of mature faith and spirituality which can be sustained outside a parish framework, and which will cope with, for example, knowing confidential details about cases of inappropriate clergy behaviour.
- Be at ease with people from a wide variety of backgrounds and be able to put them at their ease.
- Show ability to be at home in and respect the authenticity of a variety of ecclesial settings and styles.
- Be loyal to the Bishop and the Church of England.
- Understand and be committed to the principles and practice of confidentiality.
- Have a clear understanding of safeguarding issues.
- Have excellent communications skills, both written and verbal, with good and accurate written English.
- Show administrative and organisational competence.
- Have the capacity and personality to relate appropriately to a wide range of people, in person, by telephone or e-mail.
- Demonstrate capacity to teach clergy and lay ministers.
- Be adaptable and flexible, with capacity to learn.
- Have reasonable IT skills.
- Ideally (though not essentially) be a driver with a valid licence.
- Be comfortable working around dogs and other animals and be willing to assist with them from time to time in order to help facilitate the Bishop's ministry.

This job description and person specification is not an exhaustive list of tasks and responsibilities. The post is subject to enhanced DBS.

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 their 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 CME events and the annual Bishops' Chaplains' Conference.

Other Commitments

In order to facilitate the maintenance of a healthy and balanced ministry and life, it is recognised that the Chaplain may 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

All staff are required to ensure that they understand and accept the legal duties placed on them 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 themselves familiar with accident and emergency procedures on their site;
- to make themselves familiar with the findings of any risk assessments which might affect them;
- to inform their 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 their duties without the permission of the Bishop.

TERMS OF EMPLOYMENT

- **Contract.** Following a six month probationary period, the appointment is open-ended.
- **Remuneration.** The Chaplain receives the equivalent of a Residentiary Canon's stipend within the Diocese, which is currently £29,448 per annum.
- **Pension Contributions.** Clergy already in the Church of England Funded Pensions Scheme (CEFPS) will have the option of either remaining in this scheme or joining the PB2014 scheme.
Bishops' Staff have an income protection insurance arrangement. To be eligible for cover under this policy an employee must be a member of the (PB2014) scheme. Please note that insurance cover is not necessarily automatic, and that underwriting may be required by the schemes in some instances (for example if you do not join the scheme at the first available opportunity or opt out of the scheme and subsequently re-join). Cover will be subject to any terms and conditions laid down by the insurance company.
- **Housing.** Because of the need for the Chaplain to be available at Bishops court and to accompany the Bishop throughout the working week, including evenings and weekends, housing is provided nearby for the better performance of the Chaplain's duties. A 4-bedroom house is provided for the Chaplain as part of a development on land immediately adjoining the rear of the Bishops court garden.
- **Place of work.** The Chaplain's main place of work is the Bishop's Office at Rochester.
- **Days and hours of work.** The working pattern is equivalent to that for parochial clergy, with Sunday being a working day. Office hours at Bishops court are 8.30am-5.00pm, Monday to Friday, though the Chaplain will not necessarily work throughout or within those hours. The precise pattern of working will be agreed with the Bishop.
- **Time off and annual leave.** As with clergy on Common Tenure within the Diocese, the Chaplain is entitled to a full and uninterrupted period of at least 24 hours off duty during any week. The Chaplain is entitled to six Sundays off per leave year and six working weeks of annual leave, exclusive of public and additional holidays, but inclusive of any times off after Christmas and Easter. The leave year runs from 1st January to 31st December.
- **Notice.** During the probationary period, employment may be terminated by one month's written notice on either side. Following successful completion of the probationary period the notice period will be extended to three months on either side.
- The Chaplain will hold a General Licence and as such will be subject to the Clergy Discipline Measure (2003).