



CHRIST CHURCH CATHEDRAL

FURTHER PARTICULARS

Job title	Priest Vicar
Location	Cathedral
Department	Cathedral
Salary	The Priest Vicar will be paid a stipend equivalent to that of an incumbent in the Diocese of Oxford (currently £31,757).
Contract type	Three year Fixed-Term Contract
Responsible to	Sub Dean
Application deadline	25 November 2024 at noon
Vacancy reference	MT24_Cathedral
Additional information	This is a full-time position that cannot be held concurrently with any other substantive post without the explicit permission of the Human Resources Director. This post is subject to a six-month probationary period

Christ Church

Christ Church is one of the largest of the Oxford colleges and has evolved over five centuries. Its junior members, both undergraduate (over 400) and graduate students (over 200), cover almost all the major academic disciplines in the Sciences, Humanities and Social Sciences, as do its senior academic staff (around 60). It aims at academic excellence and individual fulfilment in a friendly, tolerant, and mutually supportive environment. The head of Christ Church is the Dean, while the College's academic functions are overseen by the Senior Censor. More general information about Christ Church may be obtained at www.chch.ox.ac.uk.

Christ Church Cathedral

Oxford's cathedral has a unique dual role in the Church of England. Christ Church Cathedral is the College Chapel as well as the cathedral church for the Diocese of Oxford, and welcomes worshippers from Oxfordshire, Berkshire, Buckinghamshire and beyond.

The site has been a place of worship for more than a thousand years. A monastery was founded here early in the eighth century by St. Frideswide. Records show Henry I granted a charter to an Augustinian priory in 1122. Although no evidence of the earlier buildings remains, parts of the 12th-century structure are still visible in the Cathedral today.

Wolsey suppressed the priory in 1524, and work began on the building of Cardinal's College – with part of the west end of the church removed to make space for Tom Quad. After Wolsey's fall, the college was re-designated as 'King Henry VIII's College'. In 1546, the priory church became both the cathedral for the newly formed Diocese of Oxford, and the chapel of the new college of Christ Church, a college of the University of Oxford. Today, the Cathedral is a tourist destination, with over half a million visitors every year, and it is a venue for worship, services, concerts, exhibitions, talks, recordings, and performances.

Role of Priest Vicar

Christ Church, the Cathedral for the Diocese of Oxford and a college of the University of Oxford, is seeking to appoint a Priest Vicar for a fixed period of three years beginning in January 2025 or as soon thereafter as possible.

Christ Church Cathedral is unique in being both a cathedral and a college chapel. While this informs much of the structure and ministry of the cathedral, in practice there is a College Chaplain whose focus is on pastoral care of the college community and the services particularly designated as 'college chapel' services. The Priest Vicar will primarily focus on the 'cathedral' congregations and their members, and their liturgical duties will be the cathedral round of worship, which consists of the following:

7.15am Morning Prayer, 7.35am Morning Eucharist, 1.05pm BCP Holy Communion (Wednesdays) and 6.05pm Choral Evensong and on Sundays 7.35am Morning Prayer, 8.05am BCP Holy Communion, 11.05am Choral Eucharist and 6.05pm Choral Evensong.

Main Duties and Responsibilities

Participation in leading worship

- Leading Morning Prayer and presiding at daily Eucharist once or twice weekly.
- When not leading services, regular attendance at Morning Prayer, daily Eucharist and Evensong is required.
- Presiding at the Wednesday 1pm and Sunday am BCP Eucharist on an occasional basis.
- Attendance at all Sunday and feast day Eucharists (excluding holiday); presiding and acting as liturgical deacon and sub-deacon, with others, according to rota.
- Preaching at Sunday Eucharist on a rota basis with other members of the clergy.
- Attendance at special services, with participation as requested by the Precentor.
- Working with Precentor to develop worship during the day for visitors and pilgrims.

Acting as 'Canon in Residence'

- Required to be 'in residence' for approximately 8 weeks over the course of the year.
- During residence weeks:
 - attending weekday Office (except day off); reading Lessons at Morning Prayer; reading Lessons, leading prayers and giving blessing at Evensong / Evening Prayer
 - preaching at Sunday Choral Eucharist, usually in line with Canon in Residence duties
 - welcoming for concerts and events in evening, as required.

Attendance at meetings of Chapter and the Tuesday Meeting

- The Dean and Canons meet as a Chapter three times each term and once in the long vacation to discharge that business of the Cathedral which is exclusively their responsibility. The Priest Vicars are among those who attend to advise them, together with the Precentor, Cathedral Registrar, Organist, Cathedral Administrator, Cathedral Operations Manager, Communications Officer, and College Chaplain.
- A senior management group (Tuesday Meeting) meets weekly to discuss relevant business. The Priest Vicars are a part of this group.

Pilgrimage Ministry

The major focus of this post's work is to take the lead in the maintenance and development of pilgrimage ministry at the cathedral. In recent years, much has been done to raise awareness of pilgrimage within the cathedral, both in terms of encouraging pilgrims to visit the cathedral, and to promote pilgrimage opportunities for members of the cathedral community.

Christ Church Cathedral is visited by a great many tourists, creating significant opportunities for 'liminal' ministry.

Work is likely to include:

- **To be a Pilgrim** - a joint project for primary schools in partnership with the Ashmolean Museum and the Oxford Diocesan Board of Education (ODBE), exploring the nature and experience of pilgrimage through encounters with objects and sacred space. Recent personnel changes at Ashmolean will require a rethink of how this programme is delivered.
- The key tasks are:
 - to establish relationships with new personnel and ODBE, and to deliver programme both with and without the Ashmolean
 - to write website material to advertise the programme
 - to train volunteers to lead the programme as well as leading parts of programme and (with the Visitor and Volunteer Officer) supervising its delivery
- **Medieval Quest:**
 - A puzzle-type group activity to solve 'mystery' of theft of St Frideswide brooch
 - With the Visitor and Volunteer Officer, develop an event for families with potential for secondary school pupils
- **St Frideswide's Way**
 - Continue work on establishing the accreditation of St Frideswide's Way as a 'Camino Ingles' by the Spanish and UK Camino authorities.
 - Develop relationships with incumbents of churches along the Way
 - Order and deliver stamps and 'passports' to churches along the Way
 - Develop and write a newsletter for St Frideswide Way
 - Develop a list of subscribers to the newsletter
 - Working with the Cathedral Communications Officer to maintain interest in the Way, producing material for web page and maintenance thereof
- **St Frideswide's Way Pilgrimage**
 - With the other Priest Vicar, deliver a five-day pilgrimage along St Frideswide's Way in June 2025.
 - Write and publish accompanying liturgical material, plan and deliver logistics, including recruitment and training of leaders and liaising with incumbents to deliver hospitality, risk assessments
- **St Frideswide's Day (Patronal Festival) Pilgrimage**
 - Delivery of a pilgrimage celebrating St Frideswide, originating from five different starting points, converging on Cathedral for tea and a pilgrim service

- Publication of accompanying booklet of hymns, prayers and reflections for use along the route
- Co-ordination of volunteers to host starting points and act as route leaders
- Ensuring risk assessments, first aid training, safeguarding training etc.
- Organisation of activities for children and families at Cathedral
- **Other pilgrimage projects**
 - **Develop further pilgrimages**, e.g. the St Oswald's Way, and (planned for 2026) - a pilgrimage to Iona, organising accommodation, risk assessments, transport, recruitment of helpers, writing accompanying reflections booklet, publicising and delivering the pilgrimage
 - **Cathedral Walking Group** - Oversight of this group – organising monthly visits to nearby Cathedrals and holy sites: arranging publicity, logistics, risk assessments, travel details etc.
 - **Parish Pilgrimages** - Delivering lectures on pilgrimage to Parish Group Visits
- **Exploring the Cathedral**
 - Continuing the support of training for guides and volunteers; delivering pilgrimage section of training.

Pastoral Ministry

Together with the Precentor and the other Priest Vicar, to share in pastoral engagement with the congregation and volunteers, visiting and taking Home Communion when appropriate, maintaining accurate contemporaneous notes of pastoral conversations and taking some occasional offices for members of the Cathedral community, as required.

Ministry with children and families

Working with Diocesan Canon and Precentor to develop children and families ministry with a focus on under-fives, including:

- support of *Wonderlings*, Christ Church's group for under 5's
- organising and delivering children's activities for annual Open Doors day.

Contributing to the life of the Diocese

- One World Festival: Representing Cathedral on organising committee of One World Festival
- Ashmolean initiative celebrating multicultural Oxford
- ODBE: Developing relationship with ODBE through school's education projects and hospitality to senior staff
- Encouragement of the use of labyrinth resources

Involvement in other Cathedral projects

It is expected that the Priest Vicar will also be involved in contributing to other occasional initiatives within the Cathedral community, e.g.

- Embroidery Retreats (a series of workshops run with the Cathedral Embroiderers combining stitching with reflections on liturgical or scriptural theme.
- Christmas Tree Festival (planned for 2025)
- Coffee and Catechesis (a Sunday morning group for study)

The above list is not exhaustive and the post-holder will be expected to carry out such other duties as the Cathedral may from time-to-time request, commensurate with the responsibilities of the post.

Person Specification

This post would suit a variety of individuals: those seeking a second curacy or a post of first responsibility; or a priest with significant experience interested in contributing to cathedral life, especially someone with an interest or experience in pilgrimage.

The post-holder will be resilient, flexible, enthusiastic and energetic: an able communicator with excellent written communication skills. They must be able to work both independently but also collaboratively with a wide range of people including staff, visitors and volunteers, as well as with members of the congregation. They will be sensitive to pastoral needs and committed to building and fostering unity.

They will be comfortable with both traditional and contemporary forms of worship, committed to the Daily Office and capable of leading worship in a cathedral setting with dignity and warmth, sometimes with large congregations.

Applicants must be in priest's orders in the Church of England (or a Church of the Anglican Communion), have completed their title post, and have been signed off by their Diocese.

For an informal conversation, please contact the Sub Dean, the Revd Canon Peter Moger. subdean@chch.ox.ac.uk

Terms and Conditions

The Priest Vicar will be paid a stipend equivalent to that of an incumbent in the Diocese of Oxford (currently £31,757). Reasonable expenses of office shall be reimbursed where authorised.

Pension

Non-contributory pension payments will be made to an appropriate pension scheme as determined by Chapter in consultation with the successful candidate. This will most likely be the Church of England Clergy Pension Scheme.

Accommodation

Suitable accommodation for the better performance of the Priest Vicar's duties will be provided by the Chapter with water rates and Council Tax paid. The successful candidate will be eligible for some meals when the college kitchens are open.

The Priest Vicar will be subject to the provisions of the Christ Church Staff Handbook which provides the basis under which non-academic employees work at Christ Church.

The Priest Vicar will be required to hold the licence of the Bishop of Oxford on appointment.

The Priest Vicar is entitled to one full day off per week. In order to provide continuity of clergy cover, this will not usually be the same day as the Sub Dean's or the Precentor's days off (currently Fridays and Mondays respectively). The Priest Vicar is entitled to up to 36 days for holiday and retreat per year plus bank holidays (or time off in lieu where there is a reasonable expectation to work (such as at Christmas or Holy Week). This may be restricted where a requested holiday would leave the Cathedral liturgically or pastorally understaffed but is not otherwise limited by school or college term dates.

The role is subject to a genuine occupational religious requirement. This is a fixed-term post and will not be renewable at the end of the three-year contract.

How to Apply

To apply for this position please complete provide the documentation listed below, no later than the deadline of **noon on 25 November 2024**. Applications received after this time will not be considered.

Application documents should include:

- a letter of application addressed to the Sub Dean stating your interest in the role, and explaining how you meet the criteria in the Person Specification set out above, using examples of your skills and experience; and
- a CV, including the names and contact details of two referees other than your Diocesan Bishop (who will be contacted in any case).
- References will be taken up only for the successful candidate.
- The Equal Opportunities Monitoring Form.

Applications should be emailed to recruitment@chch.ox.ac.uk

Applications will be judged only against the criteria which are set out in the job description, and applicants should ensure that their applications explain how they meet each of the selection criteria for the post using examples of their skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants). Christ Church is committed to fairness, consistency and transparency in selection decisions. Members of the selection panel will be aware of the principles of equality of opportunity, fair selection and the risks of bias. Applications are particularly welcome from black and minority ethnic candidates, who are under-represented in College staff.

Interviews for the position are expected to take place on week commencing **2 December 2024**.

If you need help

If you have any questions regarding the application process, please contact recruitment@chch.ox.ac.uk. All enquiries will be treated in strict confidence and will not form part of the selection decision.

Important Information for Candidates

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This appointment at Christ Church Cathedral is subject to a Disclosure and Barring Service check at enhanced level. Where applicable, screening will include:

- Eligibility to work in the UK.
- References.
- Criminal record checks via Disclosure and Barring Service (DBS)

Safeguarding

Christ Church Cathedral places the utmost importance on the safety and wellbeing of all who come to worship, work and volunteer in the Cathedral, particularly children, young people and vulnerable adults.

Offers of employment are subject to satisfactory references and Disclosure and Barring Service (DBS) checks. All employees are obliged to complete regular safeguarding training.

Data Privacy

Please note that any personal data submitted to Christ Church as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Christ Church Privacy Notice available at: <https://www.chch.ox.ac.uk/privacy-policy>.

Christ Church's policy on retirement

There is no normal or fixed age at which staff in non-academic posts have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Christ Church is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and the relevant salary scale. No applicant or member of staff will be treated less favourably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, religion or belief, sex, or sexual orientation.