



## CHRIST CHURCH CATHEDRAL

### FURTHER PARTICULARS

<b>Job title</b>	Priest Vicar for Education and Pilgrimage
<b>Location</b>	Cathedral
<b>Department</b>	Cathedral
<b>Salary</b>	The Priest Vicar will be paid a stipend equivalent to that of an incumbent in the Diocese of Oxford (currently £31,757). Housing (free of rent, council tax and water rates) is provided.
<b>Contract type</b>	Three year Fixed-Term Contract
<b>Responsible to</b>	Sub Dean
<b>Application deadline</b>	<b>Noon on Thursday 20 February 2025</b>
<b>Vacancy reference</b>	HT25_Cathedral
<b>Additional information</b>	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 a unique foundation, created in 1546 by King Henry VIII as both a college of the University of Oxford and the Cathedral of Oxford Diocese. The college is one of the largest in Oxford. Its junior members, both undergraduate (over 450) and graduate students (over 250), 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 both parts of the joint foundation 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](http://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**

The Cathedral seeks to appoint a Priest Vicar for a fixed period of three years beginning in May 2025 or as soon thereafter as possible.

The post offers a prime opportunity for a priest interested in exploring a possible vocation to cathedral ministry.

Alongside liturgical and pastoral duties (shared with other members of the clergy), the post's principal focus is responsibility for the development of the education and pilgrimage ministry of the Cathedral, to enable for pilgrims and visitors a rich and imaginative experience of the Cathedral: its worship, mission and history.

## **Principal Duties and Responsibilities**

### **A. Participation in leading worship**

#### ***Shared with other clergy***

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 provision of services particularly designated as 'for the chapel community.

As a member of the Cathedral clergy team, the Priest Vicar will focus largely on the 'cathedral' congregations and their members, with liturgical duties within the cathedral round of worship.

This consists of:

#### Weekdays

7.15am Morning Prayer  
7.35am Morning Eucharist  
1.05pm BCP Holy Communion (Wednesdays)  
6.05pm Choral Evensong

#### Sundays

7.35am Morning Prayer  
8.05am BCP Holy Communion  
11.05am Choral Eucharist  
6.05pm Choral Evensong.

Liturgical duties will include:

- Leading Morning Prayer and presiding at daily Eucharist once or twice weekly.
- When not leading services, regular attendance at Morning Prayer, the daily Eucharist and Evensong is required.
- Presiding at the Wednesday and Sunday BCP Eucharists on an occasional basis.
- Attendance at all Sunday and feast day Eucharists (apart from when on 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.

### ***Specific to this post***

- Working with Precentor to develop worship during the day for visitors, pilgrims and school groups

### **B. 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 on day off); reading Lessons at Morning Prayer; reading Lessons, leading prayers and blessing at Evensong / Evening Prayer
  - preaching at Sunday Choral Eucharist, usually in line with Canon in Residence duties
  - welcoming for concerts and events in evenings, as required.

### **C. Attendance at meetings of Chapter and the Tuesday Meeting**

- The Dean and Chapter meets three times each term and once in the long vacation to discharge that business of the Cathedral which is exclusively its 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, College Chaplain, and Cathedral Safeguarding Officer
- A senior management group (Tuesday Meeting) meets weekly to discuss relevant business. The Priest Vicars are a part of this group.

### **D. Education and Pilgrimage Ministry**

The major focus of this post's work is to take the lead in the maintenance and development of education and 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, and in forging links with local schools.

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 new thinking on 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 the 'mystery' of the theft of a 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 Inglés' 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
  - Work 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 the 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** along similar lines, e.g. the St Oswald's Way. Work with the Sub Dean in organising a pilgrimage to Iona, already planned for 2026, 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 by delivering the pilgrimage section of their training.
- **Education materials**
  - develop and maintain a suitable curriculum of education activities in and around the Cathedral, including the review of existing material and the introduction of new resources.

- **School visits**

- With the Volunteer and Visitor Coordinator. oversee all school visits, advise and supervise volunteer
- foster existing relationships and develop new links with schools and other educational bodies within the Diocese and County
- liaise with the Diocese of Oxford's Education team
- liaise with and obtain approval from the Cathedral Registrar on budget and spend for education-related expenditure

## **E. Pastoral Ministry**

Together with the Precentor and the other Priest Vicar, 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.

## **F. Ministry with children and families**

Working with the Sub Dean, Precentor and volunteers to develop children and families ministry with a focus on under-fives, including:

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

## **G. 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 the relationship with the Oxford Diocesan Board of Education through schools education projects and hospitality to senior staff
- Encouragement of the use of labyrinth resources

## **H. 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)

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 is open to all priests at any stage of their ministry (from those seeking a second curacy or post of first responsibility to those with significant experience. It offers a rare opportunity to explore a possible vocation to Cathedral ministry, and benefits from involvement across the full range of Cathedral worship and ministry, together with a particular focus and responsibility.

The post-holder will be resilient, flexible, enthusiastic and energetic: a self-starter and an able communicator with excellent written communication skills. They must be able to work both independently and 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 praying 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 in communion with the Church of England), and must 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](mailto: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**

The Priest Vicar will be housed in a property in Abbey Road, a 15-minute walk from Christ Church.

Water rates and Council Tax will be paid. The Priest Vicar will have dedicated office space within Christ Church, and 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 requirement to work such as at Christmas or during Holy Week). This may be restricted where a requested holiday would leave the Cathedral liturgically or pastorally understaffed.

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 Thursday 20 February 2025**. 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](mailto: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 **10 March 2025**.

### **If you need help**

If you have any questions regarding the application process, please contact [recruitment@chch.ox.ac.uk](mailto: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 where appropriate. 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.