Application Pack

Ref: WA282

Minor Canon & Chaplain

Salary £33,275.16 per annum

Full-time – Fixed term (until 2029)
40 hours per week

Closing Date: 12pm on 12 January 2024
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About Westminster Abbey

The Abbey is a church, a place of prayer and praise and holy ground at the heart of the nation. It is also a treasured part of Britain’s heritage and a leading venue for tourism. The Abbey has occupied a central place in the celebration of great events for the nation and remains one of the most beautiful architectural masterpieces in Britain.

A living Church, Westminster Abbey is where the coronation of Kings and Queens has taken place since 1066, and where many of the Kings and Queens of England and of the United Kingdom are buried. Principal among them is St Edward the Confessor, King of England from 1042 to 1066, whose shrine is at the heart of the Abbey Church. Beside and around them are buried or commemorated many of the great women and men from almost every century of British history: statesmen and politicians, lawyers, warriors, clerics, writers, artists, musicians.

Neither a cathedral nor a parish church, Westminster Abbey (or the Collegiate Church of St Peter in Westminster to give it its correct title) is a Royal Peculiar under the jurisdiction of a Dean and Chapter and with direct accountability to the Sovereign. This relationship with the Sovereign dates back to the origins of the Abbey over a millennium ago, but its current form stems from the Charter granted to the Abbey by Elizabeth on 21st May 1560.

Today we are a complex and multi-faceted organisation of nearly 600 highly committed employees and volunteers. We have deep respect for the heritage of which we are the custodians, but we evolve continuously to meet the opportunities of the future. In recent times this has included the creation of new departments to focus on transforming our digital presence and delivering a significantly expanded programme of public and community engagement. We have also reshaped our governance arrangements, including a new Strategic Board to help us navigate the challenges and opportunities of the coming decades.

Westminster Abbey’s mission is currently stated as:

- To offer daily divine Worship to Almighty God and resource the Church in this vocation;
- To serve the Sovereign;
- To proclaim the Gospel to the nation and Commonwealth, celebrating the distinctive witness of the Christian faith and engaging with the public square;
- To provide a safe, welcoming and inspiring environment for all who come to the Abbey;
- To act as responsible stewards of God’s gifts.

Our Values

As one we serve each other, our visitors and the wider world in all we do with:

- Truthfulness
- Integrity
- Empathy
- Excellence

The Abbey attracts approximately one million paying visitors each year, from all around the world. A large number of people also attend services which take place seven days a week. Daily services are only part of the Abbey’s work, for there are also many ‘special’ services and events throughout the year. Abbey currently employs around 300 staff in a variety of roles and a similar number of volunteers.

The Abbey receives no regular income from the State, the Church of England or the Royal Family, and relies on monies raised from visitors to ensure that the building can be properly maintained and remain open as an amenity for all.

westminster-abbey.org
Job Description

JOB TITLE: Minor Canon and Chaplain

ACCOUNTABLE TO: The Dean (through the Precentor), and the Canon Steward

RESPONSIBLE FOR: Volunteer group (Bellringers)

DEPARTMENT: Minor Cannons

KEY RELATIONSHIPS: Internal: The Dean, the Canon Steward, the Precentor, Sacrist and Minor Canons’ Assistants, Organist and Master of Choristers, Director of Music for St Margaret’s, Dean’s Verger, Canons’ Verger, Head of Event Management, Head of Protocol, Head of Safeguarding, Head of Communications and Digital and the Human Resources department.

External: St Margaret’s choristers and their parents

BACKGROUND: Westminster Abbey is both a place of daily worship, and is one of the UK’s leading visitor attractions, welcoming over one million visitors each year. A diverse and lively community work at the Abbey comprising around 600 employees and volunteers.

JOB SUMMARY: To organise and participate in the worship of Westminster Abbey and St Margaret’s Church; to act as Chaplain to the Abbey staff and volunteers; to contribute theological materials for the Abbey’s digital channels.

MAIN DUTIES AND RESPONSIBILITIES:

1. Sharing fully in the liturgical life of the Abbey; sharing with the other Minor Canons in officiating the morning and evening offices (including singing Evensong), and with all the Abbey clergy in presiding at the Eucharist, preaching, and officiating at pastoral offices.

2. Under the Canon Steward, who holds Chapter responsibility for pastoral care, and in close collaboration with the Head of Safeguarding and the Head of Human Resources, taking the lead in the pastoral care of Abbey staff, volunteers, and regular worshippers; modelling and encouraging good pastoral practice across the clergy team.

3. Explore how the Abbey might engage with those interacting with streaming regular and special services and other digital content.

4. Offering chaplaincy to The St Margaret’s Choristers and their families, including confirmation preparation, as appropriate.

5. Designing, planning and organising, in collaboration with the Minor Canons’ Assistants and the Heads of Events and Protocol, special services in Westminster Abbey and St Margaret’s Church, taking a lead responsibility for Services of Thanksgiving in St Margaret’s Church; preparing ceremonial notes, rehearsing participants, and overseeing ceremonial on the day.

6. Guided by the Dean, and in close collaboration with the Communications and Digital team (particularly the Digital Content Managers), to write and present materials (both audio and video) that will contribute to the Abbey’s offering across a number of digital channels, and that will reflect the Abbey’s liturgical style and theological voice.
7. On behalf of the Dean, and working with the Volunteers Supervisor, chairing the Westminster Abbey Company of Bellringers, and overseeing the St Margaret’s Bellringers, with responsibility for their annual schedules.

8. Playing a full part in the community life of the Abbey and undertaking other duties as required by the Dean.

**Safeguarding**

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks on staff and volunteers and require them to complete relevant safeguarding training.
Person Specification

This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post. ‘Essential’ criteria are those that the job holder absolutely must have in order to do the job. ‘Desirable’ criteria are those qualities that would be either useful, or an advantage or those which the job holder can be trained to do.

**Essential**

**Education:**
- To degree level (or equivalent) in theology or a related subject.

**Skills/Aptitudes:**
- A developed understanding of Anglican liturgy, and its choral tradition.
- Strong potential as a liturgical singer.
- Proven pastoral skills, and commitment to safeguarding.
- An ability to communicate theological concepts accessibly, without sacrificing depth or complexity, both in writing and orally.
- Excellent organisational skills and a close attention to detail e.g. proof-reading.
- Ability to work to deadlines.
- A high level of digital literacy and technological skills, including the use of social media.
- An aptitude for team working, and a commitment to collegiality.

**Knowledge/Experience:**
- At least two years’ experience in full-time stipendiary ministry in the Church of England or in a Church in Communion therewith. (A Minor Canon role can only be attained once or if the successful candidate has been ordained as a priest for three years.)

**Desirable**

**Education:**
- A higher theological, pastoral, or musical qualification.

**Skills/Aptitudes:**
- Experience in designing special services.
- An experienced and accomplished liturgical singer.
- Developed knowledge and experience of the Anglican choral tradition.
- Experience in producing digital materials of a theological/liturgical nature.
- Understanding of streaming both regular and special services and how appropriate pastoral care might be offered.

**Knowledge/Experience:**
- Experience of volunteer management.
- Experience of ecumenical and inter-faith working.

The responsibilities contained within this job description are not exhaustive and will be kept under review. The contents may be amended from time to time to reflect the changing needs of Westminster Abbey. Any proposed changes will be discussed with the postholder. This Job Profile will be kept under review and may be amended by the Dean & Chapter from time to time. Any proposed changes will be discussed with the post holder.
Working for us

Employment Status
This post is fixed-term for a period of 5 years until 2029.

Salary
The salary is £33,275.16 per annum and is paid on the last Friday of each month. Salary is reviewed annually.

Annual Holidays
The full-time holiday entitlement is 31 days per annum including recognised public holidays, rising to 33 days per annum in the fifth year of service.

Accommodation
For the better performance of their duties, the Minor Canon and Chaplain will be required to live in Abbey-provided accommodation at or close to the Abbey. The Dean and Chapter will meet all charges in respect of Council Tax and utilities (excluding private telephone charges); utility costs constitute a taxable benefit.

Training
On-site training will be provided in all aspects of the job. Any further training needs will be assessed through the probation period and in annual appraisals.

Pension Scheme and Life Assurance
All employees can join a Group Personal Pension plan, where the minimum employee contribution is 3% and the maximum employer contribution is 9% (as determined by the level of the employee contribution). You will be auto-enrolled into our qualifying workplace pension scheme after 3 months, if you meet the eligibility criteria.

All employees are covered by death-in-service life assurance, whether or not they choose to join the pension scheme.

Staff Discount
All employees receive a 20% discount on purchases from the Westminster Abbey shop and a 30% discount on purchases from the Benugo outlets, which serve refreshments.

Medical Insurance
The Abbey will pay 50% of premiums to join a nominated medical insurance scheme after one year’s employment.

Uniform
If a uniform and/or Personal Protective Equipment (PPE) is provided, this must be worn at all times.
Equality Statement and How to apply

Equality Statement
The Dean and Chapter aim at all times to recruit the person who is most suited to the job. Recruitment will be solely on the basis of the applicant’s abilities and individual merit as measured against the criteria for the job. Qualifications, skills and experience will be assessed at the level that is relevant to the job.

We will ensure that our shortlisting, interviewing and selection procedures avoid discrimination in any way, including on grounds of age, disability, gender, marital status or civil partnership, race, nationality or ethnic origins, religion or belief and sexual orientation.

Please return the Equal Opportunities Monitoring Form with your application. This will help us monitor our recruitment practice. The form will not be seen by the people making the selection decision.

Safeguarding
Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks on staff and volunteers and require them to complete relevant safeguarding training. Offers are subject to a relevant level of criminal record check, receipt of references satisfactory to Westminster Abbey, right to work in the UK, proof of professional qualifications and medical clearance, which may include a medical assessment.

How to Apply
Please complete our application form as CVs **will not** be accepted.

You are also advised to read the Job Description and Person Specification carefully and think about how your experience, skills and abilities help you to meet the requirements listed in the Person Specification. Use the ‘Supporting Statement’ section of the form to tell us how you meet each of the requirements. As well as your previous work experience (including a **full** career history of all employment), tell us about other relevant experience such as community and voluntary experience. Clear information on how you meet all the requirements of the job, with relevant examples, will help us with shortlisting, and we may not be able to shortlist you for interview if you do not provide this.

Please email your completed application to: applications@westminster-abbey.org.

Applications should arrive no later than 12 noon on 12 January 2024. Interview and assessment dates will be communicated to successful candidates after the closing date. Interviews may include a singing test.

We regret that, due to the large number of applications we normally receive, we may only be able to contact or provide feedback if you have attended an interview. We appreciate your interest in our work at Westminster Abbey.