



PART-TIME INTERIM ASSOCIATE PRIEST

The Dean and Chapter seeks to appoint a **part-time interim Associate Priest** at Chelmsford Cathedral, for a fixed-term period of 8 months. The priest will not be an executive member of the Cathedral Senior Leadership Team, nor will the priest be a member of Chapter.

This is a part-time appointment. It is a 0.33 post without housing.

We would like the appointment to begin as soon as possible after May 1st 2024.

ROLE DESCRIPTION OF AN ASSOCIATE PRIEST

The Associate Priest will work with other members of the clergy team, Chapter and with Cathedral staff, volunteers, and congregation, to further the mission of the Cathedral as stated in the Cathedrals Measure 2021, to be the seat of the bishop and a centre of worship and mission, and to provide a focus for the life and work of the Church of England in the Diocese.

2. The Associate Priest will attend Sunday Services and weekday services as set out in the Schedule below and engage in liturgical and preaching duties as directed by the Dean and will be committed to the Cathedral's prayer and worship, and will take appropriate part in leading worship, preaching, pastoral care, and participation in other committees, projects and events as required.
4. They will engage with Diocesan and wider church and community life by agreement, on behalf of the Cathedral.
5. They share with the Dean and other Cathedral in the pastoral work of the Cathedral.
6. They share with the Dean and with Chapter in providing leadership on matters relating to the safeguarding of any children or vulnerable adults who work, volunteer or worship in the Cathedral or who visit the Cathedral
7. They take an active share, in collaboration with the fundraising team, in generating income for the Cathedral as a whole.

PERSON SPECIFICATION FOR AN ASSOCIATE PRIEST.

1. They will have an authentic Christian Faith in the Anglican tradition and a disciplined personal prayer life.
2. They will have proven experience in pastoral care and in the pastoral offices of the Church of England.
3. They will have proven experience of ministry with children and adult carers of children with a desire to share spirituality with parents and adult carers.
4. They will be an able and engaging communicator, adaptable to different occasions and contexts.
5. They will promote a transparent culture for the best practice of Safeguarding in a Cathedral.

6. They must have the ability to work well with other members of the Cathedral team including the other clergy, vergers, visiting clergy, and office staff.
7. They will be clear thinking, well organised, with excellent written and verbal communication skills.
8. They must be in agreement with the ethos and policies of Chelmsford Cathedral as defined by Chapter.
8. The Associate Priest will have been a priest in Anglican Holy Orders for at least three years

0.33 role. 13hrs / week

ROLE DESCRIPTION OF THE PART-TIME ASSOCIATE PRIEST

Work with Children and Parents / Adult carers.

1. The Associate Priest will under the oversight of the Dean, work closely with the Junior Church Worker and Canon for Safeguarding and Education to assist with the spiritual formation of children and in particular of adults and carers of small children.
2. They will attend Sunday Junior Church at least 3 times a month with a particular ministry with parents and adult carers of small children.
3. They will attend Little Robins on Wednesday mornings each week with a particular ministry with parents and adult carers of small children.
4. They will develop other times during the week for ministry, spiritual formation and pastoral care with the parents and adult carers of small children.
7. They will work with the safeguarding lead to ensure best practice in all aspects of safeguarding, especially with regard to Junior Church, Little Robins and in any work with the Uniformed Organisations and teenagers with which they are involved.
8. They will particularly be responsible for presiding at baptisms at the Cathedral, especially for infants and children who are connected to Junior Church or Little Robins.
9. They will assist with special 'children's and families' events during the year as guided by the Junior Church Worker. (e.g. but not exclusively: Lego Days, Holy Week workshops. Summer day activities, Christmas workshops)
10. They may be asked to take part in the School Assembly Rota, along with other members of the Ministry Team.

Pastoral Care of the Congregation.

9. They will be responsible for the regular monitoring and answering of the emails and telephone calls to the Cathedral requesting pastoral care for members of the congregation. They will be responsible for ensuring that requests are followed up by the appropriate volunteer or member of the clergy team.
10. They will co-ordinate and encourage the Home Communion team in their ministry, including overseeing regular training sessions.

Liturgical Ministry

11. They will be expected to attend Morning Prayer and the Morning 8.15am Eucharist at least once a week.
12. They will be expected to be a minister (Presider, Deacon, Sub-Deacon, Preacher) at either the 9.30am and/ or 11.15am Sunday Eucharists at least once a month.

In addition to all of the above tasks, the following tasks are desirable if time permits.

13. They will collaborate and cooperate with the Junior Church Worker to develop good and healthy close links with the uniformed organisations (Rainbows, Brownies, Cubs, Scouts, Guides) attending in part one of each of the groups meetings each term and assisting with preparations for Parade Sundays.
14. They will carefully plan for future work with teenagers at the Cathedral, by building up a team of teenagers and volunteers, with an eye to offering :
 - occasional or regular teenage worship and events on Sunday evenings at 6pm.
 - A home Bible-study and fellowship group.
 - Pastoral Care

TERMS AND CONDITIONS

1. The offer of a post is made subject to the right to work in the UK, satisfactory enhanced DBS clearance and evidence of commitment to good safeguarding practice.
2. Appointment for An Associate Priest is in accordance with Common Tenure with a Statement of Particulars.
3. This interim appointment is made under Reg 29 (7D) of the Ecclesiastical Offices (Terms of Service) Regulation.

To apply please complete the attached application form and return to

Marion Palmer marion.palmer@chelmsfordcathedral.org.uk

The deadline for applications is midnight Monday April 22nd 2024.