

St Marylebone Parish Church

Appointment of Priest Pastor



The Rector of St Marylebone seeks a half-time experienced serving or retired, stipendiary or SSM priest colleague to join St Marylebone's large lay and ordained team of people.

Working alongside the Rector, the Priest Pastor works alongside the Rector, Chaplain and Stipendiary Pastoral Assistants in leading worship and in providing pastoral care in the parish.

Flexible less than full-time working will also be considered.

St Marylebone Parish Church is a thriving and hugely diverse gathered Christian community at the heart of central London with long-established links to many academic and medical institutions. Music, work with children and their families, as well as providing chaplaincy to local universities and the parish's outstanding secondary school and growing Special school, are important aspects of our mission and ministry.

Whosoever is appointed will be expected to work on a Wednesday (1.10 pm Eucharist with Laying-on Hands for Healing), Friday (Team Eucharist and Team meeting) and on one other day as well as on Sundays.

The remuneration for this post will be based on the full Diocese of London Incumbent's stipend.

The remuneration will be paid either as Stipend or as a Salary. No housing will be provided but a proportionate housing allowance may be paid *in lieu* to the post holder if stipendiary.

Reasonable travel costs will be paid to stipendiary posts.

All reasonable expenses will be reimbursed to anyone holding a stipendiary or a salaried post.

The post holder will be expected to work from St Marylebone Parish Church and NOT from home.

St Marylebone Parish Church is a place of active and engaged Christian witness, set at the very heart of central London.

With history stretching back 900 years we seek to offer God worship that has long been renowned for its musical and liturgical excellence.

For more than 30 years, St Marylebone, just a few metres from Harley Street, has pioneered the work of Christian healing and, as well as being home to the internationally respected Healing and Counselling Centre, which offers low-cost psychotherapy and spiritual direction, the Crypt at St Marylebone also houses an innovative *NHS* doctor's surgery. Our work is enhanced by close links with some of medicine's Royal Colleges and chaplaincy at The London Clinic and King Edward VII's Hospital.

Originally established in 1987, not long after the crypt was cleared, the HCC re-opened in its present form in 2000. The parish church's vision was for St Marylebone to be a place which would bring together different practices – spiritual, psychological and physical – in a common quest for healing and wholeness.

Today, the HCC offers a number of approaches to healing: psychodynamic counselling and analytical psychotherapy (once a week for up to two years) with other therapeutic models available as appropriate, spiritual direction, a fortnightly mental health support group and healing prayer.

All our psychiatrists, counsellors, psychotherapists and spiritual directors have received recognized training and subscribe to a professional code of ethics. The aim of the HCC is to help individuals and couples to grow in relationship to themselves, to others and to God, by working through difficulties in a holding environment. Whilst all the members of our team identify as Christians, the HCC is open to all, those clients of Faith and those of none.

Developing work includes providing psychotherapeutic/psychiatric assessment on behalf of the Ministry Division of the Archbishops' Council and providing training to Diocesan Directors and Assisting Directors of Ordinands as well as theological colleges' and courses' staff members. A new telephone help line to support this service is now being trialed by the HCC.

The Centre is sponsored by the Parochial Church Council of St Marylebone Parish Church and has also had, in the past, generous support from the Henry Smith Charity and the Guild of Health.

St Marylebone has a flourishing Young Church which complements our two schools: The St Marylebone Church of England School, an Outstanding Academy, National Teaching School and Maths Hub, and The St Marylebone Church of England Bridge School, a Free Special School working with secondary school age students who have speech, language and communication difficulties. Alongside our two schools (to which we provide a chaplain) St Marylebone works closely with the Royal Academy of Music, the University of Westminster (to which we also provide a chaplain) and Regent's University.

As a parish church in the Diocese of London, we share a vision of a Church for this great world city that is Christ-centred and outward-looking. We seek to be more confident in speaking and living the Gospel of Jesus Christ, more compassionate in serving others with the love of God the Father and more creative in reaching new people and places in the power of the Spirit.

In 2016 the parish church embarked on an ambitious programme of restoration. The £10 million St Marylebone *Changing Lives* project will replace the parish church's roof, replace the lift and staircase the staircase to the crypt and bring about a much-needed refurbishment of the crypt spaces.

Priest Pastor Person Specification

The ideal candidate will be:

1. an experienced ordained Priest in Anglican/Episcopalian Orders
2. familiar with and sympathetic to the work of St Marylebone Parish Church
3. ideally, but not essentially, have experience as a Spiritual Director
4. someone with demonstrable ability as a team player
5. able to demonstrate strategic thinking and planning

Job Description

The Priest Pastor will:

1. work alongside and be responsible to the Rector of St Marylebone, who will be the Priest Pastor's Line Manager
2. be a full member of the St Marylebone Ministry Team, which includes the Chaplain (Assistant Curate), the Incumbent, the Operations' Director, the Senior Verger/Buildings' Manager, the Healing & Counselling Centre Administrator, the HCC Clinical Director, the Rector's PA/Parish Administrator, the Pastoral Assistant (General), the Pastoral Assistant (HR), Finance Officer, Director of Development and Activity and Project Coordinator
3. be expected to worship daily with other members of the Ministry Team and to meet with them weekly at the Friday morning Ministry Team meeting. Other members of staff, not members of the Ministry Team include the Assistant Buildings' Managers/Vergers, the Director of Music, the Assistant Director of Music and the Organ Scholar, as well as cleaners, maintenance officers, HCC therapists, psychiatrists and Spiritual Directors, National Health Service Centre Staff, Choristers, etc.
4. assist with worship and other pastoral activities within the parish of St Marylebone
5. celebrate and preach regularly on Sundays and have primary responsibility for presiding and preaching at the Wednesday Healing Eucharist (if no HCC Director in post) and officiating at the monthly Sunday evening Choral Evening Prayer with Prayers for Healing (if no HCC Director in post)
6. preside at the Eucharist on Sundays (8.30 am *BCP1662* and 11 am Choral Eucharist *CW1 Traditional*) and on other days and serve as Deacon at the main Sunday Choral Eucharist as time-tabled
7. engage in extra-parochial clerical duties to further and promote the aims and objectives of the parish church
8. be *ex-officio* a member of the Parochial Church Council
9. distribute Holy Communion to the sick and housebound
10. conduct funerals and memorial services
11. baptise, and instruct candidates and their families for baptism, confirmation and the reception of Holy Communion
12. prepare couples for marriage and, where appropriate, officiate at marriages and services of Thanksgiving after a Civil Marriage
13. undertake pastoral duties which will include meeting and talking with parishioners and others who find themselves at St Marylebone

The Priest Pastor

Stipend, Expenses & Fees

14. will receive (*pro rata*) the London Diocesan stipend for incumbents or an appropriate salary in lieu of stipend and housing (paid by the employer St Marylebone with Holy Trinity Parochial Church Council). As a stipendiary Associate Priest, the priest or priests appointed will not be entitled to retain fees for the Occasional Offices nor for counselling or spiritual direction offered as Director of the HCC
15. will be entitled to a full reimbursement of all costs necessarily connected to their work

Housing & Travel

26. may receive an agreed housing allowance and/or travel allowance. There is no specific house connected with this post.

Holiday Entitlement

27. can expect a *pro rata* holiday entitlement of six weeks (36 days) to include six Sundays, and to include a week after Christmas and a week after Easter, each including a Sunday with other leaves of absence, study time, and compassionate leave by arrangement with the Rector

Safeguarding

29. shall read and sign the parish's Safeguarding Guidelines and shall follow the good practices set out therein and be subject to Enhanced Safeguarding (DBS) procedures.

Confidentiality

30. will use appropriate discretion and observe due confidentiality in all work and dealings as a priest of the Church of God

Place of Work

31. will be allocated a shared office in St Marylebone Parish Church

Chapter and Synod

32. will make every effort to participate in meetings of the Deanery Chapter and Deanery Synod and other councils of the diocese as may be appropriate

Continuing Ministerial Education, Supervision and Review

33. will engage in any diocesan provision for Continuing Ministerial Education and Ministerial Review. In addition it will be expected that the post holder/s will set aside due time for personal study and private prayer and for continuing ministerial/professional development

Spirituality & Supervision

34. will meet monthly with the Rector, without the other members of the Ministry Team, to review performance, progress and development
35. shall have a personal Spiritual Director and, if appropriate, a clinical Supervisor and will meet with such persons on a regular basis
36. shall commit to being present at the Daily Offices and at the Eucharist whensoever it is practical to do so
37. will ensure that an Annual Retreat (4-5 days) is taken. The costs of this will be fully reimbursed by the PCC

Personal Life

38. ensure that proper time is given to family, friends and other personal commitments

Days of Working

39. shall work on four days of the week to include Sundays

This document must be read in conjunction with the *Statement of Particulars* as set out and provided by the Diocese of London once it has been agreed with the archdeacon.

Appointment

The appointment/s will be considered permanent upon completion of a satisfactory probationary period (with reviews at one, three and six months) but may be terminated with three months' notice by either party.

A formal contract of employment will be drawn up by our HR Officer, and the Archdeacon of London/Archdeacon for the Two Cities will be responsible for drawing up the required Statement of Particulars.

Applications

Applications should be forwarded to: **The Rector St Marylebone Parish Church, 17 Marylebone Road, London, NW1 5LT** rector@stmarylebone.org

Applicants should enclose a full CV (with the names and contacts details of two referees, one of whom **MUST** be the applicants present or most recent employer, as applicable), together with a letter setting out why the applicant feels they are suited to the post and also stating what the applicant thinks s/he can bring to the role. You must also complete the standard Church of England **Application Form 6**.



St Marylebone
Parish Church

Changing Lives for 900 years

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