

## St Marylebone Parish Church

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.

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 St Marylebone works closely with the Royal Academy of Music, the University of Westminster 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.



## **Pastoral Assistant (General) 2018/2019**

As Pastoral Assistant (General) you will work across all the departments of St Marylebone Parish Church, including Buildings, Finance & Administration, Pastoral and especially with Young Church and Families assisting Jane Gray who leads this work. As opportunities present, you will also work alongside the Chaplain, in his engagement with Schools and Universities.

- This post requires you to have an Enhanced DBS check.
- You will be paid the London Living Wage (currently £10.20 per hour) for a 40 hour working week, although should you wish to work fewer hours we might be able to accommodate part-time working.
- You will be entitled to paid holidays and offered enrollment into a Workplace Pension.
- Housing is NOT provided.
- You will, generally, work Mondays, Tuesdays, Wednesdays, Fridays (9.30 am – 5.30 pm) and for part of Sundays (8 am – 1 pm, although at least once a month you will also be expected to be present at the evening service of Choral Evening Prayer with Prayers for Healing).
- You will assist at celebrations of the Holy Eucharist on weekdays and on Sundays at 8.30 am, at the 11 am Choral Eucharist when not required by Young Church and at the occasional offices.
- You may, from time to time, be required to act as a ceremonial Verger.
- Depending on your experience, you will be asked to preach and to assist the Chaplain in his duties at our two schools and at the University of Westminster.
- You will be Line Managed by the Chaplain.
- You can expect a weekly period of Supervision from the Chaplain and a monthly period of Supervision from the Rector.

Some *indication* of your areas of work:

### **Young Church and Families**

You will work alongside Jane Gray (Pastoral Assistant with responsibility for Young Church and Families, HR and Safeguarding).

In this work you will:

- **Help prepare and deliver the Sunday programme for Young Church – both at 8.30 am and at 11 am including preparing candidates for baptism and/or confirmation.**
- **Assist the Assistant Director of Music and Organ Scholar with Junior Choir** (your duties will not be musical).

## Chaplain

- **University** work – assisting the Chaplain at the University of Westminster in providing pastoral care to students and staff, attending Freshers' Fayres, Team Meetings, planning and delivering acts of worship on campus at the parish church, etc.
- **Schools'** work – assisting the Chaplain at The St Marylebone CE School and The St Marylebone CE Bridge School in providing pastoral care to students and staff and in the setting up of the parish church for worship. Attending Eucharist Planning Meetings, assisting with Confirmation Classes and meetings of the Chapel Team, delivering Thought for the Day reflections,

## Priest Pastor

You will work alongside the Priest Pastor, Fr Andrew Tyler.

In this work you may be required to assist with the following tasks:

- **Dementia** work – helping deliver *Open Door* (a fortnightly drop-in for those who might live alone and those with or caring for people with Dementia) and *Music for the Moment* (a monthly concert in collaboration with the Wigmore Hall, the Royal Academy of Music, Westminster Carers' Services, preceded by afternoon tea)
- Attend the Wednesday 'Healing' Eucharist and assisting the celebrant as required

## Finance

You will work alongside Juliana Bica (Finance Officer) for the equivalent of two half days a week. *This is currently under review and may be removed from your working requirements.*

In this work you will assist with the following financial tasks:

- **Listed Places of Worship Grant Scheme** – identifying, submitting and filing claims
- **Banking** - assisting with banking duties, including counting and processing cheques and taking money to the bank
- **Processing and Recording Gift Aid Collections and Claims**
- **Cheque writing, processing and mailing**
- **Filing** – processing and filing Supplier and Sales invoices
- **Reconciling Petty Cash**

## **Buildings**

Occasionally, you will work alongside the Director of Operations and members of the Buildings Team.

In this work you will, from time to time, assist with the following tasks:

- **Catering** - procuring and providing refreshments for groups using the parish church
- **Setting-Up** - assisting other members of the Team in ensuring that the building is prepared and ready for worship, receiving visitors and other user groups
- **Acting as Ceremonial Verger** during some services

## **Parish Office**

Occasionally, you will work alongside the Rector's Personal Assistant and Parish Administrator (Claire Pinney).

In this work you will assist with the following tasks:

- **Website & Social Media** – updating pages and creating new pages reflecting the worshipping and pastoral life of St Marylebone
- **Research** – carrying out background research into VIP visitors and historical/archive information
- **General Office duties** – answering telephone and processing emails, preparing and printing bulletins, notices, etc.

## **Daily Offices**

You will be expected to attend, and sometimes lead, the Daily Offices of Morning Prayer at 9.30 am (Common Worship) and Evening Prayer at 5.00 pm (BCP 1662) whenever practicable to do so.

## **Sunday Eucharist**

You will serve and, occasionally, preach at the 8.30 am (BCP 1662) Sunday morning Eucharist

You will, when duties with Young Church allow, act as Subdeacon or Deacon and, occasionally, preach at the 11 am (CW1 Trad) Choral Eucharist

## **Appointment**

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

A formal contract of employment will be drawn up by our HR Officer.

It is expected that you will have been educated to at least undergraduate degree level.

**No accommodation is offered with this post.**

You will be paid the London Living Wage (currently £10.20 per hour) for a forty hour working week.

### **Start Date**

Autumn 2018 to be agreed mutually

### **Applications**

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

Applicants should enclose:

1. a full CV (with the names and contacts details of two referees, one of whom MUST be the applicants most recent employer, if applicable)
2. a letter setting out why you feel that you are well-suited to the post and also stating what you think you can bring to the role and what you hope to gain by joining the team at St Marylebone

**Closing date for application Noon on 8<sup>th</sup> June 2018**

**Interviews will be held at St Marylebone Parish Church in early July**