



Chaplain to the Bishop Diocese of St Davids

The Bishop of St Davids is seeking to appoint a Chaplain to work alongside her in supporting and developing her episcopal ministry. The successful candidate will work in collaboration with colleagues to provide robust support to the Bishop in both her Diocesan and Provincial responsibilities.

The Diocese

The Diocese of St Davids covers the historic extent of Ceredigion, Carmarthenshire, and Pembrokeshire, together with a small part of western Glamorgan. The episcopal see is the Cathedral Church of St David in the City of St Davids, Pembrokeshire. The present cathedral, which was begun in 1181, stands on the site of a monastery founded in the 6th century by Saint David. The diocese with an estimated population of 388,275 is divided into the three archdeaconries of St David's, Carmarthen, and Cardigan with the Bishop's residence in Llys Esgob in Abergwili. The Bishop's Senior Staff consists of the Dean, Archdeacons of St Davids, Cardigan, Carmarthen, the Archdeacon for New Communities and the Director of Ministry, the LMA Development Officer, the Chair of the DBF and Diocesan and Clerical Secretaries.

Purpose of Post

The Chaplain supports and resources the Bishop's ministry within the diocese, the Province and beyond. The Bishop's office is in her home in Abergwili. The Bishop's Personal Assistant oversees the running of the office, deals with the distribution of mail, keeps the Bishop's diary and is the first point of telephone and email contact. The Chaplain will need to work outside normal office hours, according to the needs of the post and in agreement with the Bishop. The key roles and responsibilities include:

Worship

- To share in the Bishop's habit of prayer through the daily offices and the ministry of intercession, preparing the Bishop's Chapel for worship.
 - To attend the Bishop at Ordinations, and at other services as required: compiling, receiving, and checking draft orders of service, including Confirmations, Institutions and Licensing's.
 - To plan, in consultation with the Cathedral or the relevant parish priest, for Ordinations, the Chrism Eucharist and other services as required.
 - To oversee the preparation of worship for the Diocesan Conference, Bishop's Staff meetings and meetings of Local Ministry Area Deans.

Bishop's Staff Meeting

- To be secretary of the Bishop's Staff Meeting.
- To work with the Bishop's Personal Assistant to draw up the agenda, accompanying papers and notes of the meetings.

Appointments

- To manage, on behalf of the Bishop and in conjunction with the Archdeacons, the Clerical Secretary and the Board of Nomination, the processes for clergy appointments.
- To assist the Bishop and Director of Ministry with the process of appointing training incumbents and curates.
- Work with Bishop's PA to ensure the smooth running of Safeguarding processes within the Diocese.

Research

- To act as the Bishop's research officer, working on strategic documents and specific issues to underpin and enhance the Bishop's ministry, including research, analysis and when requested drafts of speeches or articles
- To develop and maintain close links with Diocesan Boards and Councils and their Officers, making use of their relevant expertise.
- To read articles, reports, journals, newspapers and draw attention to key points.

Communications

- To work with Provincial and Diocesan Communications Officers in developing the Bishop's media relations
- To develop good relationships with local and national media outlets.
- To assist in the drafting of press material when required.
- Act as Pastoral Chaplain to staff working in the Diocesan Office

Administration

With support from the office staff:

- To assist in the planning of the Bishop's programme to ensure it is well-balanced and shaped around strategic priorities.
- To assist with correspondence
- To assist the Bishop with matters of a pastoral, disciplinary and theological nature.
- To bring to the Bishop's notice any matters which require her personal attention (e.g. illness of clergy or their families)
- To liaise with the Diocesan Secretary and the Secretary of the Diocesan Conference regarding the production of the Agenda and papers for the Diocesan Standing Committee
- Other duties as instructed by the Bishop.

The Person

It is essential that the Chaplain would be:

- Mature in outlook, at ease with themselves, able to see the big picture while being capable of accurate attention to detail.
- A team player, able to work creatively and flexibly with colleagues in a small office environment, adaptable and flexible, able to enjoy working under pressure, to prioritise tasks and work to deadlines.
- A person of loyalty, able to maintain complete confidentiality, capable of being trusted by all colleagues, lay, and ordained.
- Efficient and effective in administration, typing skills including computer literacy, (Microsoft Office Suite (Word, PowerPoint, Excel, Outlook, PowerPoint) and other commonly used office packages
- Spiritually and vocationally motivated.
- Own excellent organisational and time-management skills
- The ability to prioritise tasks and work under pressure
- Possess excellent interpersonal, oral, and written communication skills
- Attention to detail
- Have flexibility and adaptability to changing workloads
- A problem-solving approach to work
- Theologically competent and liturgically sensitive.

It would be desirable, though not essential, for the successful candidate to have:

- An understanding of the ministry of the Church in Wales and the Diocese of St Davids
- Experience of dealing with difficult pastoral situations.
- A current driving licence.
- An ability to speak Welsh or the willingness to learn.

Terms and Conditions of Employment

- The Chaplain will hold office by the Bishop's licence and under Common Tenure.
- The property currently occupied by the Bishop's Chaplain is The Vicarage, Wellfield Road, Abergwili, Carmarthen, SA31 2JQ
- There will be a probationary period of six months, culminating in a formal review and thereafter an annual appraisal.
- Payment will be at the rate of Residentiary Canon in the Church in Wales and have the benefit of membership of the Church in Wales Clergy Pension Scheme
- Working expenses will be reimbursed monthly
- Holiday dates must consider the Bishop's own holiday dates and that of her PA to ensure adequate cover in the office
- The expectation of working hours is a similar time commitment to that of a parish priest. As a rule, the Chaplain will be expected to share in morning worship and evening worship outside office hours, and to keep office hours of 8.30am to 5.00pm, with a break for lunch. There are evening commitments. The rest day is generally Saturday, although there are occasional Saturday duties.