

Logo

St Clement's Church Cambridge

LAY PASTORAL ASSISTANT (LPA)

Job Description

Background

St Clement's is a small city centre parish situated in the historic and collegial heart of Cambridge. A great deal of descriptive material about the church, its history and ecclesiology, together with current practice and usage, illustrated with a small photo gallery, can be found on the church website: www.stclements.cambridge.org

The Anglican congregation sits squarely within a Prayer Book Catholic tradition. A Mystery Worshipper from the Ship of Fools website attended Mass last summer and posted a very frank report, which can be found here: <http://shipoffools.com/mystery/2013/2567.html>

The parish has embarked upon a process of renewal. The Diocese has supported a Viability Plan drawn up by a Working Group from the congregation and the task now is to put it into effect. The plan is to further the mission of the church by outreach, provide for priestly oversight, carry out pastoral care and develop plans and apply for grant funding to renovate the interior and develop its usage. It is a 10 year plan and there is a real opportunity for the LPA to participate in, help to shape and be responsible for some aspects of the enactment of the Plan in its first full year.

The Role

Broadly the LPA will engage in and undertake the following activities:

1. Spiritual and liturgical. Attendance at the 10am Sunday Sung Mass, with opportunities to preach, sing, serve and pray publicly as appropriate. The possible introduction of one or more weekday Masses and / or other services eg Taize will provide further opportunities to participate. The LPA

will be expected to be in church to say Morning and Evening Prayer daily. Training will be given as needed.

2. Mission. Opening and closing the church each day. Being in church at agreed set times to respond to visitors and passersby. There is the possibility of assisting in the development of a counselling service at certain times. There is also the possibility of a formal parish mission in 2015 / 2016. The LPA will be part of the discussions and formation of these plans.

3. Outreach. A variety of outreach activities are being planned to include community based events such as a Fair around the church and a Madrigals Evening. The LPA will participate in discussions and support these events as fully as possible.

4. Pastoral. The LPA will undertake some visiting within the small parish (a few streets). Also, Park Street C of E (VA) Primary School sits within the parish, but support is provided by another church at present, so the situation will need to be handled carefully. The LPA will also be available on church to provide support, when needed. A small student study area with Wi-Fi enablement is being planned.

5. Administration. To be responsible for keeping the church tidy and for replenishing the votive candle stands and emptying money boxes. To be responsible for compiling and issuing a Parish Newsletter at agreed intervals. To be responsible for keeping the website updated. To develop a social media capability and be prepared to telephone, email, tweet and Face book contacts. To attend all meetings of the PCC and the Working Group.

6. Fundraising and building plans. To participate fully in the drawing up of plans to renovate the church and develop its usage. To support a fundraiser as needed in plans to seek grant funding.

The LPA post is a new one. To some extent the activities will evolve based on need, circumstances and the interests and skills of the LPA appointed. However, spiritual and liturgical practice is a core component.

The Post

The post is funded by the Fellowship of St John (UK) Trust Association. There may occasionally be a need to meet the trustees collectively with other LPAs from around the country on a social basis.

The post holder will report for all practical purposes to Fr Stephen Anderson, Priest Vicar *designate*, who will give day to day direction and guidance. It is expected that periodic reviews will be undertaken with him and two members of the congregation appointed as contacts for such purposes.

Canon Nick Moir, titular Priest in Charge *designate*, is also available for discussion as and when required.

Spiritual direction and counselling is readily available in Cambridge and can be arranged, if necessary.

Terms and Conditions

The post is to take effect from September 2014 and will be for 12 months, with the possibility of extension, if required and agreed to be of mutual benefit.

Remuneration will be at the rate of £15,000 for the 12 months period (paid pro rata monthly in arrears), from which the LPA will be expected to pay for accommodation, either in or within very close proximity to the parish, subsistence and all travel and other expenses associated with undertaking the role. However, assistance will be given in searching for accommodation if the LPA is new to the area.

The LPA will undertake Sunday duty, work on a Saturday and four other days during the week, by mutual agreement. The LPA shall be entitled to one day off during the week. Some flexibility in working hours will be required around a core component of 9:30am – 5:30pm each day.

The LPA shall be entitled to 28 days holiday during the course of the year, with dates to be taken by mutual agreement.

The engagement of the LPA will be by way of a Contract for Services.

The Person

This is not a post for the faint hearted, the precious or the passive, or those seeking to spend a disproportionate time in the sacristy. There is much to be done to build the Kingdom further at St Clements's and the LPA will welcome the opportunities available to engage with all manner of people to do so.

The LPA will have:

- A deep personal faith in Our Lord Jesus Christ
- Evidenced this faith by having fashioned a Christian way of life and by works
- A keen desire to build the Kingdom
- An interest in and a care for mission
- Self motivation and proactivity
- Resourcefulness and an ability to work independently on a daily basis
- An appetite for very varied work
- A preparedness to engage in and carry out a variety of tasks, some of them mundane and repetitive
- An ability to operate right across the strategic and tactical range of activity
- Emotional maturity, be at ease with themselves and be able to relate to all conditions of people
- The capability to take a few knocks, dust themselves down and carry on, confident in their faith
- Previous prior experience of working with others in a workplace or similar situation
- Prior experience of mobilising others to actually give of their time and talents to supporting agreed activities.
- A preparedness to network in the parish, local and student communities and engage in the wider learning and cultural opportunities that Cambridge has to offer
- A willingness to learn and take advice and constructive suggestions
- A sense of humour and not to take many things too seriously or personally
- Their own social life independently of the role

The PCC has passed Resolutions A & B under the Episcopal Ministry Act of Synod 1993 and petitioned the Bishop of Ely for Alternative Episcopal Oversight.

This overall position reflects the settled mind of the PCC currently and consequently is not to the fore of congregational life or discussion. Thus sacramental oversight is provided by Bp Norman Richborough and there is a close and supportive relationship between him and the parish.

The person appointed as LPA would need to work within this framework as part of the diversity of the Anglican tradition. Both men and women will be considered equally for this role.

It is expected that the post will be of interest to candidates considering a priestly vocation and looking either to test that vocation and / or gain valuable formational experience.

However, applications will be considered fully and equally from candidates from other backgrounds and with different future intentions.

Applicants from right across the age spectrum, with or without families and from all ethnic backgrounds will be considered equally.

What we offer

A real chance to experience the processes and practices of renewal, to experience the opportunities available and the difficulties to be encountered in that process, the chance to engage with a wide variety of people, to communicate your faith to others and to develop in it, the chance to get in on a project at the start and shape it, the chance to make a real difference to a currently small worshipping community...the opportunities are almost endless.

But most of all, to work God's good purposes in the world and help build the Kingdom in this place and among the people here.

Application procedure

Applications by letter to describe why you are interested in the role, the person you are and want to be, your credentials and how you might contribute to the role, together with your CV and the contact details of three referees (one of whom must be your current Parish Priest) **to be sent by email please** to:

Mr Matthew Pettifer
Secretary, St Clement's Cambridge PCC
C/O Staffords
CPCI
Capital Park
Fulbourn

CAMBRIDGE
CB21 5XE

Email: matthew@staffords.uk.com

Closing date: 5:30pm on Friday 28th February 2014.

Fr Stephen Anderson is also available for a conversation prior to application. Please email in the first instance to:

fr.stephen.anderson@googlemail.com