

ROLE PROFILE FOR Church House Chapel Worship Coordinator

About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

About the department

Since January 2023, there has been a regular pattern of worship on site in Church House Chapel and online prayer and worship offered by staff for staff based at Church House and in the NCIs as follows:

- Weekly Wednesday Eucharist (said) at 12.30pm in Church House Chapel;
- Almost monthly 'special' Eucharists with choir, congregational singing and sermon;
- Daily online Morning Prayer, 8.45am;
- Daily emails offering prayer; and,
- Weekly Pause for Prayer email on Fridays.

This has been coordinated by staff and supported by ordained staff based at Church House and Lambeth Palace.

What you'll be doing

In order to ensure the sustainability of the on-site worship at Church House, the Chief Officers of the NCIs are looking for someone who can take on the role of Worship Coordinator. This role focuses on the on-site worship offering, though the Worship Coordinator will be helpful in offering support and collegiality to staff offering online worship and prayer.

As Worship Coordinator you will take the lead in ensuring that there is always a weekly Eucharist, and bringing people together to provide a pattern of worship in Church House Chapel that reflects the diversity of staff at Church House.

MAIN DUTIES AND RESPONSIBILITIES

- Organising the rota for the weekly Eucharist in Church House Chapel;
- Presiding at the Church House Eucharist at least once a month, though twice a month may be more likely;
- Ensuring that clergy presiding at the Eucharist are well-briefed;
- Creating orders of service, or work with others to do so, for special services;
- Arranging special services (around 8 per year – mainly Eucharists but others as well, e.g. carol service) in Church House Chapel (this need not include presiding or being present for these services if you are required elsewhere, but organisation in the run up and ensuring someone to take the lead is essential);
- Ensuring diversity in the people leading and being part of worship in the Chapel;
- Working with the sacristan(s) to ensure that the Chapel is prepared and well-stocked;
- Communicating services to staff and liaising with internal communications on publicity;
- Finding and supporting volunteers in the life of the Chapel e.g. readers, intercessors, chalice assistants;
- Liaising with the choir director(s) and musicians on music for special services;
- Thinking creatively about different styles of worship in the Chapel, while ensuring a weekly Eucharist;
- Meeting semi-regularly with staff who provide online worship to discuss ideas, join up any themes, and give mutual support;
- Consulting with staff about what they would like in terms of worship in the Chapel; and,
- Praying for staff and being part of the team offering prayer support by email.

Your job description is intended to reflect your main tasks and areas of work, but is not exhaustive. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

About You

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from

UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

Essential

- Ordained priest holding a current licence in the Church of England;
- Prayerful with a heart for the Eucharist;
- Highly organised and proficient in putting rotas together;
- Excellent communicator;
- Ability to encourage and support volunteers;
- Friendly and approachable;
- Understanding of the theological and liturgical breadth of the Church of England, and open to different styles of worship;
- Self-starter who can take initiative while understanding when to collaborate with colleagues and volunteers;
- Understanding of the importance of a routine of prayer and worship in an office setting; and,
- Understanding and sympathetic to the differing faiths and backgrounds of staff in the NCIs and in Church House.

Vacancy Summary

JOB TITLE:	Church House Chapel Worship Coordinator
NCI ENTITY:	Archbishops' Council
DEPARTMENT:	AC Secretariat
GRADE:	Band 6 Standard Point
SALARY:	£36,124
WORKING HOURS:	Equivalent of 7 hours per week
PRIMARY OFFICE LOCATION:	Church House Westminster
HYBRID WORK ARRANGEMENTS:	At least 2 hours per week in the office, otherwise at home
IS HOMEWORKING A REQUIREMENT FOR THE ROLE?:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
IF NOT A REQUIREMENT, IS THE ROLE SUITABLE FOR HOMEWORKING?:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
CONTRACT TYPE:	Fixed-Term
IS A DBS CHECK REQUIRED?	<input type="checkbox"/>
IF YES, WHICH LEVEL	Select level of DBS Check required

**IS A FAITH-BASED GOR
APPLICABLE FOR THIS ROLE?**

ORACLE POSITION CODE: 8104340

COST CODE: 22001

PARENT POSITION: Click or tap here to enter text.