

Bishop's Chaplain and Minor Canon Job Pack



Welcome and Introduction

From the Bishop of Newcastle

Seeking ♥ Sharing ← Sending

Thank you for your interest in the role of Bishop's Chaplain and Minor Canon of Newcastle Cathedral. I am three years into being Bishop of Newcastle and I rejoice in this calling. Our diocese is a vibrant and varied blend of parishes, chaplaincies, schools, and ministry-contexts and is home to diverse geographical contexts with rich history and Christian spirituality. Our Northeast region is known for its friendliness and creativity, in city, coastal and rural areas. Our Diocese has responded to the challenges and joys of our region with imagination and resolve, mindful of our own financial challenges but undeterred in our hope and trust in God's generous provision. Shaped by the Five Marks of Mission and upheld by the dynamics of seeking, sharing, and sending, we are attentive to the need to speak the good news of God's Kingdom, and to be faithful stewards of our environment.

You will be joining us at a crucial point in our mapping out and implementation of vision and strategy: to be confident Christians enabling more and different people to experience life in all its fullness. Your role in this will offer opportunities to grow and develop in your own ministry. The Diocese of Newcastle has a long and proud history of inclusion and speaking up for the vulnerable and marginalised. We are the only diocese in the Church of England to have a paid chaplain to the victims and survivors of Church-based abuse, and our work with victims and survivors has been upheld as pioneering and ground-breaking. We also have a paid chaplain to the LGBTQI+ community, and our Diocesan Synod passed a motion in 2025 to express its full support for progress towards full inclusion of LGBTQI+ people.



The Rt Revd Dr Helen-Ann Hartley, Bishop of Newcastle with The Rt Revd Mark Wroe, our Suffragan Bishop of Berwick.

Following a refresh of our Diocesan vision, to be confident Christians enabling more and different people to experience life in its fullness, we are working towards a bid to the National Church for strategic funding. Additionally, having received a generous legacy from the 10th Bishop of Newcastle (+Alec Graham) we are in the process of establishing a new 'Bishop of Newcastle Foundation' and developing a new partnership with the Community Foundation Northeast (a major philanthropic convenor in our region). It is hoped this will enable parishes across the diocese to bid for funding for projects that are within areas of interest to Bishop Alec (education, and children and young people being two such areas). Additionally, the diocese is undertaking a major review of its governance structures to ensure we are working efficiently across all areas of our engagement in God's mission, and to reduce silo working. We are at an early stage with all these, and there would be opportunities for the Bishop's Chaplain to be involved in this work as interest and time allows.

I have five key priorities for a chaplain:

- To support the smooth running of my Office and its staff, line managing my PA and working closely with the rest of the Bishop's administrative team.
- To support me in planning and arranging parish visits (including confirmations, licensings and Sunday worship) and other liturgical services and events, accompanying me when needed, and to liaise with the Cathedral for services and events taking place there.
- To be a key point of pastoral contact for diocesan licensed clergy and holders of my PTO, answering questions and liaising with the Director of Safeguarding, Archdeacons and Registry when needed.
- To support my public-facing role in the diocese, nationally and in the House of Lords.
- To advise me on communications and be a sounding-board for decision making.

These priorities will be supported by regular prayer with me and with Cathedral colleagues, as a Minor Canon of the Cathedral.

Alongside these priorities, I hope that you would be able to shape the role according to your own skills and experiences. Your primary place of work will be at the Bishop's Office, mindful that the location of the office is currently under review. Thank you again for your interest in this vital and exciting role in supporting me in my ministry and please be assured of my prayers for your discernment.



Images: The Bishop of our link diocese in Botswana; First Year curates visiting the House of Lords.

We are delighted that the Bishop of Newcastle would like to make her new Chaplain a Minor Canon at her Cathedral. This will give the person appointed a base within the Diocese for prayer and support, as well as being a way of further strengthening the relationship between the Diocese and its Cathedral. The exact nature of the commitment as Minor Canon will be negotiated with the successful candidate, and we would want to ensure that the link with us is seen as part of the gift of the role rather than something burdensome. The Chaplain will primarily liaise with the Canon for Worship & Congregational Life in relation to their ministry as Minor Canon.



The Very Revd Lee Batson,
Dean of Newcastle

Overview of the Diocese

The Diocese of Newcastle is the Church of England's most northerly Diocese. Formed in 1882, the Diocese covered an area almost equivalent to the then County of Northumberland. With 169 parishes across 2,110 square miles, the Diocese covers the local authorities of Northumberland, Newcastle, North Tyneside and also small parts of County Durham and Cumbria. Under the episcopal leadership of our Diocesan Bishop, The Rt Revd Dr Helen-Ann Hartley and the suffragan Bishop of Berwick, The Rt Revd Mark Wroe, we are resourced by two Archdeacons, and a team of lay and ordained officers who support the development of mission and ministry across the Diocese. Our Cathedral, under the leadership of The Very Revd Lee Batson, is a vibrant place of worship and outreach and plays a vital role in the life of the City of Newcastle.



There are 12 deaneries within 2 archdeaconries (Lindisfarne and Northumberland), which serve a population of 831,600 people across a variety of communities ranging from sparse rural to market towns, coastal, suburban, and larger inner-city areas. We have a current cohort of 95 stipendiary clergy (office holders), 20 self-supporting clergy, and 47 Readers, alongside a number of chaplaincies, pioneers, and new and emerging worshipping communities. A small administration team is based at Church House, North Shields. Church House is also the base for the Joint Education Team and Joint Communications Team (serving the Dioceses of Durham and Newcastle), the Lindisfarne College of Theology and a Religious Resources Centre.

The Diocese has recently increased its resourcing of safeguarding in the light of its INEQE safeguarding report, which was published in 2024. Our new Director of Safeguarding works alongside two assistant staff members in the areas of case work and training, with separate administrative support. The Diocese and its Cathedral are rightly proud of their work with the victims and survivors of church abuse, and we are the only Diocese in the Church of England to resource a chaplaincy to victims and survivors of church abuse.

The Diocese also has a new chaplaincy support for the LGBTQI+ communities, which is part of our diocesan-wide commitment to foster a climate of inclusion and welcome.



Images: Newcastle Cathedral; the Holy Island of Lindisfarne; ribbons from the LOUDfence created by and for survivors of church-related abuse; the commissioning of LGBTQI+ chaplains last year.



Images: Bishop Helen-Ann with clergy and pupils from Corbridge CE First School (photo by Ian Wylie); volunteers at the People's Kitchen, Newcastle; young people exploring faith together at one of Beyond Youth's 'Be Real' sessions.

You will be joining a supportive senior staff team who work closely together, and celebrate each other's gifts and successes in a beautiful and varied diocese where there is a high degree of collegiality amongst the clergy.

In addition to the particular requirements of the role, you will have scope to develop areas of particular interest after consultation with the Bishop.

We are committed to clergy well-being, and expect you to take at least one full day off per week, and at least two days consecutively once a month.

You will have access to the diocesan pastoral supervision scheme, counselling and continuing ministerial formation opportunities.



Pictured: Delegates at the 'Salt and Light' festival in 2024, celebrating rural mission and ministry.

Responsible to:	The Bishop of Newcastle
Responsible for:	The Bishop's Personal Assistant
Key relationships:	<ul style="list-style-type: none"> • Bishop of Berwick, and other members of Bishop's Senior Staff • Cathedral Clergy • Bishop's administrative staff • The Diocesan Safeguarding Team • The Diocesan Registry • National Chaplain's Network

Enabling the Bishop's Ministry

The Chaplain is expected to:

- act as liturgical chaplain as required; ensuring that all arrangements for ordinations, licensings and confirmations are in order and able to prepare orders of service as the Bishop requests.
- be a source of confidential advice and challenge for the Bishop.
- read and provide quality research or articles, speeches, sermons etc for the Bishop, and drawing her attention to any key matters that emerge. This may include drafting speeches on a diverse range of subjects.

- attend Diocesan Synod, Clergy study days and other events as requested by the Bishop and provide support for her on those occasions.
- pray regularly with the Bishop at the Cathedral and on other occasions as required.

Strengthening the life of the Diocese

The Chaplain is expected to:

- support the Bishop's Staff Team, developing agendas and taking notes of meetings, and ensuring follow up of any actions.
- liaise with the Director of Communications when enquiries are made by the media, and help to prepare any responses that are required.
- represent the Bishop in the planning of designated projects e.g Clergy Study Days, Ordination Retreats, and take part in working groups as appropriate.
- support where appropriate key issues relating to clergy sickness, absence or other issues, within the provisions of diocesan people policies and practices.
- share responsibility for oversight of Diocesan Counselling Provision with the Director of Mission and Ministry (DMM) as part of the Bishop of Newcastle's care and wellbeing of clergy, their families and other Licenceholders.
- ensure smooth communication between the Bishop and safeguarding teams, including timely transfer of relevant documentation, including clergy files, with escalation to the DSO/DSA to provide scrutiny around any potential safeguarding concern.
- receive, recognise and respond appropriately to safeguarding disclosures, concerns, or allegations, ensuring immediate referral to the Diocesan Safeguarding Officer (DSO) who will lead on enquiries and investigations.
- be available to preach and take services in support of a vacancy or when clergy are off sick or on annual leave.



Images: The Diocesan Safeguarding team; clergy from across our Diocese networking at last year's clergy conference held at Hexham Abbey.

Contributing to the life of the Cathedral

As a Minor Canon, the Chaplain is expected to:

- work closely with the Canon for Worship and Congregational Life as she leads on the development of all Diocesan Services held at the Cathedral.
- participate in the worshipping and wider life of the Cathedral as other commitments allow.

Personal Development

As a priest in the diocese, the Chaplain is expected to:

- take part in the annual MDR review process.
- take time for retreat and personal spiritual space.
- take time for Continuing Ministerial Development, including prioritising attendance at the annual Conference for Bishop's Chaplains and all necessary Safeguarding Training.
- promote a healthy and balanced ministry and lifestyle.

It is recognised that the Bishop's Chaplain may wish to undertake responsibilities within the Diocese and local community that fall outside this role description. Such commitments should be discussed and agreed with the Bishop prior to acceptance. In cases of conflicting time or interests, priority will be given to supporting the Bishop's work.



Pictured: The College of Canons, including Dr Kelly Brown Douglas, Anglican Communion Canon.



Ordained Priest

- An ordained priest in the Church of England, or in a church in full communion with it who has completed IME2 or equivalent if coming from outside the Church of England.
- Able to lead worship on behalf of the Bishop and administer the sacraments in accordance with the doctrine and practice of the Church of England.
- This post is subject to an Occupational Requirement under the Equality Act 2010, Part 1, Schedule 9.

Knowledge and Understanding

- A sound working knowledge of the Church of England's structures, governance, and practice, including Canon Law and Safeguarding.
- Strong theological understanding, with the ability to engage intellectually, emotionally, and spiritually in a way that is enriching and accessible.

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Pastoral and Interpersonal Skills

- Demonstrable pastoral sensitivity, with excellent listening skills.
- Able to handle confidential and complex matters with discretion, including safeguarding and sensitive pastoral situations.
- Capable of building trust and credibility with a wide range of internal and external stakeholders.
- Confident in asking appropriate and sometimes challenging questions when required.

Communication Skills

- Excellent written and verbal communication skills.
- Able to communicate clearly and appropriately with a wide variety of audiences.
- Strong attention to detail and commitment to accuracy.

Personal Effectiveness

- Able to manage multiple responsibilities effectively and thrive in a varied and demanding role.
- Calm and resilient under pressure, with a practical and pragmatic approach to problem-solving.
- Self-motivated and confident, with the ability to manage workload independently while recognising when to seek advice or support.
- Open to learning new ways of working and contributing constructive ideas.

Administrative and Technical Competence

- Strong administrative and organisational skills.
- Confident in the use of IT systems and social media.
- Good understanding of data protection requirements, including GDPR and appropriate data management practices.

Remuneration

- The role of Chaplain and Minor Canon is a permanent post offered as an office holder with a Bishop's Licence
- This post attracts a stipend at the level of incumbent in the Diocese, currently £31,558 p.a.
- A diocesan house will be provided for the better purposes of this role.

Place of Work

The Chaplain will primarily be based at the Bishop's Office, with flexibility to work at home, Church House or the Cathedral as circumstances demand. S/he will also be expected to attend external meetings in the Diocese and elsewhere as required.



Image: Pupils from Holy Trinity Church of England First School in Berwick.

Working Arrangements

- As an office holder, the expectation is that the Chaplain will be available for six days per week.
- It is essential that the successful candidate is willing to travel either by car or public transport when needed.
- Expenses will be reimbursed on a monthly basis.
- At least one 24-hour period of rest will be taken each week, with at least two consecutive days once per month.
- The Chaplain will have thirty-six days of annual leave per year.

Standards of Behaviour and Conduct

As a priest holding the Bishop's Licence, the Chaplain will be expected to conduct themselves in line with the expectations of the Guidelines for the Professional Standards for Clergy.



Images: Volunteers at St Paul's Parish Church, Whitley Bay's 'Holy Week in a Morning' schools event; Bishop Helen-Ann with the Rector of Hexham Abbey and the Archdeacon of Lindisfarne.

Confidentiality

The Chaplain must not pass on to unauthorised persons any information obtained in the course of his/her duties without the permission of the Bishop.

Health and Safety Responsibilities

All staff are required to ensure that they understand and accept the legal duties placed on them by the Health and Safety at Work Act, not endanger themselves or others by any act or omission on their part and by the Management of Health and Safety at Work Regulations to co-operate with colleagues and management in the control of health and safety at work.

Diversity

Across the Diocese, we understand the benefits of employing individuals from a range of backgrounds with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual;
- reflects the diversity of the nation that the Church of England exists to serve;
- fosters a climate of creativity, tolerance and diversity that will help all staff develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, customers and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

Closing date for applications – 10th April 2026

To apply for this post, please visit – pathways.churchofengland.org

For wider information about the Diocese, visit: www.newcastle.anglican.org

To arrange an informal conversation about the role, please contact:

The Bishop's Office, Telephone 0191 285 2220

or email The Very Revd Lee Batson at dean@newcastlecathedral.org.uk

Interviews – 20th and 21st April 2026



Pictured: Clergy from across our Diocese gathered together for last year's conference at Hexham Abbey.



www.newcastle.anglican.org



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