

Diocese in Europe ROLE DESCRIPTION

1. Details of Post

Role title: Chaplain

Name of Chaplaincy: Anglican Church of St Nicholas, Basel

Archdeaconry: Switzerland

2. Key Working Relationships

Stipendiary Colleagues:	0
NSM Colleague(s)	2 Assistant Chaplains: Rev Anne Lowen, Rev Dr Russell Hilliard (retires October 2025)
Clergy with PTO:	0
Reader:	1: Nigel Spencer
Reader in Training:	0
Congregational Worship Leaders:	0
Youth and Children's/ Families' Worker:	0 (appointment expected shortly) (50%)
Choir Director:	David Blunden (7%)
Chaplaincy Administrator:	Norval Gough (50%)
Cleaner:	Cheryl Anne Morgan (5%)

OVERVIEW

We are a joyful, diverse, and Christ-centred church family seeking a Chaplain who will serve as our spiritual leader, pastor, teacher, and collaborator. Our church community seeks to be inclusive and values its international and intergenerational character, a growing youth and young adults ministry, and a strong commitment to mission, discipleship, music, and fellowship.

3. Responsibilities

a) General to role:

To fulfil the calling & responsibilities of the clergy as described in the Canons, the Ordinal, the Code of Professional Conduct for the Clergy, and other relevant legislation. To collaborate with the Bishops, Archdeacon, Area Dean and any ordained and lay colleagues in any initiative within the Diocese and Archdeaconry. To develop the local chaplaincy's mission and ministry. To ensure the provision of a high standard of worship, preaching and pastoral care.

b) Roles, tasks, challenges, committees specific to this post

Roles

- lead all operational aspects of the church, including managing and motivating paid staff and volunteers
- foster the spiritual growth of the chaplaincy: including encouraging existing (and new, yet to be formed) small groups, initiatives for enquirers and new Christians, retreats and weekends away
- support the discernment and development of spiritual gifts among church members and nurture the teams of volunteers
- encourage a culture of recognising and nurturing new leaders—lay and ordained—across age groups
- support the church's commitment to growing its ministry to children, youth, young adults
- lead and inspire worship that is joyful, thoughtful, inclusive, and diverse in style
- rejoice in the breadth of Anglican worship in the chaplaincy
- teach and preach in a way that is Scripturally based, spiritually nourishing and intellectually engaging
- encourage the prayer life of the church
- encourage and oversee pastoral care teams to ensure that the chaplaincy offers compassionate pastoral support to individuals and families in all stages of life and faith.
- lead the Church Council, working with them to develop the vision and future direction of the chaplaincy
- support good stewardship of financial and practical resources, encouraging innovative fundraising ideas
- collaborate with our ecumenical partners, including the Old Catholic Church

Tasks include

- developing and leading Sunday worship, mid-week services, occasional offices, and special services such as carol services and seasonal celebrations
- teaching and preaching

- pastoral visiting
- overseeing administrative work
- supporting and developing work of clergy and lay colleagues.
- working collaboratively with a gifted and diverse Ministry Team and Church Council
- providing spiritual leadership and vision to an engaged volunteer base, keen to bring their gifts to the service of the chaplaincy, especially encouraging intergenerational relationships and developing younger leaders
- supporting musicians and singers and fostering the role of music in worship
- encouraging lay participation in services
- encouraging outreach to the local community and supporting existing partnerships (e.g., The Elim Café and other Living Links charities)
- maintaining and growing links within the Archdeaconry of Switzerland and with Anglican chaplaincies in the wider region, particularly with the Anglican Church in Freiburg, Germany.
- exploring new opportunities for serving across borders
- engaging with and developing a dynamic online presence (website, social media, livestreaming)

Challenges

- ever changing community (Basel attracts professional expats – although numbers are declining - some have naturalised and settled, others are short term and transient)
- maintaining a strong sense of one congregation across two distinct services (locations, styles, relatively limited overlap of people)
- fostering a sense of belonging which values a diverse chaplaincy membership including people from different denominational and cultural backgrounds
- managing the practical challenges of having three countries within the chaplaincy: for example, the different school holiday periods in France, Germany and in the state and international schools in Switzerland
- recruiting and encouraging volunteers

4. Key contacts (e.g. ecumenical, local government, diplomatic etc):

Patron - Intercontinental Church Society

Many ecumenical and community links including the Old Catholic Church and Swiss Reformed Church

Member of Swiss Council of Churches (local and national level) and the Evangelische Allianz Basel-Stadt

5. Other relevant information specific to Chaplaincy:

Car provided

6. Chaplaincy Summary:

Church Buildings:	Adventhaus, rented (Adventists), halls with kitchen Niklauskapelle, rented (Swiss Reformed Church), small hall
Chaplaincy Property:	The Chaplaincy owns the Church House premises, a centrally located townhouse with garden: The ground floor contains an office, meeting room and kitchen. The Chaplain's flat is on the upper floors.
Clergy Accommodation:	Church House flat (see above)
Churchwardens:	Eleanor Arnander and Phil Smith
Church Council:	1 ex officio clergy member, 8 lay members (including Safeguarding Officer, Denise Hoppé) plus 1 lay vacancy, 3 Archdeaconry Synod Representatives
Churchyard:	No
Usual Attendance:	(2024 figures)
Sundays	10.30: 60 adults, 14 children/youth, 7 Zoom devices 17.30: 40 adults, 3 children/youth
Easter Day	06.00: 36 adults, 6 children/youth 10.30: 74 adults, 24 children/ youth, 11 Zoom devices 17.30: 60 adults, 4 children/ youth
Christmas	Carol Service: approx. 600 adults, 30 children/ youth Christmas Eve 23.00: 64 adults, 3 children/ youth Christmas 10.30: 61 adults, 12 children/youth, 3 Zoom devices
Electoral Roll:	120
Resolution Passed?	No
Chaplaincy tradition:	Broad with an evangelical foundation