



Chaplain

CANDIDATE INFORMATION PACK

jobs@kings.cam.ac.uk

PLEASE KEEP OFF THE GRASS
NE BANGREZ PAS SUR LES PRÉTOIRES ROYALS.
NIEHT MOET AEF DEN GRASSEN TRETEN.
PER FAVORE NON CALCEMARE IL PRATO.
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About this Post

The Chaplaincy of King's College is one of the most distinctive posts in the Anglican Communion. It combines daily ministry within an extraordinary building, in partnership with one of the foremost choral foundations in the world, with the pastoral care of a particular and remarkable community: the undergraduates and graduates of the College, drawn from across the world; the Fellows and the staff; the Choristers of King's College School and their families; and the very many visitors for whom the Chapel is their first or perhaps only encounter with the worshipping life of the Church.

The Chaplain at King's is given Associate Fellow status, is free from the burdens of governance, and works in close partnership with the Dean, the Director of Music, the Chapel Manager and a small administrative team. The role is therefore an unusually full and unusually defined one. It calls for diligence, dignity and warmth in equal measure, and it offers in return a sphere of ministry in which careful theological formation, pastoral attentiveness and a love of liturgy can flourish together over many years.

We seek to appoint an ordained priest of the Anglican Communion to undertake this work. The pages that follow describe the College, the Chapel and the post in more detail, and set out the qualifications and qualities we are looking for in the person appointed.



About us



The College

King's College is one of the constituent colleges of Cambridge University. It is governed by the Provost and some 140 Fellows who form the Governing Body, which in turn devolves general control and management to the annually-elected College Council. There are approximately 400 undergraduate and 250 graduate students, and about 250 non-academic staff. All undergraduates and many graduates live in College accommodation.

King's tries to select the most able students from all backgrounds. The undergraduate population includes a high proportion of students from state school backgrounds as well as a significant number from overseas, resulting in a richly diverse community. King's is noted for its informal and friendly atmosphere, its tolerance and inclusivity, and its concern for academic values. The College and Chapel also receive hundreds of thousands of visitors every year.

The Chapel

The Chapel was central to the original plan of Henry VI for King's and continues to be a dominant feature of the College. Because of the architectural distinction of the building, the beauty of its stained-glass windows, and the musical excellence of its Choir, the Chapel attracts and makes a strong personal impact upon thousands of worshippers and visitors each year. A Festival of Nine Lessons and Carols on Christmas Eve is broadcast to a worldwide audience of more than a hundred million listeners. The television broadcast at Christmas also attracts very large audiences.

The College sees the maintenance of the building and of its traditions of worship both as a responsibility and as an opportunity. It is in the context of the Chapel that many outside the University experience the humane and liberal values for which the College stands. The Chapel, in common with other Cambridge colleges, is not a formal part of the diocesan organisation of the Church of England. It does, however, expect the clergy to have the Bishop of Ely's Licence and requires that the Diocese indicates that it would be prepared to license a Chaplain before an appointment is made.

King's College Chapel is, of course, an iconic building and home to the world-famous Choir. More importantly, it is the place of worship of both the College and its School.

Services

The College Statutes state that Divine Service in Chapel is the responsibility of the Dean. In practical terms the Dean is assisted by the Director of Music, the Chaplain and the Director of King's Voices together with the Chapel Manager, the Dean's EA and the Director of Music's EA.

Under normal circumstances there are daily services during University Full Term and in late June and early July. Choral services normally take place each weekday at 5.30pm. There is also a 5.30pm service on Saturdays, usually the best attended of the week. On Sundays there is usually a Choral Communion at 10.30am and Choral Evensong at 3.30pm.

The public services are normally sung by the College Choir but one evening every week they are sung by King's Voices, a mixed-voice choir drawn from members of the College. Readers, servers and intercessors are drawn from the College community and are organised and prepared by the Chaplain. Visitors are welcome to most services. Congregations rarely fall below 100 and are often much larger.

The Chaplain's Place in the Community

Uniquely, the Chaplain at King's is a senior member of College but also a member of staff. The Chaplain is given the status of 'Associate Fellow'. This does not imply an academic, teaching or research role but is a dignified way of including the Chaplain within the social life of the Fellowship. Although the Chaplain does not have a role in the governance or leadership of the College, they are invited to be in attendance at meetings of the Chapel Committee.

The College sees real advantages to the Chaplain in being free from governance responsibilities since that freedom facilitates a special and highly valued approachability across the community. The Chaplain is, in this sense, freed from administrative governance in order to be available — to students, to staff, to the Choristers and their families, and to those who simply find themselves in the building.

Senior Colleagues

The Dean, The Revd Dr Hueston Finlay, who took up his position this year, is a Fellow of the College and has research interests in Friedrich Schleiermacher and Karl Barth. The Dean is the line manager of the Chaplain.

The Director of Music, Daniel Hyde, is a Fellow of the College and is responsible for training the College Choir and for the provision of music at services. Daniel took up his post in the summer of 2019.

The Chaplain & the Chapel

It is the Chaplain's job to ensure that all the non-musical aspects of Chapel services are adequately prepared and delivered at a high standard. This involves not only ensuring that the services are staffed with readers, servers, intercessors and stewards from our College community, but that all participants are trained for and supported in these roles. It also involves working with the Chapel staff to ensure that the building is appropriately prepared, and congregations welcomed as they arrive.

Apart from their weekly day off, the Chaplain will attend all choral services, sharing duties with the Dean as directed.



The musical demands are not complex, but the environment of musical excellence, the size of congregations, and the expectations generated by broadcasting all ask for composure. It matters, therefore, that the Chaplain is reliable and accurate in the musical role, even when broadcast cameras are present. The Chaplain must also be able to project their voice with clarity, and be able to help others speak audibly, accurately and sympathetically in Chapel for services and broadcasts.

The Chaplain & Visitors

The Chapel's fame, beauty and iconic status mean that it receives many visitors. The College has developed a Visitors' Department in recent years and staff assist with the welcome and help people enjoy their visits. The Chaplain will support the staff – both those who support services and those who welcome people at other times – recognising that for many visitors the Chapel is one of the few places in their lives where the Church's hospitality is encountered directly.

Services & other Events for Students

The Chaplain will facilitate the use of the Chapel for student activities – both those suggested by members and those originated by the Chaplain – ensuring that all the protocols are adhered to and appropriate permission received. A small team of 'Chaplaincy Assistants' will help link the Chapel with the student body.

The Chaplain & King's College School

The Choristers, like the Chaplain, were part of the original foundation of the College. They are educated at the nearby King's College School. The College Chaplain is not Chaplain to the School; the School makes its own provision for the spiritual and pastoral life of its pupils. However, the College Chaplain's support of the Choristers and their families is a much-valued part of the life of the Chapel community. In this connection, and as agreed with the Head Teacher, the Chaplain may contribute occasionally to school assemblies and take charge of the confirmation preparation of Choristers.

Administrative Responsibilities

Behind the apparent ease of worship at King's lies sustained and careful preparation. The Chaplain's administrative work is at the service of this – its purpose is that those who enter the Chapel, whether as worshippers or as visitors, find an environment in which they can pray, sing or simply listen, undistracted by the seams of organisation. The volume of activity in the Chapel, the number of people involved and the significance of what we do for the reputation of the College and University mean that administration must achieve the same level of excellence as our services, concerts and broadcasts.



Under the direction of the Dean, the Chaplain has responsibility for at least the following:

- The first draft of a list of services and commemorations for each term.
- The chapel lectionary.
- The readers list and rota.
- The Eucharistic ministers rota – clergy, subdeacons and intercessors.
- The servers list and rota.
- The student stewards list and rota.
- The production of multi-use service booklets and cards.
- Advertising, allocating and distributing tickets for ticketed services within the College community and particularly to students.
- Managing the timetable for the production of the termly services and music list and seeing it through the final proof and printing stage.
- The provision of occasional offices as directed by the Dean.

Summary of the Role

The post of Chaplain goes back to the foundation of the College and is today a widely respected and appreciated one.

We seek to appoint an ordained member of the Anglican Communion to the role on a permanent basis.

The Chaplain conducts and supports the preparation of public formal liturgies in Chapel, is an accessible student-facing Christian ministerial presence in the College and offers a supportive ministry to the Choristers of King's College School and their families.

Key Responsibilities

- To be a reliable, supportive and leading presence in Chapel and to officiate at daily acts of worship.

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- To provide practical direction and hands-on assistance to the Chapel Service Team Leaders in the preparation of the Chapel for each service, providing detailed briefings on all exceptional occasions and to ensure that the lectionary, service sheets, special orders of service and the liturgical altar books are prepared in a timely way.
- To recruit from the College community individuals to assist and participate in all formal services – whether as readers, servers or other roles, providing the direction, training, rehearsals and support necessary to achieve confidence and excellence.
- To be an engaging, friendly and trusted presence in the College community, offering a responsive ministry to students and staff, while demonstrably respecting the roles of tutors, welfare staff, Directors of Studies and College Officers, HR professionals, Heads of Department and line managers.
- To support the Chapel Manager in recruiting, inducting, developing and training Chapel staff.
- To support the Head of Visitor Services in welcoming people to a religious building and sacred space.
- To prepare members of College and the Choristers of King's College School for baptism or confirmation and conduct or arrange the relevant services.
- To respond to requests for marriage in Chapel from alumni and staff and conduct or arrange the relevant services.
- To be a member of the Charities Committee and to be in attendance at the Chapel Committee.
- To facilitate the occasional use of Chapel for events other than services under the overall authority of the Dean (or the Director of Music for any musical events).
- To contribute to the life of King's College School, in support of the Choristers, as agreed with the Head Teacher.
- To develop further organised ways to contribute to the life of the College depending on personal skills and aptitude and the opportunities that emerge over time.
- To undertake any other pastoral, liturgical or administrative work as reasonably requested by the Dean.
- To take part in the College's appraisal scheme and to undertake training as required.
- To comply fully with all the College's policies including equality of opportunity and data protection.
- To adopt a responsible attitude towards health and safety; to comply with any procedures as required by the College.

The person

The Chaplain we hope to appoint will be a priest whose ministry is marked by inner steadiness and outward warmth – someone able to hold dignity and accessibility together. They will be at home in a community of academic seriousness without being self-important about their own learning, and will combine the composure needed to lead worship in the presence of large congregations and broadcast cameras with the unhurried attentiveness needed for individual pastoral care.

The post calls, in particular, for liturgical confidence within the choral tradition, pastoral kindness, theological literacy, administrative reliability, and a sense of occasion that does not tip into self-display. It will best suit someone who already has experience of significant responsibility in ordained ministry, who is at ease in academic company without needing to be primarily an academic, and who is able to find genuine sustenance in the long obedience of a daily round of prayer.

The successful candidate will, over time, be encouraged to develop those aspects of the ministry that fit their particular gifts and the College's emerging needs.

This post is open only to those already ordained as priests in the Anglican Communion. Applications from candidates who are not ordained, or who are still in the process of discerning a vocation to ordained ministry, will not be considered. The successful candidate must be eligible to hold the Bishop of Ely's Licence.





An ideal candidate will also demonstrate:

Qualifications & Experience

Essential

- An ordained priest of the Anglican Communion with prior experience of significant responsibility.
- Holds an undergraduate degree, and is at ease in the company of students and academics.
- A thorough knowledge of Anglican liturgy, with asympathetic and informed engagement with the choral tradition.
- Well-developed skills of liturgical participation and leadership, including clear speech, accurate singing, engaging preaching, and a sense of occasion.

Desirable

- Experience of managing or overseeing others.
- Prior employment in a secular organisation or institution.

Personal Qualities & Abilities

Essential

- A calm, confident and reassuring demeanour.
- A kindly and accessible ministerial presence.
- A clear sense of role, priorities, boundaries and institutional culture.
- Theological literacy, with the ability to articulate the Christian faith intelligently to a thoughtful and questioning community.
- Reliable, punctual and courteous in all circumstances.

Desirable

- Evidence of an intellectual hinterland beyond theology.
- Evidence of sympathetic engagement with people of non-Christian faiths.
- A general interest in music or the arts, or a serious engagement in another cultural or leisure activity.

Terms and Conditions



Remuneration

The post is offered at a salary of £34,950 per annum as per the Ely Diocesan stipend for an incumbent, plus accommodation (or housing allowance).



Hours of work

No hours of work are specified, but this is a full-time post and the Chaplain is expected, when not on leave, normally to be present in the College during the working day. If time off in lieu is exceptionally accrued, it must be reclaimed in the following vacation. The Chaplain has one day off a week in term and two out of term.



Probationary period/notice

There will be a four-month probationary period. Upon successful completion of the probationary period, the notice period will be three months.



Flexible working policy

All members of staff have the right to request flexible working from their first day of employment in line with the College's flexible working policy and procedure.



Safeguarding

The person appointed to the post of Chaplain will be required to work alongside vulnerable adults and children, including the Choristers from King's College School. Applicants must be willing to undergo child protection screening appropriate to the post, including enhanced checks with the Disclosure & Barring Service.

Employee Benefits



Benefits

The College offers full-time members of staff 34 days holiday per year, seven of which should be taken during each of the Christmas and Easter vacation periods. Leave will not normally be granted during University terms or when there are services in Chapel. Bank Holidays are considered a normal working day, some of which the Chaplain will be required to work.



The Chaplain will have the same dining rights as an Official Fellow and office space will be provided within the College itself. As well as a desktop computer and printer in the office the Chaplain will be provided with a laptop computer. The post holder will be able to join or remain in the Church of England pension scheme.



The College offer enhanced maternity, paternity and adoption pay as well as generous sick pay for those who have more than 6 months' service. This is in addition to the Flexible Working Policy. More details on all of these are available in the Staff Handbook. Staff are eligible to use the Tax-Free Childcare Scheme introduced by the government to replace Childcare Vouchers.

Other benefits include

- Healthcare Cash Plan
- Cycle Scheme
- Free car parking (where available)
- Electric car charging
- Use of onsite gyms (for a small annual fee)
- Discretionary annual bonus
- Staff social events and sports teams
- Staff discount in College shop and other local retailers
- Use of College punts
- Use of College cards for free entry to Cambridge Botanic Gardens
- Tickets to events in the College Chapel
- Use of College Library

Note some benefits are non-contractual and may be withdrawn. Some benefits may be subject to a qualifying period and/or subject to terms.



How to apply

Applications for the post of Chaplain should be sent to Eve Simkiss, Head of Human Resources, by e-mail to jobs@kings.cam.ac.uk by **9.00am** on **Monday 13 July 2026**.

Applications should consist of a CV including a complete list of the candidate's ministerial experience, a letter of application and a short statement of what their priorities would be if appointed. Interviews will be held in early September 2026.

References will be taken up for those candidates who are shortlisted to attend an interview, and the College would also need to have a letter from the Bishop of the diocese in which the candidate is serving. Please note that in addition to an enhanced DBS check and the references mentioned above, the appointment is subject to a right to work check.

Tel: **01223 331434**

Email: **jobs@kings.cam.ac.uk**

Web: **www.kings.cam.ac.uk**