

Interim
Chaplain
to the
Acting
Bishop of
Guildford



Chaplain to the Acting Bishop of Guildford

1. Job Profile	
Title	Interim Chaplain to the Acting Bishop of Guildford (Fixed term contract for an initial period of 18 months, with the potential of being extended for a further 6 months).
Reports to:	Accountable to the Acting Bishop of Guildford.
Location	Willow Grange (Home of the Bishop of Guildford) and Dayspring (Home of the Bishop of Dorking) and some home working.
Basis of Employment	Full time
DBS check required	An enhanced DBS is required.
Date written	July 2026

2. Purpose
To support the strategic and operational ministry of the Acting Bishop of Guildford. The Bishop of Dorking became Acting Bishop of Guildford on 18 February 2026. He is expecting to fulfil this role for up to two years before a new Bishop of Guildford is welcomed in early 2028. He has established three foci for his ministry during this time: (i) prayer; (ii) pastoral care; (iii) the priorities of discipleship (including revitalisation) and children and young people. In addition to this, as the sole bishop in the diocese for this period, he is seeking to enable the Bishop's Office to run as efficiently and smoothly as possible.

3. Main Responsibilities
1. To support the strategic ministry of the Bishop through: a. Prayer • Praying with and for the Bishop • Co-ordinating Morning Prayer for the Bishop's Leadership Team from Monday – Friday • Leading on the Bishop's Prayer Network • Organising the Diocesan Calendar of Prayer • Keeping up to date lists for the Bishop of those in the diocese who need support in prayer • Advising clergy on the preparation of orders of service, following guidelines set by the Bishop. • Assisting the Bishop liturgically at services in Guildford Cathedral (and elsewhere when required) at major festivals / ordinations / etc. b. Pastoral Care • Sharing in the highest standard of pastoral care for all clergy and people in the diocese • Occasionally seeing people on behalf of the Bishop as requested • Liaising with Bishop's PAs to ensure that clergy who urgently need to see bishop may do so • Setting a culture of pastoral care for bishop's staff and visitors to Willow Grange & Dayspring • Administering the grants system for clergy • Caring for the Bishop (as a confidant) and his family. c. Priorities • Supporting the Bishop in maintaining a strong culture of discipleship in the diocese • Supporting the Bishop in his priority to grow ministry to children and young people.

2. To support the operational ministry of the Bishop through:
 - a. Administration (in co-operation with the Bishops PAs)
 - Helping to manage the Bishop's Office, and working with the Bishop's PAs to filter what requires the Bishop's attention.
 - Preparing agendas for meetings of the Bishop's Leadership Team (BLT) and Area Deans meetings, gathering agenda items and taking and distributing minutes (where required) in a timely fashion.
 - Working with the Bishop's Office team to ensure the effective management of clergy files and processes, in line with the 2021 Clergy Files Policy Guidance, GDPR, and clergy appointments, including the accurate maintenance of the National Clergy Register (including checking new files as clergy enter the diocese and requests to view files).
 - Respond to 'Bishop to Bishop' enquiries and Current Clergy Status Letters (CCSL) to provide reference requests as required.
 - Managing applications for Permission to Officiate (PTO).
 - Assisting with enquiries to the Registry and Lambeth Palace as and when required.
 - Managing Overseas Permission to Officiate (OPTO) licences and short term OPTOs.
 - Supporting the Bishop of Guildford's PA in her role as Bishop's Data Protection Compliance Officer, so as to ensure that the provisions of the Data Protection Act are followed: this includes processing subject access requests (in liaison with the Head of Communications at Church House Guildford) and providing advice to the Bishop as necessary.
 - Working with the Bishop / PAs / Church House Guildford in circulating key communications, including Pastoral Letters and Ad Clerum. Also ensure that existing Ad Clera are updated to reflect latest House of Bishops' practice guidance and policies.
 - Researching more complex assignments and providing the Bishop with briefing papers.
 - Drafting letters for the Bishop as required.
 - Liaising with the Head of Communications over the Bishop's general communications.
 - b. Oversight:
 - Oversight of PTOs in the diocese (including arranging and carrying out entry interviews for clergy from outside the diocese applying for PTO and providing reports and recommendation for the Bishop).
 - Oversight of healthcare chaplains, prison chaplains and military chaplains.
 - c. Legal:
 - Ensuring the Bishop's Office support parishes in their compliance with all legal requirements including in relation to the suspension of benefices and pastoral reorganisation, service provision and building usage.
 - Overseeing administration for C4 applications, the Overseas Clergy Measure and Eucharistic Assistants.
 - Supporting the administration of the Clergy Discipline Measure and complaint and grievance procedures relating to clergy.
 - d. Safeguarding:
 - Being the first point of contact in the Bishop's Office for safeguarding matters; liaise with the Diocesan Safeguarding Officer; and attend diocesan and national safeguarding planning group meetings on behalf of the bishop, where appropriate.
 - Representing the Bishop at the Diocesan Safeguarding Advisory Board (DSAP).
 - Communicating with clergy to withdraw from ministry when DBS is expired.
 - Responsibility for submitting Serious Incident reports to Charity Commission related to non-safeguarding clergy matters.
 - e. Hospitality
 - Ensuring a quality hospitality is offered at Willow Grange and Dayspring
 - Working with the Bishop's PA in the co-ordination of the biennial Tent Week

f. General

- Acting as the personal representative of the Bishop when requested.
- Liaising with parishes, schools and outside bodies as to their expectations of an episcopal visit, so that the Bishop is fully briefed in plenty of time.
- Helping to nurture the established range of contacts for the bishops in relation to the civic, commercial, education, ecumenical and interfaith life of the diocese.
- Advising clergy on a range of issues.
- Helping to cover the leave of the Bishop's PAs.
- Undertaking whatever tasks the Bishop may reasonably require.
- Being part of the Crozier network of bishop's chaplains and attending annual conference.

4. Key Relationships	
Key Relationships in the diocese	• The Acting Bishop of Guildford * • The Acting Bishop of Guildford's Personal Assistants • The Dean of Guildford * • The Dean of Guildford's Personal Assistant • The Archdeacon of Dorking * • The Archdeacon of Surrey * • The Archdeacons' Personal Assistant • The Diocesan Secretary * • The Director of Mission * • The Director of Education * • The Director of People and Safeguarding * • The Canon Precentor at Guildford Cathedral • The Diocesan Chancellor • The Diocesan Registrar • The Diocesan Safeguarding Officer • The Clergy Appointments Officer • Area Deans and Incumbents • Staff at Church House Guildford *Members of the Bishop's Leadership Team
Key relationships outside the diocese	• The Archbishops' Offices in Lambeth and Bishopthorpe • The National Church Institutions • The Bishop of Viborg, Denmark • The Bishop of Sialkot, Pakistan • The Primate of Nigeria • The Roman Catholic Bishop of Arundel and Brighton • The Chair of the Southampton Methodist District • The Moderator of the Wessex URC Synod • The Secretary of Surrey Churches Together • The Surrey Interfaith Forum • The Lord Lieutenant of Surrey • The Lord Lieutenant of Hampshire • The High Sheriff • MPs, Mayors and Chief Executives of Local Authorities • Partners across the civic community and local charities

5. Person Specification	
Spiritual, personal and emotional maturity.	• Be spiritually motivated and have a strong, secure and generous faith in Jesus Christ, rooted in prayer and theological study • Be an ordained priest in the Church of England or Church in full Communion with it, designated at selection as Incumbent Status/Stipendiary who has satisfactorily completed IME1-7. • Be liturgically competent and sensitive. • Have a lively intellect that reflects theologically. • Be emotionally intelligent and able to act sensitively. • Be able to maintain high levels of confidentiality and impartiality. • Be resilient, dependable and stay calm under pressure. • Be capable of robust engagement and debate in coming to corporate decisions and commitment to implementing and supporting decisions. • Demonstrate personal loyalty to colleagues.
Administrative and organisational ability.	• Have a focused and disciplined approach to work with the ability to prioritise tasks and work to deadlines. • Have proven administrative and drafting skills, capable of accurate attention to detail. • Be computer literate and possess the vision to use IT to improve systems and efficiency: someone who is at home in the digital world and sufficiently used to working effectively and securely with cloud-based information sharing. • Be adaptable and flexible and able to prioritise and meet a broad set of demands and deadlines. • Have ability to provide written or oral briefings. • Have experience of developing and ensuring others implement processes or administrative systems. • Have experience of participating in recruitment or other HR processes within or beyond the Church. • Have knowledge and experience of working within safeguarding policies and framework and be able to respond to issues diplomatically and pastorally. • Have experience of supporting a leader or senior manager.
Interpersonal and relational skills.	• Be approachable and personable with honed social skills. • Be a collaborative person and cohesive influence within teams. • Be an active listener who reads situations well and expresses an interest in and care for others. • Be able to communicate clearly and articulately one-to-one and in groups. • Have emotional intelligence, the ability to identify and assess their own and others' emotions and demonstrate self-control.
Other personal attributes.	• Leading by example, demonstrating enthusiastic commitment to the ministry and priorities of the Acting Bishop of Guildford and the Church of England, and an understanding that the purpose of working for the bishop in this role is to serve the Kingdom of God. • Possessing a high level of personal credibility and a natural authority, a person who engages and commands the confidence and respect of others quickly.

	• A natural alliance builder with a flexible approach to working with other groups and organisations and to sharing resources and information. • Strong personal commitment to equalities and diversity in employment and service delivery, with a caring and respectful attitude to staff. • A positive team member who contributes, supports and leads as the situation requires, in order to maximise the effectiveness of the team's work. • Willingness and availability to work outside normal office hours where appropriate and necessary, including weekends, on occasion. • This role may require some national travel.
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6. Terms of Employment	
Work Pattern	• Working pattern in line with office working hours, with ability to vary pattern dependent on weekend teaching and preaching engagements • It is expected that the chaplain will be available to help lead worship in parishes in the diocese on Sundays when not required to assist the Bishop. • Flexible working essential according to the needs of the role and responsibilities
• Salary	• The salary is £35,450 (equivalent to a Residentiary Canon in the diocese of Guildford). • Upon employment the postholder will be automatically enrolled into the Pension Builder 2014 Pension Plan (PB2014) in line with legislation unless they choose to opt out. Clergy already in the Church of England Funded Pensions Scheme (CEFPS) will have the option of either remaining in this scheme or joining the PB14 scheme. In addition to the employer age-related contribution, the employer also matches the employee contributions in whole percentages up to 3%. Employees enrolled into PB2014 will be automatically enrolled to contribute 3% of their pensionable salary. The employee can choose to increase or decrease their contribution at any time.
Accommodation	• Accommodation is provided by the Guildford Diocesan Board of Finance.
Holiday	• The chaplain is entitled to 36 days annual leave per annum pro-rated to your start date. • The chaplain will be encouraged to take an annual retreat and to attend appropriate conferences and training events.
Probation period	• 6 months (During the probationary period, the employment may be terminated by one month's written notice on either side or pay in lieu of notice by your employer. Once your appointment is confirmed, the notice period will be extended to two months on either side or pay in lieu of notice by your employer. Should you be summarily dismissed on the grounds of gross misconduct, your employment will be terminated without notice.)

Safeguarding	• The Bishop of Guildford and Diocese of Guildford is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Postholders must share this commitment. • This role is subject to acceptable pre-appointment checks, including references and a satisfactory Enhanced DBS Check. • All employees are required to adhere to legislation, guidance, and recognised good practice in all aspects of the Diocesan Safeguarding Policy
Confidentiality	• The chaplain must act in compliance with data protection principles and GDPR in respecting the privacy of personal information held by the Bishop's Office. • The chaplain must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Bishop's Office records and information.

7. Application:

The closing date is **Wednesday 12th August 2026 at 12 noon.**

Interviews will take place in Guildford on Thursday 20 August 2026.