



## **Appointment of Chaplain Further Particulars**

Trinity College expects to appoint a Chaplain to take up appointment no later than 1 September 2014. The Chaplain, who should be in Anglican orders, will play an important part in the conduct of worship in the College Chapel, and in the life of the College in general, particularly in pastoral care. He or she will work closely with the Dean of Chapel (Michael Banner), the Director of Music (Stephen Layton), the Head of the Chapel and Music Office (Paul Nicholson) and with the other Chaplain (Paul Dominiak).

The work of the Chaplains is especially demanding in term time when there are many evening commitments, as the Chaplains take the initiative in developing a programme of activities to engage students, Fellows and staff. Vacation activities are also important, including Choir tours, weddings and activities such as the annual summer scheme in Camberwell. Within the role there is the freedom for Chaplains to develop areas of activity that are of particular interest to them.

Candidates for the Chaplaincy should have at least two years' experience in parish or other ministry. The post has normally been held by those who are quite recently ordained and has been held by male and female clergy. The successful candidate will be encouraged to seek further training and development of ministry during the period of appointment, in consultation with the Dean of Chapel.

### **The College**

Trinity College was founded in 1546 by Henry VIII and is the largest of the Cambridge colleges with about 1,000 students in residence. Sir Gregory Winter is Master and there are around 180 Fellows covering most branches of learning. There are also about 300 full- and part-time staff. More than a third of the students are graduates, coming in roughly equal numbers from the College and from other universities, many of them from overseas.

Trinity is an intellectually inspiring place for undergraduates and graduates to pursue their education and research, and to enjoy the many and varied opportunities (cultural, sporting and social) that a well-resourced College can provide. College life is lively and diverse, with students coming here from all over the world as well as from all kinds of different schools in the United Kingdom. Members of the College go on to a wide range of professions and careers after taking degrees in all the subjects the University offers.

Further information about the College is available on the website [www.trin.cam.ac.uk](http://www.trin.cam.ac.uk)

### **The Chapel**

Trinity College Chapel was built during the reigns of Mary and Elizabeth I. Its fine architecture and prominent location in the College and town make it a focal point for members of College and visitors to the city. The community drawn together through Chapel worship and other events is vibrant and diverse. The building is also used for formal ceremonies and events within College and serves as a fine venue for musical performance. The Chapel is an Anglican foundation, but the Chapel is supported by and welcomes members of all denominations, as well as interested enquirers from other faiths or none.

The Revd Dr Michael Banner has been Dean of Chapel since September 2006. He is a Fellow of the College and as Dean is responsible to the College Council for the work of the Chapel and Chaplains. He is also Director of Studies in Theology. The Chaplains are the Revd Christopher Stoltz (who is leaving the College in the summer of 2014) and the Revd Paul Dominiak, who took up his post in 2011.

During full term, morning and evening services are held daily in the Chapel, and it is expected that Chaplains will be present at all services, except on a day off. The enclosed Chapel card and music list give details of the present pattern of services and other events.

The College has a strong musical tradition and an excellent mixed-voice choir of undergraduate Choral Scholars. The Director of Music (Stephen Layton) is responsible for their work, assisted by two undergraduate Organ Scholars. The Choir broadcasts, records and tours regularly, and all choral services from the Chapel are now webcast live on the internet. It is expected that the Chaplains will support the choral traditions of the Chapel and a Chaplain generally accompanies the Choir on international tours. An ability to sing is desirable, but not essential.

As well as being responsible to the Dean for the conduct of Chapel services, the Chaplains take the initiative in organizing a wide range of activities designed to appeal to students, Fellows and staff. Some of these have a Christian perspective e.g. bible study groups, retreats, book groups discussing writings on faith and services aimed at those with families. Others are more secular e.g. the termly Chapel film nights, College getaway days and parties traditionally hosted by Chaplains such as the Shrove Tuesday pancake party and exam term 'de-stress' events.

They also conduct occasional offices, including weddings and baptisms. The Chapel has in recent years supported applications for marriage by Special Licence from resident and non-resident members in appropriate circumstances, and the Chaplains often conduct weddings during the vacations. In addition Chaplains prepare members of College for confirmation, encourage those who may have a vocation to the ministry, and offer guidance and advice to all who seek it.

The work of the Chapel and clergy is supported by the staff in the Chapel and Music Office (see [www.trinitycollegechapel.com/whos-who](http://www.trinitycollegechapel.com/whos-who) for more information). Students are also actively involved in the work of the Chapel in a variety of ways, especially through reading lessons, serving and acting as stewards at services, and fostering this involvement is an important task. The Chaplains should also maintain good relations with members of the Christian Union and the denominational chaplaincies within the University (such as the Roman Catholic Chaplaincy at Fisher House).

### **Pastoral work**

Under the supervision of the Dean of Chapel, the Chaplains are responsible for pastoral care within the College. They should be readily available to every member of the College community, regardless of their faith, on any matter of personal concern, and be fully involved in the life of the College, knowing and being known by as many as possible. In particular, the Chaplains are expected to meet all new students at the beginning of the year and entertain them in small groups (a generous entertainment allowance is provided for this purpose). The Chaplains continue to support and encourage students throughout their time in the College, and are available to meet with students through regular office hours during term time, by appointment, and by more informal contacts.

In providing pastoral care of students, the Chaplains work especially closely with Tutors and Directors of Studies, and also with the College Nurse, the College Counsellor and others who are concerned with student welfare. They must also be able, where appropriate, to work independently, particularly in respecting the confidence of those who approach them, and should be able to counsel, and live easily among, both men and women. They should be prepared to visit those in hospital, as well as giving time to any members of the College who need their advice or help. Chaplains will be encouraged to gain further training in counselling, as appropriate, to enable them to meet the needs of students.

Each undergraduate has a Tutor and a Director of Studies chosen from the teaching Fellows. The ten Tutors are concerned with the overall progress and welfare of their group of students and are available to advise on personal as well as on academic matters. Directors of Studies in thirty subjects arrange for each undergraduate to be given supervisions individually or in small groups.

The Chaplains are members of the College's Pastoral Care Committee (convened by the Senior Tutor), which meets once a term. They may also be invited to serve on other College committees, including the Liaison Committee (between senior and junior members of the College). While undergraduate life is shaped by the University terms, Fellows, staff and graduates are here all year round and pastoral work continues throughout the vacations.

### **Other commitments**

In making themselves known and available to the entire community, informal contacts and activities matter as much as more formal meetings and entertainments. Chaplains are expected to lunch and dine regularly at High Table, with students in Hall and in the staff canteen, and to find other ways of engaging with all members of the College community. The BA dinners held each Friday evening during term time are an excellent way of meeting graduate students, for example. Chaplains will need to bring commitment and imagination to the task of forming and maintaining relationships across the College.

The Chaplains are actively involved with the Trinity College Centre in Camberwell, South London (where the College first set up a Mission in 1885). One of the Chaplains acts as Secretary to the Trinity in Camberwell charity, organizing its meetings twice a year and liaising with the Warden at the Centre. Each year Trinity students are given an opportunity to help run a summer holiday scheme in Camberwell. Between them the Chaplains share responsibility for recruiting students, and participate fully in the various activities on offer. The new Chaplain should expect to act as Secretary to Trinity in Camberwell at some time during their tenure.

A more recent initiative run by the Chaplains is Trinity Engage, a resource for members of Trinity College to connect with, serve, and develop leadership skills in the local community ([www.trinityengage.com](http://www.trinityengage.com)).

The College is patron of thirty-one livings and seeks to maintain close contact with these parishes. There are occasional invitations to preach and take services, especially during vacancies in local livings. In addition to their College duties, the Chaplains are encouraged to contribute to the life of the wider Church and to accept invitations to contribute elsewhere, as and when appropriate.

### **Conditions of employment**

The Chaplains are employed by the College, and paid at the rate for an incumbent in the Diocese of Ely (currently £23,705). It is a condition of employment that each Chaplain should reside in College accommodation close to the College. Suitable accommodation near the College will be provided rent-free. Council tax, pension contributions and removal expenses will be paid by the College.

The Chaplains are Senior Members of the College, and enjoy many of the privileges of the Fellowship. They may eat meals in Hall without charge, and receive annual allowances for books (currently up to £550) and entertainment (currently up to £2,404). Other necessary expenses of office will be met in full. Although not teaching officers, appropriately qualified Chaplains may be invited to undertake a limited amount of teaching, for which separate payment would be made.

Chaplains are entitled to six weeks' holiday per annum, which may be taken only in the university vacations. Such holiday should be taken at a time to be agreed with the Head of the Chapel and Music Office and in the light of the holiday plans of the other Chaplain, to ensure that at least one Chaplain is in residence at any time.

The Chaplains serve for a period of four years and the College attaches importance to ensuring that Chaplains have the opportunity and encouragement to develop their ministry during their time at the College. Time and funding is made available for further training. Chaplains should expect to attend a weekly staff meeting during term, and also to review their work on a termly basis in discussion with the Dean of Chapel.

### **Application**

A letter of application, together with a curriculum vitae, should be sent to Paul Nicholson, Head of the Chapel and Music Office, Trinity College, Cambridge CB2 1TQ by **Friday 16 August 2013**. Applicants should also provide contact details for three referees including, in the case of a curate, their training incumbent. Short-listed candidates will be invited to Trinity for dinner on **Monday 30 September 2013** and for a formal interview and informal discussions on the following day **Tuesday 1 October**.

It is a condition of the appointment that the recommended candidate passes an enhanced Criminal Records Bureau (CRB) check. It is also expected that he/she will seek the Bishop's Licence in the Diocese of Ely.

Further information about Trinity College Chapel can be found at [www.trinitycollegechapel.com](http://www.trinitycollegechapel.com)