Lay Chaplain

Wimbledon College is seeking to appoint a full time, permanent lay chaplain.

The starting date for this post is 1st September 2010.

The salary will be equivalent to the inner-London main teacher scale (from September 2010: £27k to £36k), the starting point being determined according to qualifications and experience.

Job Specification

The Chaplain will have primary responsibility for the day-to-day Christian life of the College community.

The Chaplain is responsible for devising, developing, promoting and running a wide-ranging chaplaincy programme which appeals to the full range of ages (11-19) and degrees of religious interest of the boys, their parents, and the staff and wider community of the College.

The roles and responsibilities of the Chaplain include:

1. Praying daily for the needs of the College community
2. Maintaining a high profile presence around the school and at school events
3. Preparation of school liturgies (including school and class liturgies, morning Mass, Marian and Lenten devotions, Reconciliation Services, Masses for new parents, and the Bethany Mass for the bereaved) – this includes preparing readers, servers and others involved in the liturgy, and liaising with the Director of Music
4. Preparation of and pastoral care of Sixth Form and staff Eucharistic Ministers
5. Developing opportunities for prayer and meditation
6. Promotion of staff faith development (including induction of new staff)
7. Care of the College Chapel and Sacristy

8. Preparation of materials for morning prayers

9. Establishing and maintaining a presence on the playgrounds, in the Sixth Form Centre and at school events (including evening events)

10. Devising and running a Retreat programme (in the tradition of the *Spiritual Exercises* of St Ignatius)

11. Devising and running the Chaplaincy programme (with events for each year group)

12. Preparing assembly prayers and reflections and assisting Form Tutors in preparation of tutor group presentations at assembly

13. Co-ordinating and running the annual staff Retreat Day

14. Working with the RE Department to support the RE curriculum

15. Offering support and first level counselling as needed by individual pupils, staff and parents (especially in times of personal and family crisis such as bereavement)

16. Liaising with local parishes and with the Archdiocese of Southwark

17. Liaising with other Jesuit schools and apostolates and with the Jesuit Provincial Assistant for Education, including playing an active role in the Jesuit School Chaplains’ Group

18. Managing volunteers and staff, including Jesuits in formation, who may, from time to time, be assigned to the chaplaincy

Importantly, the Chaplain is not expected to do everything him or herself but to involve other staff and pupils, and to encourage and support them in adopting leadership roles.

**Person Specification**

1. You will be a baptised and practising Roman Catholic lay man or woman, committed to the spiritual and personal development of young people of secondary school age.

2. Above all you will enjoy the company and challenge of young people in their teenage years, and have an easy and humorous manner which combines openness and engagement with challenge and formality.

3. You will have a degree in theology or religious studies, or other experience or qualification that suits you to a chaplaincy role in the Roman Catholic church.

4. You will have good social skills, both with young people and also with adults (parents and staff), showing flexibility where needed but also the accountability and a high degree of reliability and formal organisation required in a school context.
5. You will have a good sense of the Church’s liturgy and be able to recruit and enthuse large numbers of boys to take part in school worship. Competence in music would be a welcome skill.

6. You will be confident in leading large and small, formal and informal, groups of pupils and adults.
7. You will be an articulate speaker with presence and the ability to present, credibly and enthusiastically, the challenges of the Gospel.

8. You will have good administrative and organisational skills, including scheduling events, making bookings, arranging itineraries and timetables, obtaining and conserving resources, delegating responsibilities and providing clear briefings and instructions.

9. You will have the freedom and willingness to work flexibly, including in the evenings and weekends, and to arrange your working days and hours to ensure you have entitlement time off but are available for school events and activities as needed.

10. You will be expected to have a clear Criminal Record Bureau (CRB) enhanced check and for there to be no concerns with regard to the safeguarding of children and vulnerable adults.

The Context of the Lay Chaplain’s Role

Wimbledon College is a Jesuit school and is part of an extensive apostolate in Wimbledon which includes the Parish Church, a Preparatory School, three Jesuit residences, and the headquarters of Jesuit Missions. The Jesuit Provincial has committed the Jesuit Community in Wimbledon to providing sacramental and other support to the new Chaplain.

Wimbledon College has its own 200-seat Chapel. In addition we use the Jesuit parish church next door. The Chaplaincy has its own office, next to the chapel, and in the heart of the school. For the past 117 years, Wimbledon College has had a priest chaplain. With the decreasing numbers of younger Jesuits available and the increasing demand on Jesuits to respond to other ministries, it has been decided to appoint a lay chaplain. The lay chaplain will be responsible for the chaplaincy programme, the College chapel and liturgy, and the spiritual and pastoral care of the school community.

The College currently has a Jesuit Head Master but this will become a lay role when the present incumbent leaves.

The chaplain is responsible directly to the Head Master but works closely with the Deputy Heads (responsible for the three divisions of the school: Lower Line (Y7-9), Higher Line (Y10-11) and the Sixth Form). The chaplain must also develop strong working relationships with the Head of RE and RE teachers to ensure that chaplaincy activities and the work of the RE Department are mutually supportive.

The chaplain is not expected to teach but, if a qualified teacher, may choose to take on a very small amount of teaching in discussion with the Head of RE.

As a Jesuit school, it is expected that the Chaplaincy programme and the style of the work of the Chaplain will be in the Ignatian tradition.

All boys are baptised and practising Roman Catholics as the school is significantly oversubscribed (there were 450 applications from baptised and practising Catholic boys for 199 places in Y7 in
There is a handful of non-Catholic boys with Statements of Special Educational Needs (who must be admitted by law) and some non-Catholic boys in Sixth Form (where additional places are available).

Safeguarding

Wimbledon College is committed to the safeguarding of its pupils. The person appointed will be expected to undergo a CRB enhanced check and to show that they understand and adhere to the professional and pastoral boundaries of working with children and young people.

Wimbledon College
May 2010