KEBLE COLLEGE, OXFORD

APPOINTMENT OF COLLEGE CHAPLAIN

Further Particulars

Keble College proposes to appoint a College Chaplain from September 2022, following the move of the current post-holder to become Chaplain at the Anglican Church of the Resurrection in Bucharest. The appointment is subject to confirmation after one year.

The Chaplain is an Official Fellow of the College, a member of Governing Body and, in that capacity, a Trustee, and makes an important contribution to the College’s liturgical, pastoral and social life. She or he must be in Anglican orders and is, under the direction of the Governing Body, responsible for the Chapel and the conduct and oversight of services according to the rites of the Church of England. Keble Chapel is one of the most outstanding examples of the work of the architect William Butterfield. There is a flourishing musical tradition in the Chapel and the Chaplain must work effectively with the Director of Music who supervises the organ scholars and the choir. The choir sings at the College Eucharist, the main service on Sundays in term time, at a weekly Wednesday Evensong and at a service of sung Compline on Thursday evenings. There are occasional weddings as well as a small number of funerals and memorial services, and the Chaplain is responsible for overseeing the Chapel diary throughout the year. There are also services for reunions and a variety of occasional special services including the annual St Mark’s service commemorating the College’s founders and benefactors and an annual inter-faith Holocaust memorial service involving the local Jewish community.

The Chaplain also plays a central role in the pastoral and welfare provision for all members of the College, students and staff, Christians and non-Christians alike. The College is now one of the larger ones in Oxford, having some 850 full-time and 100 part-time students, and a staff, academic and non-academic, of about 200 in addition to part-time, retired and other members of the College community. The College is keen to ensure that its students, both undergraduate and graduate, are well-supported. The other members of the welfare team, also comprising the Senior Tutor, the Dean (a Tutorial Fellow of the College), four Junior Deans and members of the non-academic staff of the College, rely heavily on the ability of the Chaplain to form sensitive, pastoral relationships especially among the student community. She or he must inspire trust that it is safe for students, of all faiths or none, to share a variety of personal concerns with her/him in complete confidence. It is important that the Chaplain is readily available to see those in trouble or distress and to help as a
member of the welfare team in emergencies such as may arise at evenings or at weekends, during term-time and the vacations. The Chaplain also meets every incoming undergraduate at the beginning of the academic year.

The outgoing Chaplain has also taken on the responsibility of being the College’s Welfare Fellow and his successor may also do so. The role, which is renewable annually, involves coordinating, keeping under review and seeking to improve the College’s welfare support. There is a separate stipend associated with this post.

The College holds the patronage of sixty-nine livings representing a wide range of practice across the Church of England. In that connection the Chaplain is secretary to the Advowsons and Chapel Committee, chaired by the Warden. An incumbents’ conference is organised by the Chaplain every second year for those in parish livings, a day for Keble parishes is organised by the Chaplain on a Saturday every second summer, and a corporate communion service is held each Hilary Term to which all parishes are invited.

The Chapel community worships in the modern catholic tradition of the Church of England and the appointee needs to be supportive of that position. This reflects the College’s broadly catholic tradition and its important place in the history of the Anglican Church in the nineteenth and twentieth centuries. The College is strongly committed to the principle of inclusivity and expects the Chapel to be a place of welcome to all. The person appointed will be expected to sustain these values, to encourage the engagement of all members of the College community with the Chapel, and to foster the friendly relations which currently exist between different groups within the College.

Keble College

Keble College was founded in 1870 by a group of Tractarian supporters who included H.P. Liddon and E.B. Pusey. The decision to found a new college and to name it in memory of John Keble was taken at Keble’s funeral in 1866 and the money was raised by public subscription. The College was governed by a College Council until 1952 when the Statutes were changed, and the requirement for fellows to be communicant Anglicans was formally dropped. The last clerical Warden was Professor Dennis Nineham (1969-79), and apart from its role as patron the College no longer has formal links with the Church, save that its Visitor is the Archbishop of Canterbury.

Nevertheless, there has been a regular flow of ordinands produced from among its undergraduate and graduate students in recent years; helping to discern vocations is an important part of the Chaplain’s role. The College has a number of trust funds dating from the foundation, which cannot be used for general College purposes, but which can give significant support to ordinands and graduate students in Theology. That subject is strongly reflected in the College with 20 undergraduates reading for single or joint honours in the subject and 17 graduate students undertaking taught and research postgraduate degrees.
Professor Markus Bockmuehl, the Dean Ireland Professor of the Exegesis of Holy Scripture, is a Fellow of the College, and there are two Tutorial Fellows in Theology, Dr David Downs and Dr Kirsten Macfarlane. There may be teaching opportunities for a Chaplain willing and able to contribute to Theology as an academic subject within the College; such a contribution would be separately remunerated.

**Person Profile**

The following qualities are being looked for:

**A: Essential.** The post-holder must:

- be a graduate in priest’s orders of the Church of England or in a church in full communion with the Church of England;
- have the experience and skill to organise and conduct the services in the College Chapel, to preach effectively and to organise appropriate guest preachers;
- work as a colleague with the part-time Assistant Chaplain who assists on Sundays and one weekday evening, as well as with weddings and the College’s livings;
- be able to work in sympathy with the Director of Music, the Organ Scholars and the Chapel Choir to sustain the strong musical aspect of the liturgy in what may be described as the “cathedral” tradition;
- have a demonstrable aptitude to provide pastoral support with the discretion such support requires;
- display excellent inter-personal, oral and written communication skills;
- have an ability to act both independently and as a member of a team and to contribute to the general governance of the College;
- be committed to diversity and equality and able to relate positively to people from a wide range of backgrounds, ethnicities, sexual orientations, gender identities, and of all faiths or none;
- be able and willing to administer communications related to the College’s livings and to take a warm interest in, and lead on, the work of the College’s parishes;
- have demonstrated effective administrative skills, including time management; and
- be sympathetic to the scholarly endeavours of the College in teaching and research.

**B. Desirable.** The post-holder may:

- have experience of working with young people;
- conduct academic study or research; and
- if suitably qualified and invited, contribute to the academic subject of Theology as taught in the College.

Duties

The principal duties are:

- conducting the regular services in the College Chapel during term and on special occasions during term and in vacations;
- preaching at College services and organising visiting preachers;
- overseeing the diary of the Chapel and its administration including the provision of leaflets, material for visitors and the maintenance of altar supplies and linen;
- working with the Director of Music to ensure that music lists and programmes of service are produced in a timely fashion and participating in the annual selection of organ and choral scholars;
- encouraging all members of the College community to make use of the Chapel and publicising events through the production of term cards, weekly bulletins and other means;
- conducting marriages, baptisms, funerals and memorial services for members, old members and staff as required;
- visiting students, fellows and staff of the College who are sick or in hospital;
- leading the work of the College in support of its parishes and acting as secretary to the Advowsons and Chapel Committee;
- providing pastoral and welfare support for all members of the College community but with particular emphasis on the support provided for junior members in conjunction with the other members of the welfare team;
- contributing regularly to the work of the welfare team and being available to assist in dealing with serious welfare/pastoral matters when they arise; and
- being a visible presence in the College community.

Terms and Conditions

This is a full-time post. The salary will be based on the Oxford Diocesan Basic Stipend which for an incumbent is currently £27,963 per annum. Free living accommodation will be provided for his or her needs, or those of a family if applicable. A working room will also be provided in College. As an Official Fellow, the Chaplain is entitled to take all meals free of charge at the common table when the College kitchens are open. The Chaplain also receives an additional stipend of £1,020 as Advowsons Secretary and an entertainment allowance of £1,492. The Chaplain may call upon secretarial assistance from the Warden’s PA for such
matters as preparing material for services and dealing with Advowsons business. The stipend attaching to the role of Welfare Fellow is £3,060.

The Chaplain is entitled to membership of the Church of England Funded Pensions Scheme, contributions being provided by the employer at the normal rate. The College provides optional subsidised health insurance for its Fellows. Members of a Fellow’s family may join at cost. Full details are available from the Bursar.

The College has adopted the University’s guidelines for maternity, paternity and adoption leave and pay. Details can be found at www.admin.ox.ac.uk/personnel/during/family.

The Chaplain’s hours of work are such as are required to carry out the duties of the post to the satisfaction of the College. The Chaplain may expect to take 38 days annual leave, inclusive of public holidays. Requests for annual leave are approved by the Warden. Leave may not, save in exceptional circumstances, be taken during weeks 0 - 9 of each term. The Chaplain is entitled to an uninterrupted rest period of 24 hours in each period of seven days.

The appointment will be subject to an enhanced Disclosure and Barring Service (former CRB) check.

**How to apply**

Those wishing to apply should send a letter of application explaining how they meet the person profile for the post together with a curriculum vitae and also stating the names and addresses (including email addresses) and telephone numbers of three referees. One of the referees should, if appropriate, be the candidate’s diocesan bishop. This material should be sent to the Warden’s Personal Assistant, Mrs Trish Long (trish.long@keble.ox.ac.uk) to arrive no later than noon Wednesday 27 April 2022. Candidates should ask their referees to write to Mrs Long also by that date.

Short-listed candidates will be invited to interview in Keble on 30 May. Candidates who need to stay overnight when attending for interview will be offered accommodation in College or nearby. The interview panel will be chaired by the Warden, Sir Jonathan Phillips, and will begin with a short presentation. The process will also involve an informal meeting with students.

The Assistant Chaplain, the Revd Darren McFarland, is willing to answer queries about the post (vicar.headington@gmail.com). Questions about the College more generally should be addressed to the Senior Tutor, Dr Alisdair Rogers (ali.rogers@keble.ox.ac.uk).
Equal Opportunities Policy

Keble College is an equal opportunities employer and will work to remove any barriers, real or perceived, which might deter people of the highest quality from applying to the College as staff. It is the College’s policy that no prospective, current or former member of staff will be treated less favourably than any other, whether before, during or after their employment at the College on one or more of the following grounds, save in so far as such treatment is within the law and determined by lawful requirements (e.g. a requirement for personal care by a member of the same sex): age, belief, disability, ethnic origin, marital status, nationality, national origin, parental status, race, religion, sex, sexual orientation and gender reassignment.

All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the provisions of the Data Protection Act 1998 and the College’s data protection policy.

To comply with UK employment legislation the successful candidate will be required to provide documentary evidence of his or her eligibility for employment before starting work with the College. Potential applicants should note that this advertisement does not satisfy the requirements of the UK Home Office in relation to a Skilled Worker visa.