

Keble College Oxford & St Andrew's Headington Chapel & Parish Internship





Chapel & Parish Intern September 2024-August 2025

The Keble-St Andrew's Internship is a unique opportunity for someone working towards ordination in the Church of England to grow in their experience of ministry in both an Oxford College Chapel and a local Parish Church.

The year will give you a broad range of developmental opportunities, from getting hands-on practical experience of a busy student ministry in College, to the opportunity to develop your skills in ministry to parishioners, schools, and hospitals through St Andrew's parish. There will also be time (and resources) for you to draw on your own inspiration and undertake your own projects, making a rewarding contribution to our two communities. All this is underpinned by participation in the daily prayer life of the Chapel and Parish, at the heart of which is our rich sacramental and musical worship.

Keble College



Founded in memory of John Keble, the priest, poet, and leading figure in the Oxford Movement, Keble College is one of the University of Oxford's largest Colleges, with a majestic Chapel by William Butterfield, excellent music, and a Chapel tradition of liberal Catholic Anglicanism. The Chaplain leads a busy programme for students of all faiths and none, and the activities you will participate in range from services, to social events, discussion groups (on topics as diverse as poetry, engineering, and history), and much more.

Your work at Keble will be supervised by Fr Max Kramer. Fr Max has 15 years of experience in student ministry, has served in both College Chapels and Parishes, and before coming to Keble was the Precentor of Canterbury Cathedral. There he organised the large-scale and culturally-diverse Cathedral worship for the 2022 Lambeth Conference, amidst a range of other educational, artistic, and practical projects, and established a new young adult ministry – called Sacred Space – for the students and young professionals of Canterbury.



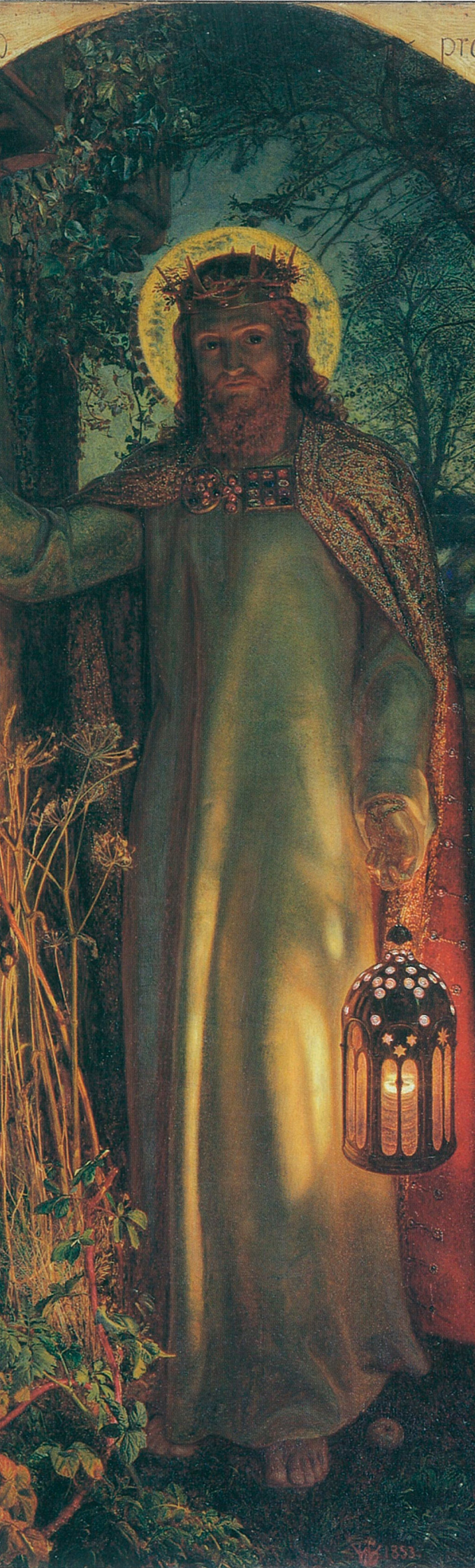
St Andrew's



St Andrew's is a lively liberal Catholic Parish in East Oxford. The Parish is committed to serving its community, not only through activities in Church for people of all ages, but also through connections with local schools and St Luke's Hospital. There is an active Young Church programme, a welcoming and talented choir, and a congregation which values caring for one another. You will experience the whole range of parish ministry, from worship, to schools work, pastoral visiting, hospital chaplaincy, and involvement in the key moments of the liturgical year.

Your work at St Andrew's will be supervised by Fr Darren McFarland. Fr Darren has over 25 years of experience in Parish ministry in Ireland, Scotland, and Oxford. He has been the Vicar of St Andrew's (a Keble College living) since 2011. Alongside his parish work, Fr Darren is a member of Diocesan Synod, Bishop's Council, and the Diocesan Board of Education. Fr Darren is also Assistant Chaplain of Keble College.





What we offer you

Salary

The intern will receive a salary of **£23,608**, based on a 40 hour working week.

Development Budget

There is a budget of up to **£3,000** allocated to this role to cover the projects undertaken by the intern. Fr Max and Fr Darren will provide advice in shaping your projects, be responsible for deciding whether they can be approved, and supervise your running of them.

Meals

The intern will be entitled to **free breakfast and one further free meal in College per day when on duty in College.**

Additionally, the intern will have the same rights to eat in hall as a student at their own cost.

Supervision

The intern will receive **regular supervision** from Fr Max and Fr Darren to enable them to reflect on their experiences and grow in their journey towards ordination.

College Community

The Ordinand will be a full part of the College's active, sociable, and friendly community.

Term

The internship is a **1-year fixed term contract.**

Hours & Leave

The intern is expected to work an average of **40 hours per week.** These hours are to be worked flexibly depending on duties.

During University Term the intern will spend almost all their time engaged in College duties. However, they are expected to attend the Sunday morning Mass at St Andrew's throughout the year (College has no Sunday morning service).

Outside University Term the intern will spend almost all their time (when not on leave) engaged in duties at St Andrew's.

The intern will always have **one full 24-hour period clear of duties each week.**

The intern is entitled to take **38 days leave**, including bank holidays. Leave may **not** be taken during the following times: University Term (7 Oct – 7 Dec 2024; 15 Jan – 15 Mar 2025; 23 Apr – 21 Jun 2025)

Christmas Period (15 – 25 Dec 2024)

Holy Week & Easter Period (12 – 20 Apr 2025)

Probation

The probation period for this role is **4 months.**

Your Duties

Job Title: Chapel & Parish Intern
Responsible to: The Chaplain (Fr Max Kramer)

Objective

To grow in understanding and to develop some of the practical skills of ministry through assisting with the life of Keble College Chapel and St Andrew's Church, Headington.

Key Responsibilities in Keble (during term)

1. Attending daily Chapel worship, and taking a turn in leading.
2. Undertaking liturgical tasks such as serving, Bible reading, training servers, and (if suitably able) preaching.
3. Assist with the planning of Chapel services.
4. Lead on strategy, design, and production for Chapel publicity (print and online) under the supervision of the Chaplain.
5. Help with the general organisation and administration of Chapel life, including preparing, proof-reading, and reproducing orders of service, arranging furniture for services, organising and ordering sacristy supplies, assisting Chapel Clerks with rotas etc.
6. Assisting with hosting the Chaplain's hospitality and social events, and organising supplies for these events.
7. Being a welcoming presence in Chapel life, and a friendly and encouraging member of the College community.
8. Depending on experience and interests, develop and lead own projects (e.g. reading groups, social events, study groups).

Please note that because of the nature of College arrangements for the pastoral care of students, the intern is not expected to undertake one-to-one pastoral work within the College.

Key Responsibilities at St Andrew's (outside term)

1. Attending and leading worship and preaching.
2. Home visiting and pastoral work with members of the congregation.
3. Hospital and School ministry, including Hospital visiting and School assemblies.
4. Engagement in Parish community projects.
5. Assistance with Parish activities at key moments of the year such as Christmas and Easter.
6. Depending on experience and interests, develop and lead own projects (e.g. reading groups, social events, study groups).





Person Specification

Essential

1. Clear evidence of engagement with the official process for discerning a call to ordained ministry within the Church of England (such as being in discussions with a diocesan vocations officer with a view to attending a Bishop's Advisory Panel in due course).
2. Sympathy with the liberal Catholic tradition of Keble Chapel and St Andrew's Headington, and with the cultural diversity and inclusive ethos of Keble College.
3. An undergraduate degree in any subject or clear evidence of an equivalent level of academic interest and attainment.
4. Strong organisational abilities, excellent attention to detail, the ability to take responsibility for and manage own workload, reliability and punctuality.
5. Knowledge and confidence in the use of IT.
6. Effective design skills for print and online publicity material, and ability to use (or learn to use) the IT packages needed to produce this. Flair and creativity in developing different forms of publicity, and for increasing engagement with social media and online content.
7. Aptitude for leadership, with the ability to offer appropriate direction and instruction to volunteers with sensitivity and a positive approach.
8. Ability to encourage the talents and work of others, and the ability to let others take the lead.
9. Positive approach to work and a friendly and compassionate approach to others.
10. Confident in engaging with others and in meeting new people.

Desirable

1. An understanding of worship in the modern Catholic tradition.
2. Experience of organising and publicising events or groups.

DBS

DBS Enhanced Disclosure will be required for the Parish aspects of this role. Details of this process will be provided to the successful candidate before the appointment is confirmed.

Application Process

Those considering applying are welcome to speak to Fr Max to arrange an informal conversation to find out more about the role before making a formal application. Please email max.kramer@keble.ox.ac.uk if you wish to do this.

Applications should be submitted to Fr Max Kramer (max.kramer@keble.ox.ac.uk) via email by

Thursday 14 March 2024, 12 noon

Applications should contain:

- A covering letter explaining why you wish to apply for the role (maximum 2 pages).
- A CV detailing your experience and interests (maximum 2 pages).
- A one-paragraph description of how you would go about publicising a reading group (on a text of your choice) together with a draft poster and social media post (including graphics) publicising the group.
- Contact details of a Diocesan Director of Ordinands or similar officer who can confirm that you are engaged in the discernment process for ordination.
- Contact details of three referees (name, current role, email address, phone number) who can write in support of your application. One of these must be the incumbent (or equivalent) of the Church or Chaplaincy which you most regularly attend. Referees will be asked to provide references if you are shortlisted. Please ensure you ask your referees' permission before submitting their details to us.

Interviews for shortlisted candidates will be held on **Thursday 21 March 2024**

There will be a chance to visit Keble College and St Andrew's Parish on the interview day. Reasonable travel expenses of shortlisted candidates (such as public transport costs) will be reimbursed.

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 2018 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.