

## **CHAPLAIN & DEPUTY DIRECTOR— HEAD OF PASTORAL AND STUDENT SERVICES JOB DESCRIPTION**

**£25,265 (Live-In)**

LEE ABBEY INTERNATIONAL STUDENTS' CLUB – also commonly known as LEE ABBEY LONDON - is a hall of residence for international students operated by a residential Christian community who live, work and worship together.

Lee Abbey London is a critical part of the Lee Abbey Movement which has as its Objects, 'The advancement of the Christian faith world-wide through the ministry of communities of Christians whose shared lives in the fellowship of the Holy Spirit communicate the love of God revealed in Jesus Christ.' Together with the other Lee Abbey communities, Lee Abbey London is an "Acknowledged Community" by the Church of England.

Lee Abbey in London is at once many things: a registered charity, a limited company, a student residence, a social enterprise, a Christian Community, a work-place, a home from home for students of any nationality or creed, somewhere for a brief holiday, and a place of friendship and reconciliation. The role of the CHAPLAIN & DEPUTY DIRECTOR— HEAD OF PASTORAL AND STUDENT SERVICES is similarly varied and multi-faceted, involving as it does aspects of spiritual leadership, missional outreach, Christian education/formation, and pastoral care and concern.

The CHAPLAIN & DEPUTY DIRECTOR should therefore be a person of prayer and reflection, rooted in the Scriptures and their application to the realities of life. They should have some understanding and experience of Christian leadership, pastoral care, contemporary worship, spiritual renewal and new expressions of Christian ministry, mission and evangelism, ideally in a student-oriented environment or with young people. The role would suit someone who is able to inspire and generate a passion for Christ in young people; someone who is aware and familiar with the challenges faced by young adults today and is able to communicate in creative and contemporary ways relevant to a young generation.

The CHAPLAIN & DEPUTY DIRECTOR works alongside the DIRECTOR— HEAD OF OPERATIONAL AND COMMERCIAL SERVICES at Lee Abbey London and is a member of the core Leadership Team, supported by the Board of Trustees. The DIRECTOR is primarily responsible for the business and management aspects of the work and ministry at Lee Abbey London, while the CHAPLAIN & DEPUTY DIRECTOR maintains strategic oversight of spiritual, pastoral and missional matters. Both the DIRECTOR and the CHAPLAIN & DEPUTY DIRECTOR are supported by other members of the Leadership Team and the Heads of Departments.

The CHAPLAIN & DEPUTY DIRECTOR will be expected to become a residential member of the Christian Community at Lee Abbey London leading by example to instill a sense of service into all Community members, who may include both other residential and also non-residential members<sup>1</sup>.

The following headings may be helpful in indicating the CHAPLAIN & DEPUTY DIRECTOR's particular areas of responsibility. In many of these areas the CHAPLAIN & DEPUTY DIRECTOR delegates details to other Community members, including other members of the Leadership Team.

### **1. Vision**

Lee Abbey London's mission is to "communicate Christ through relationships", through our serving each other and the world - revealing the love and welcome of Christ to all who come to our home.

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<sup>1</sup> As with many Christian communities, the Community at Lee Abbey London may include both residential members living onsite and members living offsite.

Our core values are summed up in three words, LOVE, SERVICE and RESPECT (see the document entitled “Our Mission, Purpose & Values” which unpacks this further).

These values include a clear focus on the equipping for ministry and discipleship of community members and an outward missional focus of outreach and service to international students and the wider community.

Areas that will require further development at Lee Abbey London in general over the next 5 years include:

- Ensuring a sustainable business/community model
- Developing an action plan to respond to the challenges/opportunities of Brexit and the impact of the Covid-19 global pandemic – e.g. student and community recruitment
- Enhancing skills of and equipping the Leadership Team
- Fundraising for further building development
- Developing the ministry to international students & measuring its effectiveness
- Developing links with the local Church community and other key stakeholder groups
- Strengthening the relationship with other parts of the Lee Abbey Movement
- Ongoing faith formation (discipleship) of Community members
- Enhancing a healthy work/life balance.

The CHAPLAIN & DEPUTY DIRECTOR will be jointly responsible with the DIRECTOR for the above areas and it is important they are aware of and sympathetic to the overall vision for Lee Abbey London and the part they personally play in this.

The CHAPLAIN & DEPUTY DIRECTOR will participate at meetings of both the Lee Abbey London Board of Trustees (‘Board’).

## **2. Community Leadership and Missional Focus**

The CHAPLAIN & DEPUTY DIRECTOR's PRIMARY ROLE is to care for both the student and Christian communities and to run the mission and ministry, including the 'Lee Abbey School of Ministry'. Their KEY OBJECTIVE is to maintain the Christian distinctiveness of Lee Abbey London as an independent hall of residence.

The CHAPLAIN & DEPUTY DIRECTOR is coming to join an existing Leadership Team and therefore needs to be both a good team player and, at times, a good team leader. They need to be able to inspire and empower others to catch and share the vision of Lee Abbey London through personal example of sound leadership, committed service and pastoral care. They must be able to think strategically, be an agent of change and give encouragement to both the Leadership Team and other Community members to realise the vision.

This will involve enabling and growing individuals and teams. It means developing a shared sense of purpose so that responsibility is shared and mutual accountability is practiced in work and in personal faith journeys. Emotional intelligence will be required to encourage the best from all members of Community, who come from varied national, cultural and church backgrounds and are at different stages in their careers and personal development.

The CHAPLAIN & DEPUTY DIRECTOR will therefore be responsible, in consultation with the DIRECTOR and other relevant members of the Leadership Team (e.g. Accommodation Manager), for ensuring the comfort, safety and wellbeing of the student residents and community members during their stay at Lee Abbey London.

In addition, the CHAPLAIN & DEPUTY DIRECTOR will be responsible for planning, coordinating and

evaluating an integrated programme of outreach and faith development for student residents as part of the wider programme of social events and activities.

The focus should be on creating an ethos in the house in which Christian values are upheld, pastoral care is offered to all and in which respect is shown to those of other faiths or no faith. Lee Abbey London should be a place where issues of faith and faith journeys can be explored freely, regardless of background.

### **3. Corporate Worship and Discipleship**

The CHAPLAIN & DEPUTY DIRECTOR is responsible for maintaining a high-level strategic oversight of the worship and teaching at Lee Abbey London. This involves the planning, coordination and delivery of the rhythm of Community prayer, including the regular Chapel worship, daily Morning Prayers and the weekly celebration of Holy Communion, and for ensuring the contribution and development of the worship leading gifts and skills of Community members as part of this.

The CHAPLAIN & DEPUTY DIRECTOR is also responsible for developing and coordinating a Bible/Discipleship teaching programme to help Community members navigate and strengthen their faith journey. This may be done in collaboration with others both within and beyond Lee Abbey London (e.g. the HR Manager, members of local churches and other Christian organisations). The overall aim will be to nurture and mentor Community members in their walk with God so they develop the skills and grow in the confidence needed to share their faith experience with others.

### **4. Pastoral Care and Community Discipline**

Alongside other members of the Leadership Team, the CHAPLAIN & DEPUTY DIRECTOR sets the tone and vision of how members of the Community are nurtured spiritually, cared for pastorally and trained to an appropriate standard. The CHAPLAIN & DEPUTY DIRECTOR has day-to-day responsibility for the pastoral care and concern of both student residents and Community Members, in collaboration with others both within and outside Lee Abbey London (e.g. local church/university chaplains or other welfare agencies). An emphasis should be placed on equipping, mentoring and preparing Community members for their continuing ministry of service and pastoral care.

### **5. Networking**

One of the roles of the CHAPLAIN, working together with the DIRECTOR, is to ensure that Lee Abbey London builds links with local churches, charities, student residences, colleges, and also with the wider local community. The CHAPLAIN and the DIRECTOR will liaise with the leaders of the other Lee Abbey Communities in order to further the overall work and mission of the Lee Abbey Movement.

### **6. Safeguarding**

The CHAPLAIN AND DEPUTY DIRECTOR will be the designated Safeguarding Officer for Lee Abbey London – promoting a safer culture and awareness of safeguarding best practice. They will be responsible for responding to any safeguarding concerns raised by guests or community members in a timely and appropriate manner, liaising with the Diocesan Safeguarding Advisor as needed. They will be responsible for writing and implementing appropriate safeguarding policies and procedures, taking into consideration the advice and guidance provided by the Church of England's safeguarding team. They will be responsible for the ongoing training of community members in safeguarding awareness and keeping suitable records. The CHAPLAIN AND DEPUTY DIRECTOR will be required to complete C of E safeguarding training up to Leadership level 3.

## Terms and Conditions

### **1. Salary & Contract**

This is a residential position that requires you to be a full member of the Lee Abbey London Christian Community and to take the Lee Abbey Community promises. You will be offered full board and lodging at Lee Abbey London in Lexham Gardens, including the use of a 1-bedroom flat. You will sign a 5-year fixed-term contract of employment and will receive a stipend of £25,265 per annum.

### **2. Probationary Period**

There is an initial 6-month probationary period allowing for both the mutual testing of your call to leadership in this position and your commitment during which time the period of notice required on either side to terminate employment is 1 month. The Grievance and Disciplinary Procedures shall not apply during the probationary period.

### **3. Holiday**

Your annual leave entitlement will be 30 days (including public holidays) to be taken at the discretion of the Employer. The holiday year runs for 12 months from your date of commencement of employment.

### **4. Pension**

Pension contributions will be made to an existing clergy pension fund at normal clergy rates (for ordained Anglican priests) or to the Church of England church workers' fund with both employee's and employer's contributions set at 4% of salary.

All employees are covered by Lee Abbey for death in service. This is at the rate of £50,000.

### **5. Retreat & Sabbatical**

You are eligible to take an annual 5-day retreat (working within budgetary limitations). You are eligible to take a 2-month sabbatical in the final year of your 5-year contract, to be agreed with the Chair of the Board of Trustees.

## **CHAPLAIN & DEPUTY DIRECTOR— HEAD OF PASTORAL AND STUDENT SERVICES PERSON SPECIFICATION**

The Head of Pastoral and Student Services (CHAPLAIN & DEPUTY DIRECTOR) should be a committed Christian, secure in and enthused about their faith in Jesus Christ.

They should be someone of mature Christian faith and character, as well as an ordained minister in the Anglican or another recognised Christian church. They should be able to live and work in a multi-faith and multi-cultural environment and, together with the Head of Operational and Commercial services (DIRECTOR) and other members of the Leadership Team, give sound leadership to a Christian Community through their own life of prayer, study and personal integrity.

The CHAPLAIN & DEPUTY DIRECTOR must understand the nature of managing a major Christian social enterprise and help to ensure its smooth working. This requires gifts of strategic vision, sound administration and the ability, as a member of the Leadership Team, to empower others in their work and ministry. It will include the ability to delegate to others, to share insights and to receive advice from them.

The CHAPLAIN & DEPUTY DIRECTOR should be self-motivated, able to plan and make decisions and carry them out in co-operation and collaboration with others, i.e. others in the Leadership Team, the Board of Trustees. It is important that the CHAPLAIN & DEPUTY DIRECTOR can manage their time effectively and be able to relax when off duty. Their own spiritual and psychological stability is crucial to the wellbeing of the Community and the house as a whole. The work can be physically and mentally tiring, and the CHAPLAIN & DEPUTY DIRECTOR should be robust enough to cope with this and be able to keep their own vision alight, and also to encourage and help the other members of the Community to maintain their own physical, mental, emotional and spiritual energies.

The CHAPLAIN & DEPUTY DIRECTOR will require gifts of empathetic understanding and good communication and be able to oversee and provide pastoral care and concern for people of many backgrounds, many of whom may be young - in years and/or in faith. They should be a good listener, have emotional intelligence, able to evaluate situations and then make decisions. They will also need to maintain the ethos of the Community.

The CHAPLAIN & DEPUTY DIRECTOR should be in enthusiastic agreement with the Lee Abbey mission of ‘communicating Christ through relationships’ and share a vision for the strategic ministry of the Lee Abbey Movement and of Lee Abbey London in particular. They should have the ability to communicate this vision to others.

<b>SKILLS/EXPERIENCE</b>	<b>ESSENTIAL</b>	<b>DESIRED</b>
An ordained minister in the Anglican or other recognized Christian church	✓	
A vibrant faith in Christ and a commitment to living ‘missionally’	✓	
A clear calling and commitment to Community living	✓	
Theologically trained with the ability to apply theology practicably in our contemporary world and society	✓	
Proven ability to relate to students or young people, especially in international or cross-cultural contexts	✓	
Experience of engaging in outreach and discipleship programmes with students/young people	✓	
A good teacher and communicator, especially with those for whom English is not their first language	✓	
The ability to lead different styles of worship and to value all	✓	

Proven people management skills, especially with regard to listening and pastoral care	✓	
Self-motivated, well-organised and able to juggle competing priorities	✓	
Experience of Christian leadership	✓	
<b>SKILLS/EXPERIENCE</b>	<b>ESSENTIAL</b>	<b>DESIRED</b>
Previous links with Lee Abbey London or the Lee Abbey Movement		✓
Understanding/experience of residential Christian community and community living		✓
An appreciation for the gifts of the Holy Spirit		✓
Training and/or experience of mentoring, counselling or discipling of others		✓
Understanding of or excitement about new ways of being Church in the 21 <sup>st</sup> century		✓
Experience of Christian life in a city – urban ministry		✓
Competent IT and multimedia skills		✓
Gifts in music, drama or other creative arts		✓
Valid driving licence		✓

The Applicant may be expected to have a medical upon offer of the position and it is a requirement that they submit to a Disclosure and Barring Service (DBS) check as part of the recruitment process. **Lee Abbey London is committed to safeguarding the welfare of children & vulnerable adults and expect all who join Community to share this commitment.**