

# UNIVERSITY CHURCH OF ST MARY THE VIRGIN

## ASSOCIATE VICAR

[www.universitychurch.ox.ac.uk](http://www.universitychurch.ox.ac.uk)

### **FURTHER PARTICULARS**

#### **St Mary's Profile**

St Mary's is a significant city centre church at the heart of Oxford. It is the church from which the University of Oxford developed in the middle ages and is therefore both historically and geographically at the centre of the University. While remaining a parish church it continues to serve the University community through formal links and many informal relations. Among these are University Sermons, which are preached twice a term before representatives of the university and memorial services for university members. A collaborative and supportive relationship with the college chaplaincies is vital for the flourishing of both the University Church and the chaplaincies. The church also provides one of the larger venues for concerts, award ceremonies, services and other occasional events held by community or university organisations. It functions and feels like a blend between a small cathedral and a large parish church. It also attracts almost 500,000 visitors per annum and is one of the most visited churches in the country. As such it affords very wide opportunities for ministry and outreach.

St Mary's is a building of great historical importance, which has witnessed some of the major events in English church history: the trial of Thomas Cranmer, the preaching of John Wesley, and the Anglican ministry of John Henry Newman, who will be canonised in October. In a city of dreaming spires, its spire dominates the Oxford skyline from every angle. The church houses a gift shop and an award-winning café, the Vaults and Garden. The church hosts a number of concerts and public events, and provides a venue for events and external bookings.

#### **Ministry**

St Mary's has a threefold ministry, to the University, to a gathered congregation drawn from all parts of the city, and to visitors. St Mary's is in the liberal catholic tradition of the Church of England, with a critical and exploratory approach to theology, while valuing the historical continuity of liturgical worship. We strive to be a place of intelligent and faithful Christian witness, unafraid to engage with the modern world. We want to continue to offer those who are within and without the church a place where they can deepen their spirituality and their sense of the divine presence. We want to do so from a confident, joyful Christian perspective, anchored in the historic catholic faith.

#### **Congregations**

The majority of the Sunday morning congregation comes from Oxford and its surroundings but there is always a significant number of visitors from elsewhere in the country and

abroad. The congregation includes people of all ages, from those who are retired to children who are part of young families. More unusually, the church also attracts men and women in their 20s, 30s and 40s. There is a Children's Church (meeting once a month during the 10.30 Eucharist) and a Youth Discussion Group (again meeting once a month during the 10.30 Eucharist). The average number of communicants at the 10.30 Parish Eucharist has risen from 100 in 2013 to 133 in the past year. The average Sunday attendance is 190. There are very large congregations at Easter and Christmas. Since Easter 2018, there has also been a regular service at 3.30pm in the afternoon – a mixture of Choral Evensong, Organ Vespers and Jazz Vespers. The congregation at the afternoon service is made up largely of visitors, pilgrims and tourists. Numbers range between 25 and 90. In the past year, there were 4 Baptisms, 2 Confirmations, 10 Weddings, and several Funerals and Memorial Services. For many of the congregation, the church is an important part of their social as well as their spiritual life, and it continues to be a place where friendships are made.

## **Music**

The University Church Choir, comprising adult voices, is recognised as one of the best mixed-voice choirs in the city. Reflecting the unique nature of St Mary's as both parish and the University Church, the choir combines singers from the congregation and wider community with the best young singers from the colleges. We are fortunate to have a paid Director of Music and an Organist, both of whom are leading musicians in their own right, and who ensure a varied pattern of music each week in term. The Choir sings in University full term and at major festivals. During vacations the congregation sings our own mass setting by Geoffrey Webber.

## **Sunday Services**

10.30am		Parish Eucharist (CW Order One Modern Language) (the choir sings at this service in full term) The University Sermon is incorporated into this service twice a term.
3.30pm	(1 <sup>st</sup> Sunday)	German Lutheran Service (conducted by German Pastor)
	(2 <sup>nd</sup> Sunday)	Choral Evensong (BCP 1662)
	(3 <sup>rd</sup> Sunday)	Organ Vespers (CW Daily Prayer)
	(4 <sup>th</sup> Sunday)	Choral Evensong (BCP 1662)
	(5 <sup>th</sup> Sunday)	Organ Vespers (CW Daily Prayer)

## **Daily Prayer**

During the week, there is Morning Prayer at 9.00am and a Eucharist at 12.15pm Monday – Friday.

## **Activities**

- Parish Lunch in the Old Library: Sundays after the Parish Eucharist, twice a term.
- Student Book Club: Tuesday evenings, weekly during term-time.
- Lunchtime Bible Study: Thursday lunchtimes, weekly during term-time
- The Moot: Evening meetings twice a term; a brief introduction by a speaker of a topic that interests them followed by a general discussion.

- Themed discussion series during term-time: recently on death, anger, sex, music and mind, plants and the religious imagination. Each theme usually over three meetings.
- Heritage/Education talks and workshops: weekly during term.
- Occasional 'reflection mornings' and Quiet Days: especially during Advent and Lent.
- Events for young people: St Mary's has a number of activities for children and young people, including discussion groups, picnics, and Children's Church.

## Development

St Mary's has recently completed a £5.5 million heritage development project which has significantly enhanced our suite of buildings.

## Staff

- Vicar - The Revd Dr William Lamb
- Associate Vicar: *Vacant*
- Associate Priests: The Revd Charlotte Bannister-Parker, The Revd Alan Ramsey
- Operations Manager: Patrick Croom
- Facilities Manager: Kevin Harris
- Shop Manager: Adam Hardiman
- Assistant Shop Manager: Sonia Menendez
- Finance Officer: Jeanne White
- Education and Outreach Officer: Ana-Maria Niculcea
- Director of Music: Robert Howarth
- Organist: James Brown
- There is a large lay staff of Shop and Operational Assistants, as well as a Caretaker and Assistant Caretaker.

A number of associated clergy assist regularly. As well as a number of College Chaplains, the parish also benefits from the ministry of two retired clergy, the Revd Donald Reece and the Revd Dr John Findon.

## The Associate Vicar

The Vicar and PCC of the University Church are seeking to appoint an Associate Vicar with enthusiasm and energy who will contribute in creative and imaginative ways to the ministry of St Mary's. In a city with many excellent examples of different ecclesial traditions it is important that the postholder is committed to enabling the 'liberal catholic' tradition of St Mary's to flourish.

In full consultation with the Vicar, the Associate Vicar will have considerable freedom to develop the role according to their gifts and interests and to collaborate with colleagues.

This post is not held under Common Tenure but is subject to receipt of the Bishop's Licence and enhanced DBS disclosure. The contract of employment is made directly with the PCC.

<b>Role title:</b>	Associate Vicar
<b>Type of Role:</b>	full-time stipendiary
<b>Name of benefice:</b>	Oxford: St Mary the Virgin with St Cross with St Peter in the East
<b>Episcopal area:</b>	Oxford
<b>Deanery:</b>	Oxford
<b>Archdeaconry:</b>	Oxford

### Role Description

The duties of the Associate Vicar will include:

#### Mission, Ministry and Outreach

1. sharing in the cure of souls in collaboration with the Vicar and associate clergy;
2. having regard to the calling and responsibilities of the clergy (as described in the Canons, the Ordinal, the Code of Professional Conduct for the Clergy and other relevant legislation);
3. overseeing the church's ministry among students and young adults;
4. attending the Student Ministry Forum and Chaplains' Meetings, building relationships with the college chaplains and exploring ways of supporting and collaborating with them, such as joint services, educational courses, retreats and other forms of outreach;
5. overseeing the work of Ministerial Assistants and Ordinands;
6. working on the strategic development of music and the arts as part of the Church's mission and outreach;

#### Worship

7. praying the Daily Office, sharing in the administration of the sacraments, leading worship and preaching;
8. overseeing the preparation and coordination of worship in consultation with the Vicar;
9. managing the sacristy budget in consultation with the sacristans and administrator;
10. liaising with the Director of Music, the servers and sacristans in the preparation and coordination of worship;

## **Congregational Development**

11. preparing candidates for baptism, confirmation and first holy communion;
12. working with others to develop and organise opportunities for theological learning for children and adults;
13. contributing to the strategic development of the parish by taking responsibility for specific projects agreed with the Vicar;
14. community building and coordinating our ministry among young adults;
15. pastoral care of the congregation (including home and hospital visits);

## **General**

16. attending the weekly diary meeting;
17. attending meetings of the Parochial Church Council;
18. sharing in the wider work of the Diocese and Deanery attending Deanery Chapter and meetings of the Deanery Synod;
19. participating in Ministerial Development Review and in Continuing Ministerial Development;
20. taking care of their own well-being and the well-being of others, including health and safety;
21. following the policies and procedures outlined in the Staff Handbook;
22. carrying out any other duties and responsibilities as required in line with the needs of the benefice.

## **Person Specification**

### *Qualifications*

- A graduate in priest's orders in the Church of England or in a church in full communion with the Church of England
- Satisfactory completion of Initial Ministerial Education (or anticipating completion by the beginning of the appointment)
- Designated at selection as Incumbent Status (post-2009) or Stipendiary Ministry

### *Personal qualities*

- A team-player who can work both independently and in collaboration with others
- A person of warmth, empathy and understanding
- Exhibits self-awareness and openness
- Efficient and organised
- Confident and enthusiastic
- Evidence of a commitment to ongoing learning
- A developing spirituality and a personal discipline of daily prayer
- Sympathy for the ministry and ethos of the University Church

### *Skills*

- A good communicator with an ability to preach with imagination and intellectual integrity
- Able to lead courses and contribute to the Christian formation and learning of others

- Keen to build and nurture the talents and gifts of others
- Pastoral sensitivity
- Able to demonstrate an ability to work with all ages – including families & young children
- Good working knowledge of IT
- Gifts for ministry among students and young adults

*Other*

- Right to work in the UK

## Terms of the Appointment

The post carries a stipend of £27,415 (the stipend for those of incumbent status in the Diocese of Oxford). There is rent and council tax free accommodation in a three-bedroom terraced house in a much sought-after area of Oxford, 22 Stratford Street, OX4 1SW, just off the Iffley Road, within a mile of St Mary's and within easy reach of shops and other amenities. The nearest primary school is St Mary and St John CE Primary School.

The postholder is entitled to membership of the Church of England Funded Pensions Scheme, contributions being provided by the employer at the normal rate.

The postholder may expect to take six weeks of annual leave each year. The postholder is entitled to an uninterrupted rest period of 24 hours in each period of seven days.

The PCC will reimburse agreed removal expenses and provide a resettlement grant of £2,477.

The appointment is subject to a six-month probationary period.

## Application

Applicants should complete the application form. Candidates invited for interview will be invited to complete a confidential declaration form.

They should also give **names, occupations and addresses (including e-mail if possible)** of three persons to whom reference can be made. At least one should be clerical (not the bishop as their reference is sought as a matter of course) and one from a senior lay person – for example a current churchwarden or head teacher of the local school. Referees should have a detailed up-to-date knowledge of the applicant's work. Please obtain their permission.

Applications should be addressed to

The Vicar  
The University Church of St Mary the Virgin  
High Street  
Oxford OX1 4BJ

Tel 01865 279114

Email: [vicar@universitychurch.ox.ac.uk](mailto:vicar@universitychurch.ox.ac.uk)

Website [www.universitychurch.ox.ac.uk](http://www.universitychurch.ox.ac.uk)

Applications close at 5.00pm on 2<sup>nd</sup> September 2019. Interviews will take place on the morning of 12<sup>th</sup> September 2019. Overnight accommodation will be provided if required.

*We welcome applications from all suitably qualified persons, particularly from those who are currently under-represented such as Black, Asian and Minority Ethnic groups and women.*