



Job Description

NATIONAL CHAPLAIN

AIM

The National Chaplain of the Church of England Guild of Vergers should be a Bishop or a Priest in Holy Orders in communion with the Church of England. They should be able to travel around the country for Guild events where necessary or by invitation. A sound understanding of the breadth of liturgical practice across the Church of England is essential. They should preserve and uphold the spiritual and pastoral welfare of vergers and be supportive of the aims and objectives of the Guild.

The National Chaplain needs to be accepting of all ministries within the Church of England, and be inclusive to all.

The National Chaplain is a non-voting member of the Standing Committee and the Executive Committee.

LINE MANAGER

- The Executive Committee & The National Chairman

WORKING RELATIONSHIPS

- Branch & Group Chaplains

PERSONS WORKING IN CLOSE PARTNERSHIP TO THE NATIONAL CHAPLAIN

- The Welfare Officer

TERM OF OFFICE

- Five Years renewable

REQUIREMENTS

- The National Chaplain must be a Bishop or a Priest in Holy Orders in communion with the Church of England and have the support of their Diocesan Bishop.

MAIN AREAS OF RESPONSIBILITY

GENERAL

- The National Chaplain works closely with the Officers of the Guild: the Chairman, the General Secretary, the Treasurer and other members of the Executive Committee to ensure that the vision for the Guild and its smooth administration safeguards the work of the Guild and the welfare of all its members.
- There are three national events held by the Guild where the National Chaplain should attend:
 - i. The Annual Training Conference and Retreat.
 - ii. The Canterbury Province Festival.
 - iii. The York Province Festival
- The National Chaplain visits Branches and Groups on invitation and may conduct Quiet Days, services of worship and admission services, as required.
- The National Chaplain also attends social functions to build relationships with Guild members.
- The National Chaplain advises on the selection and appointment of Branch and Group Chaplains. They would normally admit them into post.
- The National Chaplain normally contributes to the 'Virger Magazine' which appears quarterly.

TRAINING

The National Chaplain, Training Officer and Training Administrator oversee the Diploma Course ensuring that material is up to date and that high standards are maintained. They may act as examiner if this is appropriate and chair the Assessors, ensuring that students complete work to the required standard.

- With the Training Officer, the National Chaplain is responsible for the worship and theological input at the Annual Training Conference with all officers of the Executive Committee.
- The National Chaplain, in conjunction with The National Chairman or the General Secretary, will allocate Bursaries to members of the Guild to participate in the Annual training Conference and Retreat.

WELFARE

- Assisted by the Welfare Officer, the National Chaplain will undertake pastoral duties as appropriate: such as attending funerals, writing to the bereaved and keeping in touch with the sick

PERSONAL SPECIFICATION

ELIGIBILITY AND REQUIREMENTS

- **Ordained Ministry:** Be a Bishop or a Priest in Holy Orders in communion with the Church of England.
- The National Chaplain must be up to date with all **Safeguarding** Training as determined by the Church of England and keep this up to date.

PERSONAL CHARACTERISTICS

- **Compassionate and Caring** – Demonstrates genuine concern for the spiritual and pastoral welfare of Guild members, particularly those experiencing illness, bereavement or personal difficulties.
- **Inclusive and Respectful** – Welcomes and values all ministries, traditions and backgrounds within the Church of England.
- **Approachable and Supportive** – Is accessible, listens attentively and offers guidance, encouragement and pastoral support.
- **Spiritually Grounded** – Demonstrates a strong Christian faith and a commitment to prayer, worship and the spiritual life of the Church.
- **Understanding and Sensitive** – Approaches pastoral situations with empathy, discretion, patience and respect for individual circumstances.
- **Collaborative and Collegial** – Works constructively with the Guild's Officers, Executive Committee, Branch and Group Chaplains, and members.
- **An Effective Communicator** – Communicates clearly and sensitively, both verbally and in writing, with people across the Guild.
- **Committed, Reliable and Adaptable** – Demonstrates a willingness to give the necessary time and commitment to national events, Branch and Group visits, training and pastoral responsibilities.

ESSENTIAL CRITERIA

- **Liturgical and Theological Understanding:** Have a sound understanding of the breadth of liturgical practice and theological traditions within the Church of England.
- **Pastoral Care:** Demonstrate a compassionate and supportive approach to the spiritual and pastoral welfare of vergers, including those experiencing bereavement, illness or personal difficulties.
- **Inclusivity and Respect:** Demonstrate an inclusive approach to all ministries and traditions within the Church of England, valuing the contribution of vergers and supporting the dignity and welfare of all Guild members.
- **Commitment to the Guild:** Be willing and able to travel to national events and invited Branch gatherings, work collaboratively with the Guild's Officers and Executive Committee, and support the Guild's aims and objectives.

DESIRABLE CRITERIA

- **Knowledge of Vergers and Their Ministry:** Experience of working with vergers or a good understanding of the distinctive role they play in the worship, welcome and day-to-day life of the Church.
- **Training and Education:** Experience of theological education, teaching, mentoring, assessment or contributing to training programmes, particularly in relation to the Diploma Course or the development of vergers.
- **Leadership and Organisational Skills:** Experience of working with committees, professional or voluntary organisations, or national church networks, with the ability to contribute constructively to the Guild's development.
- **Communication and Writing:** Ability and willingness to contribute articles, reflections or other material for the *Virger Magazine* and to communicate effectively with Guild members across the country.
- **Experience of Wider Church Networks:** Experience of ministry across different dioceses, parishes or church settings, with an appreciation of the varied contexts in which vergers serve.