



**Major Churches
Network**

The Rector of St Marylebone in association with The St Marylebone CE Schools seeks to appoint a new Chaplain and Assistant Priest.

This is a full-time appointment and the post holder will be expected to work three days a week in the parish's two secondary schools, and the remainder of their time in the parish of St Marylebone.

A full Diocese of London stipend is payable and a recently refurbished three-bedroomed house in St Marylebone will be provided.

St Marylebone Parish Church is a place of active and engaged Christian witness (ER 635), set at the very heart of central London.

With history stretching back more than 900 years, we seek to offer God worship that has long been renowned for its musical and liturgical excellence.

For more 40 years, St Marylebone, just a few metres from Harley Street, has pioneered the work of Christian wholeness and healing and, as well as being home to the internationally respected St Marylebone HCC *Psychotherapy*, which offers low-cost and bursary-supported psychotherapy, spiritual direction and psychological assessment, the Crypt at St Marylebone has also housed an innovative 12,000+ patient *NHS* primary care practice. Our work is enhanced by close links with some of medicine's Royal Colleges and chaplaincy at The London Clinic, King Edward VII's Hospital, the Schoen Clinic and University College London NHS Trust.

St Marylebone has a flourishing Young Church (120+ on roll) which complements our two schools: The St Marylebone Church of England School, an Outstanding Academy, rated by OFSTED in 2025, Maths Hub, World Class School and the Creative Collaborative lead school for London, and The St Marylebone Church of England Bridge School, the UK's only Church Special School working with secondary school age students who have speech, language and communication EHCPs. Both schools are affiliated to the Woodard Corporation. St Marylebone also works closely with the Royal Academy of Music, the University of Westminster and Regent's University.

As a parish church in the Diocese of London, we share a vision of a Church for this great world city that is Christ-centred and outward-looking. We seek to be more confident in speaking and living the Gospel of Jesus Christ, more compassionate in serving others with the love of God the Father and more creative in reaching new people and places in the power of the Spirit.

In the winter of 2022, the parish church completed the construction phase of its *Changing Lives* project, a £13 million scheme to restore the building, provide new opportunities for mission and ministry and tell the story of St Marylebone “the great city north of Oxford Street”.

Person Specification

The ideal candidate will be:

1. an ordained Priest in Anglican Orders having completed a stipendiary/salaried title post
2. experienced in working with children and young people in at least one previous appointment
3. able to demonstrate that they are a team player
4. able to demonstrate portfolio working across a number of different areas
5. someone who has ‘presence’ in and around the schools, local institutions and the parish and who can be readily identified as ‘the Chaplain’
6. someone who is sympathetic and empathetic towards people from a wide variety of ethnicities, cultures and faiths and from a wide range of social backgrounds
7. a graduate or post-graduate who can wear their wear learning lightly but with authority
8. comfortable leading and preaching well to very large numbers of highly articulate and demanding students, staff, parents and parishioners
9. comfortable in a wide variety of settings, including hospitals, universities and national institutions
10. robust and able to work within the structures of a school day and school terms
11. prayerful and have a good emotional and spiritual support network in place

Job Description

The Chaplain will be:

1. responsible to the Rector of St Marylebone
2. line-managed by the Executive Headteacher of The St Marylebone Schools in consultation with the Head Teacher of The St Marylebone Bridge School
3. a full member of the St Marylebone Ministry Team, which currently includes the Rector, the Priest Pastor and the Anglican Chaplain to UCLH
4. full member of the St Marylebone Staff Team, which includes the licensed clergy, the head of Finance and Operations, the Senior Verger/Buildings Manager, the Healing & Counselling Centre Administrator, the HCC Clinical Director, the Rector’s PA/Parish Administrator, the Families’ Ministry Lead, Finance Officer, Heritage & Volunteer Manager, Technology & Operations Manager, two

Buildings Assistants, Director of Music, Assistant Director of Music, Organ Scholar, ten professional choristers, HCC psychiatrists and psychotherapists

5. the parish church's lead on ministry to children, young people and their families as well as a students and younger adults
6. the line manager of the Stipendiary Families' Ministry Lead
7. expected to worship daily with other members of the Ministry Team (as available to do so) and to meet with them weekly at the Friday morning Ministry Team meeting
8. the lead in the planning and delivering parish outreach ministries, seasonal initiatives and some charitable campaigns
9. making regular reports to the Standing Committee and PCC of St Marylebone Parish Church about their work
10. available to assist with worship and other pastoral activities within the parish of St Marylebone (as available)
11. president at the Eucharist on Sundays (8.30 am *BCP 1662* and 11 am Choral Eucharist *CW1 Traditional*) and on other days and serve as Deacon at the main Sunday Choral Eucharist when required to do so
12. *ex-officio* a member of the Parochial Church Council, Clergy Chapter and Deanery Synod
13. available to distribute Holy Communion to the sick and housebound (as available)
14. the officiant at funerals and memorial services (as available)
15. the main contact for people seeking baptism, confirmation and First Communion
16. available to prepare couples for marriage and, where appropriate, officiate at marriages and services of Thanksgiving after a Civil Marriage
17. available to undertake pastoral duties which will include meeting and talking with parishioners and others who find themselves at St Marylebone
18. available to help facilitate online outreach through the appropriate use of social media
19. prepared to engage in other reasonable duties concomitant with the post of Chaplain and Assistant Curate

Stipend, Expenses & Fees

1. the Chaplain will receive a full Diocese of London stipend and housing
2. the Chaplain is entitled to a full reimbursement of all costs necessarily connected to their work
3. the Chaplain may not retain any fees

Housing

1. a three-bedroomed house within a ten-minute walk of the parish church will be provided with the post

Holiday Entitlement

1. annual holiday entitlement will be six weeks (36 days) per annum including six Sundays. Within these six weeks, the Chaplain will be expected to take a week off after Christmas and Easter, each including a Sunday. Term-time commitments will dictate when such holiday may be taken
2. other leaves of absence, study time, and compassionate leave must be by arrangement with the Rector

Safeguarding

1. the Chaplain shall read and sign the parish's Safeguarding Guidelines and shall follow the good practices set out therein and be subject to Enhanced Safeguarding (DBS) procedures
2. the Chaplain will undertake Safer Recruitment and other Safeguarding training as the diocese and/or school shall stipulate

Confidentiality

1. the Chaplain will use appropriate discretion and observe due confidentiality in all work and dealings as a priest of the Church of God

Place of Work

1. the Chaplain will have a desk in the Pastoral Team Office

Chapter and Synod

1. the Chaplain will make every effort to participate in meetings of the Deanery Chapter and Deanery Synod and other councils of the diocese and Church as may be appropriate

Continuing Ministerial Education, Supervision and Review

1. the Chaplain will engage in any diocesan provision for Continuing Ministerial Education and Ministerial Review.
2. the Chaplain will be expected to set aside due time for personal study and private prayer and for continuing ministerial and professional development

Spirituality & Supervision

1. the Rector will have a weekly one-to-one meeting with the Chaplain to review performance, progress and development
2. the Chaplain shall have a personal Spiritual Director and, if appropriate, a mentor and will meet with them regularly
3. the Chaplain shall commit to being present at the Daily Offices and at the Eucharist whensoever it is practical to do so
4. the Chaplain will ensure that an Annual Retreat (4-5 days in addition to holidays) is taken, the costs of which will be fully reimbursed by the PCC

Personal Life

1. the Chaplain must ensure that proper time is given to family, friends and other personal commitments

Days of Working

1. the Chaplain shall work on five days of the week including Sundays with Saturdays being seen as a day of reading/writing or other light duties except when, very occasionally, needed for weddings, etc.

This document must be read in conjunction with the *Statement of Particulars* which will be set out and provided by the Diocese of London after appointment

Appointment

The person appointed will be an Office Holder under Common Tenure

The Bishop's Office will be responsible for drawing up the required Statement of Particulars and for arranging the Licensing of the person appointed

Applications

Applications should be forwarded by noon on **9th January 2026** to: **The Rector, St Marylebone Parish Church, 17 Marylebone Road, London, NW1 5LT** or **parishoffice@stmarylebone.org**. **Interviews will be held at St Marylebone Parish Church on 20th January 2026.**

Applicants should enclose a completed Form 6 Application Form (with the names and contacts details of three referees, one of whom **MUST** be the applicant's present or most recent employer, as applicable), together with a letter setting out why the applicant feels they are suited to the post and also stating what the applicant thinks they can bring to the role.

Chaplaincy Job Descriptions

A. The St Marylebone CE Schools

Purpose of the post: to ensure that the Anglican character of the Schools is deepened and enhanced

The Chaplain will be expected to:

- provide a broad and generous Chaplaincy, sensitive to the Schools' diversity, inclusivity and global outlook
- be an available and welcoming pastor to staff and students
- be innovative and creative, making school worship a powerful, engaging, involving, inspiring, joyful, challenging and mysterious part of the experience of all members of the school family
- connect the ethical concerns of the Christian faith with specific school interests, priorities and projects
- communicate an attractive and engaging coherent vision of the Christian faith that is deeply rooted in charity, compassion and service

Duties of the Chaplain

Much of the Chaplain's role will be self-made and the following list of specific duties is not intended to be exclusive.

The Chaplain will:

1. introduce Monday morning whole-school assemblies in the parish church (School Chapel) with a Collect (specially written if need be) on the Theme of the Week
2. on occasion, lead an assembly with a particular year group
3. lead the Eucharist Planning Groups, which plans the Schools' Eucharists and other special services (examples below)
4. preside at the Schools' Eucharists and ensure they are well-prepared, engaging and worthy celebrations
5. develop and lead Eucharists which creatively explore and express the theme of the week/the theme of the ecclesiastical season/recent events in school or news/the ethos of the Schools
6. officiate at the Staff Service on the first day of term in September and the Epiphany Service on the first day of term in January
play a lead role in the Festival of Readings and Carols at the end of the term in December
7. contribute to special services, e.g., Founders' Day, Prize-Giving, Leavers' Assembly, by praying a Collect at the beginning and pronouncing the blessing at the end
8. deliver a twice a term 'Thought for the Day' over the whole-school communications system

9. assist other members of staff in planning their Thought for the Day and assemblies, notably in the selection of readings and preparation of prayers week by week
10. encourage students and staff to be Baptised and/or Confirmed, provide a series of Baptism/Confirmation classes leading up to Baptism/Confirmation and appropriate follow-up activities following Baptism/Confirmation
11. lead assemblies, services and Eucharists specifically for the Sixth Form; developing and enhancing Sixth Form opportunities to engage with the Worshipping life of the School
12. contribute, as appropriate, to occasional RS and Philosophy lessons, RS days and conferences, debates and School events promoting social cohesion, diversity and inclusion
13. celebrate the contribution of students and staff to the worshipping life of the Schools through events, written communication and awards as appropriate
14. pastoring the staff and student body at all School sites.
15. contributing to staff training in Collective Worship
16. lead and facilitate occasional theological study/discussion/prayer & reflection groups for staff and/or students, regardless of faith
17. promote opportunities for volunteering and service in the community
18. initiate and run meaningful links with other schools, including international relationships, which enhance the worship life of the School
19. maintain and extend the Schools' links with The Woodard Corporation
20. support the Head of RS, the Headteacher or Head of School and relevant members of the Schools' leadership and RS and Philosophy teams in preparation for and during SIAMS inspections; having an awareness of the inspection framework and a sound grasp of the Schools' expected activity