



Diocese in Europe

DIOCESE IN EUROPE – ROLE DESCRIPTION

1. Details of Post

Role title: CHAPLAIN OF ST ANDREWS
ASISTANT PRIEST OF CHALPAINCY OF MALLORCA

Name of Chaplaincy: MALLORCA CHAPLAINCY

Archdeaconry: OF GIBRALTAR

2. Key Working Relationships

Stipendiary Colleague(s) e.g. PRIEST OF ST PHILLIPS AND ST JAMES PALMA:

Reader(s): VICKY PACY, KEN PRUDHOE, LINDA CADE

Other: WARDENS AND CHURCH COUNCIL MEMBERS

3. Responsibilities

General to role: *To fulfil the calling & responsibilities of the clergy as described in the Canons, the Ordinal, the Code of Professional Conduct for the Clergy, and other relevant legislation. To collaborate with the Bishops, Archdeacon, Area Dean and any ordained and lay colleagues in any initiative within the Diocese, Archdeaconry and Deanery. To develop the local chaplaincy's mission. To ensure the provision of a high standard of worship, preaching and pastoral care.*

Roles, tasks, challenges, committees specific to this post:

Key Roles

TO ACT AS PRIEST FOR THE CONGREGATION OF ST ANDREWS CHURCH,
TO MAINTAIN AND DEVELOP THE INVOLVEMENT AND PARTICIPTION OF VISITORS IN
ST ANDREWS LIFE
WORSHIP THROUGH ENCOURAGING GOOD HOSPITALITY AND THE ENCOURAGEMENT
OF PEOPLES GIFTS
TO MAINTAIN EXCELLENT FRIENDLY AND TRANSPARENT COMMUNICATION WITH ALL
CHURCH GROUPS IN ORDER TO ENHANCE A FOCUS AND DIRECTION TO OUR CHURCH
LIFE
TO BUILD ECCUMENICAL RELATIONSHIPS WITH OTHER CHURCHES IN THE LOCAL
AREA
TO CONDUCT WEDDING BLESSINGS AND FUNERAL SERVICES AND BAPTISM TO
PREPARE FOR CONFIRMATION AND TO OFFER EFFECTIVE PASTORAL CARE, BE A
VISIBLE PRESENCE IN THE LOCAL COMMUNITY

Key tasks

TO PRESIDE AND PREACH AT THE REGULAR SUNDAY MORNING EUCHARIST AND SPECIAL
SERVICES WITHIN THE LITURGICAL YEAR
OVERSEEING TRAINING AND SUPPORTING PARTICIPTION OF LAY MEMBERS

WITH THE ASISTANCE OF THE LAY READERS TO ATTEND TO THE PASTORAL NEEDS OF THE WHOLE CONGREGATION, ESPECIAL THE ELDERLY AND THOSE WHO ARE ILL AND UNABLE TO ATTEND SERVICES

TO PROMOTE THE LOCAL AREA THE OPPORTUNITY OF WORSHIP AT ST ANDREWS

Leadership

TO HAVE OVERALL RESPONSIBILITY FOR THE ENTHUSIASTIC LEASERSHIP WITHIN ST ANDREWS

WORKING WITH THE COUNCIL OFFICERS AND CONGREGATION TO AGREE STRATEGIES AND PRIORITIES FOR THE FUTURE, WITH EMPHASIS ON A CARING INCLUSIVE NON-JUDGEMENTAL MINSITRY

REACHING OUT TO NEW FAMILIES AND VISITORS TO THE AREA

SUPPORTING AND NUTURING THE FAITH OF THOSE INVOLVED IN LAY MINISTRY AND COUNCIL OFFICERS WHO ALSO REQUIRE SUPPORT

WORKING COLLABORATIVELY WITHIN OUR CHAPLAINCY WITH PRIEST BASED IN PALMA AND WITH ISLAND WIDE CHAPLAINCY COUNCIL

Management and administration

TO CHAIR MEETINGS OF ST ANDREWS GENERAL COUNCIL AND THE AGM OF THE CONGREGATION

THE AWARENESS OF RELEVANT LEGISLATION RELATING TO E.G

SAFEGUARDING PROTECTION OF CHILDREN AND VULNERABLE ADULTS

HEALTH AND SAFETY

GENERAL DATA PROTECTION LEGISLATION

ASSIST THE COUNCIL OFFICER IN MANGEMENT OF FINANCES AND BUDGETARY CONTROL

TO ENSURE ST ANDREWS WORSHIPS AND OPERATES WITHIN THE CANON LAW OIF THE CHURCH OF ENGLAND

4. Key contacts (e.g. ecumenical, local government, diplomatic etc):

PRIEST IN CHARGE, AND MINISTRY TEAM OF ST PHILLIPS ST JAMES PALMA
CHURCH WARDENS, COUNCIL OFFICERS

5. Other relevant information specific to Chaplaincy:

CURRENTLY THE CHURCH HAS AN ELECTORAL ROLE OF 30 MEMBERSHIP.
WITH REGULAR ATTENDANCE IN THE WINTER OF RESIDENT CONGREGATION OF 15, THROUGHOUT THE MONTH OF APRIL – NOVEMBER THIS CAN RAISE WITH VISITORS, SECOND HOME ONWERS AND TOURIST TO 50 -70 SUNDAY WORSHIPERS

6. Chaplaincy Summary:

Church Building(s) RENTED

Clergy Accommodation OWNED:

Churchwarden(s): 2 Church Council 6 Electoral role 30

Usual Sunday Attendance: 15 in winter months Nov- March

50-70 April – October

Chaplaincy tradition(s): ANGLICAN