

ASSISTANT PRIEST AT ST PETER'S, EATON SQUARE

Background



“We, the people of St Peter’s, Eaton Square, seek to be “faithful to the apostles’ teaching and fellowship, the breaking of bread and the prayers” (Acts 2:42), and to authenticate this in acts of love and service to one another and to the community in which we are set, living out God’s abundant and radical welcome for all in Jesus Christ”
(from the Mission Action Plan October 2024)

St Peter’s, Eaton Square is an inclusive community rooted and grounded in the catholic tradition of the Church of England. We are members of Inclusive Church. In recent years St Peter’s has become the base and venue for the organisation Anglican Catholic Future, with the Incumbent as a Trustee.

St Peter’s offers worship to Almighty God of quality and authenticity, valuing the presence of all ages in its Family Eucharist and prizing fine music and good quality and depth of preaching in its concelebrated Choral Eucharist. It greatly values its close relationship with St Peter’s CE Primary School, which has gone through a time of considerable change in recent years and has a strong and able new Headteacher and Senior Leadership team. It takes seriously the development of worshipper’s vocation as disciples of Jesus Christ, and seeks to be a catalyst for the transformation of the world in the service of the Kingdom of God.

The priest appointed to assistant’s post will arrive in a new and fresh period of stability, hope and vision after a time of transition. The parish profile prepared in 2021 by lay leaders for the vacancy has been updated in October 2024 for the recruitment of the new assistant priest and gives a sense of the parish’s perceived circumstances and needs. After the Covid pandemic and a vacancy of fifteen months Fr Jonathan Kester was collated and instituted as Vicar of the Parish on 17th July 2022 after a period of a relatively quick turnover of incumbents.

In January 2024 the PCC had a Vision Day away from the parish to explore and set the vision of the parish both in terms of a major building development project and in the life and growth of the people of God.

This vision built upon a wide-ranging congregational audit and found expression in the new Mission Action Plan finalised by the PCC in October 2024. A copy of the MAP is enclosed and the PCC see the appointment of the new assistant priest as vital to its effective delivery. They will be expected to contribute to the Plan’s development, to demonstrate sufficient stamina and flexibility to minister through a time of change and to consider prayerfully how they might use their gifts in its realisation.

We are determined that this should be a creative and interesting post for a candidate of quality. It is clearly not an initial training role, but nor is it envisaged as a role that simply understudies the Vicar. We are looking to appoint an intelligent and energetic priest who will value primarily being part of the praying and worshipping community of St Peter’s and who will enjoy working with colleagues both lay and ordained.

They will take on the role of chairing and convening the Formation Committee, overseeing the spiritual life and education of the parish, recognising the importance of life-long learning, growth in prayer and discipleship. S/he will also take on exploring how we might make a greater impact on the Victoria Street area of the Parish and how we connect more fully with major rail terminus and with local businesses and organisations there. The new priest will also establish a particular role with the young people of the parish (specifically Year 7 onwards), working with them to discern how we might better serve their needs.

They will be comfortable with the modern catholic tradition and ethos of St Peter’s, rooted in the daily celebration of the Eucharist and daily office in the beautiful Blessed Sacrament Chapel and in the range of liturgy on Sunday mornings, bringing some area of liturgical, theological or musical expertise to the role.



ROLE DESCRIPTION

of Assistant Priest

**at St Peter's,
Eaton Square**



Requirements:

Appointed by and Responsible to: the Incumbent, Churchwardens and PCC

The Assistant Priest:

- must have been ordained for a minimum of three years
- will be licensed by the Bishop of London
- will be directly responsible to the Incumbent and will:
 - attend weekly staff meetings
 - attend regular meetings with the Incumbent for appropriate supervision; and
 - received an annual review of the role and working agreement from the Incumbent
- will regularly undertake a Ministerial Development Review facilitated by the Diocese of London
- will be committed to continuing ministerial development

Safer recruitment

The Church of England's safeguarding policy statement '[Promoting a Safer Church](#)' outlines the Church's commitment to promoting a safe environment and culture across all Church bodies, and related church bodies. As this role requires close contact with children and vulnerable adults, the successful applicant will be required to attend safeguarding training as well as consent to an enhanced DBS disclosure.

Appointment Duration:

- Three years fixed term (with the potential to be extended subject to funding).
This is a time-limited post under Regulation 29 of the Clergy Service Regulations)

Role Purpose:

To assist the Incumbent in the leadership of the parish with pastoral care, liturgical planning, creating and delivering educational programmes, ministering to St Peter's CE Primary School and facilitating the engagement of all ages.

Key Relationships:

The Incumbent, clergy and staff team, Churchwardens, Parochial Church Council (PCC) and members of the congregation.

Terms of Appointment

Contract:

- full-time position for three-year appointment (renewable on an annual basis subject to available finances and mutual agreement – this is a time-limited post under Regulation 29 of the Clergy Service Regulations).

Stipend:

- according to the Diocese of London scale
<https://www.london.anglican.org/clergy-llm-support/clergy-human-resources/stipend-scales-removal-grants-and-fees/>

Working week, days off and leave entitlement:

- the pattern of the working week will be discussed at the time of appointment according to personal circumstances, but the expectation is that, as according to Common Tenure posts, there is one rest day per week, and according to Diocese of London guidelines, two days taken off together once a month.
- Six weeks per annum to include time off after Christmas and Easter (leaves and days off are according to the Handbook for the Diocese of London).

Pension:

- per Diocese of London arrangements

Working expenses:

- all reasonable expenses will be paid according to Church of England guidelines

Housing:

- The accommodation for the post is a two-storey maisonette above the Church premises. There is partial life access, but a number of steps finally to access the property, as well as internal stairs. We are aware that this might not be suitable for all candidates and their families.

Car parking:

- one space within the church grounds

Place of work:

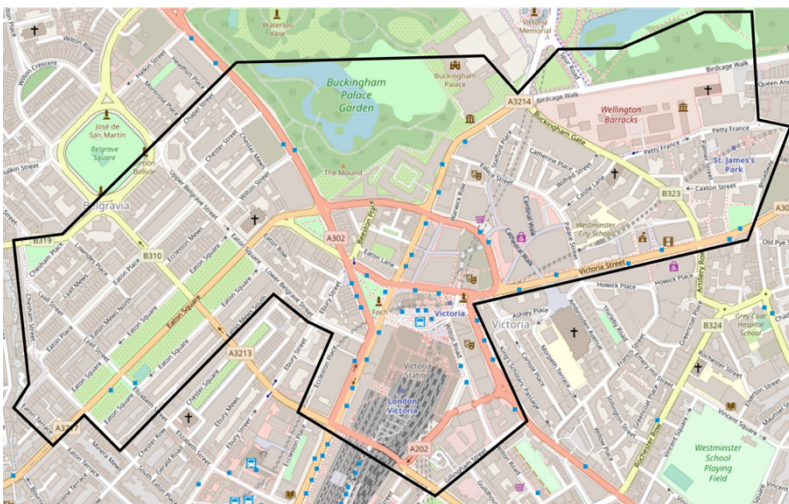
- a study in the flat provided plus a desk in small, friendly parish office

Retreat:

- inside of a week for a retreat, by arrangement with the Incumbent

What St Peter's can offer

- opportunity for ministry within a diverse and sociable Christian community in the inclusive catholic tradition, which is compassionate and mission-focused.
- a collaborative and cheerful staff team (including verger/facilities' coordinator, parish administrator and part-time book-keeper) resourced to meet the challenges of ministry in central London
- opportunity to work with highly skilled singers and musicians
- a commitment to enable your flourishing and growth in your ministry among us
- a supportive PCC
- a church community which greatly values tradition, whilst embracing new ideas and approaches
- an opportunity to discern with us a new vision as the parish goes through this changing and evolving part of Westminster in the twenty-first century

Responsibilities of Appointment

This role description is broad and extensive, reflecting the priestly skills of which St Peter's is in need as we approach our two hundredth birthday in a time of change and transition and as we look to the future with faith, hope and love.

Depending on the interests and skills of the person appointed, it will form the basis for the final working agreements which will be agreed before the start of the appointment.

Responsibilities:**With in the team at St Peter's**

- *ex-officio* member of the PCC
- attend weekly staff meetings and other clergy meetings
- participate in clergy planning and occasional staff away days

Within the Westminster (St Margaret) Deanery

- attend meetings of the Deanery, Chapter and Synod

Children and Safeguarding

- work with the newly formed parish safeguarding team, including the Parish Safeguarding Officer, Children's Advocate, Principal Recruiter and DBS evidence checker

Liturgical role

The Assistant Priest will be expected to:

- attend the Daily Offices and Eucharist of the Church (except on days off) and be part of the rota for leading them
- play a full part in presiding, preaching and concelebrating at the Sunday Liturgy as detailed below
- be liturgically innovative and participate fully in planning both formal and informal liturgies as part of a team with clergy and music department
- facilitate rehearsals for those taking part in worship
- plan and deliver as necessary training for servers, acolytes, thurifers and crucifers
- provide periodic training and support for readers and intercessors

Sunday Worship

The Assistant Priest will play a full liturgical role in all Sunday worship (Said early Book of Common Prayer Holy Communion, Family Eucharist and concelebrated Choral Eucharist (according to Common Worship Order 1) sharing responsibility for preaching and presiding in accordance with the rota

Weekday Worship

The Assistant Priest will be expected to be, as a general rule, at the Daily Offices of Morning and Evening Prayer and the Eucharist (except on rest days) and to play a full part in presiding at them

Pastoral Care

The range of congregational members of St Peter's is diverse and complex and so good communication and teamwork are central to pastoral care. It is a shared responsibility with the Incumbent to:

- build relations with members of the congregation in receptions after services and where appropriate giving time to those who need an attentive ear
- visit the sick and housebound and share in the chaplaincy at the Cleveland Clinic Hospital
- establish and enable contact with young families
- nurture and sustain wider relationships with local residents' and business associations in all parts of the parish, but especially the Victoria area and at St Peter's School
- facilitate and offer pastoral care to the Poppets Toddler group, working closely with and overseeing the Poppets coordinator
- work especially with young people from Year 7 above and have responsibility for the re-establishment of the Youth Club

Occasional Offices:

The Assistant Priest may

- preside over baptisms, weddings, wedding blessings, services of prayer after civil unions, funerals and memorial services

Mission and Congregational Growth

The Assistant Priest will work with the Incumbent to ensure congregational growth by:

- clarifying the emerging vision of St Peter's within a changing dynamic
- exploring opportunities to attract new members through both traditional and innovative liturgy and social action
- explore further and imaginative ways of reaching out to people across our world city
- facilitate the development and maintenance of St Peter's website
- using a range of social media in an appropriate and innovative way

Educational/Formational Role

The Assistant Priest will

- Chair the Formation Committee and be the clergy lead on discipleship and education
- Facilitate and plan Lent, Advent and other study groups including the Faith Group
- Foster the faith of our children and young people
- Assist in Confirmation preparation
- Play a full role alongside the Incumbent in our ministry to St Peter's CE Primary School, planning and presiding on rota at the weekly School Mass and other Collective Worship.
- Be the designated person responsible for Safeguarding, sharing in the Incumbent's overall responsibility for this and work with the Parish Administrator as the designated DBS Principal Recruiter
- Be responsible for overseeing the Poppets Coordinator and other youth work