

St Marylebone Parish Church & The St Marylebone Healing & Counselling Centre



Changing Lives for 900 years

Following the appointment of the Revd Dr Andrew Walker as Vicar of St Mary's, Bourne Street, the Rector of St Marylebone seeks to appoint a new Director for the St Marylebone Healing and Counselling Centre & Priest Pastor for St Marylebone.

This is a full-time appointment and the post holder will be expected to work half time in the role of Director of the St Marylebone Healing and Counselling Centre and half time as Priest Pastor of St Marylebone. HCC days will include Tuesdays (client allocation and peer supervision), Wednesdays (Healing Eucharist) and Fridays (team meetings).

The remuneration for this post will be the full Diocese of London Incumbent's stipend. No housing will be provided but a housing allowance will be paid in lieu.

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

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

For more than 30 years, St Marylebone, just a few metres from Harley Street, has pioneered the work of Christian healing and, as well as being home to the internationally respected Healing and Counselling Centre, which offers low-cost psychotherapy and spiritual direction, the Crypt at St Marylebone also houses an innovative NHS doctor's surgery. Our work is enhanced by close links with some of medicine's Royal Colleges and chaplaincy at The London Clinic and King Edward VII's Hospital.

Originally established in 1987, not long after the crypt was cleared, the HCC re-opened in its present form in 2000. The parish church's vision was for St Marylebone to be a place which would bring together different practices – spiritual, psychological and physical – in a common quest for healing and wholeness.

Today, the HCC offers a number of approaches to healing: psychodynamic counselling and analytical psychotherapy (once a week for up to two years) with other therapeutic models available as appropriate, spiritual direction, a fortnightly mental health support group and healing prayer.

All our psychiatrists, counsellors, psychotherapists and spiritual directors have received recognized training and subscribe to a professional code of ethics. The aim of the HCC is to help individuals and couples to grow in relationship to themselves, to others and to God, by working through difficulties in a holding environment. Whilst all the members of our team identify as Christians, the HCC is open to all, those clients of Faith and those of none.

Developing work includes providing psychotherapeutic/psychiatric assessment on behalf of the Ministry Division of the Archbishops' Council and providing training to Diocesan Directors and Assisting Directors of Ordinands as well as theological colleges' and courses' staff members. A new telephone help line to support this service is now being trialled by the HCC.

The Centre is sponsored by the Parochial Church Council of St Marylebone Parish Church and has also had, in the past, generous support from the Henry Smith Charity and the Guild of Health.

St Marylebone has a flourishing Young Church which complements our two schools: The St Marylebone Church of England School, an Outstanding Academy, National Teaching School and Maths Hub, and The St Marylebone Church of England Bridge School, a Free Special School working with secondary school age students who have speech, language and communication difficulties. Alongside our two schools (to which we provide a chaplain) St Marylebone works closely with the Royal Academy of Music, the University of Westminster (to which we also provide a chaplain) 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 2016 the parish church was awarded £4 million by the Heritage Lottery Fund towards its £8 million St Marylebone *Changing Lives* project which we hope to complete by the end of 2021 and will see a transformation of the Crypt in which the HCC is situated.

Person Specification

The ideal candidate will be:

1. an experienced ordained Priest in Anglican Orders
2. familiar with and sympathetic to psychotherapeutic practice
3. ideally, but not essentially, have an analytical psychotherapeutic qualification or a qualification in a similar field
4. have experience as a Spiritual Director
5. an educator and trainer
6. someone with demonstrable ability as a team player
7. able to demonstrate strategic thinking and planning

Job Description

The Director of the Healing and Counselling Centre will:

1. work alongside and be responsible to the Rector of St Marylebone, who will be the Director's Line Manager
2. be a full member of the St Marylebone Ministry Team, which includes the Chaplain (Assistant Curate), the Incumbent, the Operations' Director, the Senior Verger/Buildings' Manager, the Healing & Counselling Centre Administrator, the HCC Clinical Director, the Rector's PA/Parish Administrator, the Pastoral Assistant (General), the Pastoral Assistant (HR), Finance Officer and Activity and Project Coordinator
3. be expected to worship daily with other members of the Ministry Team and to meet with them weekly at the Friday morning Ministry Team meeting. Other members of staff, not members of the Ministry Team include the Assistant Buildings' Managers/Vergers, the Director of Music, the Assistant Director of Music and the Organ Scholar, as well as cleaners, maintenance officers, HCC therapists, psychiatrists and Spiritual Directors, National Health Service Centre Staff, Choristers, etc.
4. manage and appraise the Administrator of the Healing & Counselling Centre who assists the Director in the day to day management of the Centre and the smooth running of its systems
5. manage and appraise the Clinical Director
6. ensure that appropriate clinical leadership is maintained and provided to an experienced team of psychiatrists, psychotherapists and psychodynamic counsellors and Spiritual Directors
7. create a working environment in which the HCC team can flourish
8. maintain and build on the relationship with the Ministry Division of the Archbishops' Council and extend other partnerships with dioceses, bishops and with other relevant Church and secular agencies (such as NHS, Armed Forces, etc.)
9. offer appropriate training courses and events to clergy, pastoral workers, and mental health professionals interested in the spiritual dimension of health care and spiritual direction
10. support the aims and objectives of the Guild of Health & St Raphael, and be available to its Chair, CEO and Trustees in support of the Guild's charitable objects; and, as available, represent the Guild through preaching, lecturing, leading conferences and seminars, Quiet Days and Retreats; contribute regularly to the Guild's on-line and printed publications
11. make regular reports to the Standing Committee and PCC of St Marylebone Parish Church and provide updates to the Guild about the effective use of the annual Guild bursary
12. assist with worship and other pastoral activities within the parish of St Marylebone
13. celebrate and preach regularly on Sundays and have primary responsibility for presiding and preaching at the Wednesday Healing Eucharist and officiating at the monthly Sunday evening Choral Evening Prayer with Prayers for Healing

14. preside 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 as time-tabled
15. engage in extra-parochial clerical duties to further and promote the aims and objectives of the Healing and Counselling Centre, the Guild of Health & St Raphael and the wider work of the parish church
16. be *ex-officio* a member of the Parochial Church Council
17. actively seek sources of external funding and grants to ensure the long-term future of the HCC
18. distribute Holy Communion to the sick and housebound
19. conduct funerals and memorial services
20. baptize, and instruct candidates and their families for baptism, confirmation and the reception of Holy Communion
21. prepare couples for marriage and, where appropriate, officiate at marriages and services of Thanksgiving after a Civil Marriage
22. undertake pastoral duties which will include meeting and talking with parishioners and others who find themselves at St Marylebone

Stipend, Expenses & Fees

23. the Director of the Healing and Counselling Centre will receive a full incumbent's stipend (paid by the PCC through the Diocese of London and the Church Commissioners) together with a housing allowance
24. as a full-time Stipendiary Associate Priest the Director of the Healing and Counselling Centre is not entitled to retain fees for the Occasional Offices nor for counselling or spiritual direction offered as Director of the HCC
25. the Director is entitled to a full reimbursement of all costs necessarily connected to her/his work

Housing & Travel

26. an agreed housing allowance and/or travel allowance is associated with this post

Holiday Entitlement

27. holiday entitlement for the Director of the Healing and Counselling Centre will be assumed to be at least 28 days plus Bank Holidays in a calendar year, to include up to 4 Sundays and the inside of a week after Christmas and Easter
28. other leaves of absence, study time, and compassionate leave must be by arrangement with the Rector

Safeguarding

29. the appointee 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. It is expected that the Director of the HCC & Priest Pastor will have undertaken/will undertake Safer Recruitment training

Confidentiality

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

Place of Work

31. the appointee will share an office with the HCC Administrator and will be expected to be based and work from the office at St Marylebone Parish Church

Chapter and Synod

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

Continuing Ministerial Education, Supervision and Review

33. the appointee will engage in any diocesan provision for Continuing Ministerial Education and Ministerial Review. In addition it will be expected that the Director will set aside due time for personal study and private prayer and for continuing clinical and professional development

Spirituality & Supervision

34. the Rector will meet monthly with the appointee, without the other members of the Ministry Team, to review performance, progress and development

35. the appointee shall have a personal Spiritual Director and, if appropriate, a clinical Supervisor and will meet with such persons on a regular basis

36. the appointee shall commit to being present at the Daily Offices and at the Eucharist whensoever it is practical to do so

37. the appointee will ensure that an Annual Retreat (4-5 days) is taken. The costs of this will be fully reimbursed by the PCC

Personal Life

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

Days of Working

39. the appointee shall work on Sundays, Tuesdays, Wednesdays and Fridays and one other day during the week, ideally, but not necessarily, Thursdays

This document must be read in conjunction with the *Statement of Particulars* as set out and provided by the Diocese of London once it has been agreed with the archdeacon.

Appointment

The appointment will be considered permanent upon completion of a satisfactory probationary period (with reviews at one, three and six months) but may be terminated with three months' notice by either party

A formal contract of employment will be drawn up by our HR Officer, and the Archdeacon of London/Archdeacon for the Two Cities will be responsible for drawing up the required Statement of Particulars

Applications

Applications should be forwarded to: **The Rector St Marylebone Parish Church, 17 Marylebone Road, London, NW1 5LT**
rector@stmarylebone.org

Applicants should enclose a full CV (with the names and contacts details of two referees, one of whom MUST be the applicants 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 s/he can bring to the role.

www.stmarylebone.org

020 7935 7315

www.marylebone-hcc.org.uk



**Director of the St Marylebone Healing & Counselling Centre
& Priest Pastor of St Marylebone**



The Rector of St Marylebone seeks an experienced and suitably qualified priest-colleague to join the large lay and ordained team at St Marylebone Parish Church.

Working alongside the Rector, the HCC Administrator and Clinical Director, the new Director will oversee the work of St Marylebone's internationally-respected Healing and Counselling Centre and will assist in providing pastoral care to the parish church's large congregation.

The successful applicant will have considerable pastoral experience, a working knowledge of psychotherapeutic/counselling work and a strategic grasp of mental health issues, as well as the capacity to be an able communicator and ambassador for the work of the HCC. The new Director will extend the work of the HCC, work alongside The Guild of Health & St Raphael, The Westminster Christian Mental Health Forum and a wide network of mental health providers in London and throughout the United Kingdom, whilst being firmly rooted in the daily worshipping life of the parish church.

St Marylebone Parish Church is a thriving and hugely diverse gathered Christian community at the heart of central London with long-established links to many academic and medical institutions. Music, work with children and their families, as well as providing chaplaincy to local universities and the parish's outstanding secondary school and growing Special school are important aspects of our mission and ministry.

Applicants will need to be able to demonstrate significant pastoral experience and have a proven record of exemplary pastoral ministry and community engagement.

The full Job Description can be found on the parish church's website and also on the website of the HCC.

Applicants should submit a covering letter with details of why they are interested in the post together with a full CV.

The Rector, St Marylebone Parish Church, 17 Marylebone Road, London NW1 5LT

www.stmarylebone.org or www.marylebone-hcc.org.uk

Closing date for applications is 1st September 2017. Interviews will be held in Central London on 19th September 2017.

Please contact the parish church to arrange an informal conversation or visit.

This appointment is subject to an enhanced Safeguarding disclosure.

Full London Diocesan Stipend and a Housing Allowance will be paid.