

Cathedral Capacity Role – Role Description

Purpose of the Role

This fixed-term role is intended to provide clergy capacity to sustain the Cathedral's rhythm of worship, support key safeguarding implementation work, and strengthen engagement with those exploring faith and visiting the Cathedral during the vacancy in the office of Dean.

The role will enable the Cathedral to maintain the quality and consistency of its liturgical life while advancing several pieces of work that require focused clergy time between June and December 2026.

We are looking for a priest within the Church of England who:

- Is experienced and collaborative and able to work confidently in a cathedral context.
- Is confident and competent in creating and leading liturgy and worship
- Can communicate the gospel effectively and sensitively in a cathedral setting
- Is able to deliver clearly defined projects within an agreed timeframe
- Is committed to the hospitality of people and ideas that underpins the cathedral's culture of reconciliation
- Has completed safeguarding training to the level required for cathedral clergy

The post-holder will:

Worship and Liturgy

- Contribute to the Cathedral's daily rhythm of prayer and worship.
- Serve as the duty clergyperson one day per week (likely Tuesday's), offering an appropriate pastoral support and spiritual presence for visitors and worshippers when needs arise in the nave.
- Under the supervision of the Canon for Worship and Welcome and support from the Liturgical Assistant, assist in planning Sunday services and proof-read service sheets before printing.
- Preach regularly as part of the Cathedral's preaching program, at least twice a month.
- Work with the Canon for Worship and Welcome to plan and execute:
 - *Special Services*: "Come and Sing" (Jazz Vespers- June), Installation of New Dean, Welcome of Bishop of Warwick (Both possibly in December?)
 - *Seasonal services*: South Asian Heritage Celebration (25 July), Patronal Festival (29 September), Season of Reconciliation (Sundays in November), Blitz Anniversary (14 November).
 - *Diocesan Services*: Ordination (28/29 June), Confirmation (November)
 - *Pastoral offices*: Baptisms, Weddings and Funerals

- *Civic services*: “Mayor-making” (after local elections), Remembrance Sunday, International Day of Peace (21 September).

Community of the Cross of Nails

- Share with the Canons in supporting the work relating to our partners within the Crosses of Nails communities as the need arises.
- Lead the team planning, programming, budgeting, and facilitating the CCN Youth Gathering taking place from 4-7 August. Participating fully in the leadership and hosting of the program along with other cathedral colleagues and partners. This will involve logistics and admin (supporting the CCN Coordinator), leading sessions within the program, and assisting with other sessions as needed.

Safeguarding Implementation

- Work with the Safeguarding Process and Policy Lead to assist in developing and beginning to implement an action plan responding to the INEQE safeguarding survey.
- Support the coordination of practical actions arising from the report across the Cathedral community.

Faith Exploration and Visitor Engagement

- Facilitate and co-lead the course for those exploring faith and for visitors seeking to engage more deeply with the Cathedral’s spiritual and theological life.
 - Coordinating, with others, the 10-week “Emmaus Course” which will commence in September.
 - Leading one or two of the Wonder services (of their choice) during their time at the Cathedral.
- Work with Cathedral colleagues to support opportunities for prayer, reflection, and faith enquiry within the Cathedral space.

Cathedral Life and Governance

- Attend the Dean’s Leadership Team (every Tuesday), Cathedral Chapter (Once a month), Extended Op’s Meeting (Once a month) and other Cathedral committees when appropriate.

Typical Weekly Rhythm

While the precise pattern will vary depending on the Cathedral’s program of services and events, a typical week may include:

- Participation in the Cathedral’s daily offices and worship and leading them on the designated day (Tuesday)

- One designated duty clergy day offering presence within the Cathedral (Tuesday and occasional Saturdays as Duty Manager)
- Preparation and planning of Sunday and special services with the Canon for Worship and Welcome
- Sermon preparation and preaching within the Cathedral service rota (at least once a month)
- Meetings with colleagues regarding safeguarding implementation work, namely Safeguarding Working Group.
- Meeting with other ministers as part of the Cathedral Ministry Team.
- Time dedicated to leading the faith exploration course and pastoral presence at the Cathedral
- Participation in Cathedral staff or leadership meetings as appropriate and invited by the Senior Leadership Team

Weekends and occasional evenings will be required in line with the Cathedral's worship and events schedule.

An example of a typical week:

CATHEDRAL WEEKLY CALENDAR: MONDAY to SUNDAY

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
8.30am	MORNING PRAYER/HOLY COMMUNION						
9.00am							
9.30am		DLT	Extended Ops (Once a month)	I:1 with Acting Dean			
10.00am	Meet with CWW			Service sheets finalizing & printing			Cathedral Eucharist
10.30am							
11.00am	Meet with LA						
11.30am							
12.00pm	LITANY OF RECONCILIATION						
12.30pm				BCP Communion (Every 3 rd week)			
1.00pm	Sunday Service Admin and Prep	Diary Meeting (Every 2 nd week)	Safeguarding Working Group (Once a month)				
1.30pm							
2.00pm							
2.30pm							
3.00pm							
3.30pm							
4.00pm							Choral Evensong
4.30pm							
5.00pm				Choral Evensong (Every 3 rd week)			
5.30pm							
6.00pm							

The Role Will Be

- Full-time
- A licensed post ideally commencing **1 June 2026 until 31st December 2026**
- Stipend at incumbent's rate
- Housing to be provided
- A designated Rest-Day
- Desk space and IT support will be provided
- An induction and onboarding process will be arranged upon appointment

How to apply:

Please send your CV and a covering letter explaining how you fit the person specification by May 1st at 12 noon to Elizabeth Egan pa@bishop-coventry.org

Please also provide the names of three referees:

One should be your diocesan bishop

One should be a professional contact

One should be a more personal contact

This post will be subject to an enhanced DBS check.

Interviews are likely to be held on the afternoon of May 7th in Coventry.