

Associate Vicar

Application Pack



The Acting Bishop of Ely and the Vicar of Great St Mary's (GSM) seek to appoint an Associate Vicar with energy, compassion, theological acumen and creativity to join a substantially new ministry team at Great St Mary's with St Michael, Cambridge. Working with the Vicar and wider Ministry Team their particular areas of responsibility will include the liturgical life of the parish and the pastoral care, development and discipleship of the congregation.



Message from +Dagmar, Acting Bishop of Ely

Great St Mary's with St Michael, with its civic and university links, represents an important Diocesan presence in Cambridge where you will find such rich and varied expressions of church life.

I look forward to welcoming an Associate Vicar to strengthen the GSM team with their own unique gifts. While the Diocese is in a transitional phase between bishops, the work of the central diocesan support team continues unwaveringly, and we look forward to the opening of a new Diocesan Office and Learning Centre in the spring.

With our strapline of “engage – grow – deepen”, it is our prayer to be generous and visible people of Jesus Christ. You will find the Bishop's Senior Team committed to your wellbeing and development.

+Dagmar Huntingdon, Acting Bishop of Ely

The Church of St Mary the Great with St Michael, Cambridge

Who are we?



As a community of prayer, worship, welcome and witness Great St Mary's Church seeks to promote the Gospel of Christ in Cambridge and in the wider world. We strive to be an inclusive and growing church, bound together by faith, love and mutual support,

respecting and advocating for all people and our environment. Our doors are open seven days a week for prayer and worship, and to the many tourists and visitors who come into the church. The Church is regularly used for university, civic and special services. The 13th century Church of St Michael, now known as Michaelhouse, home to a flourishing café, hosts a range of events and activities. The chancel and chapel are regularly used for informal worship and prayer for all ages.

Where are we?

The church is situated at the heart of the city of Cambridge between the Market Square and King's Parade. The City Guildhall is nearby. Our foundation dates back to the 13th

century and the church with its tower is a well-known Cambridge landmark. Michaelhouse is 200 metres north of Great St Mary's.

What do we do?

We offer worship which enables people to encounter God in a dignified setting, enriched by several choirs and two organs. Preaching is highly valued, involving our own clergy and speakers from other churches and faith traditions. A term card listing all services and important events can be viewed at [link \(March and April Termcard\)](#)

The University Church and centre of Christian worship in Cambridge for many centuries, Great St. Mary's is a meeting place for University and City, longstanding residents, 'incomers' and visitors.

Since the pandemic, our online ministry continues to reach a worldwide audience. [Youtube](#) and [Facebook](#), *Easter Sunday*.

The Church Community

The church community is led by a ministry team which comprises a Vicar, a full-time Associate Vicar (to be appointed), an Assistant Curate, (to be ordained this Petertide), Self-Supporting Clergy, a Licensed Lay Minister, a full-time Director of Music and a part-time Children's & Youth Minister.

We are a training parish and provide placements for ordinands from the Cambridge Theological Federation. A team of music, administrative and operational staff are led by a Director of Operations.

There are currently 243 people on the electoral role. The congregations are gathered from a variety of backgrounds, and most worshippers live outside the parish. The geographical boundary includes the Market Square and surrounding streets, with a small residential population.

Children, families and young people are a growing part of our church life, many of whom come to us as families of choristers. The work is led by a Children's and Youth Minister, in collaboration with the staff in our music department, and a creche worker.



Worship

The ministry and mission of the parish is anchored in daily morning prayer. The main service on Sundays is the 10am Sung Eucharist (Common Worship) with a regular and growing congregation, which currently stands at about 150. Children's Church, attended by 15-20 children, meets in Michaelhouse during the Ministry of the Word and joins the Sung Eucharist congregation at the Peace.

Every Sunday there is also an 8am BCP Communion with an average congregation of 10, Choral evensong and sermon (congregation varying between 40 and 70) and Choral Mattins is sung once a month. Music plays an important and highly valued part of our church life and is a central part of the Church's outward-facing ministry.

A Christian meditation group, said Holy Communion and Choral Evensong each are held during week, supplemented by Sung Compline once a month.

As part of our ministry to young children and their parents/ carers we offer a well established weekly communion service called 'The Ark' in Michaelhouse, led by the Children's and Youth Minister and a member of the clergy, supported by an experienced group of volunteers.

As the University Church, Great St Mary's hosts five University Sermons each year, in addition to civic occasions such as Remembrance Sunday and special services which, in some years, include the County Justice Service.

Congregational life

The congregations come from across Cambridge and its surroundings and usually include a significant number of visitors and tourists. They include people of all ages from the retired to families with young children.

As gathered congregations, we place great importance on pastoral care, both formal and informal. A pastoral care group, currently led by a member of the Ministry Team - this will become the responsibility of the new Associate Vicar - coordinates visiting and facilitates prayer for those who have asked for it. We are currently building up the group, and much pastoral care is done informally.

Four home groups meet weekly, online or in person, for study, reflection and prayer and offer care to their members.

A monthly lunch following the mid-week communion service is attended by about 25 people. We have monthly men's and women's breakfasts with communion, prayer and conversation. We have recently introduced welcome lunches on a Sunday for those new to Great St Mary's.

Great St Mary's is committed to enabling people to deepen their knowledge and understanding of faith and to develop Christian perspectives on some of the most pressing issues in the world. We would like to develop this in the future, building on the work of current activity.

The Environment group has led on achieving the Eco Silver Church award in 2020, and plays an important role in education and advocacy.



Members of the Environment Group touring the King's College wildflower meadow. Having gained our Silver Award, the committee is now working towards Gold for GSM

The Wider Concerns Committee facilitates our outreach to local neighbourhood needs, participating in the Cambridge Churches Homeless project, practically supporting refugees in Cambridge and organising support for a number of social projects across the world.

Study and learning are important to many in the congregations. In addition to the weekly study groups, we offer seasonal groups and talks, especially in Lent, as well as an annual quiet day away from Cambridge.

Volunteers serve the church in a variety of ways, including those elected to the PCC and serving on various committees. Many are involved in assisting at church services, including bellringers, welcomers, readers, intercessors, altar servers, and those who organise live streaming. Other volunteers undertake pastoral visiting, hospitality, and welcome church visitors during the week. GSM's active presence on social media includes weekly email bulletins, a fortnightly email magazine (eMag), and Facebook postings.

Safeguarding

We are committed to providing a welcoming, respectful, safe environment, and we take safeguarding extremely seriously. We have a Safeguarding Officer who works with the clergy team and safeguarding is an agenda item at every PCC meeting. Our safeguarding policies are written within the context of the Diocesan policy but tailored to our own situation; PCC members and all those working with children and vulnerable adults are DBS checked and receive appropriate Safeguarding Training. We have a good relationship with the Diocesan Safeguarding Team.

Music and Choirs

Great St Mary's has a strong musical tradition. The music is led by a full-time Director of Music, currently Alexander Berry, appointed in September 2023. The work of the department is supported a part-time Assistant Director of Music, part-time Music and Liturgy Administrator, and part-time Vocal Coach. There are currently at least three fully choral services each week.

We have a diverse choral foundation of around ninety singers, currently comprising:

- Traditional 'boys' and 'girls' treble lines, which rehearse twice a week.
- A Youth Choir, of older teenage voices, which rehearses once a week.
- An auditioned adult volunteer 'back row' of altos, tenors and basses.
- An unauditioned Junior Choir, for children aged 5-8.
- A unauditioned adult SATB 'Occasional Choir' which meets to sing for particular services, roughly once a month on Sundays.
- Michaelhouse Singers, an unauditioned community choir that supports the well-being of adults of all ages with mild to moderate anxiety and other mental health conditions, including dementia, their friends and carers.



A community orchestra, The Academy of Great St Mary's Orchestra, is based at the church and has a regular concert series. There is also a programme of lunchtime recitals in both church buildings.

Bellringers

Our tower has the only ring of twelve bells in the Diocese, and our bellringers, called the Society of Cambridge Youths, organise ringing for Sunday services and for events of civic, University and national importance. The Monday night practice session provides time to prepare for Sunday service ringing and allows teaching for new ringers. Regular peals give extended opportunities to improve the Society's ringing as a band. The Vicar is traditionally the President of Cambridge Youths and there are strong links between the ringers and the church. Clergy prayers in the tower at 8.55 am are appreciated by the bellringers.



Buildings - Great St Mary's Church

Most services are held in the well-maintained grade 1 listed building of Great St Mary's, which rejoices in a beautiful nave and chancel, with galleries on either side. It is one of the largest spaces in Cambridge and can seat 800 people. St Andrew's side chapel is



set aside as a quiet place for private prayer. The tower is a valuable asset, bringing in a substantial income each year from visitors and tourists who pay to climb 123 steps to see the panoramic view from the top. The two organs, one belonging to the university, the other to the church, are played regularly at services, concerts and recitals. In 2013 major work was undertaken to open up the West End of the church and make it more accessible. The central focus of the renovations was the installation of a semi-circular glass door, bridging the gap between the church and the outside world. This development has trebled the number of visitors to approximately 300,000 a year. Offices were created at the East End and in the south-west corner and a new enlarged gift shop was opened.

Buildings – Michaelhouse



A one-minute walk along Trinity Street is the 13th century church of St Michael, now known as Michaelhouse. In 2000, extensive work was carried out to create a café and a sanctuary in the former chancel, where informal worship, prayer and a range of other activities are held. The café is very popular with residents and tourists. Michaelhouse also houses two meeting rooms, an office and the mediaeval chapel named after the founder of the church, Hervey De Stanton, now a quiet space for worship, prayer and

reflection. These spaces are used for exhibitions by local artists and schools, receptions and creative worship. There is considerable scope for expanding the outreach ministry from Michaelhouse to students, residents and tourists.

Finance

Our Church Finances are budgeted to produce a surplus to enable us to transfer a sum each year into the designated fund for major church repairs, with about 20% of the income coming from the congregation and occasional worshippers, a further 60% from the tower and gift shop, with the balance of 20% coming from property letting, church hire and events, a maintenance grant from the University and income from the Michaelhouse café. The trading subsidiary, which was formed in August 2020, currently has a turnover in excess of £700K. At 31 December 2022 the church had free reserves of £297K, designated reserves of £133K and restricted reserves of £141K.

The church currently employs 21 full and part-time staff, some of whom are supported by restricted funds. The University contributes to the maintenance of the Church and half the salary of the Front of Church Manager.

The audited accounts for the year ended 31 December 2022 can be found on the Charity Commission website under charity No 1127668.

Partnerships

Cambridge University

Great St Mary's, standing in the centre of the city, is the place where the University of Cambridge began. As such, it has been a place of public worship, sacred learning and intellectual enquiry for centuries.

It continues to host 'Sermons before the University', a practice

that dates back at least to the year 1300 and was recognized in the earliest University Statutes. University Sermons have been adapted with the passing of time, as circumstances have changed. There are now five University Sermons in Great St Mary's



each year, providing an opportunity for leading clergy and lay members of different churches to provide comment on current issues from a religious perspective and to explore aspects of the Christian faith. The vicar of Great St Mary's is a member of the Syndicate which chooses the preachers.

Since the building of the Senate House in 1730, Great St Mary's has ceased to be the ceremonial centre of the University, however it retains its function as the University's official place of worship. For this reason, the church hosts several official University services each year, including the University Remembrance Service and the University Carol Service.

The role and ministry of Great St Mary's as the University Church has varied over the years, including chaplaincy to university staff and graduate students, as well as taking a leading role in the Cambridge multi-faith forum. Post-pandemic, we need freshly to discern and articulate what it means to be the University Church in the twenty-first century. This involves seeking out opportunities to develop the role of Great St Mary's as a place of thoughtful Christian discourse and debate, and to form new partnerships within the University. We continue to offer pastoral care to members of the University and are open to exploring how this can become more intentional in relation to new housing in West Cambridge.

The relationship with college Deans and Chaplains has been important, too, with some scope for exploring the potential of Great St Mary's as a focus for Christian activity across the colleges.

The Student Christian Movement meet at Michaelhouse supported by Great St Mary's.

The City and Market Square



The Church is regarded as the civic church, and we therefore host civic services and ceremonies to celebrate significant local and national events. There are good links with the City and County Councils. We also work with other churches and agencies on social initiatives, particularly in providing help for the homeless. Recently the Church had a Lay Chaplain to the Marketplace, and we are keen to resume that ministry, which is currently being undertaken by the clergy team.

Our clergy participate in the Cambridge Interfaith Programme (CIP) which promotes better understanding between different religious traditions and between those traditions and secular societies.

Schools

We have a number of partnerships with local schools, including Park Street Primary School where we are represented on the governing body. The school is in the neighbouring parish of St Clement's. Larger school services held in Great St Mary's. At Christmas we host carol services for several other local schools. In partnership with the Church Schools of Cambridge Trust we are developing a Christian Education Programme for schools and the community with a full time Education Officer. The programme will engage with our Christian heritage and the components of sustainability, building on earlier Heritage Lottery and ECLAS funding. (Equipping Christian Leadership in an Age of Science).

Links with the World beyond Cambridge

Overseas, we work in partnership with charities with a strong Cambridge connection who are doing pioneering work, particularly helping very poor families to become sustainable. These include Partners for Change Ethiopia, Kids for Kids, N. Darfur and Phoenix India. Special collections for these charities are made at the main festivals. We also respond to major disasters and conflicts and are currently supporting Ukraine through the UNHCR.

Diocese and Deanery

The Diocese of Ely covers an area roughly similar to the county of Cambridgeshire, but also includes some parts of western Norfolk, Peterborough, Essex and Bedfordshire. A 'Vision and Strategy', created together in the last decade, aiming to help churches grow and develop, continues to give direction.

The Diocese is in the process of seeking to appoint a new Bishop, with interviews scheduled for July 2024 and an expectation that the new Bishop will be installed at the beginning of 2025. The current Strategy for Growth process- 'People Fully Alive Ely 2025' has encouraged parishes and deaneries to engage in a process of renewal and growth, offering a comprehensive resource manual to inspire and equip parishes and deaneries for this process.



Cambridge North Deanery

Great St Mary's is part of the Cambridge North Deanery, which started working on a Deanery Development Plan in January 2023, exploring how parishes in the deanery might work together to serve our communities, re-imagine the use of our buildings and focus limited resources efficiently in respond to the enormous growth of new housing in the City and surrounding areas.

Great St Mary's is located on the boundary of Cambridge North and South Deaneries and could play an important role in connecting parishes in the City Centre across deanery boundaries.

The Future

A PCC Awayday in January 2023, preparing for the recruitment of the new incumbent, the PCC considered what it means for the Church to participate in the mission of God, following the pandemic and an incumbency cut short by illness. The Diocese of Ely's vision below, part of the Diocesan Strategy for Growth, resonated with the PCC.

"We pray to be generous and visible people of Jesus Christ. We work to realise that vision by being committed and prayerful in these ways:

- To engage fully and courageously with the needs of our communities, locally and globally.
- To grow God's church by making disciples and nurturing leaders.
- To deepen our commitment to God through word, worship and prayer."

The PCC identified the following opportunities and challenges:

- Be more prayerfully intentional about discipleship.
- Develop clarity of identity in the light of our unique history, location and links with the university.
- Develop youth and children's ministry.
- Improve connection and communication within our congregation and develop an every-member ministry.
- Ensure effective pastoral care for all age groups, including the elderly.
- Engage more fully with the community through more imaginative use of Michaelhouse.
- Develop further partnerships with other churches and the Deanery.
- Working within the constraints of the medieval building make better use of the space in Great St Mary's.
- Seek to address further the ecological challenges facing our Church and the world.
- Consider ways of communicating the gospel to visitors.

To achieve these aims, the PCC identified the need to engage prayerfully in a process of strategic planning for the next five to ten years, which includes participation in the deanery development process. Cambridge is a fast-growing City with major housing developments. As the University Church there maybe scope to provide pastoral and spiritual care in some of the new University housing developments in West Cambridge.

The Vicar and PCC are preparing to embark on this process of strategic planning in the year ahead, and the Associate Vicar will be able to participate in this process. Great St.

Mary's is an active and supportive community with willing and open minds, keen to retain the best of our traditions but ready to embrace change.

Clergy and Staff Team

Vicar – Revd Canon Jutta Brueck
Associate Vicar (to be appointed)
Assistant Curate – Revd Ceri Payne
Assistant Priest – Revd Shirley Holder (PTO)
Associate Priest – Revd Andrew Day (Vicar of St. Clement, Cambridge)
Associate Priest – Revd Alison Kennedy (Chaplain of Anglia Ruskin University)
Licensed Lay Minister – Dr David Grumett
Children's and Youth Minister – Dafydd Russell-Jones (p-t)
Director of Operations – Richard Summers (p-t)
Director of Music – Alex Berry
Assistant Director of Music (to be appointed)(p-t)
Operations Manager – Marianne Hirtzel
Education Officer - Natalie Lealand
Finance Manager – Alistair Barry (p-t)
PA to the Vicar and Administrator – Jenna Fellows (p-t)
Music and Liturgy Administrator - Helen Southernwood (p-t)
Head of Front of House – Robert Harding
Shop Manager – Lorraine Walton
Front of Church Assistants – Jacob Kidd, Callum Rolfe

Housing

The church owns a 3- bedroom semi-detached house in northwest Cambridge, comprising sitting room, separate dining room and kitchen. There are two double bedrooms on the first floor, a single bedroom and a family bathroom with separate room for W.C. There is also a garage, a driveway and a large garden.

Alternatively, we would be interested in exploring the possibility of the Associate Vicar applying to live in University 'faith worker' accommodation in Eddington, to be a Church of England presence in this area of new housing.



The Associate Vicar: Role Description and Person Specification

The Acting Bishop of Ely and the Vicar of Great St.Mary's with St Michael seek to appoint an Associate Vicar with energy, compassion, theological acumen and creativity, undergirded by a strong life of prayer, to make a significant contribution to the ministry of Great St Mary's. In a city with many excellent expressions of different Church of England traditions it is important that the postholder is committed to enabling the liturgical, preaching and teaching tradition of Great St Mary's to flourish.

The Associate Vicar is a member of the Senior Leadership Team, comprising of the Vicar, Director of Operation and Director of Music. Working closely with the Vicar and the wider Ministry Team, the Associate Vicar will have particular responsibility for worship, pastoral care and congregational life, including study and learning.

Role Title: Associate Vicar

Type of Role: Full-Time Stipendiary

Name of Benefice: Cambridge: St. Mary the Great with St Michael

Diocese: Ely

Role Description

The duties of the Associate Vicar will include:

- Sharing in the cure of souls in collaboration with the Vicar and other members of the ministry team;
- Praying the morning office, sharing in the administration of the sacraments, leading worship and preaching;
- Overseeing the preparation and coordination of worship in consultation with the Vicar and Director of Music;
- Overseeing the pastoral care and nurture of the congregation with the Vicar;
- Working with others, to develop opportunities for learning and discipleship for the congregations;
- Overseeing the children's and youth ministry, working with the children's and youth worker and the steering group;
- Working with others to develop our engagement with faith and the public square;
- Working with others to develop our outreach to the University community, in particular pastoral care and Christian learning;
- Participating in Ministerial development and in Continuing Ministerial Development;
- Taking care of their own well-being and the well-being of others;
- Following PCC policies and procedures
- Having regard to the calling and responsibilities of the clergy (as described in the Canons, the Ordinal, the Code of professional Conduct for the clergy and other relevant legislation).
- Carrying out any other duties and responsibilities as required in line with the needs of the benefice.

Person Specification

Qualifications/ training

Essential

- A graduate in priest's orders in the Church of England or in a Church in full communion with the Church of England
- Satisfactory completion of Initial Ministerial Education (or anticipating completion by the beginning of the appointment)
- Designated at selection as Incumbent Status (post-2009) or Stipendiary Ministry

Desirable

- Post-graduate degree in Theology

Experience and Skills

Essential

- Ability to plan and lead high quality liturgical worship, with excellent knowledge of Common Worship, and demonstrating a good understanding of the dynamics of formational worship
- Preaching and teaching with imagination and intellectual integrity
- Ability to work with people of all ages and backgrounds, including families and young children, enabling them to encounter and grow in the Christian faith
- Able to lead courses and contribute to the Christian formation and learning of others
- Able to identify, build and nurture the talents and gifts of others in a collaborative way
- A solid foundation in the provision of pastoral care for a wide-range of people and circumstances
- Ability to relate well with people, communicate effectively and appropriately in both written and verbal form with people of all ages and situations, both inside and outside the Church
- Ability to identify and respond to opportunities for mission and outreach
- Gifts for ministry among students and young adults
- Ability to participate fully in a Senior Leadership team with the Vicar, Director of Operations and Director of Music.
- Good working knowledge of IT and social media
- Understanding of Church of England Safeguarding policies and practices, and work in accordance with a Parish Safeguarding Policy

Desirable

- Co-ordinating pastoral care for a congregation
- Knowledge of complex churches/ organisations
- Ability to collaborate with colleagues in planning and conducting worship which reflects an agreed vision and inspires and is formational
- Experience of interfaith collaboration and ecumenical cooperation

Personal Qualities

Essential

- A prayerful priest with a sensitive pastoral heart
- A good team player who can work both independently and in collaboration with others
- A person who exhibits self-awareness, warmth, empathy, humour and openness
- Someone who is engaging, unflappable and fun
- Love of the arts in general and church choral music in particular and how they can draw people to God
- Sympathy with the ministry and ethos of Great St Mary's, the University Church

Other

- Right to work in the UK

(Looking down from the Great St Mary's tower on a gathering in support of action on Climate Change)

