



Selwyn College Cambridge

JOB DESCRIPTION

Job Title: Chapel Administrator

Responsible to: Chaplain and Dean of Chapel

Role: To establish a Chapel Office and set up systems, processes and procedures to assist the Chaplain and Dean of Chapel in the administration of the Chapel.

Administration of Chapel Office and supporting the Dean of Chapel/Chaplain is administrative tasks relating to the Chapel building and Chapel/Chaplaincy activities.

Liaising with: Dean of Chapel/Chaplain
Director of Music/Director of Music in Chapel
Chapel Clerk, Wardens, Sacristans and Florist
Master's Assistant
College Departments (especially Maintenance, Conference and Catering and the Bursary)
Chapel users
External agencies

Key responsibilities:

- Producing weekday and Sunday service sheets/orders of service, delivering them to Chapel

- Photocopying additional service/music sheets as required
 - Producing weekly posters for Chapel publicity, and delivering them to the Porters' Lodge
 - Notifying readers of the timetable for, and readings in Chapel
 - Making arrangements with visiting preachers, including written instructions, booking guest rooms, paying travel expenses, and parking
 - Administering arrangements for special services, e.g. Advent Carols, Commemoration, weddings, funerals, baptisms, memorial services
 - Assisting with the production, printing and distribution of Termly Chapel and Music Cards.
 - Arranging printing of Chapel Publications (Chapel Guide, Freshers' information, etc.)
 - Writing and sending the weekly email Chapel Bulletin and other occasional emails to Fellows and students about Chapel activities
 - Making arrangements for Chapel Groups (e.g. Study Groups)
 - Liaising with contacts in Newnham College about Chapel publicity
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- Arranging meetings for the Dean of Chapel /Chaplain
 - Arranging Chapel bookings and maintaining the Chapel calendar/diary
 - Arranging and attending regular scheduled and occasional meetings with Director of Music, Choir reps, Organs Scholars, Chapel Team etc.
 - Arranging room bookings for Chapel activities
 - Setting up D7 for Chapel-related meetings
 - Administering events, including those listed on the Chapel Card

- Hosting visitors in College
 - Assisting with updating Chapel information on College website (training will be provided)
 - Maintaining mailing lists for Chapel information (music lists, chapel cards etc) and sending out information
 - Maintaining Chapel readers and intercessors lists
 - Preparing Termly Chapel lectionary
 - Administering paperwork relating to Chapel charities
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- Assisting the Dean of Chapel with administration relating to College Livings
 - Other choir/music related administration as agreed with the Dean of Chapel
 - Administration for the Choir Tour, as agreed with the Dean of Chapel
 - Administering Chapel Accounts and Music Accounts
 - Administering Ordinands and other Chapel Funds and the dispersal of grants
 - Dealing with telephone/email enquiries
 - Typing and sending letters, notes and emails
 - Forwarding messages
 - Sending out reminders
 - Maintaining the Chapel filing system
 - Ordering stationery
 - Ordering Chapel stock and choir/music related stock as required
 - Photocopying
 - Filing
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- Liaising with Dean of Chapel/Chaplain over Chapel Administration, including attending a weekly meeting

- Liaising with Director of Music over Chapel/music matters
- Liaising with Chapel Clerk over Chapel arrangements as required
- Liaising with Conference and Catering over weekly Chapel suppers and other Chapel/Chaplain's entertainment and events, including weddings
- Liaising with Master's Assistant over College events which take place in Chapel, especially regarding Fellows' information (Commemoration of Benefactors, Admission of Fellows etc), and matters arising from Heads of Department meetings
- Liaising with Maintenance Department and outside agencies regarding the upkeep of the Chapel building and its contents
- Liaising with Bursary staff over matters relating to the Chapel Budget
- Liaising with other College staff as required

Please note that this job description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties appropriate to the post. The job description may be amended over time, in consultation with the post holder to meet the needs of the organisation.

The post will be reviewed regularly, and it is possible these duties will change due to organisational need. The post holder will be expected to co-operate where such changes are reasonable