



Liturgical Assistant Job Pack



June 2022



Dear Applicant,

Thank you for your interest in applying for the post of Liturgical Assistant at Coventry Cathedral.

Coventry Cathedral is a living breathing space which welcomes worshippers, tourists, audiences and school children daily from near and far, either visiting or looking for place of sanctuary. With events taking place all year round and a thriving education programme, all housed in the building coined “new cathedral” built in 1962. It is also custodian of its predecessor- a 12th century building, destroyed and ruined in the Blitz during Nov 1940. The site and story has risen to international recognition, becoming a symbol and example of reconciliation.

Our Vision

*Our vision is of a reconciled and reconciling **Cathedral** which is open and **welcoming** to all, which serves to glorify God in our **worship**, and reaches out to the world in our ministry of **reconciliation**.*

Our Values

- Hospitality** – of both people and ideas
- Faith and Spirituality** – being open to the challenge and resources of God
- Reconciliation** – embracing and welcoming difference and diversity
- Art and Creativity** – expressing the life of God amongst us in ways beyond words
- Risk Taking** – confidently stepping out of the familiar in the service of God
- Excellence** – always reaching beyond our present practice and experience
- Community** – respecting and caring for one another

I hope you find this information useful in preparing your application.

The Very Reverend John Witcombe MA MPhil
The Dean of Coventry

Guidance on completing your application

In this pack you will find a job description and a person specification setting out the main duties and responsibilities of the post and the knowledge, skills and abilities we are looking for.

Please read this information carefully as you will not be short-listed for interview unless you meet the essential criteria described in the Person Specification.

To apply for the post please send us a copy of your CV along with a covering letter of no more than one A4 page telling us how you meet essential criteria set out in the job description and person specification.

The covering letter is your opportunity to provide all the information we need to help us understand how you meet the requirements of the job, and to give a basis for the interview itself. To ensure fairness to all applicants, short listing decisions are based solely on the information you supply on your CV and covering letter. Even if we already know you as a current or previous employee, it is important that you complete the application process in full.

Ensure you clearly state the full job title to which you are applying and list two referees in your CV. One of these should be from your current employer.

Please e-mail, your CV and cover letter to **stella.perry@coventrycathedral.org.uk**. Please remember that email is not a secure form of communication. Stella is also available to answer any queries, either via email or on 024 7652 1227

Data Protection

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your CV and cover letter will be retained and form the basis of your personnel record. By submitting your CV you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

Equal Opportunities

Information provided by you on the Equal Opportunities Monitoring Form will be used to monitor our equal opportunities policy and practices. This part of the form will be detached from the main body of the application form and will not form any part of the selection process.

Work Permits

Under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. Short-listed applicants will be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to any offer of employment being made.



Liturgical Assistant

£9.50 per hour
21 Hours per week

Coventry Cathedral is looking for a P/T (21 hours per week) Liturgical Assistant, to enable our range of services to run smoothly.

Excellent knowledge of Word & Excel is essential, and broad confidence with other IT packages is desirable. While understanding of traditional Church of England worship would be very helpful, a sympathy for our vision and values and a willingness to learn is more important.

Duties include preparing service booklets for all our public worship, managing rotas and communicating these to the people involved, maintaining weekly lists of readings for each service and the prayer topics to be included each week, and creating daily and weekly sheets with details of services and music for display in the Cathedral, together with ensuring the Cathedral website and internal bookings system are up to date. Special services and events may require additional work.

Closing date Thursday 7th July interview the week commencing the 18th July.



Job Description

Hours: 21 per week

Salary: £9.50 per hour plus 8% non-contributory pension scheme

Reports to: The Canon for Worship and Community

Purpose: to work with the liturgical team to enable the Cathedral's full range of worship to run smoothly

Holiday: 35 days (Pro rata, full time equivalent)

Key Tasks & Responsibilities:

- Make service sheets
 - Draft choices from common worship into seasonal booklets (mostly done except for variable feasts e.g. Christmas)
 - Put in correct lectionary material & hymns into weekly sheets (inc. asking preacher what readings they want)
 - Print – either in house, or exceptionally send to external printers
- Liturgy dept administration
 - Answer emails, both internal and external, about liturgical department activities
 - Help manage the dept calendar, especially in regards to external bookings, clashes with other depts and changes to the regular pattern
 - Liaise with other departments to ensure smooth running across the Cathedral, especially with vergers and music to make sure that service planning is clear and everyone knows what is going on
- Manage big services, such as ordinations, jubilee, Christmas/Easter – liaising with Bishop's house/senior leadership to make sure everything that needs to happen happens, disseminating information to internal and external parties (e.g. visiting clergy/congregation, vergers, music dept) – making sure charring arrangements happen, create and print orders of service, write and share ceremonial notes
- Rotas
 - Plan with Canon who is preaching, presiding, deaconing etc at all Sunday services, organise all midweek services, including cover for last minute problems
 - Organise chaplains' rota
- External comms
 - Sorting website to reflect what is happening
 - Uploading service sheets and music lists to websites, and providing them by email
 - Liaising with external groups to deliver events such as BBC, Bishops'/Archdeacons' offices, visiting preachers, visiting choirs (with music dept), visiting clergy for big services
- Assistant to Canon

- Taking on correspondence for the Canon when needed
- Assisting in diary management when appropriate
- Performing any tasks as needed when asked

Responsibilities

- To support and assist Coventry Cathedral in the fulfilment of its mission.
- To maintain the confidentiality of sensitive information about the Cathedral, its clergy, staff, volunteers and visitors, maintaining appropriate boundaries.
- To take part in induction, meetings and training programmes as required in order to fulfil the role.
- To exercise flexibility, especially during busy periods, or unexpected emergencies.

Person Specification

Knowledge, Skills and Abilities	Essential / Desirable
Computer literacy with working knowledge of Microsoft packages including Word and Excel,	Essential
Confident Using online diary system	Essential
Sympathy with the Cathedral's mission as a place of Christian worship and with its vision and values	Essential
Excellent organisational skills, a calm head and an eye for detail	Essential
Ability to work well with others and translate their ideas into reality	Essential
Willingness to learn and adapt as needed	Essential
Familiarity with the language and patterns of traditional Church of England worship	Desirable
Broad knowledge and experience of use of IT packages (other than Word & Excel)	Desirable
Logistical and Time Management Skills	Essential
Ability to multitask, and not focus just on the upcoming event/service	Essential
Events Management Skills	Desirable
An Eye for design	Desirable

All staff are expected to:

Take a proactive role in ensuring that Coventry Cathedral presents a coordinated approach to the care of its congregations, staff, stakeholders and user groups;

Ensure that all work is undertaken in a proactive, positive, and efficient manner;

Act as ambassadors and in the best interests of Coventry Cathedral at all times;

Attend and participate in meetings and Cathedral training events, and ensure on-going personal professional development where appropriate.

Maintain an excellent attendance record and meet Coventry Cathedral's expectations for attendance and time keeping.

Develop appropriate administrative and financial control systems for their work (with the relevant Cathedral staff);

Maintain a professional and presentable appearance;

Work in accordance with and actively support the Cathedral's Safeguarding (Children and Vulnerable Adults) Policy and Health and Safety Guidelines.
Undertake all other such reasonable duties related to responsibilities as required by the Chapter

Application Process

- Please provide an up to date CV
- Please provide a one page cover letter stating:
 - Why you would like to work at the Cathedral
 - Your relevant previous experience and your key skills and abilities.

Send all of the above to our office administrator: stella.perry@coventrycathedral.org.uk

We aim to provide an efficient and professional recruitment and selection service by providing appropriate levels of support to prospective employees. We are committed to maintaining a culture in which diversity and equality of opportunity are promoted actively and aim to maintain an environment which values diversity, where each person will feel respected and able to give their best.

If you have any questions regarding the role or need assistance with the application process please don't hesitate to email.

Job Applicant Privacy Notice

COVENTRY CATHEDRAL provide this notice to make job applicants aware of our policies relating to the processing of personal data in accordance with the Data Protection Act 1998 as amended, replaced, re-enacted or consolidated from time to time (including without limitation the General Data Protection Regulation (EU) 2016/679 and any national laws which relate to the processing of personal data ('Data Protection Legislation')) references to 'Personal Data' and 'Sensitive Personal Data' within this notice shall be references to those terms as defined in Data Protection Legislation.

Personal Data

We ask for Personal Data from job applicants including C.V's and any ancillary information provided as part of your application to assist with our recruitment processes. Any Personal Data about you which is obtained by us during the application process (including any information obtained directly from you or from third parties such as your referees or as part of pre-employment checks) may be retained and used by us for the purposes of considering your suitability for employment, conducting appropriate checks and as otherwise reasonably required for our legitimate interests and compliance with applicable law.

If your application is successful, and you subsequently become employed by us, the information described above will form part of your personnel file. [If we do not employ you, we may still retain for up to 6 months so that we can consider you for future roles].

Sensitive Personal Data

You may also supply us with Sensitive Personal Data including but not limited to data relating to your racial or ethnic origin, religious or similar beliefs, physical or mental health and sexual orientation by completing our equal opportunities monitoring form. This information is gathered for equality of opportunity monitoring purposes and is anonymised. The provision of such Sensitive Personal Data by you is entirely voluntary.

If we receive information regarding any medical condition, disability, or relating to your physical or mental health including information provided within return to work forms, meetings or in medical reports, we will only use this information for the purpose of providing any necessary adjustments in accordance with equality legislation, to ensure compliance with employment law, to monitor sickness absence and to inform decisions regarding your fitness for work.

Staff Privacy Policy

For further information regarding the Personal Data we collect about you, how we use it, including disclosure to third parties, how we maintain security of your information and your rights to access the information we hold about you, please ask to see our Staff Privacy Policy which is available from the HR department.