



The Diocese of Jerusalem
The Episcopal Diocese of Jerusalem
Post Office Box 19122
20 Nablus Road
Jerusalem 91191
Via Israel
t. +972 2 627 1670
f. +972 2 627 3847
e. Bishop@j---diocese.org
w. <http://www.j---diocese.org/>

JOB DESCRIPTION

Chaplain to the Archbishop in Jerusalem

(Postholder required to source the necessary funding)

1. Introduction

- 1.1 This Job Description sets out the details, duties and roles of Chaplain to the Archbishop in Jerusalem (hereafter referred to as “the Chaplain”)
- 1.2 In summary, the chaplain assists the Archbishop in his national and international responsibilities, the Diocesan institutions and the running of his office. It further entails working in close collaboration with the Dean of the Cathedral Church of St George the Martyr, with responsibilities relating to the Cathedral congregation.
- 1.3 The Chaplain is accountable to the Most Reverend Suheil Dawani, Archbishop in Jerusalem.
- 1.4 The post is for 3 years, with an option to renew. The start date is negotiable; the current Chaplain leaves in May 2018. There are annual appraisals conducted with the Archbishop. There is an initial review after one month and a full appraisal and review after three months.
- 1.5 For further information relating to the role of Chaplain, please contact the Archbishop in Jerusalem’s office at the above address.
- 1.6 This Job Description is accompanied by the following Appendices:
 - A. Personal Specifications
 - B. Salary and Conditions of Service
 - C. Visas and Work Permits
 - D. Information relating to the Diocese and location.

2. Duties assisting the Archbishop

2.1 Liturgical and Spiritual

- 2.1.1 To pray for the Archbishop, his mission and ministry. To share with the Archbishop in his pattern of worship as appropriate.
- 2.1.2 To assist, as required, in liturgical matters concerning the Archbishop
- 2.1.3 To liaise, as required, with the Dean of the Cathedral and other clergy in the Diocese.
- 2.1.4 To offer support and counsel to the Archbishop as required.
- 2.1.5 To support the Archbishop's mission and ministry in prayer and action.
- 2.1.6 To provide spiritual and religious advice and support as requested by the Archbishop.

2.2 Administrative

- 2.2.1 To oversee the Archbishop's diary, advising the Archbishop, as appropriate, regarding priority of meetings that demand his time and attention and to coordinate meetings as necessary.
- 2.2.2 Assisting the operations of the Archbishop's Office on a day-to-day basis.
- 2.2.3 Liaising with, and working with, the institutions of the Diocese of Jerusalem. For a list and details of these institutions see <http://www.j---diocese.org/>
- 2.2.4 Liaising with, where appropriate, the Diocesan Chief of Operations and other key Diocesan and Provincial officials.
- 2.2.5 When necessary, brief the Archbishop in advance on meetings/engagements, prepare agendas for the Archbishop, produce minutes (when required) in an expeditious manner, and to chair meetings on behalf of the Archbishop.
- 2.2.6 Keep a clear record of all correspondence (both oral and in writing) on matters concerning the Archbishop's mission and ministry.
- 2.2.7 Ensure that there is an uptodate list of duties available should a period of unexpected absence occur.
- 2.2.8 Ensure confidentiality when conducting business on behalf of the Archbishop.
- 2.2.9 Coordinating and overseeing the Archbishop's travel arrangements when required.
- 2.2.10 Drafting correspondence, as required, on behalf of the Archbishop.
- 2.2.11 Providing information to the Archbishop which is relevant to his office on national and international affairs, particularly concerning Church-related issues (especially those relating to the Anglican Communion, World Council of Churches, Jerusalem and Middle East church Association, Province of Jerusalem and the Middle East, Middle East Council of Churches) and issues relating to other faiths.
- 2.2.12 Carrying out research at the Archbishop's request.

2.3 Communication

- 2.3.1 To ensure clarity of communication between outside bodies and the office of the Archbishop.
- 2.3.2 Maintain a database and network of individuals and other bodies, secular and clerical, who are able to advise the Archbishop.

2.4 Other duties

- 2.4.1 Flexibility: maintain flexibility and openness to undertake new tasks in recognition of the evolving nature of the ministry and the mission of the Diocese.
- 2.4.2 Theology: to keep abreast of, and update the Archbishop on, current theological issues both those affecting the worldwide Anglican Communion, and those affecting the Diocese and Province.
- 2.4.3 Canon Law: In consultation with the Archbishop and the Dean, aid the drafting of Canon Law for the Province of Jerusalem.
- 2.4.4 Travel: To be prepared to travel with the Archbishop or on his behalf throughout the Diocese.
- 2.4.5 Law: to provide legal advice to the Archbishop when possible/appropriate.

2.5 Personal and Professional

- 2.5.1 To ensure personal spiritual support is in place through, for example, a spiritual director or mentor.
- 2.5.2 To take, at least annually, a retreat of seven days, outside leave entitlement
- 2.5.3 To take advantage of professional development opportunities.

3. Duties at the Cathedral Church of St George the Martyr, Jerusalem.

3.1 Liturgical and Spiritual

- 3.1.1 To serve the congregations of the Cathedral Church of St George the Martyr through preaching, presiding at the Eucharist, and pastoral support as directed by the Dean.
- 3.1.2 To participate in the Cathedral rota of officiating at the Offices, including presiding at the Eucharist and preaching.
- 3.1.3 To attend Chapter.
- 3.1.4 To play an active role in the rhythm of prayer in the Cathedral Community, namely attending the Offices and other services.

3.2 Pastoral

- 3.2.1 To aid the Dean in the building up of the English-speaking congregation and other congregations.
- 3.2.2 To welcome Pilgrims, as and when required, to the Cathedral, in conjunction with the Dean.
- 3.2.3 It is envisaged that, outside Sundays, this will occupy up to 15 hours per week.

Appendix A

Person Specification

1. Personal and Spiritual

- 1.1 An ordained Anglican Priest who is able and willing to work within the canonical framework of the Episcopal Diocese of Jerusalem. This does not allow for the ministry of women priests.
- 1.2 A person centred in prayer.
- 1.3 To be a person rooted in Scripture.
- 1.4 Prepared to live within the rhythm of prayer and life of a Cathedral community.
- 1.5 Open to living in an environment of religious tolerance and cultural diversity.
- 1.6 To be able to maintain confidentiality and impartiality.
- 1.7 An ability to work with laity and clergy at all levels.
- 1.8 Experience in writing sermons and preparing and drafting liturgy.
- 1.9 An ability to think on their feet and react accordingly.
- 1.10 Has experience of living in an overseas environment.
- 1.11 Knowledge of the historical, social and cultural issues of the region.
- 1.12 Prepared to work as part of a team
- 1.13 To be an approachable individual and foster relationships with clergy and laity
- 1.14 Able to maintain a balance of prayer and study alongside demanding ministry.

2. Management and Community skills

- 2.1 To have a focused and disciplined approach to work, with an ability to prioritise.
- 2.2 Proven communication skills
- 3.3 Proven management skills
- 3.4 Computer-literate (Word, Email, Excel)

3. Language

- 3.1 Fluent in English, written and spoken
- 3.2 Arabic conversational (desired)
- 3.3 Hebrew conversational (desired)

Appendix B

Salary and conditions of service

1. Salary / Stipend

- 1.1 The Diocese of Jerusalem requires the Chaplain to source their own funding if seeking the position from a Diocese other than the Diocese of Jerusalem.
- 1.2 The stipend to include living expenses, health insurance, personal belongings insurance, air fares home, school fees, passport renewal and application, transportation to and from overseas location, visa applications and other associated expenses.

- 1.3 Individuals from Mission Organisations or other sponsoring Dioceses/Institutions must ensure that the stipend and associated costs are in place before the post commences.
- 1.4 Expenses and allowances: to be reimbursed by the Diocese, including mobile telephone calls for Diocesan and Cathedral-related work. An allowance to be provided when necessary to conduct Diocesan business.
- 1.5 Computer: a laptop or other appropriate facility to be provided along with printer, to be sourced by the Mission Organisation and/or other donor.
- 1.6 Transport: any car to be available for family use to be sourced from the Mission Organisation and/or other donor.
- 1.7 Pension: to be provided by the Mission Organisation.
- 1.8 Housing (furnished) will be provided by the Diocese of Jerusalem.

2. Time off

- 2.1 Two days off per week and 35 days per year, including 5 Sundays (subject to approval by the Archbishop in consultation, where necessary, with the Mission Organisation. If required to work on a rest day, a day in lieu may be taken.
- 2.2 7 days' retreat per year, outside annual leave, which will be reimbursed.
- 2.3 Sickness / Paternity / Bereavement leave as per Diocesan policy.

3. Notice

- 3.1 There is a notice period of 3 months.

4. Family

- 4.1 The position of Chaplain is open to individuals with a family.

5. Training and orientation

- 5.1 There will be a period of training and orientation upon arrival.

6. Note

- 6.1 The Archbishop has a number of cats which move freely between his home and the Diocesan Office immediately below it. It is therefore important that the postholder is not allergic to cats.

Appendix C Visa and Work Permits

The postholder's visa must be procured by the Diocese of Jerusalem from the Israel Ministry of the Interior prior to arrival. The application process may take two months or more but, under current guidelines, clergy visas can be renewed annually for several years. If the priest is married, it is possible to get a clergy visa for the priest and a spouse "accompanier visa" for the wife and/or minor children. A volunteer or student visa may be obtainable for adult children.

Appendix D
Information relating to the Diocese and location

1. The Diocese of Jerusalem

- 1.1 The Diocese of Jerusalem includes five countries of the Middle East (Syria, Lebanon, Jordan, Israel and Palestine) with 24 parishes and more than 30 institutions including two major hospitals, a college and 17 schools with more than 7000 students. Moreover, it provides an important spiritual role in the Province of Jerusalem and the Middle East and especially to the Anglican Communion, allowing Anglican pilgrims from around the world to “be at home away from home”.
- 1.2 As one of the 13 officially recognised churches in Jerusalem, the Diocese of Jerusalem is an important participant in the Christian and Interfaith communities of the Holy City.
- 1.3 For more details regarding the Diocese of Jerusalem please contact either the Diocesan office or see <http://www.j---diocese.org/>

2. Medical facilities

Excellent medical care is available in Jerusalem. Health insurance (including dental) is necessary for the role.

3. Schooling

There are a number of national and international schools around Jerusalem, including Anglican and related Christian schools. All the schools are fee-paying, and some schools offer bursaries for children of clergy. There are well-respected universities available in and around Jerusalem.

4. Climate

Mediterranean climate – moderate. Cold in the winter (there is often snow).

5. Nature of the Community

Jerusalem is considered a Holy City by three monotheistic faiths, making it a multi-ethnic, multi-cultural and multi-religious place to live. There are many religious sites as well as cultural and leisure pursuits. Importantly, given the continuing Arab/Israeli challenges in the Peace Process, care must be taken in terms of location of leisure travel and cultural pursuits.

The Most Reverend Suehil S. Dawani, D.D.
Anglican Archbishop in Jerusalem
6 September 2017