

Recruitment Information Pack

# RESIDENT CHAPLAIN of Launde Abbey

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## Introduction

Launde Abbey is owned and run by a charitable trust. It is home to the Launde Community and to the work of the Trust and Community. That work is the hospitality business of a Christian Retreat House.

Resident Chaplain is a voluntary post with accommodation provided in a cottage on-site with utilities provided. The Chaplain is a member of both of the Abbey's praying community and of the ministry team. Because we have a daily Anglican eucharist, the Chaplain is an ordained Anglican priest and they work for the equivalent of 3-4 days per week.

We envisage this as an appointment of 2-5 years. The Chaplain reports to the Warden and shares responsibility for fulfilling the vision and objectives agreed with the trustees and for cultivating the ethos of Launde Abbey as a place of prayer, hospitality, community and sanctuary.

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Although the job advertised and for which we will appoint is a single post of Chaplain, the house is suitable for a working couple, and there might be opportunities for paid or unpaid work for a suitable second person once onsite.

The core of the Launde Community consists of the clergy and lay people who live on-site or close by and who daily participate in our pattern of prayer and share in our work of hospitality. Around this constant core, the wider onsite Launde Community ebbs and flows each day as staff and guests participate in its life. The Launde Community is shaped by a shared understanding that the image of God is embodied in human community, that the loving welcome of Christ is extended to all, that God by his Spirit speaks to human beings, that a listening heart is cultivated in stillness, that spiritual practice forms us to live well, and that we live in the hope of the risen Christ.



In business terms, in 2023 the turnover of the Launde Abbey Trust was over £1m and it has around 38 staff and 20 volunteers. Between the Tudor manor house and the C17th stables, it has 39 bedrooms, a selection of meeting and conference rooms, a dining room and café open to the public, a library, prayer rooms and various seating areas for guests. Outdoors there is a walled garden under partial cultivation, wider gardens largely managed by volunteers, a 'way of the cross' walk and a grass labyrinth. It is visited by more than 10,000 people a year and has a national reputation. At the heart of the site and its activity is the chapel – incorporating the remains of the 900-year-old priory church – in which the pattern of daily prayer is observed.

Over the last couple of years or so, we have been rebuilding Launde Abbey's activities post-pandemic and re-imagining them for our current context. Aware of our history both as an

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Augustinian priory and as a Tudor manor house, we have re-focused our vision around four words that characterise who we are and what we offer, 'prayer', 'hospitality', 'community' and 'sanctuary'. Through these we 'serve those who serve others', and in doing so our focus is first towards the Church and church-linked organisations and charities. However, our hospitality also encompasses a range of other organisations undertaking educational, social, recreational and wellbeing activities where they are compatible with our core purpose. Daily hospitality in the dining room and café also reaches a more local community including walkers and cyclists. Many of those who come – both groups and individuals - are repeat visitors and regard Launde Abbey as a kind of 'home'.

## **Purpose of Role**

The Chaplain is a member of the permanent praying and working community based at Launde Abbey. They share responsibility with the Warden, Deputy Warden and other members of the Ministry Team for the ministry and mission of Launde Abbey, and for contributing to its work of hospitality in support of that ministry.

## **Responsibilities**

### **Member of the Launde Community**

The Chaplain living in South Stables Cottage is to be an active member of the permanent praying community based at Launde Abbey including:

- participating in the daily rhythm of prayer in the chapel on all work days (and optionally on rest days)
- living onsite, with South Stables Cottage as their permanent residence
- participating in the life and work of the Abbey as needs arise, and according to the skills and experience they bring.

### **Member of the Ministry Team**

As a member of the Ministry Team, the responsibilities of the Chaplain are:

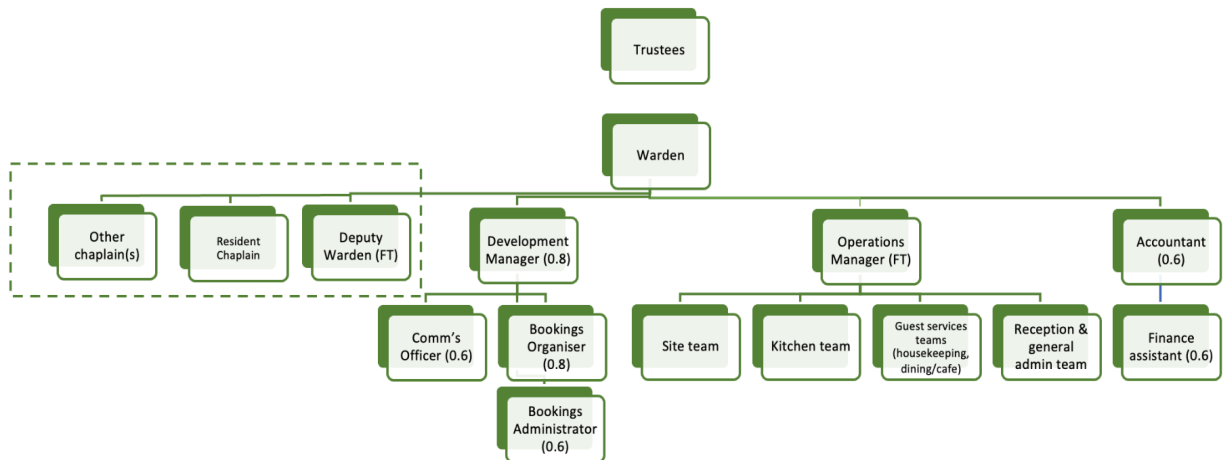
- To be the 'duty chaplain' on specific days (usually 1 or 2 per week) as agreed by rota, including one weekend per month, involving leading the three daily services and being present for guests on the duty day
- To share in the development and delivery of residential and day retreats for the Launde Programme and of online retreat resources
- To share in the 1-1 work of pastoral care and/or spiritual direction for guests and staff
- To be sacristan for all our worship spaces and to coordinate their shared use by the Launde Community and guest groups

- To work with the Warden in developing and coordinating a ‘college of chaplains’ and their duties
- To take on some (but not all) of the following responsibilities in discussion with the Warden and Ministry Team, recognising specific experience and interests:
- To take the lead in the development and resourcing of a new dispersed Launde Community, in collaboration with the Warden and Deputy Warden
- To develop Launde’s ministry through ecology and the spirituality of the natural world
- To develop Launde’s ministry with respect to wellbeing and flourishing
- To explore other potential avenues for ministry to reflect their gifts, experience, interests and vocation.

## Other

- To be a regular member of the twilight and overnight on-call team (usually on-call twice a week).
- To be a member of the duty site management team assigned duty days by rota, including being fire warden and first aider, and as escalation point for staff queries.

## Organisation Structure



## Reporting to:

- The Warden

## Significant colleagues

- Deputy Warden
- Other chaplains
- Operations Manager
- Development Manager
- Other staff & volunteers living on-site

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## Person spec

We use four 'character' words to describe Launde Abbey – as a place of prayer, hospitality, community and sanctuary. These are also the characteristics of its community. So, we are looking for someone who:

### Prayer

- Is deeply serious about their own prayer life and grounded in spiritual practice
- Is deeply passionate about enabling people to encounter God
- Has experience of spiritual formation including the practice of retreat
- Is comfortable with silence and stillness, and with the presence to lead people into these
- Has skills that would enable leading retreats and spiritual direction or other prayerful 1-1 work
- Is an ordained Anglican, happy to lead and participate in daily Common Worship services, and enriched by a range of different Christian traditions and spiritualities

### Hospitality

- Warm and welcoming to all, even the most demanding or most different
- Humble and gracious, equally happy presiding for 15 bishops or a single personal retreatant
- Is prepared for the hard work and the rewards of working in a 24/7 hospitality business, enjoys mucking in when necessary
- Understands that running a retreat house is not the same as being on retreat!

### Community

- Looking to join and model a shared life of daily prayer
- Is community-minded, motivated by working for the good and wellbeing of others, and by supporting others who do this
- Works best in a team and is comfortable offering their own expertise into the mix without grandstanding
- Is good at getting on with their own work but can judge when to check in with others
- Finds diversity creative and supports it by cultivating healthy working relationships
- Recognises that living in a community (and onsite at Launde) is 24/7 but can balance that with a good rhythm of rest days and sabbath

### Sanctuary

- Is sensitive to the wide range of people who participate in the Launde Community daily
- Understands the necessity of good discipline around safeguarding and creating a safe place

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- Enjoys the rural landscape and will love living at Launde (even in winter)
  - Recognises the joys and tensions of stewarding what so many find precious at Launde
  - Is prepared for the demand, as well as the hope, of 'this is the moment' 1-1 ministry at Launde
  - Recognises that living onsite in a retreat house has challenges as well as joys: there are some things you can't do, as well as some that you can

## Other

- Demonstrates good organisational skills and good IT skills, and is a self-starter in learning new ones
- Prepared to contribute skills and experience gained before ordination and beyond parish ministry or chaplaincy
- Would enjoy the challenge of being 'duty manager' from time to time, and can be flexible over work patterns to share rota duties with other members of staff

## Employment information

### Working pattern and hours of work

- 3 days in any one week where a normal day is from 8am for Holy Communion (7.30am on a duty chaplain day) to 5.30pm after Evening Prayer (there is opportunity to pace oneself during the day depending on other duties).
- To include some weekend duty ie Saturday and to mid-morning on Sunday (usually one per month) balanced by equivalent rest days during the week
- To include 2 evening/overnight on-call duties per week
- Holiday: 6 working weeks (i.e. 18 working days) plus bank holidays (or days in lieu)

It is expected that work days and rest days will follow a general pattern (recognising the need of some weekend days) but diary flexibility will be required for some aspects of the role. All members of the Ministry Team are present onsite once a week, currently Tuesdays, for a weekly meeting.

This will all be governed by a Working Agreement with the Warden.

### Licencing

The chaplain will be licenced for ordained ministry by the Bishop of Leicester.

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## Housing

South Stables Cottage is an attractive, small, but deceptively spacious, two-bedroom cottage attached to the main Stable accommodation block at Launde Abbey. It is approached from a private driveway which also serves the Warden's House. The two adjacent entrances from the courtyard, which is down 3 steps from the main pathway, provide direct access to the kitchen and dining room respectively; these are also connected internally via an open archway. A short passage from where the stairs ascend provides access to the sitting room, off which is a very useful under-stairs cupboard. The very spacious main bedroom is at the top of the stairs and has lovely views over the neighbouring fields and has ceiling-height built-in wardrobes and a separate built-in cupboard. Along the upstairs corridor is the second smaller double bedroom which also has ceiling-height wardrobes installed; this has a view over the courtyard. At the end of the corridor are further useful storage cupboards, a separate toilet and a recently installed shower room with a wet room-style walk-in shower.

The cottage is supplied with domestic hot water and heating from an externally located oil-fired combi-boiler. The kitchen is equipped with a washing machine, electric oven and fridge. There is an extension from the Abbey's phone system in the cottage, and a satellite dish and receiver are provided. Please note however that there is no mobile signal on the site and residents use 'wi-fi calling'. Other than this, the house will be unfurnished.

For this post, the accommodation provided includes utilities (oil, electricity and internet – up to a max of £2,000 pa.)

As onsite accommodation for a staff member, the cottage is equipped with sounders for the main Launde Abbey fire alarm system and the assistance call system linked to all specially adapted assistance rooms.

The cottage has its own private garden, currently planted with flowering plants and shrubs. There is also a small garden shed near the entrance to the cottage.



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The nearest town to Launde Abbey is the market town of Oakham in Rutland about 7 miles away. There is a small Co-op on the outskirts (about 6 miles), and a Tesco and a Lidl further in, together with Boots and a range of independent retailers, coffee shops and restaurants. Eggs and meat are available selectively at local farms. Gates garden centre, around 5 miles away, has a farm shop and units for Lakeland, Pavers, Cotton Traders and Mountain Warehouse as well as plants and garden products. Supermarket shopping can be delivered. Leicester City centre with theatres and shops is 15 miles away and the nearest independent cinema is in Melton Mowbray about 11 miles from Launde. Trains from Oakham station run cross country from Birmingham to Stansted and connect with the mainlines running through both Leicester and Peterborough.

Launde Abbey is a beautiful place to live but living onsite in a retreat house also places restrictions on residents when it comes to ensuring the site remains quiet and peaceful. Whilst it is at the residents' end of the site, the cottage is on the end of the Stables and you may be conscious of guests nearby from time to time. Applicants should also be ready for the 'challenge' that Launde is 5 miles from the nearest post-box and 6 miles from the nearest shop, and is occasionally cut off in winter, but those who live onsite and nearby look after each other if this occurs.

You will be asked to sign a 'right to occupy', signed also on behalf of the Launde Abbey trustees, to govern your occupancy of the house.





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## How to apply

Please send your CV and a cover letter explaining why you think you would be suitable for this role to [elaine.wyspianski@launde.org.uk](mailto:elaine.wyspianski@launde.org.uk).

Deadline for applications: Sunday 21st April 2024.

Interviews will take place on Friday 3<sup>rd</sup> May 2024.

We look forward to receiving your application.