



Epiphany House

The Epiphany Trust (Truro) Limited

Appointment of Chaplain

Application Pack

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Advertisement

THE EPIPHANY TRUST (TRURO) Ltd

The Trustees wish to appoint a **part-time**

Chaplain

for Epiphany House.

Closing date for applications: 17th January

Epiphany House are looking for a person of mature Christian faith to lead the development and administration of a programme of retreats and quiet days at the House. They will encourage and develop the ministry of the House as a place of worship, prayer and of deeper connection with God

This is a part time role (15hrs/week to be worked flexibly), and the salary is negotiable.

Full details and an application form are available from the website:

<http://www.epiphanyhouse.co.uk>

Tel: 01872 857953

Or, Email: manager@epiphanyhouse.co.uk



Mission and Objectives of the Epiphany Trust (Truro) Ltd

The Epiphany Trust (Truro) Ltd is an ecumenical Christian charity formed in 2002. The Trust's mission is:

- To provide a place of peace, prayer and worship where people can explore Christian spirituality, to further their own spiritual journey and deepen their relationship with God
- To provide creative opportunities, resources and a venue to support those in need and the agencies and other charities who help them
- To offer the provision of a venue and opportunities for community and Christian groups for learning, development, rehearsal, lectures and study

To enable the Trust to fulfil these objectives we run Epiphany House, in Truro, as a Conference and Retreat Centre. This historic building, often described as a 'haven of peace', has a number of meeting rooms, overnight accommodation and a chapel. The Trust aims to make the fullest and most effective use of what the house can offer, and to this end we are committed to offering excellent hospitality to all who visit us. This is at the heart of all we do, in providing:

- a centre for prayer, spiritual retreat and renewal
- a place of peace and acceptance allowing respite and refuge, healing and growth
- a resource for Cornish Christian organisations
- a space to minister to those in full-time ministry
- a meeting space for churches' training courses and away days
- a place for Quiet Days and retreats
- a rehearsal space for music and dance groups
- a space for training courses
- a community space for various clubs and groups
- consulting rooms for spiritual directors, counsellors and therapists
- a venue for celebrations
- a meeting place for businesses, public sector and charitable voluntary organisations

As a charity we are particularly concerned with helping those who are disadvantaged and we therefore offer special rates, small bursaries and consideration to those who would otherwise not be able to take advantage of our facilities.

The house is set in beautiful grounds that are enjoyed by our many visitors and members of the public who regularly walk through them, enjoying the views and the rich variety of wildlife in the grounds. An area of the grounds is set aside to make 'allotments' for the use of groups for whom gardening can offer therapeutic benefit. The house is acknowledged by many of our guests as a place where they can find rest, silence, healing, and solace in their often hectic or difficult lives.



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Job Description – Chaplain

The post holder has overall responsibility for maintaining and promoting Epiphany House as a place of worship, prayer and a deeper connection with God.

There is a Genuine Occupation Requirement under the Employment Equality (Religion or Belief) Regulations 2003 for the postholder to be a Christian.

Main Responsibilities:-

The postholder will have the following areas of responsibility, reporting to the Operations Director:-

1. To lead the development and administration of a programme of retreats and quiet days at the House
2. To liaise with the Operations Director, Resources Manager and staff and volunteers at the House regarding proposed programmes of quiet days and retreats.
3. Arrange and supervise two quiet days a year and two Individually Guided Retreats a year. In addition, to identify leaders for study days, quiet days, painting and prayer retreats, writing retreats, meditation groups and different styles of Christian worship. To plan and organise a programme of these events.
4. To work with the House staff team to prepare for and assist during retreats and residential courses. This will include tasks such as installing prayer stations; ensuring appropriate prayer aids are available in the prayer room; preparing service sheets; praying for guests before, during and after retreats; sending out welcome letters and information before, and follow up letters after retreats.
5. Encourage and develop the ministry of the House as a place of worship, prayer and of deeper connection with God by promoting prayer and spiritual development and by actively creating opportunities to encounter God.
6. To be available to lead worship, managing a schedule of worship in the Chapel, and provide Spiritual Direction as required.
7. Assist with marketing and administration to promote the events, conference facilities and hospitality offered by Epiphany House, especially to churches with different Christian traditions.
8. To build relationships with church leaders and retreat leaders in Cornwall and beyond, in order to maximise the use of the House and to expand opportunities for the spiritual work at the House.
9. To manage and develop lists of those Spiritual Directors and Ordained and laypersons able to lead worship or provide times of prayer, and organise such persons to be at the House when appropriate.



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Person profile

Essential

- Mature Christian faith with a desire to enable people to encounter God through the provision of space and opportunity
- To be experienced in Spiritual Direction
- Experience of leading worship and an openness to expressions of Christian faith across denominations
- A proven ability to think and function creatively and flexibly
- Excellent interpersonal skills, including team working
- To be able to work independently and with initiative
- Organisational and administrative skills, including planning, time management, and attention to detail
- Willingness to work flexible hours in line with operational requirements
- Strong written and oral communication skills
- An awareness of Health and Safety, Safeguarding and Risk factors and a willingness to undertake Safeguarding Training, a DBS and any other relevant training

Desirable

- Counselling accreditation
- Formal theological training
- Financial literacy
- Experience of working within a Church or Christian organisation in a position of responsibility