



CHRIST CHURCH CATHEDRAL

FURTHER PARTICULARS

Job title	Succentor
Location	Christ Church Cathedral
Department	Cathedral
Salary	The Succentor will be paid a stipend equivalent to that of an incumbent in the Diocese of Oxford (currently £31,757 per annum). Housing (free of rent, council tax and water rates) is provided.
Contract type	Three year Fixed-Term Contract
Responsible to	Sub Dean
Application deadline	Noon on Friday 27 June 2025
Additional information	This is a full-time position that cannot be held concurrently with any other substantive post without the explicit permission of the Human Resources Director. This post is subject to a six-month probationary period

Christ Church

Christ Church is a unique foundation, created in 1546 by King Henry VIII as both a college of the University of Oxford and the Cathedral of Oxford Diocese. The college is one of the largest in Oxford. Its junior members, both undergraduate (c.470) and graduate students (c.270), cover almost all the major academic disciplines in the Sciences, Humanities and Social Sciences, as do its senior academic staff (around 60). It aims at academic excellence and individual fulfilment in a friendly, tolerant, and mutually supportive environment. The head of both parts of the joint foundation is the Dean, who is supported in the Cathedral by the Sub Dean, while the College's academic functions are overseen by the Senior Censor. More general information about Christ Church may be obtained at www.chch.ox.ac.uk.

Christ Church Cathedral

Oxford's Cathedral has a unique dual role in the Church of England. Christ Church Cathedral is the College Chapel as well as the Cathedral Church for the Diocese of Oxford, and welcomes worshippers from Oxfordshire, Berkshire, Buckinghamshire and beyond.

The site has been a place of worship for more than a thousand years. A monastery was founded here early in the eighth century by St Frideswide. Records suggest that Henry I granted a charter to an Augustinian priory in 1122. Although no evidence of the earlier buildings remains, parts of the 12th-century structure are still visible in the Cathedral today.

Wolsey suppressed the priory in 1524, and work began on the building of Cardinal's College – with part of the west end of the church removed to make space for Tom Quad. After Wolsey's fall, the college was re-designated as 'King Henry VIII's College'. In 1546, the priory church became both the cathedral for the newly formed Diocese of Oxford, and the chapel of the new college of Christ Church, a college of the University of Oxford. Today, the Cathedral is a tourist destination, with over half a million visitors every year, and it is a space for worship, services, concerts, exhibitions, talks, recordings, and performances.

Role of Succentor

The Cathedral seeks to appoint a Succentor for a fixed period of three years beginning in October 2025 or as soon thereafter as possible.

The Succentor is responsible to the Dean and Chapter, through the Sub Dean, for the detail of the Cathedral's liturgical life, ensuring that our worship strives for excellence and is characterised by dignity and warmth.

The post offers a prime opportunity for a priest with liturgical and musical skills to gain experience in Cathedral ministry.

Applicants should have a sound liturgical knowledge and enjoy the challenge of working with a diverse team, both within the Cathedral (clergy, staff and volunteers) and in the wider diocese, city and county, and including those from a variety of backgrounds.

They should be good communicators, committed to equality and diversity, comfortable with both Common Worship and the Book of Common Prayer and able to draft services for the needs of a wide range of congregations.

They should be confident singers, capable of and comfortable with singing Choral Evensong on a daily basis and singing the Eucharistic Preface.

Cathedral Worship

Although the congregational roll currently numbers 152, with most regular worshippers attending the Sunday morning Choral Eucharist, Christ Church Cathedral attracts worshippers from across the world with large numbers of visitors attending Choral Evensong.

The worship of Christ Church Cathedral falls into five broad categories:

a) Cathedral Worship: Statutory Services

Weekdays

7.15am Morning Prayer (CW)
7.35am Eucharist (CW: Order One)
1.05pm Holy Communion (BCP) (Wednesdays)
6.05pm Choral Evensong (BCP) (often Evening Prayer on Mondays)

Sundays*

7.35am Morning Prayer (BCP)
8.05am Holy Communion (BCP)
11.05am Choral Eucharist (CW: Order One)
6.05pm Choral Evensong (BCP)

*The shape of Sunday morning worship is currently under discussion. There is a possibility that 9.30am Matins, which was lost during Covid, might be restored.

b) Cathedral Worship: Special Services

The Cathedral enjoys a rich pattern of seasonal worship including carols services at Advent, Christmas and Epiphany, and a full liturgical celebration of Holy Week.

It hosts a wide range of special and occasional services for major local stakeholders (e.g. City of Oxford, shrievalty, military, schools, charities)

c) Diocesan Worship

As the Cathedral of the Diocese of Oxford, Christ Church hosts the Ordinations of Deacons (typically 2 or 3 services) annually at Pentecost, the diocesan Chrism Eucharist on Maundy Thursday, and special diocesan services on other occasions throughout the year, e.g. Safeguarding Sunday, services for Year 6 Church School leavers, Christingle services for diocesan church schools, worship for diocesan staff etc.

d) Worship for Christ Church Cathedral School

The Cathedral School worships in the Cathedral every Friday morning during school term time, and holds its Christmas Carol Service, Confirmation Service and Speech Day in the Cathedral.

e) College Worship

This falls under the oversight of the College Chaplain, with whom the Succentor works closely to ensure a seamless liturgical and musical offering. The Chaplain regularly holds services on Wednesday evenings in the Cathedral and arranges a number of other acts of worship at different times, sometimes in conjunction with other, ecumenical chaplains.

The Cathedral Choirs

Music plays a major part in Cathedral worship and ministry. There are four choirs: the **Cathedral Choir** consisting of boy Choristers, Academical and Lay Clerks; **Frideswide Voices**, the girls' treble line; the **Cathedral Singers**, a voluntary choir of women and men; and the **College Choir**, made up of and directed by undergraduate and graduate students. The Organist, Peter Holder, has oversight of all music in the Cathedral, alongside his duties as an 'Official Student' (i.e. tutorial fellow) in Music. He is supported by a full-time Sub Organist, a half-time Director of Frideswide Voices, and a Director of the Cathedral Singers, with other support staff. During the summer the Cathedral also welcomes a number of visiting choirs.

Principal Duties and Responsibilities

A. Liturgical

In common with the other members of the clergy, the Succentor will be expected to:

- Lead Morning Prayer and preside at the daily Eucharist once or twice weekly.
- When not leading services, attend Morning Prayer, the daily Eucharist and Evensong on a frequent basis.
- Preside at the Wednesday and Sunday BCP Eucharists on an occasional basis.
- Be present at all Sunday and feast day Eucharists (apart from when on holiday), presiding and acting as liturgical deacon and sub-deacon, with others, according to rota.
- Preach at the Sunday Eucharist on a rota basis with other members of the clergy.
- Attend special services, with participation as requested by the Precentor.

Specifically, the Succentor will be expected to officiate at Evensong, singing the versicles and responses in dialogue with the Choir.

(The College Chaplain normally officiates and sings Evensong on Sunday evenings in Full Term and on occasions when the College Choir sings. Other members of the clergy team are available to officiate and sing on an occasional basis, e.g. cover of days off, holiday etc.)

B. Administrative

Work with internal, external, university and diocesan partners to deliver regular, seasonal and special services, maintaining good working relationships and lines of communication within and outside the Cathedral.

Collaborate directly with the Organist and Sub Dean on requirements for special services.

Work with the Cathedral Communications Officer to ensure the accurate and timely provision of worship information on the website and on social media.

Oversee the administration of the liturgy office.

Specific tasks include, but are not restricted to:

- Drafting of orders of service and rubrics / ceremonial notes
- Oversight of preparation of printed liturgical material
- Oversight of proofreading of liturgical materials (liturgical rota, service schedule, prayer cycles, weekly readings sheet and similar)
- Proof reading of standard service sheets
- Compiling the liturgical duty rota
- Compiling the lectionary
- Compiling the service schedule for sign off by the Sub Dean and Organist
- Organising and conducting briefings and liturgical rehearsals with clergy, vergers, servers and other participants
- Rehearsing visiting lesson readers
- Overseeing the training of servers

In these tasks, the Succentor will work under the oversight and guidance of the Sub Dean and have the support of the Cathedral Liturgy and Administration Assistant.

(With the Head Verger) responsibility for the Sacristy and Cathedral floor, ensuring that the Cathedral is appropriately set up for worship and always maintains a sense of being a sacred space.

C. Attendance at Cathedral meetings

- **Chapter**

The Dean and Chapter meets three times each term and once during the long vacation to discharge that business of the Cathedral which is exclusively its responsibility.

- **Tuesday Meeting**

A senior management group (Tuesday Meeting) meets weekly to discuss relevant business. The Succentor is a key member of this group.

- **Liturgy meetings**

The Sub Dean and the Succentor meet weekly for liturgical planning.

The Succentor chairs a weekly Liturgy meeting with the Head Verger (and other vergers, as appropriate).

This is sometimes expanded to include a wider membership which meets, chaired by the Sub Dean, to plan for, and reflect on, key times and seasons in the liturgical calendar.

- **Operations meeting**

The Succentor attends the weekly operations meeting.

- **Pastoral Meeting**

The Sub Dean, College Chaplain, Safeguarding Officer, Priest Vicar and Succentor attend a twice-termly Pastoral Meeting at which the pastoral care of the Cathedral community is discussed.

- **Planning meetings**

Under the oversight of the Sub Dean, the Succentor attends, and is often responsible for co-ordinating and/or chairing, planning meetings for annual and special services, some of which include external stakeholders.

D. Pastoral and Formational Ministry

Together with the Priest Vicar, the Succentor will share in pastoral engagement with the congregation and volunteers, visiting and taking Home Communion when appropriate, maintaining accurate contemporaneous notes of pastoral conversations and taking some occasional offices for members of the Cathedral community, as required.

The Succentor will also be involved in preparation of members of the Cathedral Community for Baptism, Confirmation and Marriage.

E. Ministry with children and families

Working with the Sub Dean, Priest Vicar and volunteers the Succentor will help develop children and families ministry, including:

- support of *Wonderlings*, Christ Church's group for under 5's
- Sunday provision for children
- organising and delivering children's activities for annual Open Doors day in September

F. Chaplaincy to Christ Church Cathedral School

The Succentor acts as Chaplain to the staff and pupils of Christ Church Cathedral School, where duties include

- the pastoral care of the school community
- regular school assemblies
- preparation of members of the School Community for Baptism and Confirmation.

G. Involvement in other Cathedral projects

It is expected that the Succentor will also be involved in contributing to other occasional initiatives within the Cathedral community, e.g.

- Embroidery Retreats (a series of workshops run with the Cathedral Embroiderers combining stitching with reflections on liturgical or scriptural theme.
- Quiet Days

The above list is not exhaustive and the post-holder will be expected to carry out such other duties as the Cathedral may from time-to-time request, commensurate with the other responsibilities of the post.

Key Relationships

Sub Dean

- The Sub Dean is the Succentor's line manager and holds the brief for Cathedral liturgy within the Chapter.
- The Succentor meets with the Sub Dean weekly.
- The Sub Dean has final sign-off on all orders of service and ceremonial instructions.

Organist

- The Organist is the Succentor's first point of contact for all matters to do with Cathedral music.

Head Verger

- The Head Verger oversees the team of Cathedral Vergers and works closely with the Succentor in the delivery of worship on the Cathedral floor. The Succentor gives operational instructions to the Vergers both in advance at planning meetings, and immediately before and during acts of worship.

Operations Manager

- The Operations Manager oversees the operational use of the Cathedral building and line manages the Head Verger alongside significant work in relation to Cathedral fabric.

Volunteer and Visitor Coordinator

- The Cathedral has a large number of volunteers, many of whom (Cathedral Singers, readers, servers, and bellringers) have a direct involvement in worship. The Volunteer and Visitor Coordinator is the principal point of contact with volunteers.

Cathedral Chaplains

- The Cathedral is fortunate to have a small team of Honorary Chaplains who assist with taking services and providing cover on an occasional basis.

Priest Vicar

- The Succentor works with Priest Vicar to develop worship during the day for visitors, pilgrims and school groups.

Person Specification

The successful candidate will be:

- In priest's orders in the Church of England (or a Church in communion with the Church of England), having completed a title post and been signed off by their Diocese.
- A graduate, holding a degree or equivalent professional qualification, and be able to provide supporting evidence of continuing ministerial development
- Prayerful and spiritually resilient, with a lively Christian faith, approachable, self-aware and emotionally intelligent, with a commitment to the Cathedral's pattern of daily prayer, and personally resourced through cathedral worship in the sacramental tradition.
- Theologically agile, with a good understanding of liturgical principles, a deep working knowledge of the liturgy of the Church of England, and the skill to translate this into imaginative and creative worship.

- Experienced in planning and organising complex liturgical and musical events and services, with an appropriate eye for detail while maintaining oversight of the whole
- Love and understand the Cathedral choral tradition and Anglican hymnody, as well as have an appreciation and knowledge of other styles of church music.
- Able to lead sung worship in partnership with a professional choir, having good sight-reading skills.
- Resilient, flexible, enthusiastic, and calm under pressure.
- An able communicator with excellent spoken and written communication skills.
- An efficient and sensitive administrator, able to work both independently and collaboratively with a wide range of people.
- Able to plan proactively, work to strict deadlines and with good time management skills.
- IT literate, especially in Microsoft Office applications (and, ideally, Adobe Creative Cloud and Sibelius).
- Pastorally sensitive and committed to building and fostering unity across the Foundation.

Terms and Conditions

The Succentor will be paid a stipend equivalent to that of an incumbent in the Diocese of Oxford (currently £31,757 per annum). Reasonable expenses of office shall be reimbursed where authorised.

The Succentor will be subject to the provisions of the Christ Church Staff Handbook which provides the basis under which non-academic employees work at Christ Church.

The Succentor will be required to hold the licence of the Bishop of Oxford on appointment.

The Succentor is entitled to one full day off per week, and is encouraged to take a period of 36 consecutive hours off per week. In order to provide continuity of clergy cover, this will not usually be the same day as the Sub Dean's or Priest Vicar's days off (currently Friday and Saturday). The Succentor is entitled to up to 36 days for holiday and retreat per year plus bank holidays (or time off in lieu where there is a requirement to work such as at Christmas or during Holy Week). This may be restricted where a requested holiday would leave the Cathedral liturgically or pastorally understaffed.

The role is subject to a genuine occupational religious requirement. This is a fixed-term post and will not be renewable at the end of the three-year contract.

Pension

Non-contributory pension payments will be made to an appropriate pension scheme as determined by Chapter in consultation with the successful candidate. This will most likely be the Church of England Clergy Pension Scheme.

Accommodation

The Succentor will be housed in a property in Abbey Road, a 15-minute walk from Christ Church.

Water rates and Council Tax will be paid. The Priest Vicar will have dedicated office space within Christ Church and will be eligible for some staff meals when the College kitchens are open.

How to Apply

To apply for this position please complete provide the documentation listed below, no later than the deadline of **noon on Friday 27 June 2025**. Applications received after this time will not be considered.

Application documents should include:

- a letter of application addressed to the Dean stating your interest in the role, and explaining how you meet the criteria in the Person Specification set out above, using examples of your skills and experience; and
- a CV, including the names and contact details of two referees other than your Diocesan Bishop (who will be contacted in any case).
- References will be taken up only for the successful candidate.
- The Equal Opportunities Monitoring Form.

Applications should be emailed to recruitment@chch.ox.ac.uk

For an informal conversation about the role, please contact the Sub Dean, the Revd Canon Peter Moger at subdean@chch.ox.ac.uk

Applications will be judged only against the criteria which are set out in the job description, and applicants should ensure that their applications explain how they meet each of the selection criteria for the post using examples of their skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants). Christ Church is committed to fairness, consistency and transparency in selection decisions. Members of the selection panel will be aware of the principles of equality of opportunity, fair selection and the risks of bias. Applications are particularly welcome from global majority ethnic candidates, who are under-represented in College staff.

Interviews for the position are expected to take place on **Thursday 10 July 2025**.

If you need help

If you have any questions regarding the application process, please contact recruitment@chch.ox.ac.uk. All enquiries will be treated in strict confidence and will not form part of the selection decision.

Important Information for Candidates

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This appointment at Christ Church Cathedral is subject to a Disclosure and Barring Service check at enhanced level. Where applicable, screening will include:

- Eligibility to work in the UK
- References
- Criminal record checks (enhanced) via Disclosure and Barring Service (DBS)

Safeguarding

All staff and volunteers are expected to demonstrate a commitment to safeguarding the welfare of all children and adults who may be vulnerable, who are involved with and/or visit the Cathedral. This will include adherence to policies and procedures, following good practice in relation to their own behaviour and conduct and undertaking any safeguarding duties commensurate with their specific role.

Data Privacy

Please note that any personal data submitted to Christ Church as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Christ Church Privacy Notice available at: <https://www.chch.ox.ac.uk/privacy-policy>.

Retirement

The post is subject to the normal retirement age for Church of England stipendiary clergy.

Equality of opportunity

Christ Church is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post