



St Paul's Cathedral Melbourne

Together transforming our City and Diocese

Canon Precentor (1.0 FTE)

St Paul's Cathedral Melbourne is the home church (Metropolitan and Cathedral Church) of the Anglican Diocese of Melbourne and the Province of Victoria. It is the seat of the Anglican Archbishop of Melbourne, who is the Metropolitan of the Province of Victoria. The Cathedral is governed by a Chapter (Governing Body) of clergy and laypeople with the Archbishop of Melbourne as President.

St Paul's is Victoria's most visited sacred place. The Cathedral is open every day of the year for worship, for diocesan, congregational and community activities. Last year, St Paul's welcomed more than 50,000 worshippers and around 515,000 visitors. The Cathedral has four English-speaking and a Mandarin-speaking Sunday congregations, alongside fifteen weekday congregations, including a Farsi Fellowship and an Easy English Service.

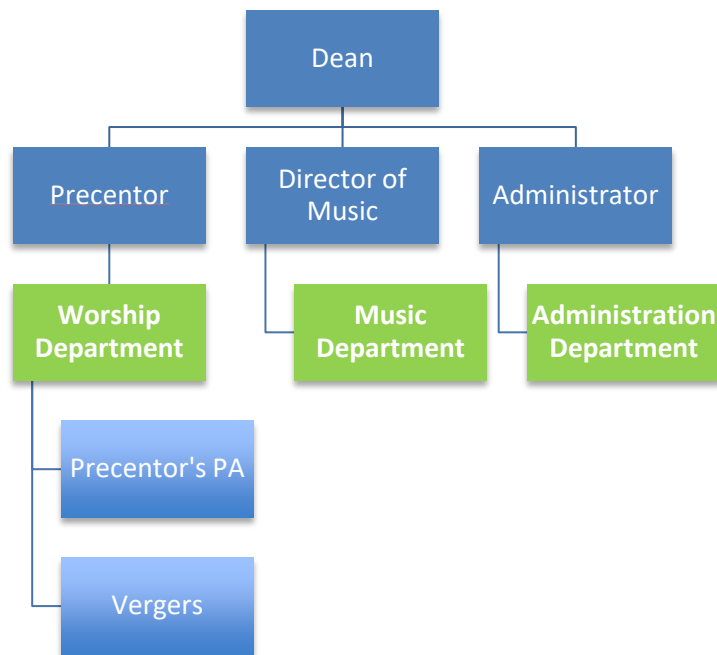
Further information about the Cathedral's ministries and work is available online, at: cathedral.org.au. Full details of the Cathedral's vision and five-year strategic plan can be found online, at: cathedral.org.au/cathedral/vision.

Position Description

In preparation for the resignation of Canon Heather Patacca in December 2024, the Cathedral seeks a fulltime Canon Precentor. The Precentor will further the Cathedral's mission of being a home church for Anglicans in the Diocese of Melbourne and Province of Victoria, by preparing, shaping and leading worship to enable others to give glory to God and to grow in faith. They will be a senior priest with extensive ministry experience of at least six years in priests' orders. A confident and creative liturgist, they will share with the Dean in oversight of the Cathedral's liturgical life and its mission to worshippers and visitors.

The Precentor will be a person of prayer and mature spirituality, with proven strategic and forward planning skills, experience and appreciation of the Cathedral Choral Tradition, and awareness of the spiritual needs of the members of our congregations and the many stakeholder groups that worship at St Paul's. They will use their gifts of prayer and creativity to enable visitors to become pilgrims; their gifts of teaching and preaching to enable enquirers to become worshippers; and their gifts of hospitality and generosity to enable people from a wide cross-section of liturgical traditions and backgrounds to experience the transforming love of God in Christ Jesus.

The Canon Precentor is one of the Cathedral's three full-time Heads of Departments, reporting to the Dean, the Very Revd Dr Andreas Loewe, and working alongside the Director of Music, Mr Philip Nicholls, and the Administrator (Operations, Business and Buildings Manager), Mr Andreas Kiessling. As Heads of Department, the leaders meet fortnightly to envision, coordinate and implement the Chapter vision for the Cathedral through their departments.



Role and Purpose

Last year, St Paul's conducted about 700 acts of worship: a minimum of 19 services a week, of which six are choral. The Precentor leads the Worship Department of St Paul's with oversight of the planning for and delivery of the following groups of services and events:

- As seat of the Metropolitan of Victoria, St Paul's regularly conducts consecrations of bishops and other provincial services.
- As home church of the Diocese of Melbourne, St Paul's hosts numerous diocesan celebrations, ranging from ordinations to the diaconate and priesthood, collations of Archdeacons, installations of Canons, Synod worship, as well as special celebrations highlighting our multicultural Anglican congregations.
- As the principal Anglican church in Victoria, St Paul's is a place of commemoration and celebration for the State of Victoria. It regularly facilitates State Funerals and Memorials, the liturgical celebrations of the Opening of Parliament and the Legal Year, the Blessing of the Ports of Victoria in the presence of the Head of the Royal Australian Navy, and many veterans' services.
- As an iconic place of prayer St Paul's fulfils an important civic role, bringing together members of Melbourne's diverse communities for worship and celebration, including many ecumenical and multi-faith celebrations.
- As home for congregants from more than 25 nations, St Paul's ministers to a community of regular worshippers and clergy and lay ministers who meet for prayer and worship every day of the year, bringing together 450+ congregants each Sunday, and 950+ weekday worshippers.

The Canon Precentor is assisted in their duties by a team, of staff and volunteers. The Precentor line manages the Precentor's PA and our verger teams, and coordinates our volunteers Chaplains, who provide pastoral ministry to visitors and pilgrims each day of the year, and our volunteer Welcomers.

Main Areas of Responsibility

In collaboration with the Dean and Cathedral colleagues, the Canon Precentor contributes to the Cathedral's ministry in the following principal areas, as well as any other areas of responsibility as agreed with the Dean:

1. Pastoral and Teaching Ministry

The Precentor will be passionate in the call to make disciples of Jesus Christ. They will contribute to the pastoral and teaching ministry of the Cathedral by

- Preaching confidently and speaking publicly to the Cathedral's mission and ministry;
- Initiating and taking a share with other members of the Cathedral clergy in leading regular teaching programs leading to baptism, confirmation and reception;
- Initiating and taking a share with other members of the Cathedral clergy in leading Bible studies or Christian teaching programs;
- Being an empathetic pastor to the Cathedral's choirs of girls and boys and their families;
- Supporting and providing pastoral care for members of the Cathedral's music team;
- Sharing with the Canon Pastor and Clergy colleagues in pastoral visiting of members of our community.

2. Leading and shaping Worship

The Precentor will be a person of prayer. They will contribute to the rich worship life of the Cathedral by being a generous, imaginative, careful and prayerful planner and leader of liturgy:

- Sharing with the Dean and Cathedral colleagues in leading weekday and Sunday worship;
- Planning, preparing, managing and delivering all statutory Cathedral services and occasional services (baptisms, weddings and funerals), ensuring that the Cathedral's worship is excellent and appropriate for each occasion;
- Organising special services for national, state and civic celebrations, ensuring that the occasion and stakeholder group are represented through suitable action and prayer that reflects both the liturgical tradition and remit of inclusive hospitality of our Cathedral and the nature and diversity of the occasions or stakeholders themselves;
- Liaising with the Archbishop's Office for National, Provincial and Diocesan services and with other church organisations to shape worship in consultation with these groups;
- Providing direction to officiating clergy in liturgical practice consonant with the Cathedral's liturgical traditions;
- Enabling all those participating in acts of worship to fulfil their tasks to a high standard, including preparing for special services by liaising with various stakeholders and guiding clergy and lay participants through the liturgy;

- Overseeing of the production of Orders of Service in coordination with the Cathedral's administrative team;
- Providing the calendar, lectionary, rosters for Sunday and weekday services;
- If appointed a member of the Diocesan Liturgical Committee, acting as a liturgical advisor to the diocese, clergy and parishes and to promote good practice.

3. Organisational and Administrative Responsibilities:

The Precentor will be a diligent and generous leader. They will take a full part in the strategic forward-planning of the Cathedral's life by

- Participating in the governance of the Cathedral as an ex-officio member of Chapter and implementing the Cathedral's strategic plan and vision to be a place of transformation for the City and Diocese of Melbourne;
- Facilitating the weekly ministry and operational team meetings to enable the detailed forward planning of the Cathedral's events and worshipping life by chairing the Cathedral's Clergy Team, Events and Administrative Team, and All Staff Team meetings.
- Oversight of maintaining and continuously updating the Cathedral's bank of liturgical material for use in Cathedral services and in the planning of special services.
- Supervising vergers in their liturgical roles and in their care of the Cathedral, including regular liaison with the Cathedral Administrator in other aspects of the vergers' role.
- Liaising with Cathedral honorary Chaplains and guides, welcomers and servers, members of the Cathedral's Flower Guild, Cathedral Bell Ringers and other Cathedral or diocesan organisations.

Qualifications and Experience

Essential

- Senior Priest of the Anglican Church of Australia or another member Church of the Anglican Communion (in Priest's Orders for at least 6 years), educated to degree level or equivalent theological standard;
- Well-developed theological understanding with proven skills and experience in the fields of preaching and teaching; liturgy and church music;
- Commitment to the theological and pastoral development of the wider Christian community;
- Highly personable, confident, enthusiastic and mature personality, with a high degree of tact, strong interpersonal and communication skills, pastoral experience and sensitivity;
- Proven ability to work well and accountably as a member of a ministry team, and to relate well to a wide variety of stakeholders;
- Excellent organisational and interpersonal skills, including motivational and forward-planning skills;
- Sympathy with the liturgical and theological tradition of St Paul's Cathedral, including familiarity with a wide range of contemporary liturgical and musical styles;

- Ability to prepare and perform excellent liturgy, in particular the ability to use word, symbol and action creatively;
- Musically literate, with the ability to lead liturgical singing at Cathedral services and to work closely with the Cathedral music team;
- Efficient and sensitive administrator with excellent planning and coordination skills and an eye for detail;
- High degree of computer literacy (including software such as Microsoft Office 365, Cloud-based media, ePray, etc.);
- Flexible, mature approach with the ability to work unsupervised;
- Experience of line-managing and appraising others;
- Capacity to enjoy the rapid and demanding pace of life and work in a metropolitan Cathedral with grace and a sense of humour;
- Working with Children check, current Police Certificate, in preparation for clearance to Diocesan Standard Protocol;
- Right to work in Australia.

Desirable

- Woman priest (to provide gender balance among the Cathedral's heads of departments);
- Diocese of Melbourne accredited Supervised Theological Field Education Supervisor;
- Entrepreneurial and community-building skills.

Terms of Appointment

The Canon Precentor works in the Cathedral Buildings, adjacent to St Paul's Cathedral, 209 Flinders Lane, Melbourne, Victoria. She or he receives a remuneration package currently valued at AU\$129,690 (which consists of a Melbourne Diocesan Incumbents' Stipend plus 25% loading, superannuation at 15%, Diocesan Housing Allowance and travel Depreciation). In addition, all utility costs are fully met.

Performance Management

The Canon Precentor's performance will be assessed on a regular basis, with regard to:

- Performance on the main areas of responsibility of the role as agreed in annual key performance indicators with the Dean;
- Level of satisfaction expressed by key stakeholders;
- Ability to develop and maintain relationships with Cathedral staff and other stakeholders, including Cathedral volunteers, members of the Cathedral congregations, parishes and external bodies.

Applications

Applications should be directed to the Dean, The Very Revd Dr Andreas Loewe, by email (dean@stpaulscathedral.org.au) or post at St Paul's Cathedral, 209 Flinders Lane,

Melbourne, Victoria 3000, Australia. Applications need to be received by 5pm Australian Eastern Standard Time on Friday, 1 November 2024 in order to be considered. Interviews will be held in the following weeks.

Applicants should include:

- A full Curriculum Vitae;
- The names of four referees, indicating two references on the applicant's ministerial skills and achievements, one reference by a colleague or ministry team member, and one personal reference. At least one of the four references should be from the applicant's current employer, at least two references should be from lay people;
- A personal statement of no more than 1,000 words responding to this Profile and Position Description;
- A recently preached sermon (both script and recording);
- An example of a recently compiled regular or occasional service;
- An indication of when they would be able to commence work at St Paul's Cathedral, should their application be successful.

For further details regarding the post or the application process, please contact the Dean.