



**Westminster
Abbey**

Application pack



Minor Canon and Succentor

Stipend £35,105 per annum

Full-time

Fixed term until 2030

Closing Date: 12 April 2025

Westminster Abbey

Contents

- About Westminster Abbey
- Job description and Person Specification
- Working for us
- Equality statement
- Safeguarding

About Westminster Abbey

Above all else, the Abbey is a church, a place of prayer and praise and holy ground at the heart of the nation. It is also a treasured part of Britain's heritage and a leading venue for tourism. The Abbey has occupied a central place in the celebration of great events for the nation and remains one of the most beautiful architectural masterpieces in Britain.

A living Church, Westminster Abbey is where the coronation of Kings and Queens has taken place since 1066, and where many of the Kings and Queens of England and of the United Kingdom are buried. Principal among them is St Edward the Confessor, King of England from 1042 to 1066, whose shrine is at the heart of the Abbey Church. Beside and around them are buried or commemorated many of the great women and men from almost every century of British history: statesmen and politicians, lawyers, warriors, clerics, writers, artists, musicians.

Neither a cathedral nor a parish church, Westminster Abbey is a Royal Peculiar under the jurisdiction of a Dean and Chapter and with direct accountability to the Sovereign. This relationship with the Sovereign dates back to the origins of the Abbey over a millennium ago, but its current form stems from the Charter granted to the Abbey by Elizabeth on 21st May 1560. The Abbey is formally known as the Collegiate Church of St Peter in Westminster, and Minor Canons are appointed by the Dean as members of the College.

We are a welcoming community, but also complex and multi-faceted, with over 600 highly committed employees and volunteers. We have deep respect for the heritage of which we are the custodians, but we evolve continuously to meet the opportunities of the future. In recent times this has included the creation of new departments to focus on transforming our digital presence and delivering a significantly expanded programme of public and community engagement.

Our resident clergy team consists of the Dean, four Canons and three Minor Canons (including this role).

Westminster Abbey's mission is:

- To offer daily divine Worship to Almighty God and resource the Church in this vocation;
- To serve the Sovereign;
- To proclaim the Gospel to the nation and Commonwealth, celebrating the distinctive witness of the Christian faith and engaging with the public square;
- To provide a safe, welcoming and inspiring environment for all who come to the Abbey;
- To care for the precious resources entrusted to us: our people, partnerships, buildings, heritage and money.

Following the State Funeral of Her late Majesty Queen Elizabeth II and the Coronation of Their Majesties The King and Queen, which were broadcast to national and international audiences in their millions, interest in the Abbey is very strong. We attract around 1.4 million visitors from around the world every year. As we receive no regular income from the State, the Church of England or the Crown, we rely almost entirely on income from visitors.

It is an exciting time to join the Abbey, and we look forward to receiving your application and if successful, welcoming your contribution to the Abbey's history.

Job description

JOB TITLE:	Minor Canon and Succentor
DEPARTMENT:	Minor Canons
RESPONSIBLE FOR:	St Margaret's choristers, as their Chaplain; Company of St Edward (volunteer servers), as their Warden.
ACCOUNTABLE TO:	The Dean (through the Precentor)
KEY RELATIONSHIPS:	<p>Internal: The Dean, the Canon Rector, Archdeacon, the Precentor, the Sacrist, the Digital Content Manager and Minor Canons' Assistants, Organist and Master of Choristers, Director of Music for St Margaret's, Dean's Verger, Canons' Verger, Safeguarding Officer, Head of Event Management, Head of Protocol.</p> <p>External: St Margaret's choristers and their parents; Honorary Secretary to the Company of St Edward (volunteer post).</p>
BACKGROUND:	At its heart, the mission of Westminster Abbey is the worship of Almighty God. In addition to hosting services of national and international significance, it maintains a daily pattern of worship with some 30 services a week in the Abbey, St Margaret's Church, and the Chapel of St Mary Undercroft in the Palace of Westminster.
JOB SUMMARY:	To organise, sustain and participate in the worship of Westminster Abbey and St Margaret's Church; to conceive, develop and implement plans and programmes to resource the wider church with liturgical excellence; to act as Chaplain to the St Margaret's choristers; to be the first point of pastoral contact for Abbey staff and volunteers; to take a share with clergy colleagues in contributing to the Abbey's digital output.

MAIN DUTIES AND RESPONSIBILITIES:

1. Participating fully in the liturgical life of the Abbey; sharing with the other Minor Canons in officiating at the morning and evening offices (including singing Evensong and Matins, and preparing prayers), and with all the Abbey clergy in presiding at the Eucharist, preaching, and officiating at pastoral offices.
2. In support of the Canon Rector (who holds Chapter responsibility and strategic leadership for a programme for resourcing the church) and in close collaboration with the Music Department and Minor Canon colleagues, assisting in the development and implementation of a programme for sharing the Abbey's liturgical and musical expertise, theological commitment, and experience in the Anglican tradition to offer resource to the wider church.
3. As Chaplain to The St Margaret's Choristers, offering pastoral support to the choristers and their families, including preparation for confirmation, as appropriate.

4. Under the direction of the Precentor and in collaboration with the Minor Canons' Assistants and other colleagues, designing, planning and organising special and statutory services in Westminster Abbey and St Margaret's Church, preparing ceremonial notes, rehearsing participants, and overseeing ceremonial on the day. Taking lead responsibility for Services of Thanksgiving in St Margaret's Church.
5. As a member of Abbey clergy, taking an occasional share in writing and presenting materials (both audio and video) that will contribute to the Abbey's offering across a number of digital channels, and which reflect the Abbey's liturgical style and theological voice.
6. On behalf of the Dean, taking responsibility for oversight of The Company of St Edward (volunteer altar servers) as Warden of the Company and volunteer supervisor.
7. In support of the Canon who holds Chapter responsibility for pastoral care, being first point of pastoral contact for Abbey staff and volunteers.
8. Playing a full part in the community life of the Abbey and undertaking other duties as required by the Dean.

Person specification

This section outlines the essential and the desirable knowledge, skills, and abilities required to fulfil the responsibilities of the position.

Qualification/Training

Essential	Desirable
To degree level (or equivalent) in theology or a related subject.	A musical or pastoral qualification and/or a higher theological qualification.

Knowledge/Skill/Experience

A profound commitment to the liturgical and community life of the Abbey.	Experience in designing special services
A developed understanding of Anglican liturgy, and its choral tradition.	Developed knowledge and experience of the Anglican Choral Tradition and related repertoire
Strong potential as a liturgical singer (further training may be provided).	An experienced and accomplished liturgical singer
An ability to communicate theological concepts accessibly, without sacrificing depth or complexity, both in writing and orally.	Experience of ecumenical and interfaith working
Digital literacy.	Experience in producing digital materials of a theological/liturgical nature
Excellent organisational skills and a close attention to detail e.g. proof-reading.	Experience of volunteer management
At least three years' experience in full-time stipendiary ministry in the Church of England or in a Church in Communion therewith. Under the provisions of the Abbey's Statutes, a successful candidate who has been in Priest's Orders for less than three years may take up the role but will only be appointed as a Minor Canon once they reach that anniversary.	
Proven pastoral skills, and commitment to safeguarding and confidentiality.	

Attributes

A commitment to safeguarding and confidentiality.
An aptitude for team working, and a commitment to collegiality.
A commitment to diplomacy and discretion.

This job profile will be kept under review and may be amended by the Dean & Chapter from time to time. Any proposed changes will be discussed with the post holder.

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks (including the relevant level of criminal record check) on staff and volunteers and require them to complete relevant safeguarding training. This post requires an enhanced level criminal record check.

Working for us

Employment Status

This post is fixed-term for a period of 5 years until 2030.

Remuneration

The stipend is £35,105 per annum and is paid on the last Friday of each month. Stipends are reviewed annually.

Hours of Work

As a church, the Abbey operates seven days a week. You will be entitled to one day off each calendar week. Due to the working pattern, this role attracts an enhanced annual leave entitlement, as outlined below.

Annual Holidays

The full-time holiday entitlement is 36 days per annum, excluding recognised public and bank holidays.

Accommodation

For the better performance of their duties, the Minor Canon & Succentor will be required to live in Abbey-provided accommodation at or close to the Abbey. The Dean and Chapter will meet all charges in respect of Council Tax and utilities (excluding private telephone charges); utility costs constitute a taxable benefit.

Probation

Probationary period is 12 months.

Training

On-site training will be provided in all aspects of the job. Any further training needs will be assessed through the probation period and in annual appraisals.

Pension Scheme and Life Assurance

The Dean and Chapter will contribute to the Church of England Pensions Board a sum equivalent to the applicable rate in accordance with your eligibility under the Clergy Pension Scheme.

Staff Discount

You will receive a 20% discount on purchases from the Westminster Abbey shop and a 30% discount on purchases from the Benugo outlets, which serve refreshments.

Medical Insurance

The Abbey will pay 50% of premiums to join a nominated medical insurance scheme after one year's employment.

Equality statement

Equality Statement

The Dean and Chapter aims at all times to recruit the person who is most suited to the job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, skills and experience will be assessed at the level that is relevant to the job.

We will ensure that our shortlisting, interviewing and selection procedures avoid discrimination in any way. However, it should be noted that in accordance with Schedule 9 of the Equality Act 2010, there is a Genuine Occupational Requirement (GOR) for the successful candidate of this role to be a committed Christian.

Please complete the Equal Opportunities Monitoring Form with your application. This will help us monitor our recruitment practice. The form will not be seen by the people making the selection decision.

Safeguarding

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks on staff and volunteers and require them to complete relevant safeguarding training. Offers are subject to a relevant level of criminal record check, receipt of references satisfactory to Westminster Abbey, right to work in the UK, proof of professional qualifications and medical clearance, which may include a medical assessment.