



Application Pack

The Collegiate Church of
The Holy and Undivided Trinity
Stratford-upon-Avon
Warwickshire
with All Saints' Luddington and
St Helen's Clifford Chambers



For The Role of Parish Nurse

(Closing date for applications – Friday 7th June 2024)

CONTENTS

INTRODUCTION & ROLE DESCRIPTION.....	Page 3
TERMS & CONDITIONS	Page 3
MAIN DUTIES & RESPONSIBILITIES.....	Page 5
PERSON SPECIFICATION	Page 8
RECRUITMENT TIMETABLE.....	Page 9
APPLICATION DETAILS	Page 9
APPLICATION FORM	Page 10
APPENDIX ONE - INTRODUCTION TO THE PARISH FROM THE VICAR	Page 14
APPENDIX TWO - OUR PARISH VISION & VALUES	Page 16
APPENDIX THREE - OUR PARISH STRATEGY	Page 16
APPENDIX FOUR - OUR STRENGTHS - OUR NEEDS FOR THIS ROLE	Page 18
APPENDIX FIVE - ABOUT THE PARISH	Page 19

Introduction and Role Description

The Collegiate Church of the Holy & Undivided Trinity, with All Saints' Luddington and St. Helens Clifford Chambers, is establishing a new parish nursing service to support the holistic health of our existing church members and wider contacts.

Our parish nursing service aims to complement, not replicate or replace the NHS or other mainstream care provision and will therefore operate within a preventative and supportive model of health.

We are looking for an enthusiastic Christian registered nurse to work with us, and in partnership with Parish Nursing Ministries UK, to set up and lead a successful parish nursing service. This service will serve as a bridge between the church and those who cannot get to church. As the appointed parish nurse, the candidate will be expected to offer targeted interventions and activities to help people in the local community improve, maintain or regain wholistic health and wellbeing with an intentional focus on spiritual care.

Terms and Conditions

Contract	Employee – Part-time
Pay	Normal rate £16.50 per hour plus travel & subsistence (Equivalent full time annual salary - £32,298)
Holidays	80 hours holiday, plus 8 Bank Holidays, in each complete calendar year. Bank holidays will be credited at 4 hours for each Bank Holiday.
Hours	20 hours per week on a schedule to be mutually agreed
Responsible to	The Associate Minister for Outreach & Nurture
Responsibility for staff	It is not expected that the Parish Nurse will have responsibility for any other staff initially, although this may change as the ministry develops in the future. This may include responsibility for supervising volunteers
Probation	There is a six-month probation period
Place of work	Based at Holy Trinity Parish Centre, Old Town, Stratford-upon-Avon, CV37 6BG
Travel and Subsistence	Travel & subsistence will be paid in line with PCC agreed levels. More detailed information will be provided to the successful candidate in the Letter of Offer.
Employment of Christian workers	The Equality Act 2010 Schedule 9 part 1(1-3) applies to this post. There is a genuine occupational requirement for this post to be restricted to practicing Christians.

Pension	The Parish Nurse will be enrolled into the Church Workers Pension Scheme, which is a contributory scheme.
Public and Professional Liability/indemnity	Public liability insurance will be in place and professional indemnity arrangements will be confirmed with the successful candidate.
Smoking	The Parish operates a no smoking policy
Equal Opportunities	The Parish operates under the principles of Equal Opportunity, insisting on and promoting equality of opportunity and access to all, regardless of age, race, colour, ethnic or national origins, gender, marital status, sexual orientation, disability or impairment, income, education, religious beliefs or cultural heritage. This applies in all we do.
DBS	The appointment is subject to an acceptable enhanced disclosure from the Disclosure and Barring Service.

Job Purpose

To provide a parish nursing service that integrates spiritual, physical, psychological, emotional and social health to existing church contacts, regardless of faith position.

Main Duties and Responsibilities To Include

Support Holistic Health

- To integrate faith and health through providing a holistic assessment of needs
- To support individuals in dealing with health issues and concerns, through collaboratively planned health advice, support and spiritual care
- To deliver, or facilitate the delivery of, planned health support in the church and/or community locations
- To monitor and evaluate the effectiveness of the care provision, adjusting the care plans as required
- Where appropriate to support risk assessment to ensure that health needs are being met
- Where appropriate to develop health screening opportunities in the church and for the local community
- Where appropriate to attend local meetings of the health and social care professionals to ensure continuity of care
- To ensure parish nursing activities and advice are evidence based and supported by current research

Health Education

- To monitor the health education priorities through assessment of health needs of the local community
- To provide health education to individuals and groups, aiming to increase understanding of health concerns and to empower people to make changes to minimise the impact of their health concern
- To focus on a variety of educational activities for all ages that explore the relationship between values, attitudes, lifestyle, faith and health.
- To promote health education as an integrated aspect of care delivery
- To develop opportunities for health education activities in church and community events
- To create packages and / or displays of health education materials relevant for the use of congregation, individual or groups, and the public, as needed

Health Advocacy

- To provide an advocacy role that supports people in their access of health services
- To initiate and support referrals to other health professionals and to work alongside other health professionals and health educators as they seek to support those in need of these services
- To work with health, social care, faith organisations and voluntary sector services to support the best solution for holistic care

Referrals

- To liaise with appropriate agencies and authorities in support of individuals' health needs
- To refer to health, social care, faith organisations and voluntary sector services as appropriate, to access the most suitable resources for holistic care

Support Groups

- To develop appropriate Support Groups, following assessment of needs of individuals and the local community needs
- To source appropriate resources for support groups that enhance holistic care
- To refer to external support groups within the community where appropriate

Management of Volunteer Team

- To recruit a team of volunteers to work with and support parish nursing in the church and local community
- To define the role of the volunteers, ensuring this is available in the form of a written role description
- To provide training for volunteers to equip them to fulfil the role
- To ensure volunteer agreements are in place
- To ensure the volunteer recruitment process is carried out in line with the Church of England Safer Recruitment Policy and the organisational Safeguarding Policy
- To lead health team meetings
- To provide supervision, support and annual reviews to the volunteer team

Integration of Faith and Health

- To integrate faith and health in all activities and contacts, aiming to promote the understanding of the relationship between faith and health
- To pray with or for clients if requested and appropriate or, if preferred, to refer them to a faith group/leader of their choice
- To facilitate the distribution of home communion, as appropriate and where requested

Professional Management

- To work collaboratively as a member of the wider Pastoral Team
- To attend staff team meetings and regular one to one meetings with line manager or management team, and contribute to an annual appraisal
- To complete the necessary level of The Church of England Safeguarding Course (Church Leadership Level)
- To work as an autonomous and lone practitioner, ensuring adherence to the church/organisation's systems for lone workers
- To maintain accurate, systematic and timely record keeping of health interventions in keeping with NMC Record Keeping guidance, ensuring safe storage of documentation
- To keep statistical information required by the church/organisation, any funders and PNMUK
- To manage the given resources of the parish nursing service, including any financial resources, in line with professional standards
- To participate in annual development review with direct line manager
- To adhere to church/organisation policies and NMC requirements

- To promote safeguarding of children, young people and adults at risk in all parish nursing activities
- To ensure confidentiality and data protection processes are in place, and policies are always adhered to
- To maintain the Parish Nurse Accreditation Standards, annually reviewing these with the Regional Nurse Coordinator and line manager
- To take appropriate action in regard to any accident or incident occurring to a volunteer, client, staff member or visitor

Personal Development

- To be aware of, and always act in accordance with, the Nursing and Midwifery Council Code of Professional Conduct
- To maintain current NMC registration
- To work only within the scope of knowledge and competence
- To maintain up-to-date knowledge and skills and undertake education in accordance with individual parish nurse and organisational needs
- To ensure own spiritual care needs are met
- To participate in regular spiritual supervision (at least four times a year)
- To attend a PNMUK Community of Practice for professional supervision and support

The above list of roles is not intended to be exhaustive and may be subject to change, which will be done in discussion with the postholder and line manager.

PERSON SPECIFICATION

Job Title: Parish Nurse

Factors	Criteria	Assessment*
Education/Qualification		
Essential	Registered Nurse (Adult/Child/Mental Health/Learning Disability)	A/C
	Nursing and Midwifery Council Registration	A/C
	Evidence of post registration education and training	A/I
	Completion of the PNMUK Preparation for Parish Nursing Practice Course or willingness to undertake this	A/I
	Regular member of a church of any Christian denomination	A/I
Desirable	Community Nursing/Specialist Practitioner Qualification	A/C
	Some theological or discipleship training	A/I
Experience		
Essential	Experience of relevant specialty of nursing	A/I
Desirable	Experience of working within Community Nursing	A/I
	Previous management experience	A/I
	Experience of teaching	A/I
	Experience in delivering health education	A/I
	Experience of pastoral care	A/I
Skills and Knowledge		
Essential	High level of nursing expertise	A/I
	Leadership skills and the ability to motivate staff	A/I
	Ability to work independently and within a team	A/I
	Decision making skills	A/I
	Good communication skills	A/I/P
	IT skills	A
	Commitment to work within the Nursing and Midwifery Council Code of Professional Conduct	A/I
	Commitment to personal development	A/I
	Knowledge of Clinical Governance and its implementations	A/I
	Knowledge of the purpose and value of professional supervision and support of staff	A/I
	Understanding of, and commitment to, equal opportunities	A/I
	Desirable	
Other		
Essential	Able to carry out the duties of the post with or without adaptations	I
	Full Driving Licence and access to own vehicle to use for work purposes, inclusive of business insurance	A/I
Desirable		
* Assessment will take place with reference to the following A – Application, I – Interview, P – Presentation, C Certificate		

Recruitment Timetable

Closing date for applications	Friday 7th June, 2024
Shortlisting	Week Commencing 10th June
Interview Date	Thursday 20th June
Essential Training Dates For Parish Nursing Ministries Training Course	September 4th, 10th-12th, 18th October 2nd
Starting Date	Week Commencing Monday 2nd September

To Apply

We actively encourage applications to be submitted electronically

- Your name, address, NMC Registration details - PIN and re-registration date
- Educational and other relevant qualifications
- Full employment history, with details of relevant achievements.
- A short covering letter (of no more than 2 sides of A4) explaining the reasons for applying for the post and how the key requirements of the post and person specification can be evidenced.
- The names of two referees who may be contacted with agreement prior to recruitment or at an alternative point. One of these should be from a recent employer, ideally with a professional registration and another from a senior member of your church or another spiritual leader.
- Declaration of all current 'unspent' criminal convictions or cautions (including reprimands and final warnings. or current cases of professional misconduct).
- Notification of any dates you are unable to attend the indicative timetable above.
- A mobile number and any other useful contact number together with a preferred email that will be used for all correspondence.

Please submit the full application by email to: **beckeybarton@gmail.com**

Or by post to: **Mrs Beckey Barton, Holy Trinity Parish Office, Old Town, Stratford-upon-Avon, CV37 6BG**

Contact Telephone No: **07587 143374**

If applicants would like to talk about the post prior to making an application, they should use the contact details above.

Current employer	
Name/address	
Position held	
Full or part time?	
Date employment commenced	
Present salary	
Brief outline of duties/responsibilities	

Previous employment : Please fill experience and details of you previous employers along with a brief description of your duties and responsibilities and your reason for leaving			
Dates	Name/address of employer	Brief description of duties and responsibilities	Reason for leaving



<p>Any Pastoral experience that may be relevant</p>	
<p>Your skills and experience</p>	<p>Please use this section to provide any additional information which may help us in considering your application.</p>



References	<p>Please supply details of two referees. One should be from your current or most recent employer. The other should be an independent professional rather than personal contact. If possible, please include an email address for your referees.</p> <p>Do you wish us to take up references with your employer before the interview?</p> <p>Y/N</p>
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Referee name	Job title/contact details	Relationship to applicant

Declaration

I certify that the information I have given on this application form is accurate and correct to the best of my knowledge. I consent to nominated employees of Holy Trinity Church checking any of the details on this form. I understand that the supply of inaccurate or incorrect information, or omission of any material information from this application form, may result in the withdrawal of any offer of employment or termination of employment.

Signed:

Print Name:..... **Date:**

APPENDIX 1

INTRODUCTION TO THE PARISH FROM THE VICAR

For a wide variety of reasons, Stratford-upon-Avon, in the Diocese of Coventry, is a remarkable parish. Comprising three churches, at its centre is 800-year-old Holy Trinity, a thriving civic parish church with a large congregation, as well as a major international tourist attraction due to its connection to William Shakespeare. The church has a strong choral tradition and also creative liturgy which seeks to engage all ages in worship. Our two village churches, St Helen's, Clifford Chambers and All Saints', Luddington, play a central role in the life of their respective communities. More information about the parish can be found in Appendix One.

We are seeking to live out our vision - lives changed through God's love - through our six Focus Areas, explained in more detail on the next page. As we look at the progress we are making in each area, it is clear that there are currently significant gaps in three of them: Making Disciples, Outreach & Engagement and Welcome & Care. We are therefore seeking an Associate Minister who will lead us in developing these Focus Areas, where there are plenty of opportunities for growth and improvement.

The clergy team works in a collaborative way to lead the parish and is supported by a wider ministry team, which includes a number of retired clergy and readers. The parish is well resourced by our paid lay staff (see Appendix Two). A strong PCC and team of four churchwardens, supported by some 200 volunteers, express a wide variety of aspects of ministry, giving this parish a strong sense of collegiality.

As a parish, we take our safeguarding responsibilities very seriously with a dedicated Safeguarding Officer supported by the Parish Safety and Compliance Officer.

We're on a challenging but exciting journey and we look forward to sharing it with our new Associate Minister for Outreach and Nurture who will play a key role in enabling us to meet the aspirations of our current Five-Year Plan.

A note about Fosse Deanery

Fosse Deanery comprises the large town and suburban parishes in and around Stratford, a large village (Wellesbourne), and lots of smaller rural parishes. The Deanery currently has 8.5 stipendiary clergy posts, several self-supporting and retired clergy and 5 curates serving the 8 benefices with their 25 parishes. There is a genuine depth of friendship among the clergy and a number of the clergy meet together for a monthly prayer breakfast. We support one another through Chapter meetings over a shared lunch, co-operation and generosity in sharing resources.

and trying new ways of doing things as we re-imagine rural and town ministry for today.

The Rev'd Patrick Taylor
Vicar of Stratford-upon-Avon and
Area Dean of Fosse Deanery

APPENDIX 2

OUR PARISH VISION & VALUES

We are fully committed to fulfilling our **Parish Vision** of:

Lives changed through God's love

through our **Parish Values** of:

Holiness, Hospitality & Humility

APPENDIX 3

OUR PARISH STRATEGY – THE SIX FOCUS AREAS

In 2022, the PCC identified 6 Focus Areas to underpin the delivery of our Parish Vision. These form a common set of aims adopted by the whole parish which each church will achieve differently according to their congregations and needs. The Focus Areas are summarised as follows:

Worshipping God:

We encourage worshippers of all ages to learn of and engage with the love of God – Father, Son and Holy Spirit – through a variety of traditional and contemporary music and liturgy, encouraging everyone to use their gifts.

At the heart of our worship is the sharing of Holy Communion. Across a range of different services, we will offer worship that is inspiring, draws people to God and encourages all ages to worship together and learn from one another.

Making Disciples:

We seek to nurture faith and discipleship for people of all ages and at any stage in their journey of faith.

We will provide regular groups and activities, to learn about and encounter God within supportive and inclusive environments.

We will develop knowledge and understanding of Jesus' teachings and our Christian faith.

Outreach and Engagement:

We will encourage, support and enable our congregations to be 'good neighbours' in the community where they live, work or serve.

We will develop opportunities to engage with the global Christian community and for our town and villages to be involved with our churches.

We will be outward-looking and pro-active in strengthening our relationships. We will work in partnership with others to promote social justice and the common good.

Welcome and Care:

We will demonstrate God's love by providing a safe, warm, compassionate and inclusive welcome to everyone, both within and beyond our Church community.

We will strengthen the bonds between our congregation and the wider parish offering Christian compassion, support and fellowship to the lonely, bereaved, sick and struggling.

Buildings and Environment:

We will conserve the heritage buildings entrusted to us, preserving them for future generations.

We are committed to conserve the environment through the responsible use of natural resources and protect it from harmful human activities.

We will maintain and enhance all our buildings and church grounds in harmony with the environment and facilitate their use to the benefit of parishioners, visitors and the wider community.

Financial Sustainability:

Our aim is to have stable finances for all our churches across the parish and ensure there are sufficient resources to support our own activities together with our Deanery and Diocesan obligations. We will carefully manage our finances and will be transparent and accountable in all our activities.

We will aim to encourage a culture of volunteering and of stewardship and investigate new initiatives which can help improve our resources.

Our current 5 Year Plan identifies our priorities under these Focus Areas and can be found on this link: [Parish Vision and 5 Year Plan](#)

APPENDIX 4

OUR STRENGTHS - OUR NEEDS FOR THIS ROLE

As we review the Focus Areas in our 5 Year Plan, we feel that certain areas, although never perfect, are being given sufficient attention: Worshipping God, Buildings & Environment and Financial Sustainability. These are generally well cared for within the expertise and commitment of our current clergy, PCC, staff and volunteers. We are also often complimented on the welcome and inclusivity of our churches and have a very strong sense of hospitality.

However, we know we are falling short in other areas, especially in our outreach to the wider community, nurturing our youngsters and fledgling Christian newcomers, deepening the faith of our existing congregations as well caring for those in need.

There is a large elderly population within our churches and our church contacts, as well as those who are disabled or have family members with disabilities. These factors can be a barrier to people being able to attend church and connect with the church family, and these people can easily become isolated and feel lonely. There are also instances where people need care and health support in the community but are unaware of what support is available to them, or how to access it. We seek someone caring, compassionate who is able to recognise the needs within the wider Church community, and develop ways of meeting those needs. This may incorporate provision of health and wellness education, advocacy and signposting to other relevant health and support services. The role will also include providing companionship, prayer and spiritual support where required. Our new Parish Nurse will be given the scope to develop this ministry, matching their own skills and talents with the needs of the church community.

APPENDIX 5

ABOUT THE TOWN & PARISH

THE TOWN OF STRATFORD-UPON-AVON

Stratford-upon-Avon is an attractive market town on the banks of the River Avon in South Warwickshire, famous as the birthplace of William Shakespeare. The town is the home of the Royal Shakespeare Company (RSC) with its theatres. As a result of the Shakespeare connection, and its proximity to the major population centres of the Midlands, the town is much livelier than would be the case in most towns of a similar size. The schools are very good and it is a very pleasant place to live and work.

Stratford is within easy reach of Junction 15 of the M40. There are regular services from Stratford station to Birmingham, and on to Worcestershire, plus an excellent service to London from Warwick Parkway and Leamington Spa. The Cotswolds are within easy reach by car or bus.

Stratford town has been expanding continuously in recent years and now contains 14,000 households, comprising 30,500 people (2021 census). Ethnic diversity (non-white) is low at 7%, 25% of the population is over 65 and 19% aged 19 or under. 55% identify as Christian and 36% as having no religion. House prices are high for Warwickshire and while there is a predominant sense of comfortable affluence, the town does contain areas of considerable need and a, not insignificant, drugs problem.

THE PARISH AND ITS PLACES OF WORSHIP

Stratford-upon-Avon Parish is part of the Fosse Deanery in the Diocese of Coventry. There are currently 339 people on the Parish Electoral Roll, representing the three churches in the parish.

Holy Trinity's regular congregations vary from 150-200 at the 10am Parish Eucharist to around 50 for the evening services. Major festivals see congregations of 350+. Vestments are worn and the sacrament reserved in a church encompassing a broad range of Christian worship and a strong choral tradition. The church also plays an important role in the civic life of the town.

The Grade 1 listed building, where William Shakespeare is buried in the Chancel alongside members of his family, attracts over 200,000 visitors a year from all over the world. Inevitably the life of Holy Trinity is split between its role as a centre of worship and a heritage site. We aim to unite these roles by considering the Heritage role as an integral part of our Christian ministry, striving to give visitors a positive experience, emphasising the peace and tranquility that visiting a House of God can bring.

Our congregation is very active in supporting the life of the church in every way possible. We count around 200 volunteers who help in their teams as bellringers, sidespeople, readers, welcomers, flower arrangers, home-communion assistants, and maintenance volunteers, to name but a few,

and have thriving hospitality and social teams. Holy Trinity also has a very strong music tradition, supported not only by our own church choirs but also by the Friends of the Music who organise weekly lunchtime concerts throughout most of the year. Trinity Players, the amateur dramatic group based at Holy Trinity, regularly performs Shakespeare or moral-themed plays in the church. We have close links with all the local schools, especially Holy Trinity Primary School where we

have a mutually supportive relationship and the church is represented on the Board of Governors. We are also members of the Inclusive Church network as well as the Major Churches Network.

The Covid-19 pandemic brought an opportunity to re-assess our methods of worship, so we now regularly live-stream our Parish Eucharist on a Sunday morning, following which a recorded version is available on our YouTube page for people to view at a time that suits them.

All Saints' Luddington is a thriving village church with a congregation which totals over 30 people. A small and friendly congregation of between 15 – 25 people attends each Sunday. The Grade II listed church has a capacity for about 90 people in the nave and during the festivals at Christmas, Easter and Harvest the church is full.

The village, on the north bank of the River Avon, approximately 3 miles south-west of Stratford town, was listed in the Domesday Book. The recent construction of 20 new houses and the introduction of new forms of service, such as 'Hymns & Pimm's' and 'All Souls', has enabled All Saints' to welcome some new people to the church. In addition to the teams of volunteer sidespeople, readers and cleaners, we are fortunate to have volunteers from the village who help maintain the churchyard. The introduction of various events in the Village Hall, by the previous Associate Minister and the All Saints' Team, in a village with no pub, plus attendance at the Village Coffee Mornings, has brought All Saints' and the village communities closer together.

St Helen's Clifford Chambers was in the Diocese of Gloucester until 2001, when it joined the Stratford-upon-Avon Parish. The church has a similar sized congregation to All Saints' and plays an integral part in village life. The charming village, situated approximately 2 miles south of Stratford town, comprises some 100 households. The Grade 1 listed church has Saxon and Norman features and owns the second oldest surviving chalice in the country, dating from the 1490s and surviving the Reformation when most church silver was melted down and re-modelled.

Prior to Covid, services were offered every Sunday. Unfortunately, in common with many village churches, it struggled to regain its pre-covid congregation numbers, so a decision was made to reduce the number of services to two per month. This, plus the decision to change one of these services to an informal Morning Praise service with the Phoenix Band, has now raised the average congregation number to 18. The church has a capacity for about 100

people and during the festivals at Christmas is full. The Friends of St Helen's charity is very active and raises much needed funds for the church's maintenance needs. Following a major

refurbishment of the church bells, St Helen's now has an enthusiastic bell ringing band and, for the first time in over 20 years, the bells are regularly rung for Sunday services.

Clifford Chambers is a friendly supportive community which runs several activities throughout the year - including a soup café during the winter months (a joint venture between the church and the village hall committee), a monthly village cinema, and a social club. In 2022, to mark the coronation, the whole village came together to put on a pageant depicting the history of Clifford Chambers.

Other places of worship within the parish include:

- **The Guild Chapel**, a small historic jewel located in the centre of Stratford. Here a midweek Eucharist Service is held every week (see Appendix Two)
- **The Ken Kennett Centre**, a Community Hall in Stratford where a weekly Stay & Play, for under-fives, and a Coffee Stop is held with the aim of reaching people to the North of the parish who may feel separated from the location of Holy Trinity Church.
- **The Parish Centre**, which is situated opposite Holy Trinity Church. In addition to being used occasionally for more informal services, this building contains the Parish Administration Office and offices for the clergy. There is also a large hall, lounge and fully equipped kitchen, all of which are used for church functions and also let to outside organisations. There is a small car park with reserved spaces for Clergy.