

St. Mark's, Versailles with St. Paul's, Chevry Chaplain



Vacancy information and procedure

This pack contains:

1. Copy of press advertisement
2. ICS and Versailles
3. Chaplaincy Profile
4. Remuneration Information
5. Bishop's Statement and The Bishop's License (*produced by the Diocesan Bishop*)
6. Basis of Faith
7. General note about ministry in Permanent Chaplaincies or congregations
8. Application form for Chaplain
9. Information form for Spouse of Chaplain
10. Recruitment Monitoring Form (*produced by the Diocese in Europe*)
11. Reply envelope
12. Current *ICS News and Prayer Diary*

Application procedure

- Applications should be made on the forms enclosed by **Monday 31 October 2011**.
- Short listing will be conducted on Tuesday 1 November 2011.
Shortly afterwards you will be notified whether or not you are being called for interview. Those called for interview will be asked to complete questionnaires to enable your personality to be profiled by an independent consultant. The results will be made available to the selection panel and to you at the interview.
- Your referees will be contacted.
- Interviews will be held in Warwick, UK on **Wednesday 16 November 2011**.
- If you are invited to consider taking up the appointment, you will be asked to visit the chaplaincy concerned and meet the Diocesan Bishop.
- Likely start date: March 2012

Informal contact is welcomed if you wish to talk through any aspect of the appointment. Please note that canvassing of anyone involved in the selection process may lead to your application being rejected or any nomination or offer of employment being withdrawn. To help ensure impartiality, please indicate in a covering letter when applying any capacity in which you know the Revd Canon Ambrose Mason of ICS, the Bishops of the Diocese and any members of ICS's Council (whose names can be found on page 38 of *ICS News and Prayer Diary*), or the chaplaincy representatives: Mr Alan Kendall and Mr Davy McCullough.

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Data Protection

Information about this can be found on the application form enclosed.

Interview expenses

If you are called for interview, these will take place at the Society's office in Warwick. For applicants resident in the UK or Ireland, travel expenses will be reimbursed either as the full cost of public transport (please obtain receipts) or as a mileage allowance at the Society's current rates for the use of the applicant's own vehicle. It is an expectation that care will be taken to ensure that the most economical method of travel will be used. For applicants resident elsewhere, travel expenses to Warwick as outlined above will be reimbursed from the port of entry into Great Britain, i.e. port or airport. On the day of interview, where necessary, overnight accommodation will be organised by the Society at its expense.

Enquiries and applications should be directed to

**The Revd Canon Ambrose Mason, Intercontinental Church Society,
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