

**INFORMATION
OCTOBER 2005**

Job vacancy: PA to the Dean and Office Manager

The Dean of King's College London is responsible for ensuring the religious and spiritual purposes for the College are carried out. He requires an experienced Personal Assistant and Office Manager to provide full secretarial support and to ensure the efficient working of the office.

This is an interesting and varied role which involves diary management, making travel arrangements, preparing correspondence, organising events and committee administration. The post holder will also be responsible for planning and co-ordinating administrative workloads and supervising the Secretary and AKC course administrator.

Applicants will need several years experience providing secretarial and administrative support to senior management, including experience of managing people. They should have excellent IT skills and ideally some knowledge of the Christian Church or religious affairs. There will be extensive liaison with a range of people, including high profile external contacts, so excellent interpersonal skills are essential.

Salary will be £25,138 to £28,022, inclusive of London Allowance.

To obtain a job pack and further information about King's visit www.kcl.ac.uk/depsta/pertra/vacancy or e: jcmbjobs@kcl.ac.uk. A job pack can also be obtained from Personnel Department, Room 7.20, James Clerk Maxwell Building, 57 Waterloo Road, London SE1 8WA. The closing date for applications is 30 September.

The Light Still Shines

St Johns College, Nottingham is to release a booklet containing a series of devotions for the advent period. The devotionals have been written by staff and current students at the college. All money raised from the sale of the booklets will go towards the student hardship fund and the college development fund. Minimum donation of £3 per booklet.

Visit www.stjohns-nottm.ac.uk/html/news/advent_book.shtml for more information.

Open Ears

Open Ears is a charity for people who have impaired hearing and anyone else who is sympathetic to their special needs and problems. Their main ministry is to deafened people who generally do not use sign language, although they also attract and welcome BSL users.

As well as arranging Fellowship Days and Weekends, they also offer a service to recycle unwanted hearing-aids for use in the developing world, where the needs of hard of hearing and deafened people are largely unmet.

For more information visit www.openears.org.uk, e: admin@openears.org.uk or write to The Administrator, Open Ears, 11 York Avenue, New Milton BH25 6BT.

Meeting the needs of musicians and singers in the parishes of London

The RSCM is looking for new ways to help parish musicians grow and develop in the London area. Examples of such events are training evenings for RSCM awards, local area festivals and sessions to explore new church music. A survey is to be undertaken to determine what musicians' needs are.

For more details please see September's mailing.

The Churchwarden's Yearbook 2006

The Churchwarden's Yearbook is the diary and reference book regularly used by churchwardens, PCC members and parish clergy. As a diary it covers the period from Advent 2005 to Epiphany 2007 (27 November 2005 – 6 January 2007), with additional pages up to the end of June 2007. Presented one-week-to-view, with Sunday as the first day of the week, it names all Sundays, Principal Feasts, Holy Days, Lesser Festivals, Commemorations and Feast Days of the Saints with appropriate lectionary readings from Common Worship and The Book of Common Prayer. It also includes public holidays and days on which flags are flown, year planners for 2006 and 2007, and a four year calendar.

As a reference book it gives relevant contacts for every diocese in England and Wales, organisations which help with fundraising and church maintenance, useful publications, holy days and festivals of other religions, metric/imperial conversion tables. With articles on the care of church buildings and how to avoid expensive claims arising from Health & Safety legislation.

The Yearbook is A5 size, hardbound with a ribbon bookmark. It is available direct from the publisher by mail order for £9.95 including postage and packing: t: 01985 840 189 or e: churchwardens@btinternet.com.

New Episcopal Vacation Exchange (NEVE)

NEVE operates as a clearing-house for exchanges of homes between clergy, receiving proposals from potential exchangers in the autumn of each year, then compiling and publishing these in a newsletter at the beginning of the next year. It is operated entirely on-line to reduce costs.

The deadline for applications is 27 November and the newsletter will be published on 26 February 2006.

For NEVE information click [here](#); for the application form click [here](#). To contact the coordinator, the Revd Ken Howard, e: NEVEonline@comcaStnet.

PEOPLE

Into the Diocese

Kensington

Correction: The Revd Kenneth Buckler, Priest in Charge of Kimpton with Ayot St Lawrence and Team Leader for East North Herts NHS Trust, Diocese of St Albans, is now Incumbent of the Good Shepherd, Hounslow (10/14).

Within the Diocese

Two Cities

The Revd John Cullen, Priest in Charge of St George, Hanover Square (03/11), is to be Incumbent of St John the Evangelist, Palmers Green (18/11), from 14 November.

Stepney

The Revd Roderick Leece, Incumbent of St Bartholomew, Stamford Hill (05/28), is to be: Rector of St George, Hanover Square (03/11), from 19 December.

The Revd Emile Jones, Assistant Chaplain at the Whittingdon Hospital (06/94) NSM at St Peter in the Forest (Barking Episcopal Area) is now also NSM Curate in the Tollington Team Ministry with responsibility for St Saviour, Hanley Road (06/17).

Kensington

The Revd Nicola Stanley, Curate at St Michael and All Angels, Bedford Park (10/06), is to be Associate Vicar at St Michael and All Angels, Bedford Park from 26 September.

Out of the Diocese

Edmonton

The Revd Colin Dickson, Curate at St Paul, Tottenham (19/15), is to be Assistant Priest at St Michael and All Angels, Croydon, Diocese of Southwark, from 16 October.

Deceased

The Revd Paul Lewis, Priest-in-Charge of Holy Cross, Cromer Street (17/10), died on 7 September.