

# Chapel Steward



The Queen's Chapel  
of the Savoy



## London • £29K per annum plus benefits and accommodation

The Queen's Chapel of the Savoy that you see today in Savoy Hill, London, was built as part of a charitable foundation under the terms of the will of King Henry VII in the early sixteenth century. On 11 May 1937 King George VI commanded that it should be the Chapel of the Royal Victorian Order. The Queen's Chapel of the Savoy has an unusual status. As a private royal chapel of Her Majesty The Queen, it is not subject to episcopal jurisdiction. We honour Her Majesty as our Queen, and in right of her Duchy of Lancaster. The chapel is a sacred space where we gather to experience the power and love of the living God of earth and heaven in sacrament, worship, prayer and music, set in 'the beauty of holiness.'

We are looking to appoint a Chapel Steward to help facilitate the smooth running of the chapel in all its aspects, and to support the Chaplain in expanding the chapel's activities. The role entails frequent liaison with other Chapel staff, Duchy personnel and outside agencies, as well as regular contact with members of the public. Whilst overall responsibility for safeguarding rests with the Chaplain, the Steward is expected to work in accordance with the Chapel's safeguarding policy and procedures and assist in ensuring that those policies and procedures are implemented and maintained across all Chapel activities.

### Some of the Key Responsibilities of the Steward:

- The Steward is a key holder, handles cash and is a cheque signatory, they also have responsibility for purchasing.
- The Steward is responsible for ensuring compliance with all relevant Health & Safety Standards and regulations.
- To meet regularly (normally weekly) with the Chaplain to approve Orders of Service, sign cheques, etc. and discuss any business matters.
- Deal with telephone calls and personal callers: respond to queries, take and pass on messages, etc.
- Facilitate maintenance and repair of office equipment, plus ensure the Chapel Office is equipped with sufficient stationery and supplies; arranging collection from the Duchy Office as required.
- Work with the Duchy's Financial Controller to calculate the Chapel's annual budget.
- Maintain day-to-day books and ledgers for income and expenditure.
- Open and close the Chapel and ensure the whole site is clean, tidy and safe.
- Be the named first responder for the security alarm and conduct the weekly fire alarm test.
- Prepare the chapel for Sunday services, Occasional Offices and Special Services, including provision of clean linen, topping up candle oil, etc. Prepare refreshments for Sunday services and tidy up afterwards.

Please apply by visiting [www.thewlisgraham.com/assignment-briefings](http://www.thewlisgraham.com/assignment-briefings) and following the instructions in the candidate brief quoting reference **U1202**. The closing date is **5pm on 21 January 2021**.

For a confidential conversation with Sarah Thewlis or for any other information please email [applications@thewlisgraham.com](mailto:applications@thewlisgraham.com)