

POLICIES AND PROCEDURES



Policy Title	CHAPLAINCY POLICY
Policy Number	WLCBMS-039
Responsible	VICE PRINCIPAL
Approval By	EXECUTIVE COMMITTEE
Approval Date	AUGUST 2017
Next Review	AUGUST 2018

CHAPLAINCY POLICY

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1. Preamble to the Policy Equal Opportunities

The College shall comply with all statutory duties in respect of equal opportunities in the areas of sex, race, age, disability, sexual orientation, transgender, religion, belief, pregnancy, maternity and paternity, marriage and civil partnership and the rehabilitation of offenders. The college shall also comply with the Human Rights Act 1998 and any subsequent enactments or modifications.

Sustainability

The college will comply with all statutory duties in respect of sustainable development by seeking to improve the long-term economic, social and environmental wellbeing of people and communities. This needs to be done in ways which promote social justice, equality of opportunity and which enhance the natural and cultural environment while respecting its limits.

2. Introduction

- This document sets out the nature and protocols of the College Chaplaincy Service.
- The Chaplaincy will provide help, advice and pastoral care to all.
- The Chaplain provides a confidential and independent service for all learners and staff alongside the College funded services.
- The Chaplain is ready to help individuals resolve any emotional, spiritual, religious or work related issues. He is experienced in dealing with a variety of problems including bereavement, relationships, families, and crises of faith.
- Inter denominational and inter faith involvement will be welcomed.
- The Chaplain may also contribute to tutorial programmes

3. Scope

- The Chaplaincy works independently but alongside the Welfare Services provided by the College.
- The Chaplain may be part of a team that may be drawn from different denominations. Should a Chaplaincy Team come to fruition they shall nominate one of their number to act as Chaplaincy Co-ordinator. This decision will be presented to the Senior Management Team for agreement.

- The Co-ordinator will have key duties as specified in the Protocol. Coordination will fall to the Vice-Principal where no coordinator exists.
- The Chaplain will provide confidential pastoral support to the College population. He will work with individuals to resolve any emotional, spiritual, religious or work related issues. He has particular experience in areas such as bereavement, relationships, families and crises of faith.
- The Chaplain may also be used in tutorial programmes where teachers can draw on their experience and personal aptitudes/skills in helping to deliver programmes.

4. Protocol

Appointment of Chaplains

- The appointing of new chaplains will, in the first instance, be the responsibility of the College Chaplaincy Co-ordinator. In the absence of a Chaplaincy Co-ordinator the Vice-Principal will fulfil their role. They will interview prospective chaplains to ascertain their suitability and degree of availability for the post and advise the church authorities and College management accordingly.
- The relevant church authority (bishop, moderator, elders – according to denomination) and College management (Vice-Principal) will consider the Chaplaincy Co-ordinator's advice and communicate their willingness to support an appointment.
- Where applicable prospective Chaplains should meet with members of the existing team who may then advise on the candidates suitability.
- The final decision to appoint will rest with the College Principal or their nominee.

Induction of New Chaplains

- Shortly after appointment a chaplain will meet the existing Chaplaincy Team as well as key management, staff and learners.
- During the induction phase the Chaplaincy Co-ordinator will ascertain and agree the amount of time and the type of skills the new chaplain can contribute to the team and College.

- Following consultation with the Chaplaincy Team the Co-ordinator will draw up and make known the pattern of work for the individual.
- Chaplains will be included in College staff induction and training programmes.

Training and Review

- Chaplains will be encouraged to take part in training relevant to their role.
- The College will include chaplains in any College organised training events that compliment the role.
- The Chaplaincy Co-ordinator will make the chaplains aware of any training that particularly supports the role.
- New chaplains will be able to draw on the advice and support of fellow chaplains in the Chaplaincy Team.

Co-ordination of Chaplaincy Services

- The Chaplaincy Team shall nominate one of their number to act as Chaplaincy Co-ordinator. This decision will be presented to the College Management team for agreement. The co-ordinator will have key duties as specified in this Protocol. In the absence of a chaplaincy team the co-ordinator the Vice-Principal will take the lead.
- In selecting a co-ordinator inter denominational and inter faith participation will be welcomed.
- The Co-ordinator has a number of specific duties as described throughout this policy.
- The Co-ordinator will be the main contact between the College management and the Chaplaincy team.
- The Co-ordinator has a key role in the appointment, organisation and review of the chaplains.
- The Co-ordinator will regularly discuss the chaplaincy service with the Vice-Principal.

5. Role and Responsibilities

Role of Chaplain

- A Chaplain will offer pastoral support for learners, staff and managers within the College on a collective or individual basis.
- Pastoral support will be independent of and complementary to that provided by the College Counselling and Welfare Services.
- Where appropriate a Chaplain will offer and encourage opportunities for prayer, worship and study. In particular support such initiatives as and where they arise from staff and/or learners.
- While not all chaplains may have the necessary skills, they should become involved in the tutorial programme as much as possible, particularly at the start of the academic year.

Role of College

- The College will actively seek to provide suitable rooms and equipment where staff and learners may receive confidential pastoral support.
- The College will provide occasional secretarial support to the Chaplaincy.
- Chaplains will have use of College facilities and services such as telephones, post, photocopiers, email and faxes.
- The College will ensure that the Chaplaincy is adequately promoted to the staff and learners.

6. Monitoring and Review

- The Vice Principal will monitor the work of the chaplain.
- The Principal will work with the Chaplain in reviewing service quality as part of the College Self Assessment Review process.

7. Related Documents

- a. Equal Opportunities Policy (WLCBMS 006)
- b. External Speaker Policy (WLCBMS 037)