

Greenwich Peninsula Chaplaincy

Recruitment of new volunteer chaplains

The Greenwich Peninsula Chaplaincy manages a Prayer Space which is staffed by volunteer welcomers and chaplains from 11.30 a.m. to 2.30 p.m. on Mondays, Tuesdays, Thursdays and Fridays.

The aims of the Greenwich Peninsula Chaplaincy Steering Group are

- to serve the religious, pastoral, educational and social needs of the workers, residents and visitors of the Greenwich Peninsula and the neighbouring area
- and to promote understanding between different religious traditions

by establishing and managing a team of chaplains welcomers and by whatever other charitable means the trustees shall from time to time determine

The Prayer Space is usually staffed by a welcomer and a chaplain from the multifaith chaplains team.

Recruitment

We would like to recruit suitably skilled individuals to be volunteer chaplains to be available at the Prayer Space on a rota with chaplains and other welcomers, and, when asked, to serve the spiritual and other needs of people of any faith or none. The time commitment is 3 hours per session once a fortnight. Chaplains may also be asked to visit businesses around the Peninsula.

Individual faith communities

The Steering Group (the chaplaincy's trustees) has agreed contracts with individual faith communities to enable them to hold regular or occasional worship and other events in the Prayer Space. Anyone appointed as a chaplain will be welcome to lead or to participate in worship and other events of their own Faith subject to a contract agreed between the Steering Group and an organisation of their own faith community.

Role description for volunteer chaplains

The role is:

To contribute to the Greenwich Peninsula Chaplaincy Steering Group's wide-ranging aims in ways determined from time to time by the Steering Group, and in particular

To undertake pastoral work on the Greenwich Peninsula on a rota with other chaplains, and in this capacity to serve the spiritual and other needs of people of any faith or none;

To take on pastoral responsibility for particular groups or institutions as agreed from time to time by the the Steering Group;

To take responsibility for particular religious, pastoral, educational or social needs of the new community as agreed from time to time by the Steering Group;

To assist with the management and staffing of the Prayer Space;

To co-operate with chaplains of other faith traditions in the fulfilment of the role;

To attend specified training;

To attend staff and supervision meetings;

To facilitate and take part in worship events of their own Faith according to a contract between the Steering Group and an organisation of their own faith community;

To promote good relationships between the chaplaincy and their own faith community.

Conditions

Recruitment

Recruitment is by application form and interview. References will be taken up. DBS checks will be required. Only those who are demonstrably in good standing with their own faith tradition can be appointed. Whilst interviewing will be undertaken one or two trustees, the final decision on appointment lies with the Steering Group as a whole.

Chaplains have to satisfactorily complete the chaplaincy's own induction training. They will also need to be accepted as insurable by our insurance company. A probationary period of six months will then be served before appointment as a volunteer chaplain.

Financial

The post of volunteer chaplain is not remunerated.

Transport

The developer and the borough wish the peninsula development to be as car-free as possible, and chaplains will be expected to use public transport.

Times available

Volunteer welcomers will be expected to agree with the rota co-ordinator the amount of time which they will offer each week and at what points during the week they will offer it.

Accountability

Ultimate responsibility for the team of chaplains lies with the Greenwich Peninsula Chaplaincy Steering Group which is a charitable trust. Any decision of the trustees is final.

The chaplaincy's work is governed by sets of guidelines agreed between the Steering Group and the proprietors of any sites where chaplains visit. Volunteer chaplains are required to conform to the guidelines relating to the areas in which they are working.

Proselytising

Volunteer chaplains are members of a multifaith team undertaking pastoral work in a complex multifaith and multicultural context. Proselytising will not be permitted: that is, while on chaplaincy business, a chaplain will not of their own volition attempt to persuade someone of the truth or virtue of their own Faith. If a chaplain is asked a question about their own faith then that question can of course be answered; and all chaplains may employ the resources of their Faith as they listen to and hold conversations with those amongst whom they work. If in the view of the Steering Group any chaplain is intent on proselytising employees, visitors, residents or other chaplains then that chaplain may be asked to leave the team.

Dialogue

One of the purposes of the Steering Group is to foster dialogue between different faith traditions. Chaplains will be encouraged to participate in and to foster dialogue between the different faith traditions found amongst employees, visitors and residents on the peninsula and within the chaplains' team, and will be expected to participate in events set up for the purpose of dialogue.

Term

Volunteer chaplains are recruited for a term of three years, which is extendable for a further two years following a review.

There is a probationary period of six months.

Termination

Either the volunteer chaplain or the Steering Group can terminate the chaplain's relationship with the chaplaincy by giving one month's notice.

Disciplinary, grievance and complaints procedures

If in the view of the Steering Group a chaplain's behaviour falls short of what is acceptable, an informal discussion will take place. If the situation is not resolved then a formal discussion will take place with the Chair of the Steering Group, who can decide to terminate the chaplain's relationship with the chaplaincy, either immediately or following a period of notice. There is a right of appeal to the Steering Group.

If a volunteer chaplain has a grievance then an informal discussion will take place. If this does not resolve the matter then a formal meeting with the Chair of the Steering Group will take place, and the Chair of the Steering Group will make a decision in relation to the grievance. There is a right of appeal to the Steering Group.

If a complaint is received, from whatever source, about a chaplain's activity, then the Chair of the Steering Group will discuss the matter with the chaplain and make a decision about what is to be done. There is a right of appeal to the Steering Group.

If in relation to a disciplinary matter, a grievance or a complaint the Chair of the Steering Group is an interested party then initial discussion and the formal meeting will be with another member of the Steering Group who will make a decision. Again, there is a right of appeal to the whole Steering Group.

If the volunteer chaplain ceases to be in good standing with their own faith community then the Steering Group will decide whether to continue the chaplain's relationship with the chaplaincy. The Steering Group's decision is final.

Other matters

It is the Steering Group's responsibility to ensure that volunteer chaplains are adequately insured for their work on the Greenwich Peninsula (but not otherwise), that appropriate protective clothing is provided (which the chaplain will be required to wear), that adequate training and supervision are provided, and that mentors and coaches are provided as necessary.

When a volunteer chaplain is on a rota with other chaplains and cannot fulfil their rota responsibilities then they are expected to find their own cover from within the chaplains' team, and if they are unable to do so to inform the rota co-ordinator of their impending absence.

If a conflict of interest or potential conflict of interest arises (for instance, between the volunteer chaplain's responsibilities to his/her faith community and his/her responsibilities to the chaplaincy) then the matter will be discussed necessary with the Steering Group and they will offer whatever advice they think fit. The Steering Group's decision is final.

Person specification

A volunteer chaplain will need to be

a good listener, sensitive to other people's needs, and generally pastorally skilled

experienced in chaplaincy work or with clear potential for chaplaincy work

experienced in community development work or with clear potential for such work

well integrated with and in good standing with their own faith community

able to work safely in large and complex institutions (and possibly on construction sites)

able to co-operate with people of faith traditions other than their own

honest, trustworthy, and able to keep confidences

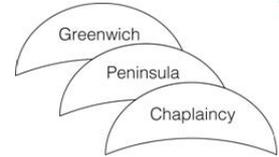
able to work alone and with others

a reliable member of a team and able to take responsibility for fulfilling rota responsibilities

able to carry out the policies of the Steering Group

flexible, and in particular able to adapt to different styles of chaplaincy as needs change, and able to take on new tasks at short notice if necessary

CONFIDENTIAL
Greenwich Peninsula Chaplaincy
Application form for volunteer chaplains



Please use black ink as this form may be photocopied. Complete Page One in **BLOCK CAPITALS**.

(1) Tick

MR

MRS

MISS

MS

DR

OTHER

Please state

SURNAME		Initials
FIRST NAME(S)	(include all forenames and underline the one you usually use)	
SURNAME AT BIRTH (if different)		AGE

(2)

ADDRESS FOR COMMUNICATIONS

If appropriate indicate dates for contact (please inform us of any change)

Telephone number

Email address

HOME	WORK
Postcode	Postcode
EVENING	EVENING
DAY	DAY

(3)

DATES etc.

DATE OF BIRTH	
NATIONALITY	NAT INS NO.
PRESENT OCCUPATION	

(5)

RELIGION (including denomination or other categorisation)
THE PLACE OF WORSHIP YOU NORMALLY ATTEND
For how long have you attended there ?

POSITION WITHIN FAITH COMMUNITY (Rabbi, Imam, Priest, Minister, etc.)

(6) RELEVANT QUALIFICATIONS

DATES	QUALIFICATION	AWARDING BODY	DATE	RESULTS

(7) Give details of any courses relevant to this application which you have undertaken

--

(8) OCCUPATIONS SINCE LEAVING FULL-TIME EDUCATION (EXCEPT VACATION OR CASUAL WORK) in chronological order

DATES From To	NAME, LOCATION AND BUSINESS OF EMPLOYER (if applicable)	POSITION HELD AND RESPONSIBILITES (with reason for leaving if you have left)

(9) TIME NOT ALREADY ACCOUNTED FOR

If your time since leaving school is not fully accounted for by the replies given elsewhere, account for the remainder here. Mention here any vacation or other casual employment if relevant.

(10) What are your main community and leisure interests? What attracts you to them?

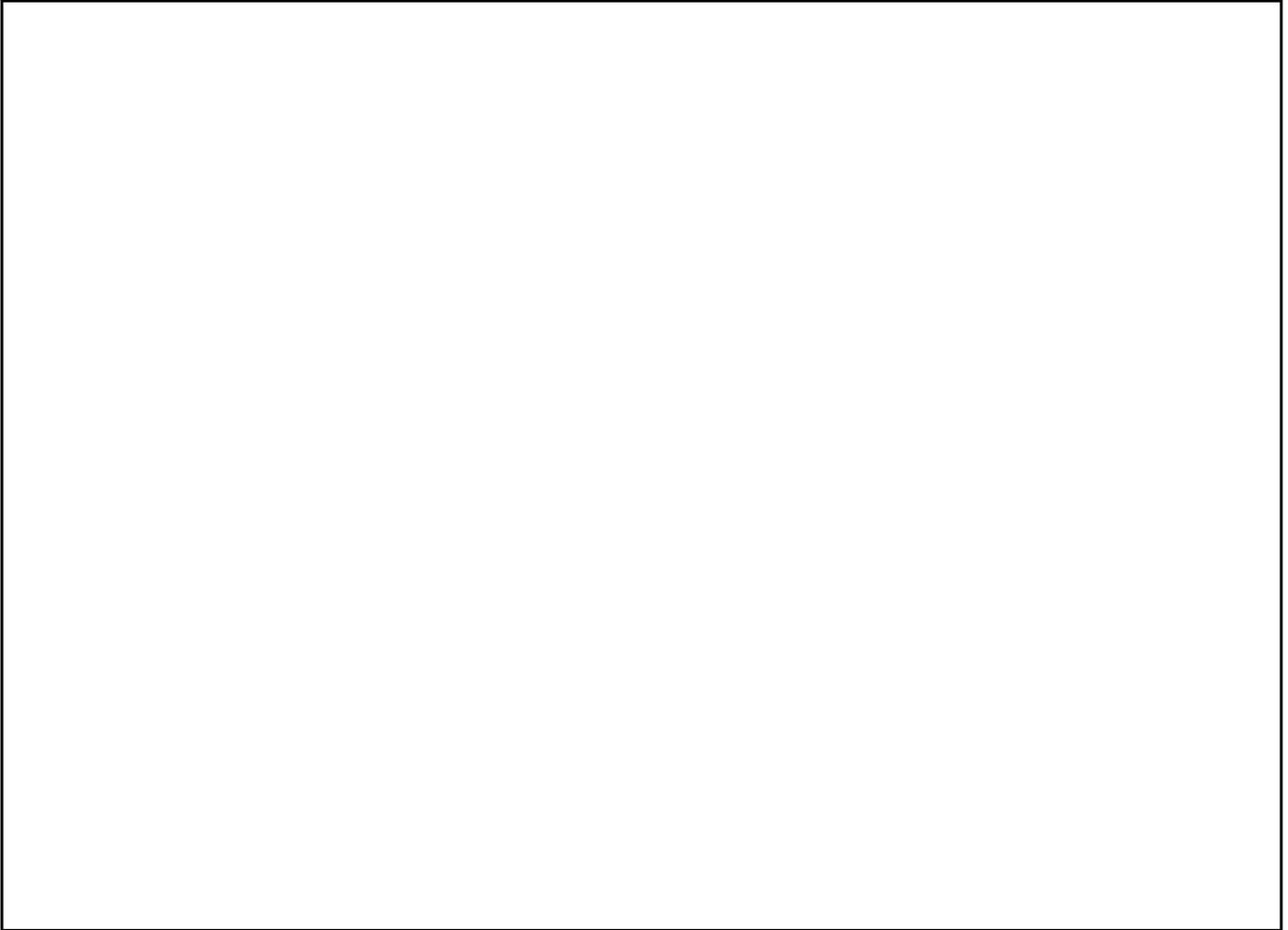
(11) Give details of tasks or responsibilities you have undertaken in your faith community

(12) Describe any chaplaincy work which you have already undertaken

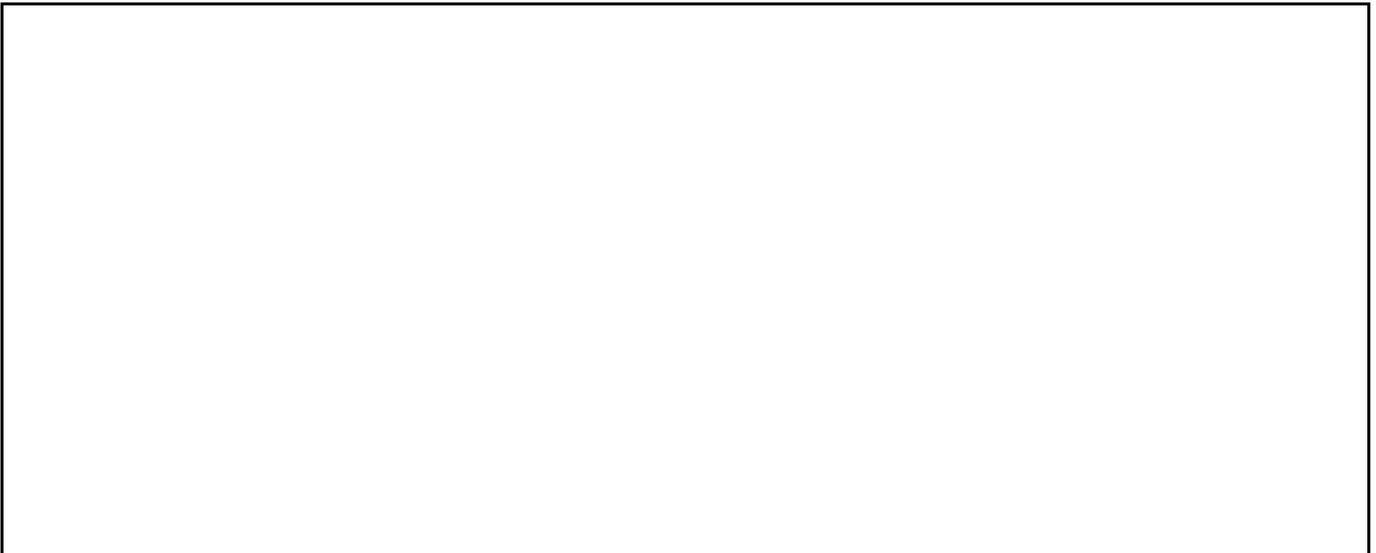
(13) Describe the level of commitment (particularly amount of time per week) which you would be able to give to the task of volunteer chaplain

(14) What attracts you to the task of volunteer chaplain on the Greenwich Peninsula?

(15) What particular experience and/or skills would you bring to the task ?



(16) Is there anything which has not been covered in the questions above which you would like to mention?



(17) Please give the names and contact details of at least two referees, at least one of whom should be a person in a position of authority in your faith community.

I certify that the information given in this application form is true and correct to the best of my knowledge and belief and understand that the giving of false or misleading statements or withholding material information may result in the appointment being terminated.

Signed

Date

Please return this form, with one passport-sized photograph, to: Greenwich Peninsula Chaplaincy, C/o Christchurch Office, The Forum, Trafalgar Road, London SE10 9EQ