

Greenwich Peninsula Chaplaincy

Recruitment of volunteer welcomers

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.

Role description for volunteer welcomers

The role is:

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;

To assist with the management, cleaning and administration of the Prayer Space;

To attend specified training;

To attend staff and supervision meetings;

To facilitate and take part in worship events of their own faith if an organisation of their own faith community has signed a contract with the Greenwich Peninsula Chaplaincy Steering Group to enable it to hold services and other events in the Prayer Space;

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

To work for good relationships between the faith communities of the borough;

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

Conditions

Recruitment

Recruitment is by application form and interview. The application form contains a section requiring the signature of a faith community leader or one of the Greenwich Peninsula Chaplaincy's trustees. DBS checks will be required. Only those who are demonstrably in good standing with their own faith tradition can be appointed. The final decision on appointment lies with the Steering Group.

Welcomers 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 welcomer.

Financial

The post of volunteer welcomer is not remunerated.

Transport

The developer and the borough wish the peninsula development to be as car-free as possible, and welcomers 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 work of chaplains and welcomers lies with the Greenwich Peninsula Chaplaincy Steering Group which is a charitable trust. Any decision of the trustees is final.

Volunteer welcomers are accountable to the the Steering Group.

Proselytising

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

Dialogue

One of the purposes of the Steering Group is to foster dialogue between different faith traditions. Welcomers 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 welcomers' and chaplains' teams, and will be expected to participate in events set up for the purpose of dialogue.

Term

Volunteer welcomers 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 welcomer or the Steering Group can terminate the welcomer'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 welcomer'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 between the Chair of the Steering Group and the volunteer welcomer. The Chair of the Steering Group can decide to terminate the welcomer'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 welcomer 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 welcomer's activity, then the Chair of the Steering Group will discuss the matter with the welcomer 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 welcomer ceases to be in good standing with their own faith community then the Steering Group will decide whether to continue the welcomer'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 welcomers are adequately insured for their work on the Greenwich Peninsula (but not otherwise), that an appropriate badge will be provided (which the welcomer will be required to wear), that adequate training and supervision are provided, and that mentors and coaches are provided as necessary.

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

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

Person specification

A volunteer welcomer will need to be

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

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

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

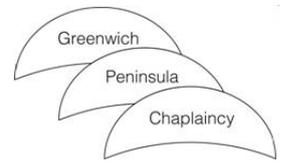
honest, trustworthy, and able to keep confidences

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

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



CONFIDENTIAL
Greenwich Peninsula Chaplaincy
Application form for volunteer welcomers

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

(1) Tick

MR

MRS

MISS

MS

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	

(4)

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.)

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

(5)

Describe any similar welcoming and/or chaplaincy work which you have already undertaken

(6)

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

(7)

What attracts you to the task of volunteer welcomer at the Greenwich Peninsula Prayer Space?

(8)

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

(9)

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

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

To be completed by a leader of your faith community or by a trustee of the Greenwich Peninsula Chaplaincy:

..... (welcomer's name) has been known to me for years and I deem him/her to be of suitable character and pastoral skill to be a volunteer welcomer at the Greenwich Peninsula Prayer Space

Signed Date

Faith community leader or trustee's name

Position held

Address

..... Postcode

Phone no. Email address: