



Workplace Chaplains

Essex & East London

Workplace Chaplaincy is supported by
Churches Together in Essex & East London (C.T.E.E.L.)

Thank you for enquiring about the challenging vocation to be a Workplace Chaplain. This pack states our Aims; gives guidance about the responsibilities we share as we work together as a team of Chaplains; and provides a simple agreement for you to sign and give to your Team Leader, confirming your acceptance of our aims and our mutual responsibilities. It will be helpful if on that Agreement you are prepared to provide information about your Christian affiliation/denomination (this helps us to demonstrate that we are an ecumenical group).

During the course of Chaplaincy work we may have contact with vulnerable people. It is therefore important that each of us is prepared to apply for a Criminal Records Enhanced Disclosure. If you have recently completed, through another organisation, a disclosure procedure which you consider to be appropriate to our Chaplaincy work please provide details to your Team Leader. Alternatively arrangements can be made for a disclosure application through the Diocese of Chelmsford, at no cost to yourself. There is space on the Agreement form for you to briefly summarise your disclosure status.

With this pack you will receive three pages of information about the Industrial Mission Association and the benefits of Membership of the IMA (including Public Liability Insurance). The third of those pages is the IMA Membership Application form. Please complete the form and send it to the WPC/EEL Membership Secretary as detailed on the Application Form. There will be no cost to yourself - your subscription will be paid by WPC/EEL.

We look forward to sharing with you in our calling to be a Christian presence in places of work, as defined by our aims.



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THE AIMS OF THE WPC ARE:

1. To develop a partnership with individuals and groups at all levels in their workplaces, standing alongside them in stress, routine and achievement, in the name of Christ.
2. To inform fellow Christians of workplace issues and to encourage the church to be involved in mission in places of work.
3. To assess the effects of the workplace environment on the people who depend on it and the social order being shaped by it.
4. To respond in the light of the Christian faith to the economic, social and political issues raised.



CHAPLAINCY PROTOCOLS FOR WPC Essex and East London

- The protocols contained in this document form the basis of chaplaincy within WPC Essex and East London and are endorsed and supported by the WPC Board and the churches involved. They are set out in a particular order as each impacts on those following. However, fundamental to the effectiveness of each is that of Respect. Without a high degree of respect chaplains from different Christian denominations will be unable to adhere to these protocols.
- The 4 Protocols contained in this document are:
 1. Respect
 2. Line Management
 3. Leading and Working in Teams
 4. Professional Confidentiality

RESPECT

- The forming spirit of these protocols is one of respect. By the word *respect* this protocol intends a particular range of meaning. Respect goes beyond the concept of *tolerance* which has come to imply *putting up with* something with which one disagrees or finds unpleasant.
- Neither can respect indicate complete acceptance, since chaplains will naturally continue to adhere to doctrines and practices of their sending church. Indeed, this is an expectation of their terms of employment as a chaplain. These protocols take for granted the diversity of religious beliefs in society today and therefore the requirement for a diversity of chaplaincy to enable the practice of these beliefs.
- Ascribing value, rather than being simply a position on this *respect continuum* is conceived as a dynamic process whereby the chaplain is affirming practically the value of the other person's beliefs. Through ascribing value the chaplain affirms:

that their faith is valid and worthy of respect

that, in accordance with the inclusive model of chaplaincy, the ministry of other chaplains is valid and valuable.

that there will be no denigration, no matter how subtle, of what the other denomination or chaplains believe.

LINE MANAGEMENT.

This document seeks to clarify the relationship of individual chaplains to their sending churches and the management structure of WPC. Its main provisions are that:

- The Principal Office is line manager for all personnel in WPC, in order to create an efficient and effective team. The exercise of line management does not challenge or interfere with the religious and faith specific of chaplains.
- The Principal Officer will ensure that all chaplains adhere to agreed protocols and codes of good practice. While religious/faith specific discipline is a matter for a chaplain's sending church there will be close co-operation with the WPC Principal Officer and Lead Chaplain where there are implications to the reputation or efficient running of WPC.
- Day to day Leadership and management is exercised by a Team Leader and an Administrator. These lead chaplains ensure that chaplaincy policies are implemented at all levels. They support chaplains in the practice of their ministry.
- There is the explicit requirement for chaplains to provide total confidentiality.
- Although the arrangements above are aimed primarily at chaplains employed by WPC, they also apply, as far as is appropriate, to voluntary chaplains working under the WPC name.

LEADING AND WORKING IN TEAMS

- All chaplains are expected to exhibit the characteristics of good leadership. Such leadership does not depend on a position of authority but rather relies on the personal qualities and professional expertise of the individual.
- Good leaders know when to lead and when to follow and are not threatened by the opinions or successes of other members of the Team. They instill pride, gain respect and trust, encourage others to explore their potential, and share their skills and wisdom. In seeking to give priority to Team tasks they also pay particular attention to the needs of individual Team members.
- Chaplains will be required to follow both their sending churches and WPC's Policies and Practice on Equality and Diversity.
- The TEAM LEADER should promote a ministry of service and stewardship. He/she should not be authoritarian but inclusive, collaborative and open. He/she should be a focus for loyalty and unity and strive to preserve the denominational integrity of the Team Members.
- TEAM MEMBERS should be supportive of and loyal to the Team Leader and the other members of the Chaplaincy team. They should give priority to the primary shared tasks of the team, to team meetings, and be prepared to share their skills. Team members should be free to pursue their own ministry and maintain their denominational integrity, but always in harmony with the agreed aims of the Team.

PROFESSIONAL CONFIDENTIALITY

- Professional Confidentiality between a chaplain and an individual is fundamental to the pastoral relationship. This confidentiality does not allow for the free passage of information to a third party . irrespective of appointment or status . since this would constitute a breach of pastoral trust. Disclosure of confidential information can only take place if the prior permission of the individual has been obtained.
- It is acknowledged that total confidentiality, in certain circumstances may have to be balanced against a wider duty of care. Chaplains who find themselves in doubt or under pressure to divulge information that they consider confidential should consult the Principal Officer or Team Leader.

Taken with permission and adapted by Chris Bishop from the document [Chaplaincy Protocols for Work Place Chaplaincy Scotland](#) February 2011



WORKPLACE CHAPLAINCY Essex and East London

CHARTER OF AGREEMENT

- 1. We commit ourselves and those whom we lead to a ministry of spiritual leadership, moral guidance and pastoral care within the work places of Essex and East London. On behalf of the churches we represent we furthermore commit ourselves to work together within Work Place Chaplaincy Essex and East London in harmony of purpose bound together in a common mission of service to all.
- 2. Taking full account of the individual traditions, histories and doctrines of our sending churches it is agreed that we should do together everything which conscience does not compel us to do separately¹ Furthermore we will support each other in the maintenance of individual denominational integrity and identity.
- 3. We agree that the Protocols of Chaplaincy will form the basis of a shared chaplaincy where all denominational communities within the workplace are equally respected and an all souls ministry is offered to all.²
- 4. Within this agreement it is accepted that while individual chaplains will remain responsible to their sending churches for the conduct of life and doctrine and the maintenance of denominational, doctrinal and disciplinary requirements, line management relating to work place chaplaincy duties will be the responsibility of the Principal Officer and the WPC Board. This will include the setting of agreed priorities.²

- 1. The Lund Principle agreed by the Faith and Order Conference of the World Council of Churches at Lund, Sweden, 1952, which with various adaptations is now widely accepted as the basis for ecumenical relationships. One current adaptation is "that we should not do separately what conscience permits us to do together".
- 2. Refer to the Chaplaincy Protocols for WPC Essex & East London: Respect; Line Management; Leading and Working in Teams; Professional Confidentiality.

This document has been adapted with permission from WORKPLACE CHAPLAINCY SCOTLAND

My Christian affiliation/church/denomination o o o o o o o o o o o o o o ..

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CRB Status (please summarise your existing disclosure status, or indicate your willingness to apply for disclosure)

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Name and Position

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Date