**Chaplaincy Operational Policy 2013 to 2019**

**1.0 INTRODUCTION**

Chaplaincy in Higher Education (HE) seeks to facilitate reflection and dialogue between all members of the Institution(s) (including Partnership Institutions) around our Being, Belonging and Becoming in the local, national and international communities, with the aim of initiating and supporting action resulting from this reflection and dialogue.

We are committed to helping the Institution(s) celebrate diversity through an inclusive and non-judgemental approach to all, facilitating ways in which this might deepen our experience and practice of community. We are particularly aware of the richness brought to us by the increasing number of international students and by the widening participation in Higher Education.

The action which our reflection and dialogue initiates and supports concerns our

1.1 Being: Assisting staff and students in their personal journeys towards wholeness. This is done through pastoral care, spiritual accompaniment and linking people with one another, especially those who are from different cultures and beliefs.

1.2 Belonging: Helping create a community which celebrates difference and is open to learning from one another as we share our diverse life experiences. This is done through offering opportunities to participate in inter-disciplinary encounters and events.

1.3 Becoming: Enabling the continuing discussion about how best to use the knowledge and skills being taught and developed within the Institution(s), in order to move towards a more humane and just society and world. This is done through initiating and participating in conversation on spiritual, ethical and moral issues in a variety of forums.

**2.0 MEMBERSHIP AND WIDER FAITH COMMUNITIES**

Current subscribers to this Policy are listed in 2.1 and 2.2 below

2.1 The principal Faith Communities supporting the University Chaplain, Associate Chaplains and Trainee Assistant Chaplains are:

• The Anglican Diocese of Salisbury

* The Roman Catholic Diocese of Plymouth

• The Free Church Management Committee for HE in Bournemouth & Poole

2.2 The Institutions

• Bournemouth University

• Arts University Bournemouth

* The Anglo-European College of Chiropractic

2.3 Additional supporting bodies

# At the present time support is also provided by Friends International, a Christian organisation dedicated to building friendships with international students in the UK.

# 2.4 Faith Advisors and the wider faith communities

# The University Chaplain maintains contact with the wider faith communities, and in conjunction with these, designates Faith Advisors to support students and staff whose religion or belief is not represented by the on-site Chaplaincy personnel. The University Chaplain also maintains contact with Bournemouth’s Nightclub Chaplain.

All members of the Chaplaincy Service signpost staff and students to the local faith communities and the appropriate Faith Advisor. Faith Advisors do not work on University premises, although may, from time to time be invited to attend an event at the discretion of the University Chaplain.

# At the present time, Faith Advisors are representatives from:

# The Bournemouth Islamic Centre

# The Bournemouth Orthodox Synagogue

# The Bournemouth Reform Synagogue

# A local Buddhist group

# The British Antiochian Orthodox Deanery

# Lutheran

# Greek Orthodox

# Sikh Gurdwara

# The local Humanist Society

The University Chaplain will continue to develop connections with faith communities in response to the needs of the student and staff and the number and type of Faith Advisors will reflect such changes. The University Chaplain shall keep an up to date list of such Faith Advisors which will form part of the regular reports to the University.

**3.0 DEFINITIONS**

3.1 The Chaplaincy Executive comprises the organisations representatives listed in 2.1 above, which subscribe to the Operational Policy, and the Institutions listed in 2.2 above.

3.2 The current composition of the members of the Chaplaincy Service is included at Appendix A. The structure of the Chaplaincy Service is set out at Appendix B.

3.3 The head of the Chaplaincy Service is the University Chaplain and this person is responsible for the Service in accordance with the role profile set out in appendix C.

3.4 The Associate Chaplains support the University Chaplain in the provision of the Chaplaincy Service in accordance with the role profile set out in appendix D.

3.5 The Assistant Trainee Chaplains support the University Chaplain in the provision of the Chaplaincy Service whilst undertaking training in accordance with the role profile set out in appendix E.

3.6 To retain currency, the appendices may, from time to time, be amended by each institution. Changes to role profiles will be made in consultation with the post-holder.

**4.0 PROCEDURE FOR APPOINTMENTS**

4.1 The appointment of the University Chaplain, Associate Chaplains and Assistant Trainee Chaplains are subject to the following procedure, detailed below.

4.2 Any Faith Community has the right to make application to the Chaplaincy Executive for an appointment to the Chaplaincy Service;

4.3 In respect of the post of University Chaplain, should this become vacant, the Chaplaincy Executive shall be convened to determine the need for a replacement, the continuing funding available and role profile appropriate to the requirements of the institutions at that time. Recruitment and appointment to the post will depend upon the outcome of this consultation and, before proceeding, advice should be obtained from the Associate Director of HR, Bournemouth University, on adoption of best practice.

4.4 The following paragraphs relate to the appointment of Associate Chaplains and Assistant Trainee Chaplains.

4.4.1 The University Chaplain, in consultation with the Chaplaincy Executive and Institutions, shall determine the need for such an appointment. When there is found to be a need, the appointment procedure shall continue. If it is found that there is no requirement for the role, the University Chaplain shall communicate this in writing to the Faith Community making the application;

4.4.2 The University Chaplain, in consultation with the Chaplaincy Executive and Institutions shall agree the role profile for the appointment with the Faith Community;

4.4.3 The Faith Community shall have the responsibility of ensuring that the appointment is advertised in accordance with current employment legislation and best practice. A copy of the advertisement shall be made available to the Chaplaincy Executive;

4.4.4 The Faith Community will only nominate (an) applicant(s) of good standing with that Community. Applicants must have the support of, and the authority to act on behalf of, the Faith Community.

4.4.5 An Interview panel shall be chaired and be convened by the University Chaplain to include a member of the Faith Community making the application and representatives designated by the Institution(s).

4.4.6 The successful applicant must be acceptable to all parties on the panel, thus securing the necessary support in the role.

4.4.7 Before confirming an offer of the role to the successful candidate, the relevant Faith Community will undertake the appropriate clearances required for those working with under-age or vulnerable people, the legislative checks that the candidate is eligible to undertake work in the UK and proof of any stipulated qualification and provide the University Chaplain with written confirmation these have been obtained4.1.11 If requested by any of the named Institutions, the successful applicant shall be required to sign an Honorary Contract with that Institution.

**5.0 RESPONSIBILITIES**

5.1 Each role in the Chaplaincy Service shall have a role profile drawn up by the relevant Institution in conjunction with the University Chaplain. The role profile shall include the main responsibilities and a person specification.

5.1.1 The role profile for the University Chaplain as applicable to Bournemouth University is set out at appendix C.

5.1.2 The role profile for the Associate Chaplains as applicable to Bournemouth University is set out at appendix D

5.1.3 The role profile for the Assistant Trainee Chaplains as applicable to Bournemouth University is set out at appendix E

5.2 Members of the Chaplaincy Service shall:

5.2.1 Meet regularly to plan the work of the Team;

5.2.2 Plan to regularly engage together in study and reflection in order to support one another and share resources for the effective continuation of the work;

5.2.3 Keep up to date with developments in HE Chaplaincy services at local, national or international level, attending conferences or workshops as appropriate and agreed with the University Chaplain.

5.3 The Institution(s) shall:

5.3.1 Provide such facilities as are reasonably required for the work of the Chaplaincy Service together with the basic infrastructure as provided for members of staff.

This Operational Policy agreed to by the parties named under 2.1 and 2.2 on 11 June 2014