

THE APPOINTMENT OF A NEW CHAPLAIN

THE PREPARATION OF THE PARISH PROFILE

Soon after the public announcement that the current chaplain is leaving, the Church Council should meet to prepare a financial package (see below) that will be offered to a prospective priest. The Church Council should also appoint a selection committee. The selection committee begins its work by producing the Parish Profile. Neither the outgoing Chaplain nor any other members of the Clergy should be present at any meetings to determine the profile. However, they may be consulted if necessary for factual information.

More than one meeting may well be needed. The Selection Committee may decide to delegate the responsibility for drafting particular sections to an individual or individuals. The drafting of the whole could usefully be entrusted to two members of the Committee. However, the whole Committee must be able to "own" the resulting document, which should be regarded as a penultimate draft.

The date of this meeting should be agreed as soon as possible after the public announcement of the current chaplain's leaving. Reasonable time needs to be allowed for the Committee to complete the Profile. The draft parish profile should be provisionally agreed by the church council.

After the finalisation of this draft, the Bishop (or his representative - Archdeacon or Area Dean) will meet with the Council to discuss and agree the final draft, answer questions and decide/explain the selection procedure (see separate document).

The contents of the Profile should include:

1. THE CURRENT SITUATION (Selection Committee)

a) The Country or State in which the Chaplaincy is, together with any appropriate "living" conditions" and residence requirements; cost of living comparisons with UK.

b) The Chaplaincy - describe the location, geography, focal community points, significant expected housing or other developments. Note, where relevant, schools, hospitals, nursing homes.

c) Churches and Halls - age, state of repair, adequacy in size and style, any outstanding features. (Photographs and/or video clip of the facilities would be helpful.)

Other facilities used for worship or meetings.

d) Church Services - types of service (eg. Holy Communion, Sung Eucharist, Evening Prayer, informal Family Service); rite used (eg. Common Worship, Book of Common Prayer - and for which service each is used); days services held; average

attendance; clergy dress; churchmanship; traditions; styles of music; degree of formality; Christmas and Easter attendance.

e) Members of the Team - Clergy; Readers; lay people; music leadership: what is their role? Are any employed by the Council?

f) Organisations - Sunday Schools; clubs; study groups; social activities; choir and musical activities; retreats or quiet days.

g) Nature of congregation(s) - mix of nationalities; age profile.

h) Links with other churches - within the Diocese; other Anglican churches; other churches; particular groups or societies.

i) Support - secretarial; office.

j) Finance - is the Diocesan share fully paid; stewardship/planned giving; appeals; fund-raising activities. **Include a copy of last annual accounts.**

k) Publications - magazine; pew sheet. (Enclose recent samples).

l) Mission/Vision Statement - if there is one.

2. THE VISION FOR THE NEXT STAGE (Selection Committee)

a) Review the ministry of the outgoing chaplain - identify strengths and weaknesses.

b) Review Church's life and ministry - identify strengths and weaknesses, covering all activities including outreach, marriages and baptisms.

c) Following on from this review, identify: What needs to be addressed in the next five years; Church members already involved in this work and those who might be; the order of priority for undertaking these tasks; specifically which tasks will need the active participation of the new chaplain

3. THE NEW CHAPLAIN (Selection Committee)

In the light of sections 1 and (especially) 2, list personal characteristics, skills and abilities you are seeking in your new chaplain.

4. WHAT IS OFFERED (Church Council)

Elements in the agreement

House - a brief description, including furnishings. (A rough sketch plan would be helpful)

Utilities - listed, including phone: what payments required from the chaplain

Stipend - how/when paid; when reviewed; tax liability

Holidays

Air Fares

Baggage/personal effects

Length of agreement - normally three or five years, renewable by mutual consent and with the approval of the Bishop

Pension

Health Insurance (and level of coverage offered)

School Fees (if applicable)

Working expenses

Car (plus explanation of inclusive/noninclusive expenses)