# **Role Description – Staff Chaplain**

**Role:**                            Staff Chaplain

**Purpose of role:**          In a voluntary capacity to offer pastoral and spiritual care to the Bath and Wells diocesan staff, visiting the office regularly and being present virtually.

**Working alongside**:    Chaplaincy Adviser

All DBF staff

**Reporting to:** Diocesan Secretary/CEO

**Scope of role:**

* To actively and sensitively offer pastoral and spiritual care to all diocesan staff members, people of all faiths, beliefs, cultures and spiritualities, visiting Flourish House regularly, especially at staff meetings and coffee mornings and being available to meet people on Teams.
* To discern, respect and meet the diverse cultural and spiritual needs and traditions of staff.
* To pray regularly for staff and volunteers and for the work they undertake.
* To be a witness to the Christian faith in ways that are sensitive and appropriate.
* To provide/facilitate occasional services/worship/spiritual events throughout the year and to manage the life of the Flourish House chapel.
* To follow the organisation’s procedures and standards, including health and safety and equal opportunities, in relation to its staff, volunteers and clients.
* To maintain the confidential information of the organisation and of its clients.

**Personal attributes required:**

* To be a distinctive and inclusive person of faith who welcomes and works with everyone.
* To be present, prayerful and pastoral and a good listener.
* To be at ease with working as chaplain within a workplace and willing to continue to reflect and learn.

**Time commitment:**

The expected time commitment 3 to 4 is hours regularly per week; 2 hours in person, ideally on a Wednesday, and 1 hour for preparation and follow up with an additional hour to offer support if requested. In addition, support with emergencies will be required if possible and involvement in festival services and events.

You will be entitled to the reimbursement of expenses following the Diocesan procedures, including travel to and from home to the diocesan office. Please keep all your receipts to give to us when we reimburse your expenses.

**Training and Support:**

The chaplain will be expected to complete the Exploring Chaplaincy course <https://www.bathandwells.org.uk/ministry-for-mission/mission/chaplaincy/chaplaincy-training/> unless this course, or something similar has already been done. The chaplain will be offered a mentor for their first year and will be a member of the Somerset Chaplaincy Network.

**Application Details**

To apply for the role, please complete our volunteer application and email along with a covering email/letter to [recruitment@bathwells.anglican.org](mailto:recruitment@bathwells.anglican.org)

The closing date for applications is **Wednesday 17 January 2024**

Interviews will be held on **Wednesday 24 January 2024** at the diocesan office in Wells.

A room with couches and a coffee table

Description automatically generatedFor an informal discussion about the role, please contact Mike Haslam, Chaplaincy Adviser by emailing [mike.haslam@bathwells.anglican.org](mailto:mike.haslam@bathwells.anglican.org)

(please note Mike is not available from 7-31 December)

This role will require an enhanced DBS check.