

ODBE mission



Chaplaincy in Education:
spiritual and pastoral care for all

Be part of the story

Toolkit for Chaplaincy in Education

Thank you for your interest in chaplaincy in education.

I hope that you find that this toolkit helps you to answer some of the questions I often hear:

- 'How does chaplaincy work in a school or college?'
- 'Can community schools have chaplains?' [brief answer, 'Yes.']
- 'How can we develop a new chaplaincy?'
- 'How do I become a chaplain?'
- 'Can a lay person be a chaplain?' [Yes, chaplains are lay or ordained and members of any Christian denomination or church.]

In order to establish a new chaplaincy, the following will need to be agreed:

- the vision and job description;
- the funding;
- the training support and line management.

I am very happy to come and meet with staff, students, governors or anyone else to help facilitate discussions. If you have any additional questions or would like help setting up a chaplaincy in your college, school or Multi Academy Trust, please let me know.

This toolkit has been developed and written by a close friend and colleague The Revd Mike Haslam in the Diocese of Bath and Wells and the ecumenical chaplaincy network in Somerset. However, he has kindly allowed us to adopt and adapt this for use in the Diocese of Oxford. Mike and I hope that you find it helpful...



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Vision for Chaplaincy | life in all its fullness...

There are many ways of articulating a vision for chaplaincy in education.

Some of them are:

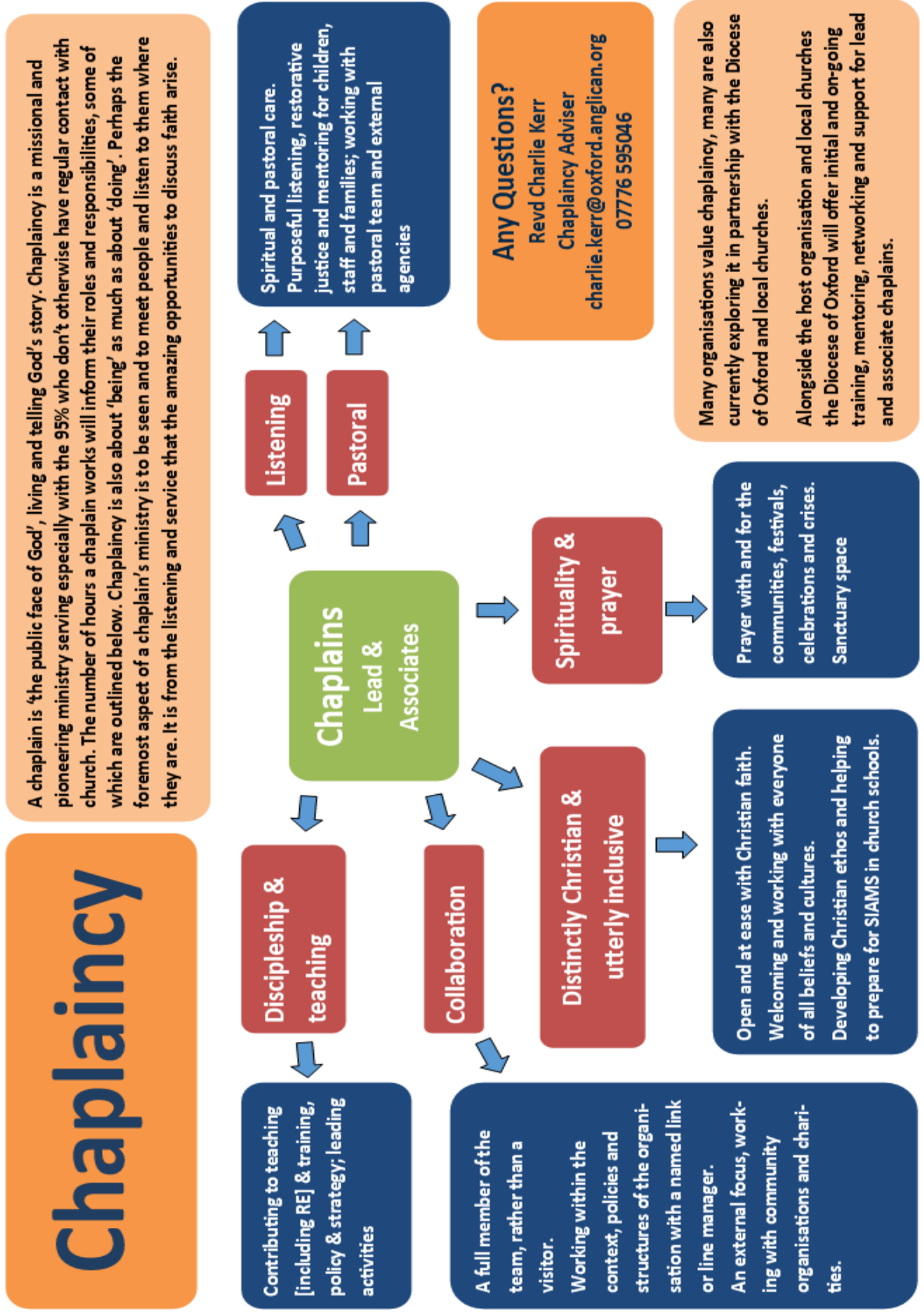
- Distinctively Christian and utterly inclusive, working with people of all faiths and cultures.
- Bringing 'life in all its fullness' to schools and colleges.
- Spiritual and pastoral care for all.
- The chaplain is there to listen and care, to pray for and bless the school.
- The public face of God.
- Existentially literate, at ease with spirituality and with matters of life and death.
- Sharing the life of the community; a member of the team, rather than a visitor.



However, what matters is your vision for chaplaincy in your college, school or MAT and how this fits within the wider vision for the school or MAT. Out of your vision will come the job description and the recruitment of your chaplain. From the vision will also come the resources, whether financial to pay a chaplain, or gifts of volunteer time or, as is most common, a combination of both.



Job Description: a mind map



School or College Chaplain

A chaplain is 'the public face of God' within an educational community. The role of the chaplain is key in developing the ethos and values of the school and offering pastoral and spiritual care to all. Chaplaincy is a missional and pioneering ministry. The number of hours a chaplain serves will inform the range of roles and responsibilities. Some of these roles and responsibilities are outlined below, but not all things are possible, especially within tight time constraints. It should also be remembered that the role is about being as much as it is about doing. Perhaps the most important part of a chaplain's ministry is to be seen and to meet people and listen to them.

- **Distinctive and Inclusive:** Christian chaplains are clear and distinctive about what they believe. Following the example of Jesus, a chaplain meets and welcomes people where they are, accepting them unconditionally. A chaplain can prompt and respond to questions of faith, and there are many wonderful opportunities for teaching, discussion and discipleship. The chaplain is there to be distinctive and inclusive, to share God's presence by words and actions. Chaplains in church schools help to develop the Christian ethos of the school and prepare for SIAMS.
- **Developing a chaplaincy team:** The chaplain will call, train and support a team of honorary associate chaplains from local churches. This team will fulfil a variety of roles with some specialising [for instance in mentoring or leading a CU] and others having a more general role. All will be safely recruited and fully trained and supported in their roles.
- **Listening:** A chaplain goes into schools to listen. Assemblies, Bible Clubs, prayer meetings and worship are an important part of chaplaincy ministry, but the chaplain is there, first and foremost, to meet people where they are, to listen and to develop trusting relationships.



A lunchtime Bible and Discussion club for Year 7s and 8s in Oxford

Pastoral Care: Chaplains offer spiritual and pastoral care to all. This is offered, for instance, through listening, restorative justice and mentoring for children, staff and families. In their spiritual and pastoral care, chaplains work with the school pastoral staff and with external agencies.

- **Prayer and Worship:** The chaplain is there to pray for and with a school. In liaison with SLT, chaplains lead worship, collectively and corporately and enable prayer, worship and reflection through projects such as prayer boxes or trees, Easter Crosses, Christmas Stars or other creative and reflective activities.
- **Celebrations, Charities and Crises:** In liaison with SLT a chaplain will enable some of the great celebrations, faith festivals, anniversaries, jubilees and parties. Jesus was good at parties and a chaplain can follow that example in a wonderful diversity of ways. A chaplain can be the charity coordinator, working with groups of students and enabling an outward focus. A chaplain can have a key support and leadership role amidst crises, whether caused by bereavement, redundancy, illness, major emergency or Ofsted! In such contexts the chaplain can signpost to specialist support, listen to and support everyone and lead or enable any appropriate services.
- **Working with local churches:** The chaplain will work with all of the local churches, reporting regularly and seeking partnerships for prayer and other forms of Christian ministry and especially enabling links between existing youth and children's ministry projects and the schools.
- **On the edge and in the centre:** A chaplain is at the centre of the school with a direct link person within the senior leadership [often the Pastoral Deputy Head or equivalent]. A chaplain is also one step removed from the organisation that s/he serves; able to take a wider view and reflect back pastorally and prophetically. A chaplain has support from local churches.
- **Clubs:** Alongside Christian Clubs, the chaplain can also be involved in a wide diversity of activities, sport, performing arts, home-work clubs, breakfast club, chess club... The list is endless and will depend on the skills and interests of the chaplain and the time available.

The possibilities for chaplaincy are endless [some are outlined above] and the time is limited. Each college or school is distinct, as is each chaplain, and there is a continual cycle of educational change. Therefore, it is important for the chaplain to meet regularly with their SLT and church leaders to reflect on the past term and discuss, discern and agree the priorities for the term ahead.

These two job descriptions, the mind-map and the text, are just a beginning. We are happy to work with you to create a job description for your context.

Chaplaincy at Haygrove School Bridgwater

'Patrick [the Chaplain at Haygrove] has contributed so much to our community as a non-church school. I suspect that there have been benefits for us, that we had perhaps not expected. Patrick has earned huge respect in our community and has added a calming and reflective element to our culture, which is noticeable on the days when he is with us.'

Karen Canham
Head Teacher of Haygrove School.

Gwen Kearley

Chaplain at St Michael's Junior School, Twerton, Bath

My chaplaincy role is about showing God's love through my actions and the things that I do. My prayer is that through the way I act, as well as the things I say, all people connected to the school will see me as an approachable Christian presence and be able to choose to turn to God in their time of need.

When I first took up the role, some parents hadn't realised their children attend a church school, and found the idea of a chaplain a bit strange. I have spent the last couple of years building up relationships and I try to have an open door to anybody, at any time. At first, staff thought I was there only for the children, but increasingly they share things of their own lives. It's great to be able to support the teachers in this way and share something of my own Christian faith. I see God at work in the school every day and my role is to help children, parents and teachers see that for themselves.

The children know me by my first name and see me as a friend more than a teacher-figure. We have a prayer space in the school and collective worship has become much more focused on Jesus, Christian values and sharing biblical stories.

I also run a 'Bible Is Fun' club for children with a connection to the church. The children enjoy discussing different issues and we each share our thoughts and look together at what the bible says. I am often humbled by the way in which the children approach some of life's big questions with such honesty; you can see that God is at work.

Being a school chaplain isn't without its challenges, but it's one of the most rewarding things I've done.



Funding and Partnership

Models of Chaplaincy and Funding

There are many models of chaplaincy.

- **Full-time, paid**
 - **Part-time, paid.** This can be anything from an extended lunchtime per week to four days a week. A contract of 12 hours per week can sometimes be spread over three days. It all depends on the chaplain and school or college.
 - **Secondment of youth or children's worker from a local church** for a set number of hours.
- This can work very well and can have more impact than a visiting youth worker.
- **Honorary Chaplains** who can either be the lead chaplain or a member of a chaplaincy team. In both scenarios they will still need to be safely recruited with role descriptions and will need to be properly line-managed and resourced [there will be expenses even if there is not a salary].

Chaplains can be paid anything from £20,000 to £40,000 [full time equivalent] depending on their roles and responsibilities. Chaplaincy posts are often part-time. A two day per week chaplain might cost...

16 hours per week at an hourly rate of £12.53:	£9,378.00 [full time equivalent £23,445]
On costs Employers NI and Pension:	£1,950.40
Expenses:	£674.60
Total	£12,000

Funding for Chaplaincy can come from a variety of sources

- **Schools and MATs:** We are under no illusions about how tight budgets are. However, schools, colleges and indeed NHS Trusts that do fund chaplaincy do not regret it. They also find that it is a remarkably cost-efficient leadership resource!
- **Funding from churches and individual christians:** Churches and church members can be very generous and crowd-funding models can be used.
- **Funding from Trusts and Charities:** Charities and trust funds can fund chaplaincy. Local trusts and charities are helpful.

£1 per child

One way of raising money is to ask each school in a MAT and each church which supports that school to give £1 for every child in the school. This can come from core funds or from special fundraising.

Employment

The chaplain will need to be safely recruited, employed and line managed.

Partnership

However a chaplain is funded, the creation of the role will almost certainly involve a partnership.

This partnership can be nurtured by meeting three times a year to receive reports from the chaplain, see the whole project, support the chaplain and discern the next steps. The partners who may be involved are:

- schools and MATs;
- churches;
- other funding bodies.

How chaplaincy in education and local churches can connect...

Prayer & Worship

Local churches welcome schools for festival worship and pray for the school or college. A prayer diary can be helpful. Collective worship is also an important cross-over between the local churches and the chaplain.

Mentoring and Reading

Individuals Christians can support the school and chaplain through offering mentoring and reading support for small groups or individuals.

Christian Groups

Help can be offered at Christian groups or with initiatives such as 'Open the Book' or festival celebrations.

Finance

Local churches support chaplaincy financially [both through the costs of salary and with funds for events or programmes].

Abbey Grange C of E Secondary School in Leeds is a good example of a Church Secondary which has worked hard at connecting with its local community in prayer and through joint community activities...



The Archbishop of York's Youth Leader Awards give opportunities, often supported by chaplains, for young people to work creatively and innovatively with their local communities. The diocese, and its chaplains, are hoping to work closely with the AYYLA in the future...

Formation & Training



There are many opportunities to learn about chaplaincy, before you start or as you begin as a chaplain.

- **Exploring Chaplaincy:** This 8 session course [usually delivered either over 2 full days or 4 half days, explores:
 - the values and ethos of chaplaincy;
 - the biblical foundations of chaplaincy and prayer, worship and spirituality;
 - listening, pastoral care and mental health first aid;
 - resilience and reflective practice.
- **Placements:** These can range from half a day to one week, depending on availability from the school and chaplain and the person exploring chaplaincy.
- **Mentoring:** All new chaplains are offered a mentor for their first year. If requested, a mentoring relationship can continue.
- **Review:** The Chaplaincy Development Adviser offers chaplains and schools a review of chaplaincy ministry.
- **Chaplaincy Gatherings and Training days** [5 per year]: These give space for prayer and fellowship, learning and reflective practice.
- **A growing range of HE level courses.**

Making chaplaincy work

- Pray...
- Clarity of vision and expectations with agreement from all the partners.
- Nurture the partnership with good communications.
- Pick up on any issues early and address them.
-

Things to be careful of

- Changes in leaders within the partnership [chaplain, school or church].
- Remember, you're not a mental health nurse or indeed a school counsellor.
- It is important not to allow pastoral care [however important it is], to overwhelm the rest of chaplaincy ministry.
- Managing differing expectations.

Discerning Impact

There are many ways to discern the impact of chaplaincy. The qualitative [such as the stories and quotes within this toolkit] is just as important as the quantitative. Here are a few examples of using qualitative and quantitative data to discern impact. Both of these models, taken from the Chaplaincy at The Taunton Academy in 2016, use a sample of data taken at one point in the year and then rely on extrapolation. This was repeated at the same point each year. This meant that it was an achievable rather than unduly onerous process.

Chaplaincy conversations

Pastoral conversations	Students	Staff	Parents / community	Chaplaincy Footfall Before school - Break - Lunch
Monday 31 Oct	8	10	3	14 - 12 - Closed
Tuesday 1 Nov	10	3	10	18 - 21 - 22
Wednesday 2 Nov	15	9	5	17 - 21 - 27
Thursday 3 Nov	5	3	27	24 - 18 - 25
Friday 4 Nov	12	8	2	19 - 25 - 28
Monday 7 November	18	11	15	15 - 21 - Closed
Tuesday 8 Nov	15	11	19	19 - 18 - 22
Wednesday 9 Nov	14	12	4	18 - 22 - 27
Thursday 10 Nov	-	1	32	Closed due to training
Friday 11 Nov	16	10	3	17 - 21 - 24
TOTALS	113	78	120	515
AVERAGE PER DAY	11.3	7.8	12	51.5

PS. Where are you based?

A chaplain will need a phone and laptop, access to a desk and the school or college's ICT system. A chaplain will need access to a room for individual or small group meetings. A chaplain will also be welcome across the whole campus. A Sanctuary, Chaplaincy or Haven can be ideal as a space for stillness and sanctuary and for running small groups. It also brings its own challenges, particularly staffing such a space.

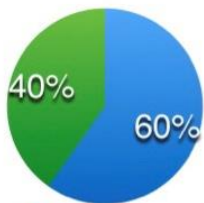
PS. What are you called?

A chaplain's name and title needs to be agreed by all involved. In some communities the chaplain is the chaplain and is called by his or her first name. In other places the chaplain is addressed as Mr... / Ms... / Revd There are also communities which are cautious about the title 'chaplain'. In one primary school the chaplains became 'Faithful Friends'. There is no single answer, each context will be different, but it needs to be considered and agreed for it goes to the heart of the vision of the role.

Chaplaincy & Church School

STUDENT RESPONSES

1. Have you had contact with a Chaplain or School Pastor?

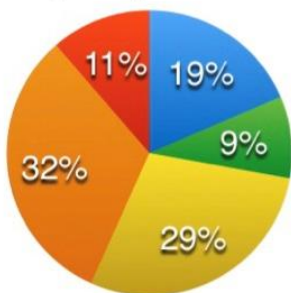


- Yes, I have had contact with a Chaplain
- No, I have not had contact with a Chaplain

2. If 'Yes' what difference has the Chaplain / School Pastor made?

- A positive one
- It helps me though life
- Makes school safer, made my friend feel safe
- Ten Tors / Prefects / Student Voice
- Makes me enjoy my lunch
- We don't need a chaplain but Revd Mike is awesome
- Someone to talk to / give support
- He helped me around school
- Makes school life more interesting
- Makes me happier
- Made walking home safer
- Helped us learn about respect
- Nothing

3. On a scale of 1-5 how much do you value the chaplaincy room?

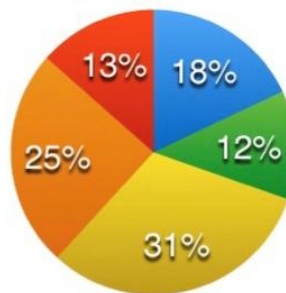


- 1 - Not at all
- 2 - Poor
- 3 - OK
- 4 - Good
- 5 - Outstanding

4. What is the purpose of the chaplaincy room?

- To be someone you can go to
- Cake and bad colour schemes
- Jabs (vaccinations) & Showcase
- Chess, games, homework
- People go there to chill
- Somewhere quiet and peaceful to sit
- A place for prayer, reflection and meditation
- Prefect meetings
- Safe haven for people to socialise and relax
- A place if you are lonely, and don't have friends
- Quiet room
- A fun place
- To help and support people

5. On a scale of 1-5 how much do you value having a Chaplain (this is not about Revd Mike)?

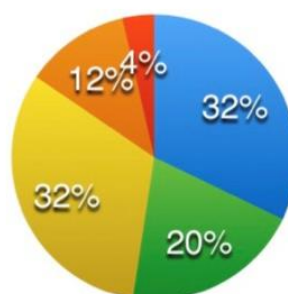


- 1 - Not at all
- 2 - Poor
- 3 - OK
- 4 - Good
- 5 - Outstanding

6. What is the most important job of a Chaplain at The Taunton Academy?

- To be there for students and listen to us
- To make sure students are safe
- To listen, guide and support
- Easy to talk to
- Make school a more peaceful/relaxed place
- To run assemblies
- Bullying (I hope this meant 'anti-bullying')
- Organising stuff
- Talk to everyone
- I'm not sure / don't know
- Being helpful

7. On a scale of 1-5 how much do you value being a church school?



- 1 - Not at all
- 2 - Poor
- 3 - OK
- 4 - Good
- 5 - Outstanding

8. What difference does being a church school make?

- I don't think that it makes one for me personally, for others it is a safe haven
- It is a safe place for us
- Apart from prayers, not much
- Religious teaching, people learn about religion
- Much more respectful school
- Bring peace
- Assemblies called 'Acts of Worship'
- It's better
- We pray
- Better community
- People believe in God
- People value religion more

9. Is there anything else you would like to say?

- Thank you
- It's a good place
- I'm an atheist, sometimes I forget we're a church school. We shouldn't be a church school.
- I would like more Christian related things

Chaplaincy in Education is only part of the picture...

Other forms of Chaplaincy

- **Chaplaincy to Universities.** Oxford Brookes, Reading and Oxford Universities all have a Chaplaincy system serving thousands of students across the Diocese.
- **Chaplaincy to Prisons.** All prisons in the UK are required by statute to have chaplains, and this is therefore the case in the Oxford Diocese with Chaplains at, for example, HMP Bullingdon and HMP Grendon.
- **Chaplaincy to the Armed Forces and Police:** Thames Valley Police have a chaplaincy team, which also co-ordinates chaplaincy for the Major Emergency Plan. There are also chaplaincies at the military bases of RAF Brize Norton and RAF High Wycombe, amongst others.
- **Chaplaincy to retail, industry and transport:** Increasingly a number of shops and shopping centres have chaplains. There is also a Chaplain to The Atomic Energy Research Establishment, Harwell, Oxfordshire for example.
- **Healthcare Chaplaincy:** There are chaplains in all of the acute and community hospitals, in the mental health units and the hospices in the Diocese. Chaplaincy to GP surgeries is developing.
- For a very interesting article on the growth of Chaplaincy recently please see Ben Ryan's article for the *Theos Think Tank* :
<https://www.theosthinktank.co.uk/cmsfiles/archive/files/Modern%20Ministry%20combined.pdf>

Below is a list of all the Chaplains recorded as working in the Reading area by Churches Together in Reading:

Organisation	Name	Phone	
ASDA (Earley)(1)	Rev Jon Salmon		e-mail
Berkshire Healthcare NHS Foundation Trust	Rev Paul White		e-mail
British Legion (Tilehurst)	Vacant		
British Legion (Caversham)	Alison Johnston		e-mail
Council Offices	Una Chandler	0795 843 1091	e-mail
Duchess of Kent	Vacant		
Elizabeth Fry Approved Premise	Kirstie Dolphin		e-mail
House of Fraser (1)	Rev David Harris	0118 9572831	e-mail
Launchpad Reading	Mabel Boyd		
Maiden Earley shopping area	Keith Wilson		e-mail
Reading College (2)	Chloe Mutton	07715 095168	e-mail
Reading College (3)	Matt Stone		e-mail
Reading College (4)	Sam Lloyd	01189 567000	e-mail
Reading College (5)	Michael Penny	01491 671 357	e-mail
Reading College (6)	Joe Forson		e-mail
Reading Deaf Centre	Rev Roger Williams	01235 868442	e-mail

Organisation	Name	Phone	
Reading Football Club	Rev Steve Prince	0783 4832380	e-mail
Royal Berks Fire & Rescue (1)	Rev Terry Murphy		
Royal Berks Fire & Rescue (2)	Major Jim Cussen	07707 278470	e-mail
Royal Berks Hospital (1)	Chaplaincy team office	0118 3227105	e-mail
Royal Berks Hospital (2)	Rev Bob Simmonds		e-mail
Royal Berks Hospital (3)	Rev Lorraine Colam	0118 322 7105	e-mail
Royal Berks Hospital (4)	Rev Richard Christopher		e-mail
Royal Berkshire Hospital (Catholic)	Fr Richard Maniak	0118 9586637	e-mail
School Pastors	Libby Hawkness-Smith		e-mail
Thames Valley Police	Rev Richard Christopher		e-mail
University of Reading	Team Coordinator	0118 3878797	e-mail
University of Reading (Anglican)	Rev Mark Laynesmith	0796 3134623	e-mail
University of Reading (Catholic-1)	Fr Stan Gibzinski		e-mail
University of Reading (Catholic-2)	Dorinda Bray		e-mail
University of Reading (URC)	Revd John Downing		e-mail
University of Reading (Baptist)	Rev Samuel Owoo		e-mail
University of Reading (Quaker)	Angela Mason	0794 165 0628	e-mail
University of Reading (Chinese chaplain)	Rocky Wong		
Willow House	Major Edwina Cussen		e-mail
YMCA	Stephen Proctor		e-mail



Advent Prayer Space at a school in Sussex

Conclusions

Chaplaincy in Education is transformative and:

- offers spiritual and pastoral care to everyone and shares the life of the community;
- is distinctively Christian and utterly inclusive and works with people of all faiths and cultures;
- is 'the public face of God' for the community;
- 'is there to listen and care, to pray for and bless the school/college.'

Chaplains can be lay or ordained and from any Christian church. With the support of local churches and the diocese, anyone can be called and trained to be a chaplain.

'We didn't realise how much value the chaplain gave until he wasn't there.'

Vice Principle of 6th Form College

'We don't always understand what chaplains do, but oh boy do we miss them when they're not there'

Officer's comment about Army Chaplain

If you have any questions
or would like to meet to discuss and explore Chaplaincy
then please contact me:

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Prayer

Almighty God,
whose service is perfect freedom,
as we hear your call
to serve your people through chaplaincy
in our schools and colleges,
lead us by your Spirit,
transform us into the likeness of Christ,
and help us to live in your liberty.
Enfold our school and college communities in your love
and draw us closer together.

For goodness is stronger than evil,
Love is stronger than hate,
Light is stronger than darkness,
Life is stronger than death,
Victory is ours through Jesus Christ who loves us.
Amen



**Jesus said, 'I have come to give you life
in all its fullness.' John 10.10**