

# **STATE CHAPLAINCY BOARD**

## **Guidelines for Coordinating Chaplains**

### **INTRODUCTION:**

The State Chaplaincy Board seeks to establish and maintain a strong link with all Chaplains and a more cohesive and consistent relationship with Centre Management. It is recognised that effective communication is vital to these relationships. In relation to this, the position of Coordinating Chaplain has been identified as a key role within this process.

### **GENERAL OUTLINE AND RATIONALE:**

A team leader:

The Coordinating Chaplain will be a Duty Chaplain responsible for exercising both pastoral and administrative leadership within an ecumenical chaplaincy team within a particular Correctional Centre.

The position of Coordinating Chaplain is a key Coordinating role. The Coordinating Chaplain is vital in terms of:

- Developing and maintaining effective working relationships within the Chaplaincy Team, with Centre Management and other staff.
- Providing an effective communication network between the Chaplaincy Team, Centre Management and the State Chaplaincy Board.
- Providing basic facilitation of Chaplaincy tasks at respective centres.
- Being an advisor to the Centre Management in relation to matters relating to Pastoral Care.

### **SPECIFIC RESPONSIBILITIES:**

- To facilitate regular Chaplaincy Team meetings.
- Liaise with Centre Management in relation to Centre specific issues concerning chaplaincy.
- To facilitate information sharing between the Chaplaincy Team, Centre management, and the State Chaplaincy Board.
- General facilitation of the Chaplaincy Team in relation to Chaplaincy tasks.
- To manage or facilitate the keeping and ordering of Duty Rosters, Time Sheets, Sunday Services, Bible Studies, and financial records.
- To be available to meet with the State Chaplaincy Board, its executive or representative, and with other Coordinators as required.
- To be available to the Centre on an "On Call" basis in relation to pastoral situations that would warrant an attending Chaplain i.e. Death in Custody.

- Whilst Coordinating Chaplains are not seen to be solely responsible for the pastoral welfare of their team, Coordinators are expected to raise issues of pastoral need amongst their team with the relevant sponsoring body where appropriate.

*(It needs to be noted that whilst the Coordinator is responsible for the above, this does not mean that the Coordinator must do all of the above. Coordinators may delegate tasks to others on the team.)*

#### **APPOINTMENT:**

- Nominations (from the Chaplaincy Team) for the position of Chaplaincy Team Coordinator will be made at the Annual Meeting which should be held before 31st July each year with the handover of the role being 1st September. Nominations, with seconder, should be made in writing, to be received by the Coordinator at least 2 weeks before the meeting. If no nominations are received in writing, then nominations will be called from the floor of the meeting. If there is more than one nomination and the team is unable to make a decision, a secret ballot should be held. Sample Form to be made available to Team Members at the June Meeting.
- Initial appointment will be for a period of two years with a option of the appointment being renewed if there are no nominations for the position.

#### **ACCOUNTABILITY:**

Coordinating Chaplains will be accountable to the State Chaplaincy Board in relation to their role as a Coordinator, and to their Sponsoring Body, and Centre Management in relation to their conduct as a Duty Chaplain.

#### **QUALIFICATIONS:**

##### **Coordinating Chaplains shall:**

- Be an approved Chaplain for at least one year.
- Be recognised within their team as having the ability to develop and maintain a good rapport with Centre Management.
- Have the confidence of the Chaplaincy Team.
- Have the availability to fulfil the role.
- Be prepared to operate without prejudice within a Multi Faith environment.

##### **Coordinating Chaplains will need to demonstrate skills in the following areas:**

- Basic abilities in relation to administrative tasks, including basic financial skills.
- Competent people skills.
- A demonstrated ability to develop relationships with staff and with people of other faiths.

SAMPLE FORM

I wish to nominate ..... for the position of coordinator of  
the .....Chaplaincy Team. Nominator to sign .....(Date)

I agree to the above nomination. Signed .....(Date)

- Initial appointments will be for a period of two years, with an option of the appointment being renewed if there are no other suitable nominations for the position.