



DIOCESE OF  
**Bath & Wells**

Living the story. Telling the story.

# Chaplaincy in Education

be part of the story...



Neil Wylie, Chaplain at Nailsea  
and Clevedon Schools.

*'The chaplain is there to  
listen and care, to pray for  
and bless the school.'*

Year 7 student

Chaplaincy:  
spiritual and  
pastoral care  
for all.

# Toolkit for Chaplaincy in Education

Thank you for your interest in chaplaincy in education.

There are currently over 240 chaplains, serving in 124 chaplaincies across the Diocese of Bath and Wells. Schools and other organizations across Somerset, North Somerset and BANES are continuing to join the fast growing network.

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

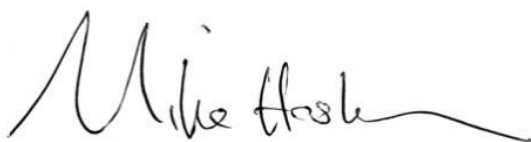
- 'How does chaplaincy work in a school or college?'
- 'Can community schools have chaplains?' [brief answer, 'Yes.']
- 'How can we develop a new chaplaincy?'
- 'How do I become a chaplain?'
- 'Can a lay person be a chaplain?' [Yes, chaplains are lay or ordained and members of any Christian denomination 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 within the Diocese of Bath and Wells and the ecumenical chaplaincy network in Somerset. Those based beyond the borders of Somerset are also welcome to use the toolkit and I hope that you will 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.



Patrick Weld, Chaplain at Danesfield and Haygrove Schools and Great Wood Camp. The only 'concerns' from the schools that Patrick serves is that he isn't full time in each of them!

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.



Sarah Curl [centre], Chaplain to the Blue School in Wells, with students at her commissioning.

# Job Description: a mind map

## Chaplaincy

A chaplain is 'the public face of God', living and telling God's story. Chaplaincy is a missional and pioneering ministry serving especially with the 95% who don't otherwise have regular contact with church. The number of hours a chaplain works will inform their roles and responsibilities, some of which are outlined below. Chaplaincy is also about 'being' as much as it is about 'doing'. Perhaps the foremost aspect of a chaplain's ministry is to be seen and to meet people and listen to them where they are. It is from the listening and service that the amazing opportunities to discuss faith arise.

Contributing to teaching (including RE) & training, policy & strategy, leading activities.

A full member of the team, rather than a visitor.  
Working with the context, policies and structures of the organisation with a named link or Line Manager.  
An external focus, working with community organisations and charities.

Discipleship & teaching

Collaboration

Distinctly Christian & Utterly Inclusive

Open and at ease with Christian faith.  
Welcoming and working with everyone of all beliefs and cultures.  
Developing Christian ethos and helping to prepare for SIAMS in church schools.

Chaplains  
Lead & Associates

Listening

Pastoral

Spiritual and pastoral care.  
Purpose full listening, restorative justice and mentoring for children, staff and families; working with pastoral team and external agencies.

Spirituality & Prayer

Prayer with and for the communities.  
Festivals, celebrations and crises.  
Sanctuary Space.

Any Questions?

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Many organisations value Chaplaincy, many are also currently exploring it in partnership with the Diocese of Bath and Wells and the local churches.  
Alongside the host organisation and the local churches the Diocese of Bath and Wells will offer initial and on-going training, mentoring, networking and support for lead and associate chaplains.

# Job Description: Text

## 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 the 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 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.



Jenny Jeffrey, Chaplain at Bishop Henderson CofE Primary School, and year 3 children taking "thank you cards" to local shopkeepers as part of their "acts of kindness" towards the local community.

**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.

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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 particular 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 & 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 isn't 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
<b>Total</b>	<b>£12,000</b>

## 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 don't 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

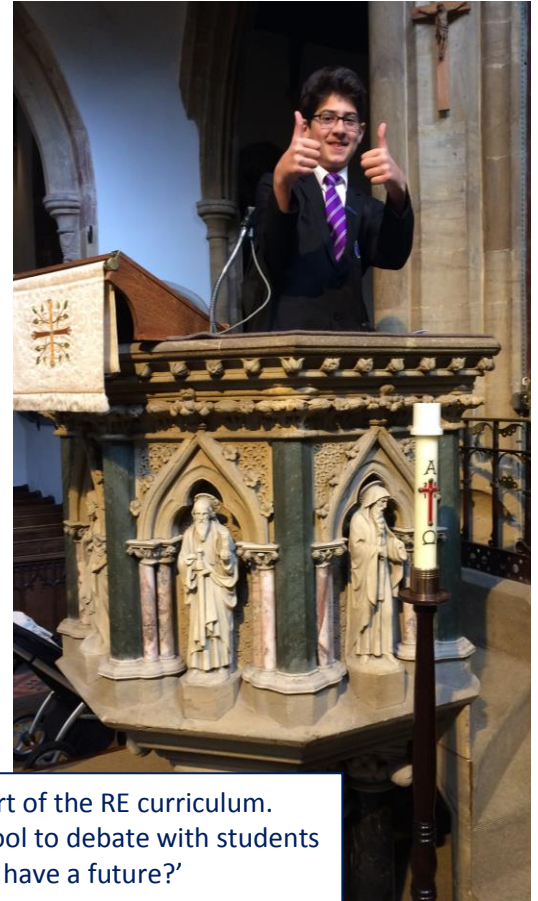
Individuals Christians can support the school and chaplain through offering mentoring and reading support for small groups or individuals.

## 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].



A 'Church Trail', from Taunton Academy; part of the RE curriculum. Local church leaders also came into the school to debate with students on the subject: 'Does the church in Taunton have a future?'



## Helena Power, Chaplain at Rockwell Green School, Wellington.

Rockwell Green School, Wellington, now has a new worship table in the hall. At a special assembly I gave the children the cloths for the different seasons of the church year, made from their designs.

The children were also very pleased to receive the liturgical teddy, with a set of vestments knitted by members of All Saints' church.

# 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 Advisor 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's 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
<b>TOTALS</b>	<b>113</b>	<b>78</b>	<b>120</b>	<b>515</b>
<b>AVERAGE PER DAY</b>	<b>11.3</b>	<b>7.8</b>	<b>12</b>	<b>51.5</b>

### 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.

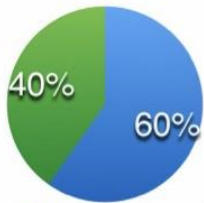
### PS. What are you called?

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?

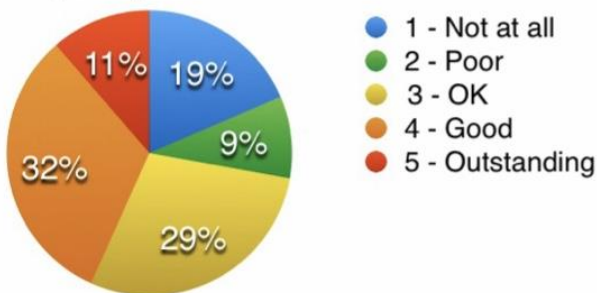


- Yes, I have had contact with a Chaplain
- No, I have not had contact with a Chaplain

### 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

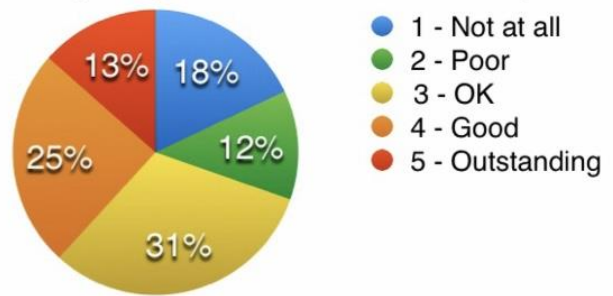
### 3. On a scale of 1-5 how much do you value the chaplaincy room?



### 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

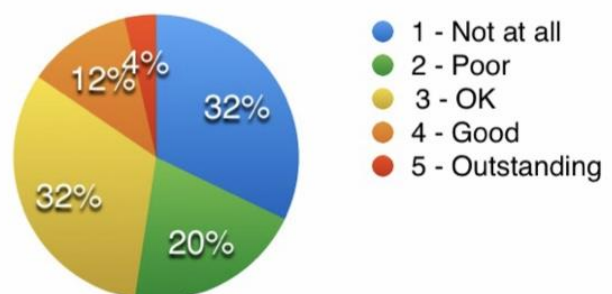
### 5. On a scale of 1-5 how much do value having a Chaplain (this is not about Revd Mike)?



### 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?



### 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 in Village, Town and City Centres.** From Trull to Taunton to Clevedon teams of community chaplains are good news to those who they serve.
- **Chaplaincy to Local Government, charities, sport and leisure.** Somerset County Council has a chaplain as do the football clubs in Weston Super Mare and Bath. There are health and wellbeing chaplains in Wellington. Charities such as Genesis and Send a Cow [both in Bath] have chaplains.
- **Chaplaincy to the Armed Forces and Police:** Avon and Somerset Police have a chaplaincy team, which also co-ordinates chaplaincy for the Major Emergency Plan. There are chaplaincies at the military bases at Norton Manor, Taunton and Yeovilton.
- **Chaplaincy to retail, industry and transport:** An increasingly number of shops and shopping centres have chaplains. There are chaplains at Hinkley Point Nuclear Power Station, on the railways and at Avonmouth Port [pictured].



- **Healthcare Chaplaincy:** There are chaplains in all of the acute and community hospitals, in the mental health units and the hospices. Chaplaincy to GP surgeries is developing.



### Bath City Football Club

11 hrs · 🌐

NEWS: We are delighted to announce that Rev. Rich Miles and Rob Popejoy have joined the club in the role of club chaplains!

Jerry Gill 🗨️ - "It has been great to meet and welcome Rich and Rob to Bath City FC. It is important we recognise players and staff as people not only as employee's. Rich and Rob provide another source of support as and when is needed at our club."

Paul Williams 🗨️ - "We are pleased to welcome Rich and Rob as new signings to the club and are sure they will be beneficial to our players, staff and supporters."

Rev. Rich Miles 🗨️ - "It's a huge privilege to be invited by Jerry Gill and the football chairman Paul Williams to take up the role of Chaplain, helping with the pastoral care of the players, coaching team and club staff."

Rob Popejoy 🗨️ - "Every football club thats looking to be progressive and innovative is now looking for club Chaplaincy, I'm honoured to be one of two Chaplains at Bath City FC."

If you'd like to know more about the role that our chaplains will have at Twerton Park, here is a bit more information: <https://sportschaplaincy.org.uk/what-does-a-chaplain-do/>



# 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.'*

Jayne Davis, Vice Principle of Bath City College

[Bath City College are in the process of appointing a new Chaplain]

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

**Revd Mike Haslam MA**

Chaplaincy Development Advisor

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[www.bathandwells.org.uk/ministry-for-mission/mission/chaplaincy/](http://www.bathandwells.org.uk/ministry-for-mission/mission/chaplaincy/)



The Haven. The base for the chaplains at Selwood Academy.

# 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**

# 10 Steps to Setting up a School Chaplaincy

1. Understand the context: meet with parish and school leadership to audit what links and relationships may already exist between church and school.
2. Establish the capacity: who are the people in the parish, other churches locally or in the school who have a calling and capacity to offer time, money, energy or all three?
3. Put it on the agenda: agenda item at PCC, Deanery Synod, Chapter meeting or Churches Together, whichever of the above seem most appropriate and harness most energy.
4. Form a Working Party: who will make an effective, easily mobilised and dynamic group for carrying the vision of chaplaincy forward? You might wish to involve the Chaplaincy Adviser at this stage, or before.
5. Approach the school: having identified links that already exist, and having considered realistic capacity, approach the school via your link, to ask “how can we best serve you?”
6. Identify a chaplain: assuming the school is positive about your offer and interested in chaplaincy, consider whether someone already exists in the community who could adopt the role of Chaplain. This might be an already licensed minister, a youth worker, a retired teacher etc. If no such person is found, then this becomes a larger question about funding.
7. Build a Team: given that a full time, fully paid Chaplain’s post is unlikely to emerge quickly, who else could support the Chaplain/Chaplaincy and increase capacity and effectiveness?
8. Draw up a Job Description: work with the school, churches and individual to create a realistic job description for a Chaplain or Chaplaincy Lead.
9. Train the Chaplain: working with the Diocese, embark on a course of continuing training to raise awareness of issues and build up appropriate skills for a successful and impactful chaplaincy
10. Commission the Chaplain: The Chaplain should be commissioned, if possible, in the context of the school and with the presence and support of local churches.