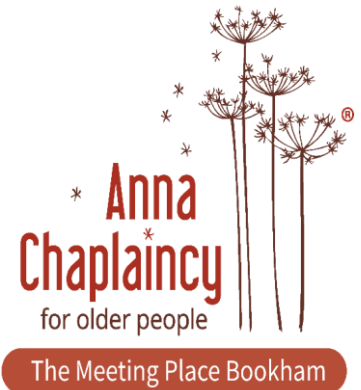


Anna Chaplain

The appointment of an Anna Chaplain is about establishing a community chaplaincy for the older people of Bookham and the area around it including Fetcham and Effingham. It is a pioneering project of **The Meeting Place** (TMP), a charity established to help Christians from across our community work together to tackle social isolation and need more effectively. A full description of the work of TMP is in Appendix 1 of this Application Pack.



The Meeting Place, in conjunction with Churches Together in Bookham and Fetcham, has a vision to nurture and develop the spiritual lives of older people whether they are living in care homes, sheltered housing or independently within the community. We also want to see the support and understanding of spiritual needs extended to relatives, friends, and care staff. To implement this vision, we are seeking to recruit an Anna Chaplain, who has a heart for older people and who will develop and support a team of volunteers or Anna Friends. He or she will have a wider role within the community as an advocate for and champion of the contribution older people make to society. The Anna Chaplain will work collaboratively with churches and Christians who already have a ministry to older people and identify where there are gaps in provision. The Chaplain will be supported in identifying needs and developing priorities, and will therefore need to work flexibly as the role develops. This is an opportunity to engage with people of all faiths and none, as well as to encourage the wider church to celebrate and cherish older members of their congregations.

The successful applicant would be part of a growing Anna Chaplaincy network across the UK. Anna Chaplaincy is part of The Bible Reading Fellowship (BRF), which facilitates this network, and has licensed The Meeting Place to appoint an Anna Chaplain to resource the spiritual journey of older people.

It is an occupational requirement for the person appointed to be a professing and practising Christian (Equality Act 2010).

The role is a part-time one of 20 hours a week. Enhanced DBS and references will be required.

For more details and an application pack, please call the Anna Coordinator - Elaine Crutchley on **07792 178539** or email elaine.crutchley1@gmail.com

Closing date: 2nd July 2021

Interview date: 19th July 2021



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JOB DESCRIPTION

Job Title: Anna Chaplain working for The Meeting Place

Location: Office base is the Eastwick Road Church, Eastwick Road, Great Bookham, KT23 4BE

Responsible to: The Anna Chaplaincy and Befriending Steering Group, chaired by the Anna Co-ordinator, who will be the line manager. The Steering Group provides oversight, direction and support to the work of the Anna Chaplaincy. Appropriate Pastoral and theological support will be arranged in discussion with the successful applicant

Responsible for: A team of Volunteers called Anna Friends - working with older people.

Other key people: The clergy in Bookham, Fetcham, and Effingham; lay leaders of Christian work for older people in the local churches; managers of local care homes and care agencies; managers of relevant voluntary organisations.

Key responsibilities

1. To promote the spiritual welfare of older people, those of faith and no faith, especially those whose lives are marked by physical and mental frailties including dementia.
2. To lead and support a team of Anna Friends who will work alongside the Anna Chaplain in Care Homes and in visiting people in their homes.
3. To support families and carers in understanding and providing for the spiritual needs and care of their loved ones.
4. To develop links with Care Homes and Care Agencies so that spiritual care is provided alongside physical and emotional care, through visiting and the offer of training for staff.
5. To provide Christian services, including prayer, Bible reading, enabling worship for individuals and groups where these have been requested, in collaboration with local clergy and laity.
6. To raise understanding of this ministry across the churches, working ecumenically and respectfully with the breadth of church traditions.
7. To advocate for the needs of older people within the community.
8. To encourage opportunities for intergenerational interaction.
9. To be prepared to work cooperatively and creatively with leaders of other faith traditions where this is indicated.
10. To record and reflect on the work to ensure good professional standards are maintained, to inform future development and to keep up to date on relevant research.

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Terms and Conditions

- 20 hours a week. These hours need to be worked flexibly and will include an occasional Sunday commitment.
- The post is subject to an initial 3 month probationary review based on appraisal at 2.5 months.
- There will be a 1 month period of notice on either side
- Salary is £14,000 to £15,600 per annum, depending on qualifications and skills.
- Holiday entitlement is 28 days to include statutory Bank holidays. Pro rata for the hours worked in this contract entitlement is 112 hours.
- Auto-enrolment into contributory pension scheme.
- Travel in the local area will be necessary, including visits to nursing and residential homes, and to elderly persons and their carers in their own homes, once Covid-19 restrictions allow.
- All reasonable agreed expenses will be reimbursed.
- Completion of Safeguarding training is mandatory.
- Training and support with other Anna Chaplains through links with the BRF Anna Chaplaincy network is essential.
- There will be opportunities for further study and/or training as part of an agreed personal development plan.



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Qualifications and Skills (A : Application form I: Interview)

Qualifications	Essential	Desirable	Method of assessment
Training and experience in church ministry, either as a recognised / accredited lay minister or worker or as an ordained minister	x		A, I
Active in a Christian church	x		A, I
Theological knowledge as part of a recognised qualification or through self-learning.		x	A, I
Training in and experience of pastoral practice	x		A, I
Skills			
Understanding of the needs of older people in the later stages of their lives, including impact of dementia end of life issues.	x		A, I
Experience of working ecumenically with a wide variety of churches and different churchmanship.		x	A, I
Experience of working with a wide variety of agencies		x	A, I
Capacity to treat people with respect and dignity regardless of their background or circumstances, promoting equality and the elimination of discrimination.	x		A, I
Experience of recruiting, leading, inspiring and supporting a team of volunteers		x	A, I
Ability to demonstrate empathy, tact and compassion	x		A, I
Ability to work creatively, adapting liturgy and practice to people of differing abilities and ages.	x		A, I
Ability to take initiative	x		A, I
Able to deliver a training programme for volunteers, family and professional carers.	x		A, I
Range of IT skills including use of social media		x	A, I
Access to own transport		x	A

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Appendix 1

The Meeting Place (Bookham)

Anna Chaplain

The Meeting Place (TMP) was formed in 2011 to enable Christians in Bookham to work ecumenically across the community with church and community volunteers. A summary of our objectives is "to reduce isolation in our community", and we do this by running a Coffee Shop, offering English Language and Lip Reading classes and operating a Community Fridge. We have recently established a Befriending Service which is currently operating through telephone contacts, but will become a face to face befriending service once Covid regulations allow.

Bookham itself is a vibrant community of about 10,000 people bordering on Fetcham and Effingham. Our community boundaries are porous so that, as time has gone on, our reach has extended to about 20,000 people.

TMP was established as a Company Limited by Guarantee and was recognised in this capacity to be the recipient of gift aid donations. In October 2020 TMP was registered as a charity with the Charities Commission with the following revised Objectives which reflect the current activities and will allow future developments:

1. To prevent or relieve need, by reason of youth, age, disability, financial hardship or other disadvantage by providing: grants, items and services to individuals in need and/or charities or other organisations working to similar principles and purposes.
2. To promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society, in accordance with Christian principles.

For the purpose of this clause, 'socially excluded' means being excluded from society, or parts of society, as a result of one or more of the following factors: financial hardship; youth or old age; ill health (physical or mental); disability; or inability to speak or understand English.

3. To protect and preserve the environment for the public benefit, in particular but not exclusively by the promotion of waste reduction and the use of surplus food.

This is our values statement:

We are Christians helping to make a difference. We are responsible to our community, our supporters, partners, volunteers and those who take part in our activities. We have a heart for community enrichment and inclusion.

To find out more about our activities visit our website which is

<https://themeetingplace.org.uk>



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