



## Guidance on the Recruitment, Appointment, Role and Review of Chaplains at Methodist Independent Schools<sup>1</sup>

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### 1. Context

**1.1** The Methodist Church is engaged in education as part of its Christian mission in the world. Its schools seek to extend the Methodist ethos and contribute to diversity in education. Methodist Independent Schools endorse a common ethos statement, which in short form is: ***Methodist Schools are inclusive and welcoming communities where individuals are valued, good order is respected, relationships cherished, and where excellence in its widest sense (academic, extra-curricular, lifestyle) is pursued. Methodist Schools encourage a sense of belonging, seek to improve lives and boldly expect the impossible. In Methodist Schools educational experiences and activities bring mind and heart, intellect and passion together. Methodist Schools work in mutually beneficial partnerships with each other and the wider Methodist Church.***

**1.2** Methodist Schools are required to appoint a Chaplain, usually a Methodist Minister<sup>2</sup>. Methodist Ministers are stationed by the Methodist Conference to serve as chaplains in Methodist Independent Schools, so these appointments are “in the control of the Church”. School Chaplains are accountable to the Headteacher for all aspects of their work in the School and in respect of their ministerial duties act under the direction of the Chair of District (who is an ex-officio member of the School’s governing body).

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<sup>1</sup> This document was produced by a Methodist Schools Chaplaincy Working Party following consultation and meetings in academic year 2017-18. The members of the working party are listed at the end of the document. It can be reviewed and updated as required at any time.

<sup>2</sup> The Methodist Church has two orders of ordained ministry. The term “Methodist minister” includes presbyters and deacons, both of whom may be appointed as School Chaplains. The Chair of District can assist the school in understanding any differences in these ministerial categories.



1.3 Further information about Methodist schools is at: [www.methodistschools.org.uk](http://www.methodistschools.org.uk). Further advice on the procedures and protocols summarised in this document is available in the first instance from the General Secretary of the Methodist Independent Schools Trust (MIST) ([gensec@methodistschools.org.uk](mailto:gensec@methodistschools.org.uk)).

## 2. Appointing a Chaplain

2.1 Whenever a School seeks to appoint a Chaplain:

- The Headteacher shall inform and consult with the Chair of District in which the school is located, the Methodist Schools office (General Secretary) and the school's Chair of Governors
- The Headteacher and the Chair of District will agree the composition of the Selection Panel and the process of recruitment. The panel shall normally include the Headteacher, the Chair of District, the Pastoral Visitor and such others from the school as the Headteacher may determine
- The role description (Appendix A) must be used and the school should prepare the school description usually used for other staff appointments.

2.2 Chaplaincy appointments may be full-time or part-time. Chaplains are normally appointed through a formal process of advertisement and appointment by a panel that includes the Headteacher, the Chair of District and MIST's Pastoral Visitor. The process of appointment and many aspects of the continuing work of a Chaplain reflect the practice and procedure of the Methodist Church. When a school is unable to appoint a Methodist minister from the Methodist Church in Britain, the appointing panel may appoint a minister in good standing of a church in association with Churches Together in Britain and Ireland (CTBI) or equivalent or a lay person<sup>3</sup>. In these circumstances the appointment process, appointment terms and conditions should closely reflect the guidance as for Methodist ministers. If a Methodist minister from abroad applies for a post the Chair of District should be consulted and authorisation to consider such a candidate be obtained from relevant person in the Connexional team.<sup>4</sup> In any case the person appointed must be in sympathy with the doctrine and teaching of the Methodist Church.

2.3 School Chaplains normally take up a new appointment at the beginning of September for an initial period of five years. Methodist ministers<sup>5</sup> will be aware of the Church timetable for stationing which usually means that a serving Methodist minister will be reviewing their current

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<sup>3</sup> When a minister of another denomination or a lay person is being considered advice should be sought from the Chair of District and the Methodist Schools Office at an early stage on matters of contract and other practical arrangements.

<sup>4</sup> This relevant person (or office-holder) in the connexional team is Assistant Secretary of Conference

<sup>5</sup> Methodist ministers who are interested in applying for school chaplaincy appointments are required to seek permission from the Methodist Church Stationing Committee. This is a straightforward process, undertaken through the Stationing Advisory Committee (SAC), which plays a significant role in ministers' vocational discernment.



position in the April of the previous year; thus a serving Chaplain will be expected to give notice of their plans at least 16 months before a new Chaplain is to be appointed (see stationing timetable in appendix B). The process for recruitment and appointment will follow the guidance in this document.

- 2.4 Permission to advertise vacancies to ministers has been granted by the Methodist Church Stationing Committee.<sup>6</sup>
- 2.5 Advertisements must be placed in the Methodist Recorder and on the Methodist Church website. The Methodist Schools Office can provide assistance to schools with this and a sample advertisement is provided in Appendix C. The Methodist Schools Office keeps a list of people who have expressed an interest in the possibility of serving as a School Chaplain; the Office will send the list to the School at the time recruitment of a new Chaplain is being planned. The school may choose to advertise in other places too.<sup>7</sup> The advertisement can indicate that the post is open to ministers of other denominations and lay people in order to maximise the pool of potential applicants<sup>8</sup>.
- 2.6 Applications must be submitted using a standard application form (see Appendix D). References will be taken up before interview on all short-listed applicants.
- 2.7 Short-listed applicants will be invited to the School for interview and will be asked to participate in a number of appropriate activities as part of the interview process. Each applicant will be given the chance to tour the school, meet students and staff and view the accommodation available to a successful candidate.
- 2.8 When the Selection Panel has decided whom they wish to appoint, they will seek written acceptance from the appointee and the following will be informed:
- The Chair of District (who will inform the Conference Office and the Circuit Superintendent)
  - The Methodist Schools Office (who will inform the Pastoral Visitor who will discuss with the Headteacher the preparation, induction and mentoring arrangements)

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<sup>6</sup> Such permission to be sought at the next meeting of the Stationing Committee (Autumn 2018)

<sup>7</sup> As Methodist Ministers may also apply from overseas it is important that the advertisement is placed for a minimum period of 28 days, this is to satisfy the 28-day labour market test as specified by the Home Office. We will have to prove that the post has been advertised for this period of time when we apply for a tier two minister of religion visa. You should also keep a screenshot of when and an advert is placed on your website to prove this has been done.

<sup>8</sup> While the preference is that Chaplains of Methodist Schools be Methodist Ministers, the selection panel must be free to appoint the person they consider best suited to the position.



- 2.9 When a Methodist minister is appointed a “Letter of Understanding” will be discussed and agreed prior to appointment and signed by the Headteacher, the Chair of District and the Chaplain-designate. A template of a Letter of Understanding is provided in Appendix E<sup>9</sup>.
- 2.10 Appointments of Methodist ministers are ratified at the annual Methodist Conference held in late June/early July. Only in very exceptional circumstances would Conference seek to overturn an appointment previously agreed.
- 2.11 When a lay person, or a minister of another denomination, is appointed, a letter of appointment and contract of employment will be used. These will reflect as closely as possible the terms and conditions for a Methodist minister and examples are available from the Methodist Schools Office.<sup>10</sup>
- 2.12 Methodist ministers are usually appointed for an initial term of five years. Before extension is confirmed for a second term there should be a formal process of review and re-invitation (see appendix B). Extension of the appointment for a third term of five years would be unusual, as it is important to respect the significance of itinerancy as a characteristic of the ordained Methodist ministry. Where a lay person or minister of other denomination is appointed a similar review process should apply and be understood as such on first appointment.

### **3 Induction, mentoring, supervision and review**

- 3.1 The Headteacher will be responsible for providing the new Chaplain with opportunity to visit the school prior to taking up appointment. The purpose of such visits is to introduce the Chaplain to the school community (staff, pupils, governors etc), undertake statutory child protection checks, provide guidance on the school’s standard code of conduct for all staff/adults at the school, ensure the accommodation provided by the school fulfils requirements and to identify any specific training required to support the Chaplain when he/she takes up their position. The School will provide an Internal Mentor to help the Chaplain in all aspects of school routine and conduct. This will usually be a senior member of the academic staff.
- 3.2 The MIST Pastoral Visitor, with the agreement of the Headteacher and Chair of District, will arrange for an External Mentor to be appointed, usually a serving Chaplain at another Methodist Independent School.

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<sup>9</sup> Methodist Ministers do not have a contract of employment, so the Letter of Understanding serves that purpose. It should be re-issued in each case of re-appointment following the “five year” review or if the role significantly changes.

<sup>10</sup> It is recognised that circumstances may make it difficult to adhere to the requirements in this policy document. If any such situation does, or is likely to, arise, it is essential that the Chair of District and MIST’s General Secretary are made fully aware and consulted at the earliest possible opportunity.



- 3.3 As opportunities arise, the Chaplain will be invited to participate in the annual Methodist Schools' Conference and any events arranged for Chaplains both prior to their appointment and throughout the Chaplain's service at the school.
- 3.4 As opportunities arise, the Chair of District will invite the Chaplain to significant District/Circuit occasions both prior to appointment and throughout the Chaplain's service at the school.
- 3.5 If it is expected that the Chaplain will undertake specific teaching or other pastoral responsibilities in the school then arrangements must be made for appropriate training as may be required to enable the Chaplain to fulfil these responsibilities well.
- 3.6 The School, in conjunction with the District and Circuit, shall hold a Welcome Service for the newly appointed Chaplain.
- 3.7 Review/appraisal arrangements will be agreed between the Headteacher, the Chair of District and the Chaplain. These arrangements must include all or selected aspects of both the Church's Ministerial Development Review (MDR) and the School's Professional Development Review (PDR). Appendix H provides a summary of the approach to be adopted to professional/ministerial development review and to supervision.

#### **4 What happens if things go wrong?**

- 4.1 Every Methodist minister, local preacher and member is liable to the complaints and discipline process of the Church, as contained in Part 11 of CPD (known as "Part 11") if anyone (whether a Methodist member themselves or not) objects to his or her actions, words or omissions. Every member of staff at a school is also subject to the school's code of conduct and disciplinary procedure.
- 4.2 A Methodist minister who works within the control of the Methodist Church but outside a normal circuit appointment and is the subject of disciplinary action by the organisation for which he or she works is likely to face a Part 11 process too. Any Chaplain has a responsibility at all times and in all places (whether 'on duty' or not) to uphold the highest standards of behaviour and probity. Any dropping of this standard could be liable to bring the school and the church into disrepute, impair the Church's witness and have potential consequences for the Chaplain's ministry.
- 4.3 A Methodist minister who is a Chaplain in a Methodist school is subject to the school's code of conduct and discipline. It must be open to the Headteacher to apply, as far as possible, the same discipline procedures, and suspension provisions, as to any other person working in the school. However, the ordained Methodist Chaplain is not an employee of the school (or anyone else – Methodist ministers are office-holders and not employees). The Chaplain (whether ordained or not, if a Methodist) is subject to Part 11. The person initially responsible for running that process (known as the "local complaints officer") will be the Chair of District. It is, therefore, essential



that the Headteacher liaises with the Chair of District from the start. This doesn't mean that the Chair of District can direct what the Headteacher does in applying the school's procedures (or vice versa), but there is obvious sense in ensuring, as far as possible, that the two sets of processes (school and church) work in tandem.

- 4.4 If the school decides that the minister's position as Chaplain should be curtailed, the church, as part of its covenant relationship with its ministers, will have to cover his or her housing and stipendiary needs, and to find a new appointment for him or her, subject always to Part 11 and other church processes (such as safeguarding). It may be that the School will be expected, by the church, to cover the above costs for the rest of the Connexional year or longer depending upon the timing of curtailment.
- 4.5 While it may be the Chair of District who institutes Part 11, it is open to the Headteacher (or another person, e.g. the Chair of Governors) to lodge a complaint under Part 11.
- 4.6 If the school's disciplinary (or other) processes exonerate the Chaplain, or otherwise allow him or her to continue working at the school, it is still open to the church to run the Part 11 process. This might result in the Chaplain's removal even if the school is happy to retain his or her services. The Church's own suspension procedures apply to the minister alongside those of the school. Again, liaison between Headteacher and Chair of District is essential.
- 4.7 Ordained ministers of other denominations are not subject to Part 11 unless they are "Recognised and Regarded" as Methodist ministers. Their own church's discipline will apply to them as well as the school's. Liaison with the relevant church authority from the start will be essential.
- 4.8 The key issue is liaison between the Headteacher and Chair of District as soon as a problem arises or looks like it might arise. The various processes of school and church, whether operating concurrently or sequentially, have to be allowed to run their respective courses. They may come to conclusions which are contradictory in some respects, in which case careful and thorough discussions between the Headteacher and Chair of District will be required to come to a suitable resolution.



## APPENDIX A: Role description

A Chaplain represents the wider church in and to the school and also, with the Headteacher, represents the school to the wider church. The Chaplain has responsibility for maintaining and developing the Methodist tradition and ethos within the school and will be a main link between the school and the Methodist Church. A Chaplain is strongly encouraged to forge links with the circuit in which a school is situated; it is hoped that this would be both on a personal basis with ministerial colleagues and between the School and local churches.

The Chaplain has responsibility, under the Chair of the District and the Headteacher, for seeing that the Christian faith is proclaimed and explained in ways which respect the integrity and intelligence of all, for organising the planning and conduct of some or all services and collective worship, and for encouraging the Christian nurture of individuals whilst respecting the fact that a school community will comprise people of many different faiths and none.

The Chaplain should be seen as a senior member of staff who works alongside the Headteacher and other staff, sharing with them a special responsibility for the development of a stimulating and compassionate school community in which individuals are valued and cared for, and where qualities such as honesty, tolerance, understanding and commitment are encouraged. A good working relationship between Chaplain and Headteacher is of crucial importance. It may be appropriate for the Chaplain to be a member of the senior management (or leadership) team but this is not essential so long as the Headteacher and the SMT (or SLT) respect and value the unique role and purpose of chaplaincy in the school and do all they can to support it.

The Chaplain serves the **whole school community**, as listener, enabler, prophet and minister. The Chaplain has a distinctive role in supporting and encouraging other members of staff in the exercise of their pastoral and other responsibilities.

The Chaplain will, at least annually, prepare a report for the governors of the school on the spiritual well-being of the school, and attend in person when the governors discuss the report.

The Chaplain will join the events arranged for Methodist School Chaplains throughout the year. These include, for example: the annual dedication service, the annual Chaplains' Retreat, the annual Schools' Conference. In meeting together Chaplains find mutual support, share issues of common concern and benefit from the fellowship and challenge such meetings can provide. MIST's Pastoral Visitor is always available for guidance and support.

The Headteacher and Chaplain will agree the details of the Chaplain's specific deployment in the school in addition to the responsibilities described above. Such deployment should be planned to support and strengthen the Chaplain's whole school role. All schools are different, and the role of the Chaplain will vary from one to another and, indeed, will vary within a school with each incumbent. The prime role of any Chaplain, however, is to minister to the religious and spiritual needs of the community within the traditions of Methodism and to be actively involved in the whole life of the school, especially but not exclusively the 24/7 resident community.

Depending on the academic qualifications of the Chaplain the role may include teaching. Such classroom contact with pupils can be stimulating and rewarding, and also provide a Chaplain with a



clear point of connection with the pupils. For this reason, Headteachers will always support Chaplains who wish to teach and will make training and development opportunities readily available. However secondary a teaching role may be, a Chaplain must be able to exercise that role to a high standard thus adding to the overall effectiveness of the school's classroom provision. Chaplaincy has religious leadership at its heart, not academic teaching and such leadership can be exercised in a range of other ways too including, for example: classroom assistant, learning support, boarding duties, community outreach programmes and engagement in extra-curricular activities (e.g. music, drama and sport). Wherever possible, therefore, a school will seek to play to the strengths and experience of the Chaplain and in doing so enhance the Chaplain's wider role within the whole school community. However, deployed, the Chaplain has to abide by all school rules, procedures and policies and act in accordance with the code of conduct issued to all school staff.

There are certain responsibilities perhaps less immediately evident. Although adult members of the community may marry, or bring children to baptism, and although anyone may suffer bereavement, there are likely to be fewer such events than in a circuit. However, the impact of such events when they do occur is likely to be far stronger than in a circuit, both because of the closeness of the school community and the youthfulness of it. For many, for example, any experience of bereavement will be their first. The mix of people a Chaplain will encounter in a school community will in many ways reflect wider society: very few will come from Methodist backgrounds, a significant number will be barely acquainted with the Christian faith and many will follow other faiths and none. Chaplains are at the leading edge of the church's mission and in schools will have more direct daily contact with young people than in any other context; they have an important role in telling the Christian (and Methodist) story and walking a Christian life.

#### **Essential criteria:**

- To be well qualified (to degree level) with proven pastoral and leadership skills
- To command respect amongst teaching and support staff
- The ability to relate to children and teenagers as well as adults
- To be sensitive to the needs, interests and anxieties of all, committed to keeping children safe and to working in accordance with the school's statutory requirements for child protection and safeguarding
- To be able to exercise a pastoral ministry to the whole school community (including families of pupils and staff)
- To be able to plan thought provoking and inspirational assemblies and opportunities for school worship consistent with Methodist teaching and doctrine.
- As a practising Christian, be willing to stand clearly on religious and moral issues in the school; setting a high personal standard
- Interested in the wellbeing of the whole school
- Self-disciplined in all confidential matters both personal and organisational
- Resilient and determined in supporting the needs of pupils, staff and parents
- Able to maintain good discipline and in exercising it in such a way as not to damage the pastoral relationship between Chaplain and pupil
- A team player, willing and able to abide by the staff code of conduct and able to provide pastoral support to the Headteacher
- Good administrative ability



**Desirable criteria:**

- To be an ordained Methodist minister (presbyter or deacon) and normally to have had circuit experience
- Previous involvement in youth work (including school chaplaincy)
- Where a teaching role is envisaged, relevant teaching experience and qualification will be expected

**Application process:**

Each applicant for a Chaplaincy vacancy at a Methodist school must complete the standard application form and provide contact details for two referees, one of whom must be the person currently responsible for management or oversight of the applicant's current appointment/employment.

**Induction and mentoring:**

Newly appointed Chaplains will be provided with an external mentor (either from the District or from another school). The mentor will be approached in the first instance by the Pastoral Visitor and outline arrangements agreed between the Pastoral Visitor, Headteacher, mentor and Chaplain. He/she will also receive support and guidance from the Pastoral Visitor. Any specific training needed prior to appointment will be agreed between the prospective Chaplain and the Headteacher of the school. The Headteacher will also ensure there is an appropriate person in school to provide guidance/mentoring to the Chaplain in respect of school routines and procedures.



## APPENDIX B STATIONING TIMETABLE (INCLUDING REVIEW AND RE-INVITATION)

Please use this summary (based on stationing for 2019) as a quick reference for showing the timeline for considerations. Some deadlines appear exceptionally tight. This is often due to the need for co-ordinating with various related other church processes. For more information, please consult the Chair of District.

**Nothing in these guidelines shall derogate from the ultimate authority of the Conference over the annual appointments of Methodist ministers.**

### 1 FIRST APPOINTMENTS

Timing	Action	Who is involved
Mar-18	Determine composition of the Selection Panel (to include Headteacher, Chair of District and MIST Pastoral Visitor)	Headteacher Chair of District
May-18	Code of Practice is published by the Methodist Church for the following year. Contents of this document (available from the Chair of District) and guidance from the Chair of District is necessary, as details do change from year to year.	Headteacher Chair of District
	Period of reflection and review on the school's future needs and appointment guidelines	Headteacher in consultation with Chair of District and Pastoral Visitor
May to Sep-18	Vacancy is advertised in accordance with guidelines	Headteacher
	Application forms considered by Selection Panel. If any applicants are Methodist deacons or probationer ministers, the Chair of District will make the necessary contact with the appropriate colleagues in leadership roles within those parts of the Methodist Church	Headteacher Chair of District All Selection Panel members
	Meet to create short list	Selection Panel
	Visit is arranged for shortlisted applicants to view school and manse accommodation	Headteacher
By 12-Sep-18	Application forms, if a probationer minister or deacon is being sought, must be passed to the Chair of District	Headteacher
	If a deacon is being sought, school post details must be forwarded to the Warden of the Diaconal Order	Chair of District
By 14-Sep-18	Application forms for probationer ministers must be forwarded to the Conference Office	Chair of District
By 20-Sep-18	Deadline for interview of applicants. <i>(There is a crucial deadline of 24-Sep-18 for ministers who are unsuccessful applicants who then wish to prepare and</i>	



	<i>submit their profile for inclusion in the normal stationing process)</i>	
By Oct-18	For the successful applicant, prepare and issue a Letter of Understanding for agreement and signature. Copy to Chair of District.	Headteacher Chaplain
By Dec-Jan	Informed of deacon placement	Chair of District
Jan-19	Informed of probationer minister placement	Chair of District
Next few days	Arrange school visit of deacon or probationer minister	Headteacher
Jul-19	Appointments approved at Conference	

## 2 REVIEW STAGES – where an extension and re-invitation may be considered

During spring of the fourth year of the Chaplain's time at the school, consideration needs to be given to the role of the Chaplain and the nature of their work going forward. For ordained Methodist ministers this takes the form of the usual stationing process. For Chaplains with a contract of employment, there will need to be a sensitive conversation (as would apply to any employed postholder where the nature of the role changes) to confirm future plans.

Timing	Action	Who is involved
Mar-18	Determine composition of the Review Panel (to include Headteacher, Chair of District and MIST Pastoral Visitor)	Headteacher Chair of District
May to Jul-18	Period of reflection, review and discernment on the school's future needs and conversations to establish whether minister wishes an extension to be considered	Chaplain (& family) Headteacher Chair of District
	Meet to plan and agree any consultation process. (This would be particularly important if the Chaplain exercised some duties within the local Circuit)	Review Panel
Jul to mid Sep-18	Complete any consultation	Headteacher
	Prepare written report gathering the school views and any other consultations which is shared with minister. Minister decides whether to seek an extension.	Headteacher Chaplain
	Prepares a reasoned statement and sends it to Chair of District	Headteacher
	Approve reasoned statement (and amend it if necessary)	Chair of District
	If the minister does not agree the recommendation, she/he may prepare her/his own reasoned statement.	Chaplain



By 20-Sep-18	Taking the report and any statement, the Review Panel must come to a decision about a possible extension (and for how many years).	Review Panel
By 20-Sep-18	Reports the Review Panel's decision to the Chair of District Chair. If the decision is against an extension, inform the Chair of District as a matter of urgency, so they can provide pastoral care and support for future plans for the Chaplain (N.B. a very tight timescale). The school then proceeds as for a First Appointment	Headteacher Pastoral Visitor
By Oct-18	If an extension is offered and accepted, prepare and issue a Letter of Understanding for agreement and signature. Copy to Chair of District.	Headteacher Chaplain
Jul-19	Appointments approved at Conference	

The Chair of District is best placed to provide guidance and support in this whole process for schools in seeking or (re)appointing Methodist ministers and other faith matters relating to chaplaincy. For ministers of other denominations or lay people the Methodist Schools Office can advise but at all times also liaise with the Chair of District and the Headteacher.



## APPENDIX C SAMPLE ADVERTISEMENT

[School logo]

[Methodist schools logo]

**[Name] School**

**School Chaplain**

[Name] School has a vacancy for a Chaplain from [1<sup>st</sup> September 20xx]

This is an exciting opportunity to join a thriving independent school with [xxx] children and [xxx] staff set in the heart of [county] and to lead the school's worship and make a significant contribution to the school's pastoral and wider life.

The successful candidate is likely to be a Methodist minister but may be a probationer, minister of another denomination or a lay person.

The Chaplain is expected to be fully involved in the life of the school, including its 24/7 boarding programme. The post could be combined with an appropriate wider teaching, residential or coaching commitment.

Attractive on-site family accommodation is provided [insert brief details – either in the advert or in the school description sent to every enquirer].

Further details of the school and the role are available from [named person] [contact details]. For further information about Methodist Schools, visit our website: [www.methodistschools.org.uk](http://www.methodistschools.org.uk)

Closing date: xxxxxxxx

Interviews will be held at the school during week commencing: xxxxxxxx

[Name] school is committed to safeguarding and promoting the welfare of children. Any appointment will be made subject to all statutory checks and requirements for adults working with children.



**APPENDIX D APPLICATION FORM – METHODIST INDEPENDENT SCHOOL CHAPLAIN**

This form should be used by any person wishing to apply for the post of Chaplain in a Methodist Independent School. That person will usually be an ordained Methodist minister (presbyter or deacon) but ministers in good standing of a church in membership of Churches Together in Britain and Ireland or equivalent. Lay-people may also apply.

<b>Personal Details</b>	
Title:  Surname:  Previous surname(s):	First Names;
Date of Birth:	National Insurance Number:
Current Address:	Home Telephone Number:  Mobile Telephone Number:  Email address:
Do you have qualified teacher status? Yes/No If Yes, please give date of award: DfE Teacher Reference Number:	Marital status:  Do you hold a valid driving licence?: Yes/No
Are you known by or related to any person currently associated with the School: Yes/No If Yes, please give details below:	

<b>Details of most recent appointment/employment</b>	
Position/job title:	From:  To:
Main duties and responsibilities:	
Reason for leaving:	Notice period:



<b>Details of Previous Appointments/Jobs (chronologically from most recent prior to current post)</b>	
Position and job title:	From: To:
Main duties and responsibilities:	
Reason for leaving:	
Position and job title:	From: To:
Main duties and responsibilities:	
Reason for leaving:	

Position and job title:	From: To:
Main duties and responsibilities:	
Reason for leaving:	
Position and job title:	From: To:
Main duties and responsibilities:	
Reason for leaving:	

<p>If there are any gaps in your employment or education history, please identify and explain them here:</p>
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<b>Education and Qualifications</b>			
Please give details of secondary and tertiary education including A levels, vocational equivalent and degrees			
School/College/University name and address	Dates attended		Qualifications obtained (grade/level)
	From (mm/yy)	To (mm/yy)	

<b>General Interests:</b>
Leisure and hobbies:
What professional or voluntary organisations are you a member of:



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**References**

*Please note that we will contact the referees if you are short-listed for this post and seek references before final interview*

Please supply the names and contact details of at least two referees who can comment on your suitability for this position. If you are a Methodist minister, then one of these references must be your current Chair of District or line manager if currently in a Connexional post. For other ministers or lay-people then at least one referee must be your current employer.

If you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children.

References will not be accepted from relatives or persons you know only as a friend.

We will seek information about any past disciplinary issues relating to children and/or child protection concerns. The appointment is subject to enhanced checks as required by the Disclosure and Barring Service (DBS).

If you have any concerns about this, please contact the Headteacher to discuss any such issues.

(1). Name:	In what capacity do you know the referee?
Position:	
Name of organisation:	Telephone Number:
Address:	Email address:
(2). Name:	In what capacity do you know the referee?
Position:	
Name of organisation:	Telephone Number:
Address:	Email address:



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**Personal Statement**

Please demonstrate, using examples, your suitability for the position you are applying for. Using the role description provided for the role of Chaplain and from your personal experience and sense of calling, please provide reasons for your application and what you hope to bring to this post and the school if appointed.



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**Health**

Methodist Independent Schools welcome applications from people with disabilities or impairments. Please advise here if we need to make any reasonable adjustments to enable you to attend for interview or to work at the school if appointed:

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**Personal declaration**

I know of no reasons, on the grounds of mental or physical health why I should not be able to discharge the responsibilities for the appointment. I understand that any offer made by the school will be conditional on satisfactory completion of a pre-appointment medical questionnaire and that I may be required to be medically examined by my own GP before taking up the appointment.

Yes/No

***For persons who are not British or EU nationals***

***If you have any conditions related to your employment in the UK, please give full details here:***

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The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. For this appointment you are not entitled to withhold information about police cautions, 'bind-overs' or any criminal convictions unless these would be considered protected.

Have you ever been convicted of any offence or 'bound-over' or given a caution: Yes/No

If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked 'Confidential Disclosure'

**I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Secretary of State. I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.**

I understand that any offer of employment made by the school will be conditional on satisfactory completion of a staff suitability self-declaration form with regard to childcare disqualifications requirements.

Print Name: \_\_\_\_\_

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## APPENDIX E

### Template Letter of Understanding for appointing a Methodist Minister (presbyter or deacon) as a Chaplain

*[Please note this template is intended as a guide. With the exception of the text in bold, which must stand without alterations, all other details should be tailored to the specific setting.]*

Letter of Understanding <name of minister>.....

Chaplain of <name of school> .....

#### The appointment

This full time/part time (*delete as applicable*) appointment is as a Methodist minister stationed to serve as the Chaplain to <name of school>.

Your primary responsibility, as Chaplain, is to minister to the spiritual needs of the whole school community (i.e. staff and students) within the traditions of Methodism and for seeing that the Christian faith is proclaimed and explained in ways which respect the integrity and intelligence of all.

The outline of this ministry is set out below and in the role description.

It is recognised that, during the course of the appointment, after discussion and agreement, this may vary in some details, in response to the developing needs of the school.

You will be accountable to the Headteacher for all aspects of your work within the school.

It is hoped that a good relationship will be built up with the staff of the local circuit, to root this post in the Methodist Church, to provide support and to share gifts, skills and resources.

Your name will appear in the Minutes of Conference under the <????> Circuit and you will be welcome to share in the life of the circuit alongside its ministerial staff as far as your responsibilities at <school> allow. You will act in respect of ministerial duties under the direction of the Chair of the <????> District.

#### *Areas of responsibility*

The Chaplain is a senior member of staff who shares with the Headteacher a special responsibility for the development of a stimulating and compassionate school community.

*[The following bullet points are some generic examples which may or may not be relevant in any particular post. Please relate these points to the role description, including any agreed variations, so that all are clear what has been agreed about the areas of responsibility. Any specific expectations in any of the areas should also be included.]*

#### Duties will include:

- Arranging the programme of collective worship including special services throughout the school year in both the prep and senior school.
- Leading and/or overseeing school Christian discussion groups.



- Encouraging the Christian nurture of individuals and where appropriate preparing candidates for confirmation.
- Leading a short devotion at the staff meeting at the beginning of each term.
- Organising the assembly and service rota.
- Leading assembly in each the senior and prep schools at least once every week.
- Presenting an annual report to governors on the spiritual wellbeing of the school.
- Attending the annual Chaplains' Conference of the Methodist Schools and the annual Service of Dedication
- Nurturing the unique relationship between Chaplain and Headteacher: offering confidential support to the Headteacher.
- At all times working in accordance with the safeguarding policies of the school

These duties involve working collaboratively with the Headteacher, the senior leadership team and those with pastoral responsibility in the school.

### Supporting each other

The governors exercise a general pastoral care for the Chaplain and are sensitive to the needs of them and their family.

*[Insert reference to the role description and/or job description].*

*The Pastoral Visitor in conjunction with Chair of District will take responsibility for ensuring that required supervision takes place.*

*The Headteacher, in conversation with the Chair of District will confirm details of how performance management reviews and/or ministerial development reviews (MDR) mesh together.]*

### Period of invitation

This period of invitation is initially for five years in accordance with SO 543 as amended by SO 343. It will, therefore, be open to extension in <year> by a decision of the group appointed under SO 343(4)(i) by <date (previous September)>.

### Provision of housing

The address of the manse will be <postal address>.

The governors are committed to uphold the standards of good practice set out in the Charter for Incoming Ministers and Guidance on Provision of Adequate Accommodation for Manses (CPD Volume 2, 2017, from page 771) and in Standing Order 803. The Governors also uphold the principle that the care of the manse is a matter of partnership and co-operation between the occupants and the governors. Staff appointed by the school to have responsibility for maintenance must have whatever access is necessary, whilst respecting the privacy of the manse as a family home, to ensure that the property is kept in good repair. It is the responsibility of the occupants to ensure that the manse is kept clean and presentable. An annual review and ongoing programme of maintenance and redecoration will be sustained by the school.

Changes that we anticipate prior to your arrival in August <year> include <(e.g. a deep clean and some redecoration.) > Your input into this process will be sought and appreciated.



In accordance with CPD (The Constitutional Practice & Discipline of the Methodist Church) on leaving the role you will vacate the premises and remove all your belongings from them within the timescales set out below:

Summer Term – by 31<sup>st</sup> July

Autumn & Spring Terms - the Monday following the first full week of the  
Christmas and Easter holidays respectively.

Relocation costs are reimbursed as indicated in SO 528.

#### Other resources

The school provides an office situated in the main school site.  
The school pays all reasonable in-service training costs.

**This letter records the outcome of the recruitment and selection process for this appointment. It does not fetter the freedom of the Conference to station annually, as it sees fit. Nor does it preclude the development, during the period of invitation of the understanding, by the Governors of <school>, of their mission and policies, or by you of your vocation.**

Please sign both copies of this letter, retain one for your own records and return the other <????>.

Signatures:

<name of Headteacher>

On behalf of <school>

Rev XXXXXXX



Date:



## APPENDIX F – TERMS AND CONDITIONS

**Methodist Minister (T&C):** These terms and conditions are drafted to apply, mainly, in a situation where a school appoints a Methodist minister as Chaplain. As such, they reflect as much as possible the expectations of a minister in a circuit appointment and thus facilitate transition for the minister from circuit to school and school to circuit or other church appointment. In situations where a school appoints a lay person or a minister of another denomination then these terms and conditions are used as a guideline to enable the role to function in a similar way but will be governed by instruments other than the standing orders of the Church (see below).

### 1. Manse

The Chaplain is required to occupy a manse on similar terms to a minister in circuit appointment. This is also a School requirement for the better performance of his/her duties as a School Chaplain. HMRC treatment of such accommodation and ancillary benefits as a school may provide for a Methodist minister are consistent with those as agreed with the Church. For a lay Chaplain or other minister serving as a School Chaplain they should check, with the school, the HMRC position as the assumption of non-taxable benefits arising from being required to live in school accommodation no longer applies.

Special permission is required for a Chaplain not to live in the manse provided; such permission would be granted only if the Chair of District and Headteacher agree to the request. In the case of a Methodist minister, a reasoned request, in writing has to be given to the Ministries Committee who are responsible for granting such permission.

Guidance on the nature of manse accommodation is provided in The Constitutional Practice and Discipline of the Methodist Church (CPD). In brief the accommodation should be of the generally expected standard, furnished, centrally heated and both house and any gardens in a good state of repair. It is also important to be sensitive to the needs of the family, so adequate accommodation is available to allow safe and private use of the manse while also allowing the Chaplain to exercise their school duties as necessary. If the house does not have study accommodation, the school will provide an office on the school site for that purpose. The school may have a standard “licence to occupy school accommodation” that can be used/adapted that make the obligations of the School and the occupant (Chaplain) clear.

Whilst it is impossible to prescribe exactly the number and use of rooms in a manse because of the wide variation in the internal arrangements of houses, a manse must provide adequate accommodation for a mixed family and visitors. This should include:

- enough bedrooms (normally four, one of which may be used as study).
- at least two separate living rooms and a kitchen.
- a separate study (CPD states that one of the bedrooms may be used for this purpose provided that all other requirements of these guidelines are met). In a school,



however, it would be usual for the Chaplain to be provided with an office in school; this could be instead of or in addition to such provision in the manse.

- Adequate garage or other parking facilities should be provided.

## 2. Stipend, allowances, pensions and expenses

A School Chaplain receives a stipend calculated as “basic” stipend (declared annually by Conference) plus an additional allowance which is currently 20% (this supplement is in recognition of the fact that a Chaplain will not be available to available themselves of the occasional fees, e.g. for weddings and funerals, which often come the way of circuit ministers).

No other allowances to the ministerial stipend are recommended.

A Chaplain may undertake school duties (e.g. teaching, boarding, coaching) that help support their role as Chaplain in the school community, but such duties are clearly linked to their role as Chaplain. Where a substantial teaching responsibility is required/envisaged (i.e. > 40% of a full-time teaching load), then the school and the Chaplain must consider that this would mean applying the Chaplain role to be a part-time one (attracting the relevant portion of the ministerial stipend) and being paid as a part-time teacher (receiving a due portion of a teacher’s salary at the appropriate rate). In such a case a Methodist minister must obtain permission for such an arrangement from the Stationing Advisory Committee and must be suitably qualified for the teaching role being proposed. Accommodation arrangements will also need to be considered. Unless the Chaplain is also fulfilling the role of a Boarding Housemaster/mistress, accommodation is to be provided for the Chaplain their role as Chaplain.

A Chaplain is eligible to be a member of the Methodist ministers’ pension scheme. It should not be assumed that they automatically meet the criteria for membership of the Teachers’ Pension Scheme and a School must seek advice accordingly.

All expenses necessarily incurred in the performance of a Chaplain’s duties will be paid in full in accordance with School policies. The Chaplain must provide evidence for all expenses claimed, as far as reasonable. Chaplains supply their own cars. Car travel will be reimbursed at the rate agreed by the School for employees.

If a Chaplain requests that one or more of his/her children be educated in the school, there should be access to the same bursaries and reductions in fees available to any member of staff in similar circumstances. A Chaplain who is a Methodist minister or Methodist lay-person may also apply for support from the Methodist Bursary Fund (further details about MBF applications can be provided by the school or the Methodist Schools Office).

## 3. Time off



In a Circuit appointment, a Methodist minister is entitled to one day off a week. Every attempt should be made to adhere to this principle. Where this is not possible on practical grounds, the equivalent of one full day per week (possibly accumulated over a few weeks) must be made available when the Chaplain will be free of obligations to the school. A Methodist minister is entitled to 35 days holiday (plus bank holidays) each year. The Chaplain must arrange these holidays outside of school term-time but also ensure they are available in school holidays, when not on annual leave, to serve the school community as Chaplain out of term-time; for example, many school staff work during school holidays, school accommodation is used by other groups in holiday periods and events requiring Chaplaincy support will also happen during school holiday periods (e.g. bereavements, crises and celebrations).

#### 4. Sabbaticals

A sabbatical is “for the purpose of undertaking an approved programme of study research, work or experience” and they are overseen by a District Advisory Group. The timing (based on length of service as a Methodist minister) is to be as agreed in Standing orders (SO 744(3) and SO 807A(6) or as varied from time to time. The timing of a sabbatical, therefore, is not directly linked to the Chaplain’s period of service in a school but a Chaplain may not take a sabbatical during the first year of service.

The Chaplain may claim up to £1000 from the Methodist Church to assist with expenses during the sabbatical. During the sabbatical the school continues to provide a manse and stipend.

The school must honour the entitlement to sabbatical leave but by negotiation between the Headteacher and the Chaplain, arrangements can be agreed on a flexible basis. For example, it may be taken adjacent to a school holiday or taken in two parts in successive years, on each occasion during a school holiday. What is important is that: the sabbatical, however organised is identified as such; the Chaplain is freed from all school obligations during the sabbatical; the Chaplain enriches his/her overall ministerial experience in a way which is agreed by the District Advisory Group.

#### 5. Involvement in Circuit, District and Connexion

The Chaplain is strongly encouraged to forge links with ministerial colleagues and churches in the circuit where the school is situated. Such involvement should not usually clash with school commitments and can enhance the school’s relationship with the local circuit.

The Chaplain is required to attend all meetings of the District Synod and should ensure that the Headteacher is aware of the dates of these at the earliest opportunity. and the Chaplain may be invited to play a part in other District activities. All such opportunities must be agreed with the Headteacher in advance. Such agreement as may be required shall not be unreasonably withheld and in the case of dispute the Headteacher must seek mediation from the Chair of District.



## 6. Support

A good working relationship with the Headteacher provides invaluable support to the Chaplain, as it does for the Headteacher.

The Chaplain is encouraged to establish a small personal support group who through fellowship, prayer and other means can offer the Chaplain grounding and encouragement. At no time should such a group allow breaches of personal or school confidentiality.

The Chaplain is accountable to the Headteacher for his/her conduct in the school and to the Chair of District for his/her duties as a Methodist minister. The Chaplain may consult the Headteacher or the Chair of District confidentially from time to time on matters of difficulty and may also contact the Pastoral Visitor; but otherwise use the published grievance and whistleblowing guidelines if required.

The Chaplain is expected to attend the annual Methodist Schools Conference, the annual Chaplains' Retreat and MIST's annual service of dedication. He/she is also encouraged to join chaplaincy groups more widely for personal development and support e.g. SCALA (School Chaplains and Leaders Association [www.scala.uk.net](http://www.scala.uk.net)).

### **Minister of another denomination (T&C)**

The role description and as many of the terms and conditions that can apply will apply. In this case, however, the school should respect any guiding instrument that describes the usual T&C for a minister from their denomination. Salary/stipend to reflect the arrangements for a Methodist minister.

### **Lay person (T&C)**

The role description and as many of the terms and conditions that can apply will apply. In this case, however a school must ensure the following:

#### **1. Letter of appointment**

This will reflect any other letter of appointment for an employee at the school, setting out in brief the main expectations of the appointed candidate and details such as commencement of post, accommodation arrangements, salary details etc. An example of such a letter of appointment used at another school can be provided by the Methodist Schools office (General Secretary).

#### **2. Contract of employment**

The school's standard template contract of employment should be provided with terms agreed in advance that reflect the specific role of Chaplain and any variation in terms to reflect the lay status of the employee. An example of such a contract used at another school can be provided by the



Methodist Schools office (General Secretary). Salary to reflect the arrangements for a Methodist minister but link to the school's salary scale (support staff scale or teaching scale).



## APPENDIX H

### SUMMARY CHECKLIST FOR THE ROLES OF THE CHAIR OF DISTRICT AND HEADTEACHER IN THE APPOINTMENT, INDUCTION AND OVERSIGHT OF A CHAPLAIN OF A METHODIST INDEPENDENT SCHOOL

- The Chair of District in which a Methodist Independent School is situated is an ex-officio Governor of that school or may nominate a suitable person to serve in that capacity on their behalf.
- School Chaplains are accountable to the Headteacher for all aspects of their work in the School and in respect of their ministerial duties (where they are a Methodist minister) act under the direction of the Chair of District.
- Whenever a Headteacher or Chair of District becomes aware of a chaplaincy vacancy arising they should promptly liaise with each other over all aspects of the recruitment and appointment process (as detailed in this guidance document).
- The Chair of District should advise the Headteacher on specific arrangements that would need to be made should a probationer or a Minister from overseas be appointed.<sup>11</sup>
- The Chair of District and the Headteacher should be involved in the induction of the new Chaplain and will liaise with the Methodist Schools' Pastoral Visitor to ensure that there are proper arrangements in place for supervision in accordance with the Church's supervision arrangements for all Methodist ministers. The Headteacher will ensure that there is an appropriate person to act as the Chaplain's mentor in respect of school activities and procedures.
- The Chair of District will agree with the Headteacher the arrangements for the Ministerial and Professional Development Review or appraisal, such arrangements should be consistent with the school's procedures for professional review and consistent with the role the Chaplain conducts in the schools
- The Chair of District is responsible for ensuring that the Chaplain is connected to the local Circuit and invited to attend Circuit/District events that will help support/inform the Chaplain and ensure the school is well connected to its Circuit and District. For example, the Chaplain is required to attend all meetings of the District Synod.
- If something goes wrong the Headteacher will liaise with the Chair of District to agree appropriate actions that need to be taken, depending upon the circumstances and as guided by section 6 of the Chaplaincy document.
- Where lay Chaplains are appointed or ministers of other denominations, it is hoped that Chairs of District will fulfil the same role with them as if they were Methodist ministers and Chairs of District, together with the Methodist Schools Office, can advise on matters of contract and other practical arrangements.

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<sup>11</sup> Probationers may be appointed as Chaplains but must first indicate their wish to be so considered to be agreed in advance through conversation and agreement with the appropriate authorities in the Connexion as they are, by convention, "placed" in appointment or station rather than being free to apply.



## **APPENDIX H**

### **SUPERVISION AND MINISTERIAL/PROFESSIONAL DEVELOPMENT REVIEW**

Methodist ministers are required to engage with Supervision and Ministerial Development Review (MDR). School Chaplains should engage in supervision as per the Church's developing expectations.

The principles of supervision are that all ordained ministers in full connexion, probationers and those authorised to exercise ministry on behalf of the British Methodist Conference should be in supervision as a means of support for the accountable exercise of ministry. Supervision should be arranged by the Methodist Schools Pastoral Visitor and may be undertaken by a nominated and suitably trained person from the local District or provided by a suitably trained Chaplain from another school.

Supervision and line management should be distinguished clearly. In schools the Chaplain is accountable to the Headteacher for their work in schools and in respect of their ministerial duties act under the direction of the Chair of District. Therefore, the Chair of District and Headteacher will agree a format for appraisal that combines essential elements from MDR with the school's professional development review (or performance management/appraisal). Any such process, to be effective, requires the full engagement of the Chaplain.



## **END NOTE: METHODIST SCHOOLS' CHAPLAINCY WORKING PARTY**

### **Membership:**

Revd Stephen Burgess (WP Chair and MIST Trustee)

Revd Dr Jonathan Hustler (Assistant Secretary of Conference)

Revd Peter Whitaker (Chair of the Methodist Schools Ethos Development Group)

Revd Dr Paul Glass (MIST's Pastoral Visitor and a School Chaplain)

Mrs Barbara Easton (Director of Education, a Trustee of MIST, MAST and the Wesley Trust)

Mr Keith Norman (Deputy Chair of MIST)

Mrs Dorothy Nancekievill (Headteacher, Farringtons School)

David Humphreys (General Secretary of MIST)

Additional HR advice was kindly provided by Mrs Ruby Beech (MIST's HR Adviser and a former VP of Methodist Conference).

Consultation meetings were held with Headteachers, Chairs of Governors and MIST Trustees.

The Working Party met in person and electronically on several occasions between September 2017 and September 2018.