

## **THE PROCESS OF APPOINTING A NEW CHAPLAIN**

When the departure of a chaplain has been publicly announced, the Diocesan Office will contact the Churchwardens and send this document and Chaplains Appointment - Document No. 2.

The steps involved in making a new appointment are:

- a) The Church Council prepares a financial package, and appoints a Selection Committee, who draws up the Parish Profile (See Document 2)
- b) The Bishop or his Representative meets with the Council to agree the final draft.
- c) The Bishop and the Council decide about advertising.
- d) The time-scale involved is noted. With advertising, there is normally a minimum of six months before a new Chaplain can take up his post.
- e) An advertisement is drawn up and agreement is reached to where it is placed. (There will be a cost which should be borne by the Council.)
- f) The advertisement will invite those interested to apply for details. It will be suggested that all correspondence at this stage should be by email if possible, failing that by fax, and only if necessary by ordinary mail. It needs to be agreed at the meeting who will receive and answer enquiries (Chaplaincy or the Bishop's Secretary). Enquirers will receive the Parish Profile together with a covering letter which will give the date and place of interview, the name and telephone number of someone in the Chaplaincy who is available to answer reasonable questions and the request for the names and addresses of three referees (to include both clergy and lay persons) and of the Diocesan Bishop. They will be asked to include a CV and covering letter or complete an application form.
- g) The Council agrees now, or at a subsequent meeting, who will represent it at the formal interviews. There should normally be four representatives, with both sexes involved. The Bishop and the Archdeacon (or Area Dean) will normally be present and usually the Bishop will Chair the interview.
- h) When applications have been received (normally by the Bishop's Secretary) copies should be made and sent to each of the interviewers).
- i) Those interviewing, with the addition of no more than two additional persons, should meet together with Bishop and/or the Archdeacon (or Area Dean) as soon as possible to consider the applications. They will determine a short list of candidates which will not normally be more in number than four and may well be less.
- j) Agreement is made on responsibility for inviting candidates for interview and informing those not short-listed.

- k) When the short-list has been determined, the Bishop will write to the referees. References will be made available to interviewers before the interviews take place. Additionally, the bishop will write to each candidate's bishop. The response will remain strictly confidential to the Bishop.
- l) In determining the place of interviews, experience has shown that if at all possible it is most advantageous for the interviews to take place in the Chaplaincy. While this is more expensive than interviews in, say, London, it is invariably money well spent. It enables more people to meet the candidates informally, and helps the candidates to get a fuller picture of the Chaplaincy.
- m) The Chaplain's wife should be invited too and her airfares, accommodation etc. paid as for her husband. She may be invited (but not required) to sit in on the interviews.
- n) If at all possible, all the interviews should take place on the same day.
- o) When the decision to offer an appointment has been made, normally on the same day as the interviews, all candidates will be informed by the Bishop. When the offer has been accepted, arrangements can then be made for the public announcement of the new Chaplain's appointment. The timing of this will normally be determined by the date of announcement in the Chaplain's present parish and diocese. It is important that the announcements are as near as possible on the same day.
- p) Until a public announcement has been made, the appointment must remain strictly confidential to those involved in the interviews and decision-making.