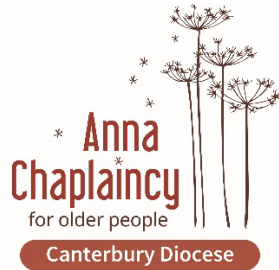


Anna Chaplaincy Handbook



Diocese of Canterbury
CHANGED LIVES → CHANGING LIVES



Anna Chaplaincy is an ecumenical ministry with older people under the umbrella of BRF Ministries. It is now well established across many denominations and dioceses of the Church of England. Anna Chaplaincy in the Diocese of Canterbury was first established in 2019.

This handbook contains information relating to Anna Chaplaincy within the Diocese of Canterbury.

It is important to remember that Anna Chaplaincy is not the only way in which churches can minister alongside the older people of their parish.

Diocesan Anna Chaplaincy webpage: canterburydiocese.org/anna-chaplaincy

Please feel free to contact me for further information, guidance or advice.

Nigel Collins

Lay Ministries Adviser for the Diocese of Canterbury

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Welcome to the Diocese of Canterbury

Canterbury Diocese is the oldest diocese in England, stretching from Maidstone to Thanet, the Isle of Sheppey to the Romney Marsh. We have 350 miles of coastline with historic ports and seaside resorts, alongside rural communities, market towns and commuter-belt urban developments. Affluent areas often sit alongside pockets of major deprivation, offering an exciting and challenging mission context.

At the heart of all we do is a vision of transformation for ourselves and our communities: no one can encounter God and remain unchanged. In the Diocese of Canterbury, we want to increasingly become a Christian community transformed through encounter with Christ, growing and overflowing to transform and bless the families, homes and communities we serve:

Changed Lives, Changing Lives

Towards a Flourishing and Sustainable Future sets out a diocesan roadmap shaped by a period of intentional discernment and listening, and the review of missional priorities in every deanery. More details can be found at canterburydiocese.org/strategy

Our Diocesan Vision

By God's grace we want to be a people who are...

...confident & creative disciples of Jesus Christ

...rooted in scripture & drenched in prayer

...living gratefully, giving generously, caring for creation & sharing the gospel

...growing in number & expectations – of God & ourselves

...motivated by justice & love, open to the Spirit & ready for adventure!

Therefore we will¹...

Three Bold Outcomes

In our diocese we have spent much time reflecting on who we are as a people of God and where he is calling us to be in the future. After listening to our parishes and deaneries and discernment in our synod, we have summed this up into three bold outcomes² for 2030:

- Every parish, benefice and deanery showing signs of revitalisation
- Double the number of children and young disciples

¹ **'Therefore we will...'** is a recognition that words without actions are empty. It is a commitment to taking real steps now to make this vision a reality soon. The current actions that flow from this vision - both at a diocesan level and in our deaneries - are outlined in detail in the document below. Of course, these actions will change and develop over time - and we would encourage our parishes to consider this vision carefully for themselves, to explore together what actions they will commit to take, what their local 'Therefore we will...' might look like.

² canterburydiocese.org/3-bold-outcomes

- 200 new Christian communities

The Canterbury Diet for Ministry

The Canterbury Diet is well established as a way of describing the ministerial expectations for enabling ministers to flourish. It is designed to help an individual to attend to their formation as a Christian minister and to their ministerial competence. The word 'diet' comes from the Greek 'diaita' which means 'way of life,' and seeks to promote reflection on practice and self-reflection as critical components for ministry effectiveness and wellbeing.

The Canterbury Diet makes special note of three Golden Threads, fashioned as questions so the minister continually attends to their ministry practice conscious of the development of prayer and spiritual practices, their learning and reflection in the practice, and the vitality of good relationships and collaborative ministry.

The Canterbury Diet for Anna Chaplaincy can be found as an appendix to this handbook.

The Golden Threads: Questions to ponder...

- How are prayer and spiritual practices being developed?
- How are we learning and reflecting together on our mission and ministry practice?
- How are we attending to good relationships and collaborative ministry?

1. Anna Chaplaincy

1.1. An introduction

Anna Chaplaincy is an ecumenical ministry with older people which comes under the umbrella of BRF Ministries³. The 'Anna Chaplaincy' name and logo is trademarked by BRF and can only be used under a licence agreement with an individual church, diocese or equivalent.

Anna Chaplaincy is a commissioned ministry rather than one licensed by canon. It may be transferable between dioceses and denominations where the new 'receiving' context has a licence agreement with BRF.

1.2. Anna Chaplaincy in our diocese

Anna Chaplaincy is a ministry offering person-centred spiritual care for older people. Anna Chaplains can be lay or ordained, male or female, in paid or voluntary roles. Some have been in ministry roles for a while (as locally recognised lay ministers, LLM/Readers or ordained ministers), but for some it is their first or primary ministry role.

Anna Chaplaincy was first established in our diocese in 2019. It is overseen by the Anna Chaplaincy Working Group consisting of:

Nigel Collins	Diocesan Lay Ministries Adviser ncollins@diocant.org , 01227 459401 (Diocesan House)
Julia Burton-Jones	Diocesan Anna Chaplaincy Lead and Demetia Specialist Julia.burton-jones@rochester.anglican.org , 07912 240856
Sarah Lucas	Administrator (Diocesan Mission and Ministry Team) slucas@diocant.org , 01227 459401 (Diocesan House)
Canon Jean Kerr	Anna Chaplain, PTO Priest (voluntary role)
Judith Andrews	Anna Chaplain, Reader (voluntary role)

The Working Group is part of the Diocesan Mission and Ministry Team. It should be noted that Nigel and Sarah have full-time diocesan roles, contactable via diocesan house; Julia has a part-time role shared with the Diocese of Rochester (Julia also works part-time for the BRF Anna Chaplaincy Team).

As has already been mentioned, the Canterbury Diet for Anna Chaplaincy sets out expectations relating to this ministry and can be found as an appendix to this handbook.

³ www.annachaplaincy.org.uk

2. Becoming an Anna Chaplain

2.1. What is an Anna Chaplain?

An Anna Chaplain is someone commissioned by the Church to promote the spiritual welfare of older people as they accompany them during this stage of their life, offering support to their families, friends and carers.

Anna Chaplains are often supported by other church volunteers, some of whom are commissioned as Anna Friends (see 2.4. below).

The role may vary depending on the local context, but is likely to include:

- Visiting older people wherever they may be living (in their own home, residential and nursing homes, sheltered housing, retirement complexes or other private homes). The focus is on spiritual support as part of the person's overall wellbeing.
- Helping people to reflect on their life journey – both the joys and challenges – and, where appropriate, fostering hope and resilience by enabling the healing of memories and the celebration of life experiences.
- Being an advocate, championing the contribution older people make within society.
- Encouraging and enabling inter-generational encounters by bringing 'young and old' together in mutually beneficial and creative ways.
- Focusing on dementia, working in partnership with other organisations and community groups, to provide dementia-friendly activities.
- Spiritual support at the end of life.
- Supporting family, friends, carers and staff working with older people.

It is important to note that Anna Chaplaincy is one form of ministry alongside older people and not the only way in which parishes may offer support to older people.

To enable the ministry of an Anna Chaplain to flourish there is a need for them to remain closely connected to their local ministry leadership team, receiving prayer, supervision and support and providing regular reports on their ministry for mutual learning and building up the church.

2.2. Becoming an Anna Chaplain

As a representative of their local church, anyone wanting to be considered for Anna Chaplaincy must:

- Be on the electoral roll of their church and habitually worship there.
- Have the support and recommendation of their incumbent or priest in charge.
- Have the support and recommendation of their PCC.
- Satisfactorily complete an interview convened by the Anna Chaplaincy Working Group.

They will then complete the BRF-sponsored Anna Chaplaincy course delivered over six sessions:

Session 1	Introducing Anna Chaplaincy
Session 2	Living the Second Half of Life
Session 3	The Spirituality of Ageing
Session 4	Spirituality and People Living with Dementia
Session 5	Chaplaincy Skills in Working with Older People
Session 6	Looking Forward – the Next Steps

A Joint Canterbury-Rochester course is offered at least twice a year and is normally delivered online. There is no direct cost to parishes, all participants are provided with the latest version of the BRF Anna Chaplaincy handbook. A Certificate of Attendance is awarded at the end of the course.

2.3. Safeguarding

Prior to commissioning, it must be confirmed that the Anna Chaplain has completed mandatory safeguarding checks and training, the minimum requirement is:

- Enhanced DBS check.
- Basic Awareness and Foundation training modules.

Those who are active, licensed or PTO Readers/clergy will have completed these checks under the oversight of the Bishop's office or Warden of Readers. No further checks or training will be required unless they are within six months of renewal.

Those who are locally recognised lay ministers will be required to send evidence of valid, in-date checks and training to the Diocesan Lay Ministries Adviser prior to commissioning.

Commissioning will be delayed until such time as the mandatory checks and training have been completed.

It is the responsibility of the **Parish Safeguarding Officer (PSO)/Parish Disclosures Officer (PDO)** to ensure that checks and training are in-date and to maintain accurate parish records on behalf of their PCC.

Here is a guide to assist PSOs/PDOs as they assess the level of check or training required:

DBS Checks	Enhanced check without barring for Anna Chaplains because they are unlikely to meet the threshold for a barred adult check. <i>Clergy/Readers – DBS checks include both barred lists by virtue of their nationally-recognised ministries</i>
Awareness training	For all Anna Chaplains, Friends and volunteers
Foundation training	For all Anna Chaplains
Leadership training	For Anna Chaplains with responsibility for Anna Friends and other volunteers <i>Clergy/Readers – this is the level required by virtue of their nationally-recognised ministries</i>

All Church of England Safeguarding training is booked through the National Training Portal: www.churchofengland.org/safeguarding/learning-and-development

More information about the range of courses is available on the diocesan website: canterburydiocese.org/safeguarding-training

In the event of any Safeguarding concerns please contact one of the Diocesan Safeguarding Officers immediately:

Fiona Coombs 07548 232395 or fcoombs@diocant.org

Paul Brightwell 07398 009951 or pbrightwell@diocant.org

2.4. Becoming an Anna Friend

As has been mentioned Anna Chaplains will often be supported by other church volunteers, some of whom are commissioned as Anna Friends. An Anna Friend is someone who is recognised and commissioned as part of the Anna Chaplaincy network, but works in support of an Anna Chaplain, rather than as a lone worker.

Anna Friends receive training either by attending the BRF Anna Chaplaincy course or a local Anna Friends course. The local Anna Friends course consists of 3 sessions and is delivered by an Anna Chaplain. It may also be used to train other volunteers who do not wish to be formally recognised as Anna Friends.

Here is an outline of the process involved with becoming an Anna Friend:

- Training to become an Anna Friend:

- Apply to attend the BRF Anna Chaplaincy course – as advertised by the diocesan team.

OR

- Apply to attend the local Anna Friends course – as advertised locally.
- After completing training, if wishing to become an Anna Friend, the following will need to be confirmed to the Diocesan Lay Ministries Adviser/Anna Chaplaincy Lead:
 - Obtain support of the Incumbent and PCC.
 - Complete safeguarding checks and training as appropriate.
 - Draw up a role description and ministry agreement (approved by the PCC).
- Once confirmed, the commissioning will be arranged to take place at an appropriate service within the parish (see 3. Below).

Prior to September 2024, Anna Friends received a BRF sub-licence, but this is no longer a requirement because they minister locally alongside an Anna Chaplain.

3. Commissioning

3.1. The process

On completion of the BRF Anna Chaplaincy course, the Anna Chaplaincy Lead will liaise with the incumbent and course participant to agree whether they are to be commissioned as an Anna Chaplain or Friend. The process for becoming an Anna Friend is outlined above (see 2.4. above).

Prior to Commissioning the following is to be completed:

- Support of the incumbent and PCC obtained.
- Complete safeguarding checks and training as appropriate. This is a parish responsibility where the Anna Chaplain is not already a licensed or PTO minister.
- Draw up a role description and ministry agreement (approved by the PCC).
- *Note: Where a parish has more than one Anna Chaplain, it will be important to agree the areas of responsibility for each of the Anna Chaplains and the way in which they will work together – this may involve a review of all ministry agreements.*
- Attend to the Canterbury Diet for Anna Chaplaincy and agree arrangements for ministerial supervision and spiritual accompaniment.

3.2. The Commissioning Service

Anna Chaplains and Friends are commissioned at an appropriate service within the parish. The Anna Chaplaincy Lead will liaise with the incumbent to agree the date and plan the service. Liturgical resources can be provided on request.

A member of the Diocesan Anna Chaplaincy Working Group will normally attend the service to present the certificate of Commission along with an Anna Chaplaincy name badge and lanyard.

Anna Chaplains are listed in the Diocesan Directory with effect from their commissioning date (Anna Friends are not normally included in the Diocesan Directory).

3.3. The BRF Sub-Licence

The BRF Sub-Licence provides permission for the Anna Chaplain to use the BRF trademarked name and logo for a period of 3 years, after which it may be renewed.

Copies of the sub-licence are held by BRF and the Diocesan Lay Ministries Adviser. The sub-licence also connects the Anna Chaplain to the wider BRF Anna Chaplaincy Network.

As previously stated, Anna Friends no longer need a Sub-Licence because they minister locally alongside an Anna Chaplain.

4. Ongoing Ministry

4.1. Records and General Data Protection Regulations (GDPR)

The Diocesan Mission and Ministry Team retain a central record of training.

The Diocesan Lay Ministries Adviser maintains and retains records for everyone who has been commissioned as an Anna Chaplain or Friend. The main contents of the records held are:

- Application paperwork and references.
- Safeguarding documents – evidence of DBS and training.
- Copies of Sub-licences, certificates of course attendance and commissioning.
- Other relevant information or correspondence – eg change of contact details etc.

These records are held in compliance with GDPR.

4.2. The Anna Chaplaincy Network

All Anna Chaplains and Friends are part of the **Rochester-Canterbury Diocesan Anna Chaplaincy Network** and will be invited to attend networking hub meetings and events throughout the year.

These are important opportunities for further training, ministerial development providing mutual learning and support.

This is in addition to the national BRF Anna Chaplaincy Network.

4.3. The annual survey

All Anna Chaplains and Friends will be sent an annual survey which is used to provide a snapshot of the ministry of Anna Chaplaincy across the diocese and to identify trends. The collated and anonymised findings and data is used to promote Anna Chaplaincy more widely.

4.4. Resources to support Anna Chaplaincy

BRF Ministries provide a range of resources supporting Anna Chaplaincy and can be accessed on their website: www.annachaplaincy.org.uk. The website includes inspirational stories on the blog, guides, handouts, ideas for worship and activities.

5. Commissioning and Sub-Licence Review

5.1. Process

A review will be initiated by the Diocesan Lay Ministries Adviser or Anna Chaplaincy Lead as the term of the Sub-Licence and Commission is coming to an end (for Anna Friends without a BRF Sub-Licence, this will be as the Commission is coming to an end).

If the ministry is to come to an end, then there should be a local service or event to bring the ministry to a good closure whilst giving thanks for the ministry of the Anna Chaplain or Anna Friend involved.

If the ministry is to continue, the process will involve:

- Revision of role description, ministry agreement and approval of the incumbent and PCC to re-commission the Anna Chaplain or Friend.
- Renewal of safeguarding checks and training – parish responsibility except where the minister holds the Bishop’s licence or PTO.

Once completed, the Diocesan Lay Ministries Adviser or Anna Chaplaincy Lead will arrange for a new BRF Sub-Licence (Anna Chaplains only) and certificate of Commission to be drawn up.

5.2. Re-Commissioning

The Re-Commissioning service for Anna Chaplains and Friends will normally be completed under local arrangements, advice is available on request.

The Diocesan Directory entry for Anna Chaplains will be updated, effective from the date of re-commissioning.

6. Good practice, policies and procedures

It should be noted that Anna Chaplains and Friends exercise ministry locally under the oversight of their incumbent (except in exceptional circumstances). Advice and support is available from the Anna Chaplaincy Working Group.

6.1. Regular meetings within the ministry leadership team

Incumbents should meet regularly with their Anna Chaplains ideally as part of the wider ministry leadership team and on a one-to-one supervisory basis⁴. These meetings should include prayerful ministerial reflection for mutual encouragement and learning keeping in mind the ‘Golden threads’ for ministerial practice:

- How are prayer and spiritual practices being developed?
- How am I/we learning and reflecting on ministry practice?
- How are we attending to good relationships and collaborative ministry?

Where there is a local Anna Chaplaincy Team of Chaplains, Friends and Volunteers, the Anna Chaplain/s should also meet regularly with their team not just for preparation and planning, but also to develop good ministry practice. From time to time, the incumbent should also meet with the team.

6.2. Reporting on Anna Chaplaincy within the parish

Anna Chaplaincy often takes place unseen outside of church gatherings, so it is important that the PCC receive regular reports from their Anna Chaplain/s and provide them with prayerful support. The incumbent should ensure that Anna Chaplaincy becomes a regular PCC agenda item.

Using the ‘sermon slot’ to keep the congregation informed of the ministry taking place in their name is also a good thing to do on a regular basis. This could take the form of a ‘conversational interview’ with the Anna Chaplain maybe allowing for questions from the congregation.

A report from the Anna Chaplain should be included in the Annual Report of the PCC.

6.3. Taking a ministry break

There may be times when an Anna Chaplain wishes to take a temporary break from public ministry; this may be for a variety of reasons. They should discuss and agree this with their incumbent and inform the Diocesan Lay Ministries Adviser.

6.4. During a vacancy

During a vacancy the Churchwardens and Area Dean share legal responsibility for a parish. Anna Chaplaincy should continue during a vacancy under the supervision of, and with the

⁴ The one-to-one supervision (line management if the Anna Chaplain is employed) could be delegated by the incumbent to an appropriate licensed local leader, but should remain available to meet with the Anna Chaplain on request.

support of, the Area Dean. The Diocesan Lay Ministries Adviser is available to provide advice to Area Deans or Churchwardens on request.

6.5. Change of contact details

Anna Chaplains and Friends should notify the Diocesan Lay Ministries Adviser of any change in personal circumstances or contact details at the earliest opportunity.

6.6. Transferring to another parish in our diocese

Anna Chaplaincy is not automatically transferable between parishes other than those within the same benefice. The Diocesan Lay Ministries Adviser should be contacted for further advice.

6.7. Leaving the diocese

Anna Chaplaincy is not normally transferable between dioceses. The Diocesan Lay Ministries Adviser should be contacted for further advice.

Appendix 1: The Canterbury Diet for Anna Chaplaincy

Anna Chaplaincy in the Diocese of Canterbury is a ministry which is trademarked by BRF Ministries and exercised under a head licence agreement. Under this agreement, individual Anna Chaplains and Friends are required to sign a sub-licence which sets out the terms under which they can use the trademark. Anna ministry is open to lay and ordained ministers.

<p>Anna Chaplains and Friends are commissioned in their local church by a representative of the Diocesan Anna Chaplaincy Team</p>	<p>Golden Threads</p> <p>How are prayer and spiritual practices being developed? How am I learning and reflecting on ministry practice? How are we attending to good relationships and collaborative ministry?</p>
<p>Prior to commissioning: the Incumbent and Anna Chaplain draw up a Ministry Agreement the Anna Chaplain should seek Spiritual Accompaniment</p>	
<p>Anna Chaplains & Friends are accountable to their local parish/PCCs and should participate in regular meetings with their incumbent and report on their ministry to the PCC as agreed in their ministry agreement.</p>	
<p>Anna Chaplains & Friends participate in ministry-specific ministerial development such as Diocesan Networking Hub meetings and the Rochester-Canterbury networking day</p>	
<p>Anna Chaplains & Friends participate in the annual Ministerial Survey and annual review process as it is developed</p>	
<p>Anna Chaplains & Friends participate in relevant Continuing Ministry Development (CMD) Events At advertised days and times</p>	
<p>Every 3 years complete the mandatory disclosure checks and refresher training related to Safeguarding</p>	
<p>Commissioning Review and Sub Licence Review This takes place every 3 years and will be initiated by the Diocesan Lay Ministries Adviser and Anna Chaplaincy Lead. It will involve: Anna Chaplain/Friend, incumbent, PCC/s</p>	

The Review may lead to Re-Commissioning by the incumbent in the local church.	
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This will include updating the sub licence and ministry agreement.	
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Notes:

1. The word '**diet**' comes from the Greek *diata*, which means 'way of life.'
2. Throughout the *Canterbury Diet* three key questions (**Golden threads**) are attended to at every stage and are crucial for ministerial development through reflective practice:
 - a. How are prayer and spiritual practices being developed?
 - b. How am I learning and reflecting on ministry practice?
 - c. How are we attending to good relationships and collaborative ministry?
3. **The Diocesan Anna Chaplaincy Team.** This consists of the Diocesan Anna Chaplaincy Working Group: Julia Burton-Jones (Anna Chaplaincy Lead for Canterbury & Rochester dioceses), Nigel Collins (Diocesan Lay Ministries Adviser), Sarah Lucas (Diocesan Mission and Ministries Team administrator), Judith Andrews and Revd Canon Jean Kerr. On behalf of the bishop, they oversee Anna Chaplaincy in the diocese and are available to provide advice on good practice.
4. **Ministry Agreement.** Prior to commissioning Anna Chaplains/Friends draw up a ministry agreement with their incumbent; this should be approved by the PCC.
5. **Spiritual Accompaniment/Direction.** The Diocese has a network of experienced Spiritual Accompaniers and Advisors. The point of contact is Revd Dr Susanne Carlsson susannecarlssons@hotmail.co.uk who oversees the network.
6. **Networking Hubs.** These are convened by the Diocesan Anna Chaplaincy Team offering advice and support in a learning environment. Some are led online with at least one annual 'in person' gathering.
7. **Ministerial Survey.** An annual Anna Chaplaincy survey gathers statistical data which provides a snapshot of Anna ministry across the diocese. Ministerial review will be developed as Anna Chaplaincy continues to be established.
8. **National Safeguarding Framework.** Anna Chaplains/Friends who are licensed clergy or Readers will receive a reminder when their DBS check or training is due for renewal. Anna Chaplains/Friends who are locally recognised lay ministers should liaise with their parish safeguarding officers to ensure their DBS check and training is current and up to date.
9. **Continuing Ministerial Development (CMD).** Anna Chaplains/Friends are encouraged to attend CMD events which are relevant to their ministry context.

Nigel Collins, Lay Ministries Adviser. August 2024

Appendix 2: Role Descriptions for Anna Chaplains or Friends

An introduction to role descriptions

A role description is required for all ministry roles. It must be approved by the incumbent and PCC/s as part of the safer recruitment process. Most ministry roles are voluntary, but where they are to be paid, the role description is likely to be more detailed and referred to as a job description with an accompanying person specification.

It is suggested that the role description be adapted to form the basis of the ministerial (or working) agreement for the post holder. Whilst these two documents appear similar, the role description should describe the ministry role irrespective of who holds the post, whereas the ministry agreement is tailored to the person commissioned into the role.

Role description template

This template provides the minimum requirements but may be adapted for local use.

Role Description	
The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults. The individual appointed to this role will be expected to work within the policy and procedures of the relevant safeguarding policies and attend all required safeguarding training.	
Parish	
Role title	Anna Chaplain or Anna Friend
Main purpose of the role ⁵	
Role description ¹	<ul style="list-style-type: none">••
Supervision and oversight: <ul style="list-style-type: none">• Responsible to• Frequency of meeting• Support to be provided• Working expenses payable	

⁵ See below for examples.

DBS requirements	Enhanced DBS ⁶
Training requirements (including safeguarding)	
Review and renewal of authorisation	
Any other relevant information	
Date agreed by the incumbent and PCC	

Role descriptions for Anna Chaplaincy

Anna Chaplaincy is an ecumenical, community-based approach to chaplaincy with older people pioneered by BRF Ministries ([Anna Chaplaincy | Offering spiritual care in later life](#)).

Anna Chaplains represent their local church in offering person-centred ministry for older people of strong, little or no faith - those living in their own homes and also older people in care homes and sheltered housing, as well as friends, family members and care staff. An Anna Chaplain advocates for older people. Their work complements pastoral ministry already being done by churches. The time commitment for an Anna Chaplain varies depending on local context but will be at least 7 hours a week.

Anna Friends are in a self-supporting role similar to Anna Chaplains but with fewer responsibilities and a smaller time commitment. An Anna Friend will only be appointed where there is an Anna Chaplain in post who can oversee their ministry. The time commitment for an Anna Friend would typically be several hours a week.

Please Note that Anna Chaplains fulfil a leadership role, whereas Anna Friends fulfil a supportive role.

Examples – main purpose of the role

This should be either a concise summary statement or a series of bullet points as shown in the examples below.

⁶ It is unlikely that an Anna Chaplain or Friend will meet the threshold for a barred list check. Post holders who are licensed or PTO ministers will have a higher level of check as required by the National Learning and Development Framework for Safeguarding.

Anna Chaplains

- Offer spiritual support to older people who are living in care homes and sheltered housing complexes, their relatives and the staff who look after them.
- Promote the spiritual welfare of older people in the wider community, particularly those facing challenges living independently in their own homes.
- Promote a safe environment to work within, where all can flourish.
- Developing and supervising volunteers and Anna Friends.

Anna Friends

Supporting the Anna Chaplain in their ministry alongside older people in the parish.

Examples – role description section

Anna Chaplains: a detailed example (which may be more apt for an employed Chaplain)

Supporting older people

- Building relationships of friendship and mutual respect with older people.
- Helping older people reflect on their spiritual journey, including the healing of memories and dealing with outstanding issues.
- Offering spiritual support so that older people may live more peacefully in their last years and prepare to face the end of their earthy lives.
- Acting as an advocate for the needs of older people in church and in the wider community.

Supporting relatives

- Helping and supporting relatives to understand better the spiritual issues that older people face in the latter stages of their lives.
- Helping and supporting relatives with the responsibilities of caring for older people in their family.

Supporting staff working with older people

- Helping staff to understand better the spiritual issues that older people face in the latter stages of their lives.
- Offering spiritual support to staff dealing with the, sometimes stressful, circumstances that they encounter when dealing with older people in their care.
- Helping staff and managers of care homes in the formulation and implementation of the values underlying the care they offer.

Supporting churches

- Helping inform and coordinate the church's work with older people.

- Helping churches identify, recognise and appreciate the value of the contribution that older people can make to church life.
- Encouraging churches to understand the particular needs of older people, including dementia, using them in the best ways and supporting the work undertaken with them.
- Encouraging and enabling younger generations to consider what constitutes 'successful ageing' and so prepare for more positive experiences in older age.

Supporting the community

- Helping volunteers understand the role of an Anna Chaplain.
- Helping volunteers to understand when and how to call upon the Anna Chaplain to support those living independently in the community.
- Developing partnerships with local voluntary groups, joint events and activities.
- Supporting or initiating groups and activities for older people, including worship groups.

Supporting all generations

- Building partnerships with local schools and groups (Guides, Scouts, choirs, etc.).
- Understanding how young and old can learn from each other and enjoy each other's company.
- Breaking down stereotypes.

Anna Chaplains: a less detailed example

- Visiting older people wherever they may be living (in their own home, residential and nursing homes, sheltered housing, retirement complexes or other private homes). The focus is on spiritual support as part of the person's overall wellbeing.
- Helping people to reflect on their life journey – both the joys and challenges – and, where appropriate, fostering hope and resilience by enabling the healing of memories and the celebration of life experiences.
- Being an advocate, championing the contribution older people make within society.
- Encouraging and enabling inter-generational encounters by bringing 'young and old' together in mutually beneficial and creative ways.
- Focusing on dementia, working in partnership with other organisations and community groups, to provide dementia-friendly activities.
- Spiritual support at the end of life.

- Supporting family, friends, carers and staff working with older people.
- Developing and supervising volunteers/Anna Friends.

Anna Friends

- Spending time in a care home with individual residents under supervision.
- Helping at care home church services alongside a chaplain or minister.
- Visiting an older person in their own home, possibly taking Communion.
- Befriending older people at an activity supervised by a DBS-checked leader.
- Spending time with family carers in their homes, perhaps taking Communion.
- Helping at a church service aimed at older people alongside a chaplain/Minister.
- Helping at intergenerational activities for children and older adults supervised by a DBS-checked leader.

Desirable background and characteristics of Anna Chaplains/Friends

These could be used to assist in writing a person specification (in the case of a paid role) or in discerning the suitability of potential Anna Chaplains/Friends.

- A heart for older people.
- Compassion for those struggling in their later years, alongside a positive, hopeful attitude which values the contribution they continue to make.
- Being a good listener.
- Skill in leading, energising and inspiring others.
- Willingness to work ecumenically.
- Experience of working in ordained or lay ministry.
- Understanding of the need to be accountable to the local church.
- A willingness to reflect theologically on the experience of old age and dementia.
- A willingness to embrace best practice in this field and develop skill and knowledge.

A final word on the Canterbury Diet for Anna Chaplaincy

The role description should refer to the Canterbury Diet for Anna Chaplaincy which provides good practice guidance and includes information on support, supervision, training and networking.

Appendix 3: Ministry Agreement for Anna Chaplains or Friends

This template may be used for those who are not already Clergy, Licensed Lay Ministers/Readers or Locally Authorised Lay Ministers⁷

Anna Chaplain/Friend's Name	
Email address	
Deanery	
Benefice	
Local Church	
Incumbent's Name	
Email address	
Supervising Minister's Name (if different from the incumbent)	
Email address	

NOTES: The following headings and bullet point suggestions are simply a framework to assist in drawing up a Ministry Agreement between Incumbent and Anna Chaplain/Friend. Please feel free to adapt and amend the headings to suit the local context.

A. Discipleship and Spiritual Life

- *A brief summary from Rule of Life/Pattern of regular personal devotion/Bible study/prayer*
- *Commitment to the Anna Chaplain or Friend's home parish/church community*
- *details of Spiritual direction/accompaniment/mentor*

B. Pattern of Ministry

- *Church-based ministry activities – description and frequency (eg lunch club, café church, messy vintage, pastoral visiting)*
- *Residential Care home ministry activities – description and frequency (listed by Care home if applicable)*
- *Other community-based ministry activities – description and frequency (eg local dementia café etc)*

⁷ In these cases, the existing ministry agreement should be reviewed and amended to take into account Anna Chaplaincy and should also be sent to the Lay Ministries Adviser on revision and following annual review.

- *Any other ministry activities not included above – description and frequency (eg fresh expressions, home communions, pastoral visiting, study groups etc)*
- *Any deanery and/or ecumenical ministry activities and commitments – description and frequency*

C. Areas of Responsibility and Accountability

- *in relation to the incumbent/ministry team/other clergy/Readers/ALMs etc*
- *in relation to the PCC/s and to the parishes/church communities where the Anna Chaplain may minister (if more than one/not ministering across the whole benefice)*
- *include benefice/parish roles and to whom accountable*
- *include deanery and/or diocesan roles and to whom accountable*

D. Support and Supervision

- *include frequency of meetings with incumbent/supervising minister*
- *include ministry leadership team meetings*
- *include meeting as part of the evolving Anna Chaplaincy network/support hubs*

E. Continuing Ministerial Development

- *list areas for continued/further development and formation as an Anna Chaplain/Friend*

F. Expenses

- *arrangements for the reimbursement of working expenses from PCC funds should be summarised here.*

This ministry agreement is to be reviewed annually, next review due on

Signature

Date

(Anna Chaplain/Friend)

Signature

Date

(Incumbent/Supervising Minister)

A signed copy of this Agreement should be retained by the Anna Chaplain and incumbent, a copy should also be sent to the Lay Ministries Adviser at Diocesan House (ncollins@diocant.org)