



VERSION 2: 30 Sept 2022

Becoming an Anna Chaplain

Bishop Jonathan made Anna Chaplaincy one of his two main priorities, in his presidential address at the April 22 meeting of our Diocesan Synod, aiming to create a network of Anna Chaplains and Anna Friends across the diocese. The intention is to have an Anna Chaplain in every parish, benefice or cluster in our diocese.

The principles and ethos of Anna Chaplaincy

Anna Chaplaincy is named after the widow, Anna, who appears with Simeon in Luke's gospel; both are good role models of faithful older people. It is an accompanying, person-centred ministry of spiritual care amongst older people of all faiths, cultures, spiritualities and contexts, and for their families and carers. Anna Chaplaincy also offers advocacy with older people within church and community.

Anna Chaplaincy serves people living independently in their own homes, in sheltered housing and retirement complexes and in residential and nursing homes. The ministry is founded in prayer, and the Anna Chaplaincy Prayer is:

*Faithful God, you have promised in Christ to be with us to the end of time.
Come close to those who have lived long and experienced much.
Help them to continue to be faithful and, within the all-age kingdom of God,
To find ways to go on giving and receiving your grace, day by day.
For your glory and your kingdom. Amen*

Anna Chaplains and Anna Friends may be members of any Christian denomination. They may be lay or ordained, paid or voluntary, male and female. They must be recognised by their churches as having the necessary qualities and training for Anna Chaplaincy ministry. All Anna Chaplains and Anna Friends have a ministry specification which includes details of their line management and supervision from the local church. They are safely recruited, hold an enhanced DBS and are trained in safeguarding. They are then commissioned and sent by their church to serve the local community.

Anna Chaplains and Anna Friends become members of the Diocese of Portsmouth and national Anna Chaplaincy network. Anna Chaplains and Anna Friends who serve under the licence held by the Diocese of Portsmouth are commissioned for five years; this may be renewed by mutual agreement. Anna Chaplains and Anna Friends and their churches will, at all times, serve within the principles, guidelines and ethos of Anna Chaplaincy which are held by the Bible Reading Fellowship (BRF).

For further information about BRF and Anna Chaplaincy - www.annachaplaincy.org.uk. Please note for all enquiries about Anna Chaplaincy in the Diocese of Portsmouth please visit our website www.portsmouth.anglican.org/anna or contact Dr Coleen Jackson or the Rev Sam Martell via annachaplaincy@portsmouth.anglican.org.

Anna Chaplaincy in your local church and community

For incumbents, if you are interested in establishing Anna Chaplaincy in your local community we suggest that you:

- Pray.
- Discern who might have the qualities of an Anna Chaplain in your church and following discussion with them seek PCC approval.
- Encourage those you have identified to apply for training with the Diocese
- Once they have completed the Anna Chaplaincy and safeguarding training and have a successful DBS check you need to agree a Ministry Specification. This can be simple but helps to clarify expectations on all sides. It will include the areas of Anna Chaplaincy ministry, the time commitment expected, any remuneration or expenses and how the Anna Chaplains and Anna Friends will be managed and supervised, Some helpful preparatory questions and a draft is below in Appendix B, page 5 and Appendix C, page 6 and 7.
- Sign a sub-licence agreement with the Diocese of Portsmouth, which will also be held with BRF.
- Commission your Anna Chaplains and Anna Friends – this could be done in your church or through the Deanery. A draft liturgy is below in Appendix D, page 8.
- Pray for and support your Anna Chaplaincy ministry.

For individuals who wish to become Anna Chaplains in your local church/benefice/cluster we suggest that you:

- Pray.
- Speak with your incumbent to discern whether this is the appropriate ministry pathway for you.
- Seek PCC approval for your ministry.
- Contact the Anna Chaplaincy team in the Diocese and complete the application form (download the separate document from www.portsmouth.anglican.org/anna)
- Attend a selection process, details will be given to you once you have applied
- If successful at the application process then you will be allocated a place on a training session which will either be six, two-hour online sessions over six weeks or a two day 'live' course
- Complete all the DBS checks and attend the safeguarding course as appropriate
- On completion of the training sessions sign a sub licence with the Diocese of Portsmouth
- Meet with your incumbent to create a Ministry Specification that is relevant to you and your work as an Anna Chaplain. Some helpful preparatory questions and a draft is below in Appendix B, page 5 and Appendix C page 6 and 7.
- Your incumbent will then organise a commissioning service which will either be in your local church or in the Deanery.
- Continue to pray for your ministry and make sure you become part of your local and national Anna Chaplaincy network.

If your parish/benefice is in vacancy please see the note at the end of the application form

Please note that the Diocese is funding the training the development of Anna Chaplains which includes the Anna Chaplaincy handbook.

Thank you - for your interest in Anna Chaplaincy. If you have any questions, please contact either Dr Coleen Jackson 07809 442571 or crisol@aol.com or the Rev Sam Martell 01329 232888 or samantha@rbe-gosport.church



We ask that as the Diocese of Portsmouth hold the Licence for Anna Chaplains in our diocese that you do not contact the national Anna Chaplaincy team regarding applications, selection, or training. By all means contact them regarding purchasing of resources.

The application form is reproduced below, for information, but we suggest that you ask applicants to download the separate version of the application form on www.portsmouth.anglican.org/anna, and send only that document to annachaplaincy@portsmouth.anglican.org

Appendix A | Application Form – Anna Chaplain

ANNA CHAPLAINCY APPLICATION FORM		
1. Personal Information		
Title:	Forename(s):	Surname:
Known as:		
Any previous names by which you have been known:		
Date of Birth:		
Home Address:		
Postcode:		
Daytime Tel No:	Mobile Tel No:	Evening Tel No:
Email Address:		
Current church and name of incumbent:		
2. Education, Training & Qualifications Information		
Please give details of any relevant training and qualifications which you feel equip you to work with older people. Please include dates.		
3. Employment & Voluntary Work Experience		
Please provide a full history (with dates wherever possible) of any previous experience you may have of looking after and/or working with older people, whether paid or voluntary.		
4. Church Involvement		
Please provide a full history (with dates wherever possible) of your church involvement (current and previous).		

<p>5. Why do you want to volunteer? Please tell us why you wish to volunteer as an Anna Chaplain and the skills & qualities you think you would bring to the role. Please also tell us about any skills or experience you hope to gain through this opportunity:</p>	
<p>6. Health Information Please provide information about any disability or health issue that we should be aware of in order that we can identify what support or reasonable adjustments we can provide for you to undertake volunteering duties safely.</p>	
<p>7. References Please also provide details of personal referees here (one church and one personal). Referees must be over 18 and not be family members or relatives. Please note that 'Self-supplied', 'to whom it may concern' and verbal references will not be accepted.</p>	
Name:	Telephone No:
Address (including postcode):	Email Address:
In what capacity do you know this person?	
Name:	Telephone No:
Address (including postcode):	Email Address:
In what capacity do you know this person?	

Please forward your application to annachaplaincy@portsmouth.anglican.org by 28th October 2022.

Selection process

For applicants holding Bishop's licence the selection process will include a virtual discussion. For all other applicants there will be an in person meeting, at the moment we are looking to do this in early November and the date will be confirmed on receipt of an application.

Training dates

The training dates for the second cohort are Saturday 28th and Sunday 29th January 2023 . We will also try to secure two online training places. Further details will be given during the selection process.

Parishes in vacancy

If your parish or benefice is in vacancy you can still apply to become an Anna Chaplain. Please discuss this with your churchwardens who can put your intention forward to the PCC. One of the churchwardens would need to be your referee. This can only be for a voluntary position and not as a paid employee.

Appendix B | Key Questions to develop a Ministry Working Agreement

These questions refer to any licensed minister or volunteer within the church and are for use in the drawing up of a ministry working agreement. You may wish to discover the answers to these questions as 'raw' information before writing the specification.

1. What exactly do you want me to do?
2. What freedom to make decisions will I have?
3. Over what period?
4. How much of my time will it involve?
5. Where will I do it?
6. Who will I answer to and how?
7. What resources will be available to me?
8. What support will I receive and from whom?
9. How will any possible problems between us be handled?
10. Will I be able to talk through with someone how the job is going and when?
11. What will count as success?
12. What particular objectives do you want me to fulfil?
13. What preparations/training will I receive and from whom?
14. What opportunities for further training will there be?
15. Who will I work with?
16. How will I relate to others in the pastoral team?
17. Will there be other opportunities for ministry in the parish, which I might be able to undertake when I have done this?
18. Will I be able to give up the job gracefully at the end of this period, or if I find that it is too much for me?
19. Who will arrange for my replacement?
20. How will people know what I have been appointed to do?
21. Will the church reimburse me for expenses incurred in doing this appointment?



Appendix C Anna Chaplaincy Sample Ministry Working Agreement

For: (Name)

In the Parish/Benefice of: (Name)

Incumbent: (Name)

Regularity of Contact: *monthly/bi-monthly/quarterly. (please insert appropriate time)*

Date of Commendation (Date)

Anna Chaplaincy is named after the widow, Anna, who appears with Simeon in Luke's gospel; both are good role models of faithful older people. It is an accompanying, person-centred ministry of spiritual care for older people of all faiths, cultures, spiritualities and contexts, and for their families and carers. Anna Chaplaincy also offers advocacy for older people within church and community. Anna Chaplaincy works with people living independently in their own homes, in sheltered housing and retirement complexes and in residential and nursing homes. The ministry is founded in prayer.

Anna Chaplains and Anna Friends are commissioned for 5 years, after which the ministry can be reviewed to see whether the role is still one relevant to church and your own calling.

Tasks

The focus of all Anna Chaplaincy ministry is offering unconditional spiritual care to older people in the community.

You will be involved in the Anna Chaplaincy ministry of the parish in the following ways:

- *Please specify the communities you will work with, the focus of your ministry there and the agreed time commitment*

Please add other undertakings that may happen from time to time e.g. things like:

- End of life ministry, including funerals
- Worship, including home communions
- Anna Chaplaincy contributions to the church.

Other responsibilities will include *(Please add or delete as appropriate):*

- working with Anna Chaplaincy team and the wider ministry team and attending monthly/bi-monthly /quarterly meetings

Vacancy (Only to be included if the parish is in vacancy):

This appointment is for the duration of the vacancy. Upon appointment of a new incumbent the ministry working agreement will be reviewed and renewed. This should take place within a year of the arrival of the incumbent after which point this working agreement will come to an end.



Support and Accountability

It is important for you to be supported in your role and to be accountable, because your ministry is exercised on behalf of the Church. The Incumbent (*or insert Incumbent's delegate*) will be available to consult with about any concerns or issues and to look at draft services. You will be exercising your role alongside other Anna Chaplains and Anna Friends and members of the ministry team and this collegiality offers support and accountability within the team. You are accountable to the Incumbent for the tasks and responsibilities agreed. The time involved in the role will vary according to your personal circumstances and the local needs. The *Incumbent* will regularly review with you what is best for you and the local context.

Expenses

An Anna Chaplain or Anna Friend should not be prevented from exercising their calling by concerns about expenses but parish resources need to be managed. The general resources of the parish/benefice will be available to you, e.g. use of the office equipment, photocopier etc. If services will incur expenses then these must be approved beforehand with the *Incumbent*.

Please insert Parish policy for travel expenses where applicable.

Review

You will have an annual review of this specification and your ministry with the Incumbent. Circumstances inevitably change and you are free to step down from the role by giving *one* month's notice so that alternative arrangements can be made to cover services.

The next review will be (*date*).

I am happy to exercise this voluntary role on the basis of this ministry specification.

Anna Chaplain or Anna Friend signature:

I support (name) in this role and will provide oversight.

Incumbent signature:

I support (name) in this role and will provide ongoing support and guidance.

Incumbent's Delegate's signature (if applicable)

Date:



Appendix D | Commissioning liturgy

Opening sentences

"I am about to do a new thing; now it springs forth – I will make a way in the wilderness and rivers in the desert" *Isaiah 43:19*

Underneath winter's struggle for survival
Life waits to be born.

After long periods of apparent desolation
Shoots appear, and colour warms the earth,
Gladdening the heart with hope.

Buried beneath our fears, preoccupations,
Apparent deadness, Life waits:

The growing is in the waiting"

Ann Lewin, Watching for the Kingfisher (Canterbury Press 2004)

Reading

Luke Chapter 2 - the story of Simeon and Anna

Prayers of commissioning

St Paul, writing to the Christians in Rome says, 'For as in one body we have many members, and not all the members have the same function, so we, who are many, are one body in Christ, and individually we are members one of another. We have gifts that differ according to the grace given to us: prophecy, in proportion to faith; ministry, in ministering; the teacher, in teaching; the exhorter, in exhortation; the giver, in generosity; the leader, in diligence; the compassionate, in cheerfulness.' (Romans 12: 4-8)

People of God, Christ invites each of us to faithful discipleship and service. We are all called to different ministries as we seek to live God's love. As we commission these people/persons today, will you, with them, and as baptised disciples of Christ, renew your commitment to the loving service of God, of one another and of all people?

With the help of God, we will.

(name) has been called to work as an Anna Chaplain / Friend. Will you, as the people of God here in this place, support and pray for her/him in his ministry?

With the help of God, I will.

Minister addresses the one to be commissioned (name) , you have been chosen to be an Anna Chaplain / Friend. Do you believe that God is calling you to this service?

I do

Will you, as long as you are engaged in this work, seek to perform it prayerfully and in a spirit of mutual respect and collaboration?

With the help of God, I will.

Will you seek to develop the faith, gifts and skills God has given you as you share in Christ's mission and ministry?

With the help of God, I will

Heavenly Father, send down your Holy Spirit on your servant whom you have called to this ministry. Help him to listen patiently, respond wisely and pray faithfully. Give him courage to speak up for those whose voice may not otherwise be heard.

May her/his hands be ready to do your work.

May her/his eyes be open to recognise those in need.

May her/his ears hear soft-spoken words of pain and sorrow.

May her/his voice speak of healing and peace.

May her/his feet walk the extra mile with those who falter,

and may he always be aware of your presence guiding him and your loving protection around him in all that he does. **Amen.**

Blessing

We have experienced God's mercy

We have been filled by God's Word

We know the steadfastness of God's love.

So, now let the words that go out from our mouths
And the deeds that are lived by our hands

Return not empty but accomplish God's purpose
and

Succeed in the things for which God sends us into
the world.

Go in the name of Christ. **Amen**