



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 – annachaplaincy.org.uk. Please note for all enquiries about Anna Chaplaincy in the Diocese of Portsmouth please visit our website portsmouth.anglican.org/anna/ or contact Emma Sneddon, the Anna Chaplaincy Co-ordinator, 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 your Area Dean will be in contact to arrange the commissioning service at which point they will sign a sub-licence agreement with the Diocese of Portsmouth, which will also be held with BRF.
- As incumbent/supervisor 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 can be found in Appendix A, page 3 and Appendix B, pages 4-5.
- 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 or PCC leadership team if in vacancy, to discern whether this is the appropriate ministry pathway for you.
- If successful you must submit the minute from the next available PCC meeting confirming their approval of you taking on this ministry in your parish,
- Complete the application form (download the separate document from portsmouth.anglican.org/anna/) and send to the Diocesan Anna Chaplaincy team at annachaplaincy@portsmouth.anglican.org
- Attend a selection panel meeting, for which further information will be sent on receipt of your application.
- If successful at the application process, then you will be allocated a place on the training course which is being held in the Autumn.
- Complete all the DBS checks and attend the safeguarding course as appropriate.
- Your Area Dean will be in contact to organise a commissioning service which will either be in your local church or in the Deanery, at which you will sign your sub-licence with the Diocese of Portsmouth.
- Meet with your incumbent, or leadership team representative if in vacancy, to create a Ministry Specification that is relevant to you and your work as an Anna Chaplain. Some helpful preparatory questions and a draft can be found in Appendix A, page 3 and Appendix B, pages 4-5.
- 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 and 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 the Anna Chaplaincy Co-ordinator for the Diocese, Emma Sneddon, at annachaplaincy@portsmouth.anglican.org or call 023 9289 9650.

APPENDIX A

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 discuss 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 making this appointment?



Appendix B 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 are likely to 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: