

The Spiritual Care and Chaplaincy Team,  
Faith Centre A209,  
Broomfield Hospital,  
Chelmsford, CM1 7ET  
[MEHT.Chaplain@meht.nhs.uk](mailto:MEHT.Chaplain@meht.nhs.uk),

November 2018

Greetings,

I am sure many in your congregation are already serving in a number of ways within the community.

In February we will be beginning a new season of training for new volunteers and would be very grateful if you would ask those in your Faith Community to consider this opportunity.

I attach an advert that might be used in a newsletter or in other ways to draw this to the attention of those who attend your community gatherings.

I would welcome opportunities to talk to your community about our work and this may be another acceptable way that you might like to approach this. Please do get in touch via the email address [meht.chaplain@meht.nhs.uk](mailto:meht.chaplain@meht.nhs.uk) or give me a call on 01245 515244.

I know that those in the hospital would be so grateful for any support you might consider.

With Best wishes

Tim Blake  
Lead Chaplain



Mid Essex Hospital Services NHS Trust

**ARE YOU CALLED TO VISIT THE SICK?**  
**Has your faith equipped you to help Care for the Spirit  
of patients, staff and visitors?**

The Chaplaincy Team at Broomfield Hospital has training opportunities for volunteers to join them in providing care to those of all Faiths

**Ward Chaplaincy**

- become part of a ward staff team and visit weekly, to help give spiritual care to people of all faiths; listening, accompanying, encouraging and empowering.

**For further information**

- about hospital volunteering, selection, training and support for both roles, or to arrange an informal visit, the Chaplaincy team would be pleased to hear from you.

**Contact us on**

01245 515244 or [MEHT.Chaplain@meht.nhs.uk](mailto:MEHT.Chaplain@meht.nhs.uk),  
or by post to The Spiritual Care and Chaplaincy Team, Faith Centre A209,  
Broomfield Hospital, Chelmsford, CM1 7ET

# WHAT IT MEANS TO BE A VOLUNTEER WARD CHAPLAIN AT MID ESSEX HOSPITAL

We welcome volunteers from those of all faith and belief communities and will be commencing our next training and discernment programme in February 2019

## WHAT IS A WARD CHAPLAIN?

With over 500 beds and nearly 4,000 staff at Broomfield Hospital, the four NHS employed staff chaplains depend on a committed team of ward chaplains to provide a daily frontline presence on the wards. In general they visit a given ward during one morning every week, introducing themselves and the chaplaincy service to all the patients, and getting to know the staff. Often they are invited by patients to engage in a pastoral conversation, and also find out if the patient has any specific religious or spiritual need to refer on to the Trust Chaplains. (NHS staff chaplain) Our more experienced ward chaplains have become respected members of the ward community, and are approached directly by staff to visit certain patients, and indeed staff members, in pastoral or spiritual need. Ward Chaplains from specific faith communities may also be asked to provide religious support (prayers and or other ritual) to patients from their own community.



The work of the ward chaplain is always a privilege but often personally challenging, and so attention to support and self care is part of the role of the ward chaplain. Self care is taught through our good practice training programme which includes ongoing reflective practice. Support is given through belonging and sharing with the team, i.e. beginning and ending the session with prayer/meditation or other reflection in the Faith Centre, attending regular support groups to share and reflect on experience, bi-annual Saturday Quiet days, and attending as much as possible training opportunities throughout the year to enrich and develop knowledge. Support is also given through a mentor relationship with a Trust Chaplain.

## DISCERNMENT AND TRAINING

Our chaplaincy volunteers are committed faith members from Christian Churches as well as from other world faith communities. They are recommended by their priest, minister or faith leader, and another referee, as having recognised gifting, aptitude and pastoral skills for hospital ministry and significant life experience. According to hospital policy they also undergo a DBS check, Occupational Health clearance, and Trust Induction, before being allowed on the wards.

There is an initial period of discernment to test the individuals gifting for this vocation, including training around the basic skills and knowledge for the task, shadowing of experienced volunteers, supervised practice, and mentoring to reflect on experience and practice. After this they are appointed to their very own ward. A periodic Act of commitment in the Faith Centre dedicates new volunteers and recommits ongoing ones.

Many of our volunteers have served faithfully for many years.

An Application form is attached overleaf and we would be happy to arrange an interview in response to this being received at the address below by email or post.



**Chaplaincy volunteering becomes an important means to express your own faith through caring compassionately for others in ways that value whatever faith or belief system they hold.**

Tim Blake  
Lead Chaplain

# Training & Discernment (Formation) Programme

## Formation Programme Structure

The Formation Programme is in three main parts:

1. A programme of taught sessions with topics shown below.
2. A shadowing and mentoring programme – Experienced ward chaplains provide opportunities for new ward chaplain trainees to observe good practice and gradually participate in visits to wards.
3. Feedback and Reflection opportunities- These are important opportunities for both the trainee and mentors to reflect together on progress in all aspects of the programme.

The sessions take place on a **Tuesday or Wednesday afternoon** and ward chaplaincy is not suitable for those who are unable to commit to at least one day per week to this Formation Programme. We do make an accommodation for those caring for school age children to arrange shadowing by appointment in school holidays and we *try* to avoid taught sessions in school holidays.

## Taught Session Topics

- **What is spiritual & pastoral Care?**
- **Confidentiality**
- **Listening and Emotional skills.**
- **Conceptual and interpersonal skills**
- **Knowing what to say –Good Visiting Practice**
- **Death & Dying**
- **Listening skills**
- **Spiritual Care and Dementia**
- **Self-care & support Systems**



In addition the NHS Trust requires core training in Infection Control, Information Governance, Safeguarding and Fire Health & Safety.

**Shadowing is in four stages with reviews at each stage.**

1. **The trainee observes the mentor**
2. **The trainee observes the mentor and contributes to the encounters**
3. **The trainee leads the encounter with the mentor contributing if necessary**
4. **The mentor observes the trainee from a distance.**



Department of Spiritual Care and Chaplaincy

### Application for Volunteer Ward Chaplain Role

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

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Other: \_\_\_\_\_

Telephone[s] \_\_\_\_\_ Mobile \_\_\_\_\_

*Please state your preferred mode of contact if NOT email .....*

National Insurance Number: \_\_\_\_\_

**Please give details of the church or Faith Group you are associated with, for how long, and any roles/office you currently hold there**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please give details of your pastoral care experience [personal, faith Group or community] and any supporting training or qualifications.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What aspects of the Ward Chaplain role appeal to you?**

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**What pastoral skills and experience would you bring to this role?**

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**Please describe your personal and spiritual support/supervision network**

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**Please outline any disability or condition which may impact on the way you fulfil the duties of this role**

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**Would you be able to attend training sessions on a Tuesday and Wednesday morning and/or afternoon?**

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**Anything else you think it would be helpful for us to know?**

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**Contact details of 2 people we can ask for a reference**

**1) Your priest/minister/pastor/Faith Group Leader**

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

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Other: \_\_\_\_\_

Telephone[s] \_\_\_\_\_ Mobile \_\_\_\_\_

**2) A person who has known you for at least two years and can recommend you to the role**

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

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Other: \_\_\_\_\_

Telephone[s] \_\_\_\_\_ Mobile \_\_\_\_\_

**By signing below you also agree to participate in a mandatory Disclosing and Barring Service [DBS] check, and Occupational Health clearance. Please advise if either of these would inhibit your application.**

**I declare that the above is true to the best of my knowledge**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return to**

**The Lead Chaplain, The Faith Centre A209, Mid Essex Hospitals NHS Trust, Court Road, Chelmsford. CM1 7ET**

## ROLE DESCRIPTION

<b>Job Title:</b>	<u>Volunteer Ward Chaplain</u>
<b>Reporting to (title):</b>	<b>Lead Chaplain</b>
<b>Department &amp; Directorate:</b>	<b>Spiritual Care and Chaplaincy; Corporate Nursing.</b>

### JOB SUMMARY

Ward chaplains are part of a visible and active Chaplaincy presence throughout Mid Essex Hospitals Trust and their partners, working with the chaplaincy team to assist in meeting the spiritual, religious and pastoral care needs of patients, their families, staff and volunteers.

Our ward chaplains are each assigned a ward and have the responsibility for visiting that ward on a weekly basis. This is an unhurried ministry to engage as able with patient and relatives staff and volunteers, those with faith and those without, providing a confidential listening ear and spiritual care.

Ward chaplains are drawn from Faith & Belief Groups in the wider community or from a background in secular pastoral care. To become a member of the team individuals must:

- Have written recommendation from their own priest/minister or a secular professional counselling/pastoral referee; plus one other reference from a person who has known you longer than two years.
- Must undergo a DBS check and a screening by our Occupational Health Department
- Complete the initial training and induction courses satisfactorily
- Be accepted by the trust chaplains as suitable and safe people to practice
- Familiarise themselves with the Chaplaincy Volunteers Handbook
- Undertake on-going training in the role
- Partake in periodical ministry reviews
- Adhere to the UKBHC Code of Conduct

### **Duties and Responsibilities**

- introduce yourself and the chaplaincy service to all the patients, and be a point of contact for staff
- To provide pastoral support, as arises, to the whole ward incl. staff and volunteers, patients and relatives.
- to engage in pastoral conversations where invited
- find out if the patient has any specific spiritual or religious needs or requests
- where appropriate to provide bedside religious support in their own faith and denominational tradition e.g. Prayers, Holy Communion, Prayer books, prayer mat, Scriptures
- to refer the patient on to Trust chaplains for follow-up spiritual care as necessary
- To support other celebrations as needed in the context of the chaplain's own faith/belief, e.g. Baby Memorial Service, Ramadan Prayers, and Christmas celebrations.
- To maintain documentation and supply data as required.

**3. Self Development**

- To maintain your own spiritual strength through training, retreats and personal spiritual practice.
- To develop own areas of interest and involvement and undertake appropriate training to acquire skills required to perform duties as a Volunteer Chaplain.
- To meet regularly with the trust chaplaincy team for debriefs, support groups and ministry reviews.
- To attend Mandatory Training Sessions as required for Chaplains.
- To adhere to all Mid-Essex Hospital Services policies and procedures ensuring they are maintained at all times.

**4. Working relationships and Team Working**

- Ward Chaplains are required to liaise regularly with the Trust Chaplaincy team for personal debriefs, support groups and training sessions as required
- Must remain in good standing with their own Church/Faith Community or accrediting body, and have appropriate supervisory support from within that community.

**5. Conduct**

- To adhere to the UKBHC Chaplains code of Conduct generally and specifically to the MEHT handbook of Best Practice and Good Conduct.
- To understand and respect the boundaries of your role and only to perform those duties for which you are duly trained and authorised.

**6. Other**

- To undertake any other duties as appropriate within the competence and general level of responsibility of the post holder as required by the Chaplaincy Team Leader from time to time.

**I have read and understood the information contained in this role description and agree to only to perform those duties for which I am duly trained and authorised.**

**Ward Chaplains signature and date.....**

**Chaplaincy Team leaders signature and date.....**