

Preparing for a new chaplain

Vacancy periods are inevitably very busy times for Churchwardens and Councils but it is a useful time to take stock of the proposed accommodation, transport and other essential matters. This User Guide provides a simple 'check list' for Chaplaincies to consider as they prepare for the arrival of a new Chaplain and their family.

Chaplaincy Accommodation

- Does your accommodation conform to the standard outlined in the 'chaplaincy accommodation and transport' user guide? Do please ensure that this has been described honestly and openly in your chaplaincy (parish) profile.
- Have you made sure that the prospective new Chaplain and family have visited the accommodation and considered its suitability for their needs as a family?
- If either you or the new Chaplain don't feel that it is suitable then identifying new accommodation will need to be an important consideration. If changing accommodation is not an option, this should be made clear before the position is accepted.
- Is the fabric and décor satisfactory? A thorough (perhaps a professional) clean and some repainting may be necessary.
- Do check all the facilities and equipment, repairing or replacing any that are damaged or faulty.
- In our Diocese, Chaplaincy accommodation is almost always supplied 'furnished' and this should be to an acceptable standard.
- If the new Chaplain wishes to bring some or all of their own furniture, make sure that there is a clear understanding and agreement between you in advance.

Chaplaincy Car

- Check that the car is fully roadworthy with no safety or reliability issues.
- Check the date of the last professional service and arrange one if necessary.
- Check that the car is fully legal in respect of any local taxes, insurance and any required annual test.
- Again a simple test is 'would members of the Chaplaincy Council be happy to drive around in the Chaplaincy car?'

Office, secretarial and Chaplaincy resources

- Make sure that you and the new Chaplain are clear about the secretarial support provided and consider whether current arrangements are adequate.
- Review the availability of resources, eg computers, photocopiers and other physical resources so you can brief the new Chaplain on what is available.

General

- Double check that you have all the right things in place for when the Chaplain arrives.
- Keep in contact with the new Chaplain and their family prior to their arrival.
- Make sure you know of any special needs of the Chaplain or their family members.
- Agree details of travel, removal and any other costs involved in the move to the Chaplaincy.
- Don't forget that the new Chaplain and their family will probably need help to settle in on the day of their arrival.

All of this will help to make the new Chaplain and their family feel they are welcome – especially if they are moving to a country where they have never lived before