

**SUMMARY
FLOWCHART
for the
APPOINTMENT
of a
CHAPLAIN**

Bp's Office issues Notice of Resignation / Retirement / etc.

On Vacancy Day +1, AS informs Council Sec. (copy to Ardn and P); sends VacPac; names Lead

None of the following processes may take place until the current Chaplain has vacated the role

Council holds meetings with or without guests [Ardn or P], to consider hopes & finances, leading to prep of profiles

VACANCY MEETING
Chaired by Lay Vice Chair of Council; uses template in VacPac

Ardn/Area Dean, or P should be invited to the Vacancy meeting in an advisory capacity but does not have a vote

Council approves its chaplaincy profile, agrees role & person description (and T&Cs), and appoints 2 Lay Reps. Considers status of appointment (Fixed/Limited term, or Transitional)

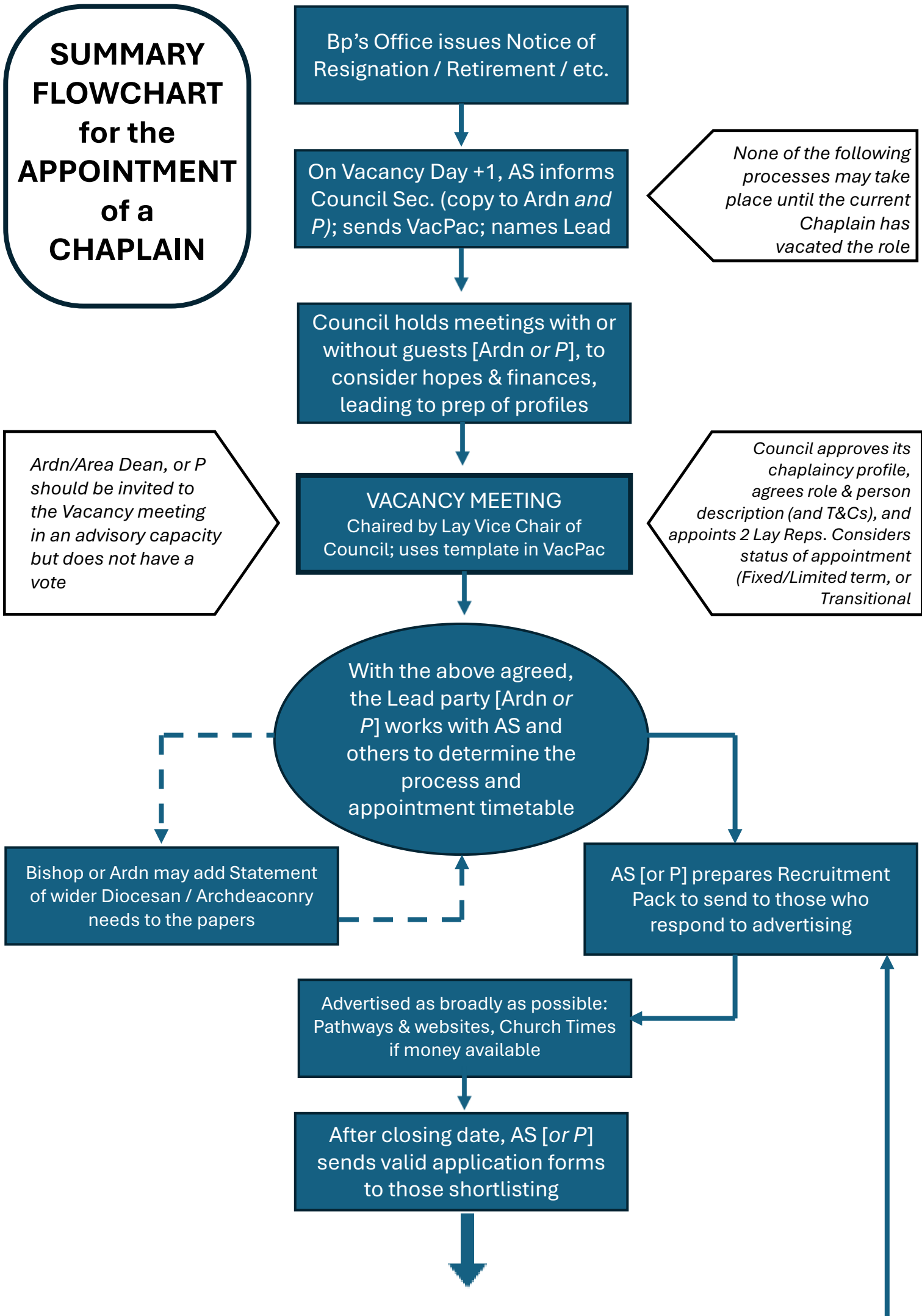
With the above agreed, the Lead party [Ardn or P] works with AS and others to determine the process and appointment timetable

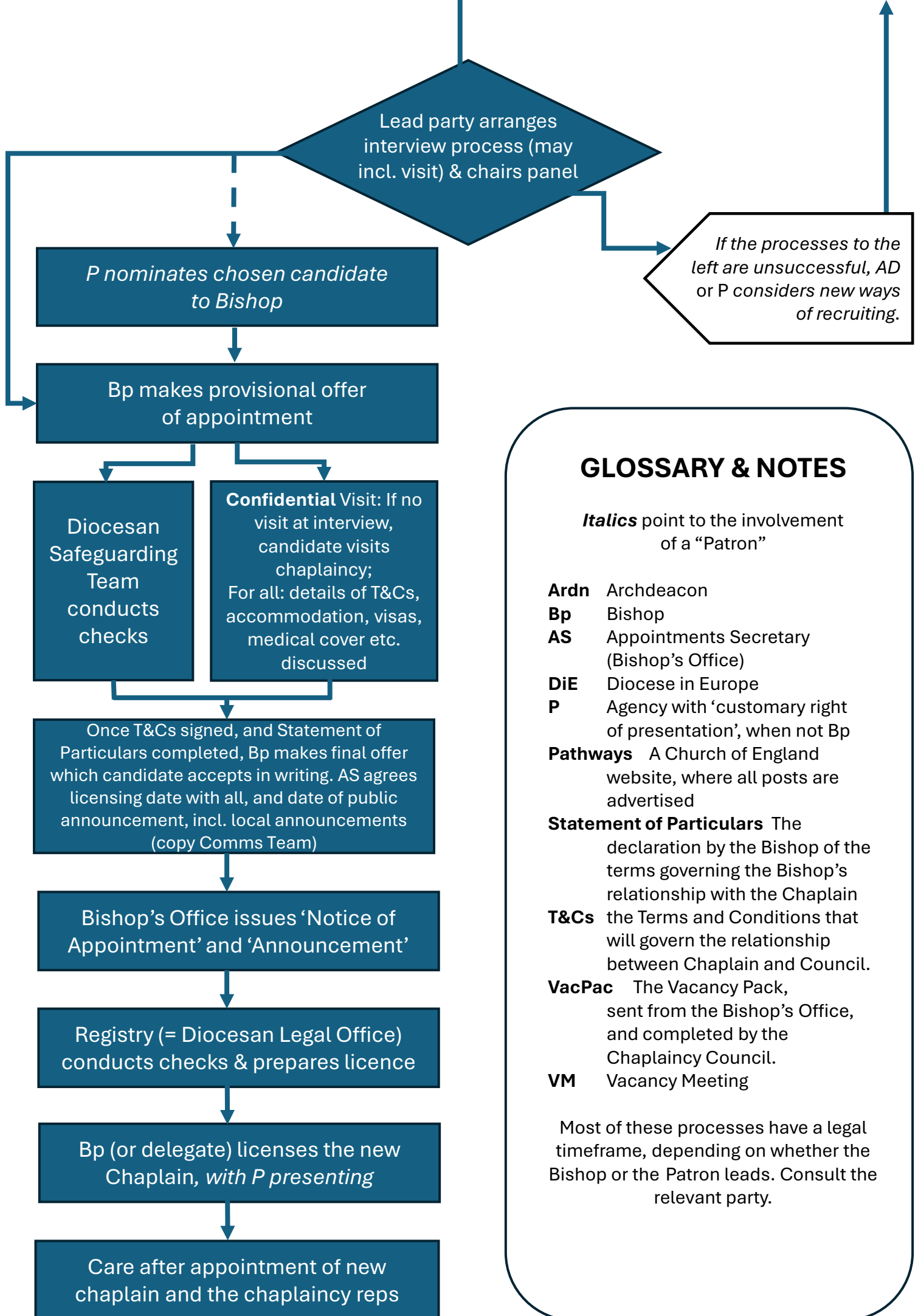
Bishop or Ardn may add Statement of wider Diocesan / Archdeaconry needs to the papers

AS [or P] prepares Recruitment Pack to send to those who respond to advertising

Advertised as broadly as possible: Pathways & websites, Church Times if money available

After closing date, AS [or P] sends valid application forms to those shortlisting





GLOSSARY & NOTES

Italics point to the involvement of a “Patron”

- Ardn** Archdeacon
- Bp** Bishop
- AS** Appointments Secretary (Bishop’s Office)
- DiE** Diocese in Europe
- P** Agency with ‘customary right of presentation’, when not Bp
- Pathways** A Church of England website, where all posts are advertised
- Statement of Particulars** The declaration by the Bishop of the terms governing the Bishop’s relationship with the Chaplain
- T&Cs** the Terms and Conditions that will govern the relationship between Chaplain and Council.
- VacPac** The Vacancy Pack, sent from the Bishop’s Office, and completed by the Chaplaincy Council.
- VM** Vacancy Meeting

Most of these processes have a legal timeframe, depending on whether the Bishop or the Patron leads. Consult the relevant party.