

- To receive and complete the nomination forms (after appropriate consultation), of all those nominees who would have the confidence and support of the local Christian community if appointed.
 - To provide the HCCSC Secretary with the nomination forms, for onward transmission of the information to the relevant NHS or Primary Care Trust as HCCSC nomination(s).
 - To ensure that this process is conducted as thoroughly and expeditiously as possible.
4. The HCCSC Secretary forwards the nominations to the Trust.
 5. The Trust from thereon deals directly with the nominee(s) undertaking whatever selection process is thought appropriate by the Trust.
 6. The Trust informs the HCCSC office of the details of the appointment when/if made.

[NB: Wales Notification of vacancies goes to the relevant liaison representative(s) whose responsibility is to contact local areas and complete nomination forms. These representatives act as a link between HCCSC and local Free Church Councils or equivalent bodies. Denominational leaders also receive notification of vacancies to encourage suitable applicants.]

Factors to be considered in arranging nominations

Applicants must be under the NHS retirement age, which is usually 65 years for new appointments.

Nominees should normally be accredited ministers of the member churches of the Free Churches Group. Suitably qualified lay people and ministers of non-member denominations may in certain circumstances be nominated. In such cases the HCCSC Secretary should be consulted.

Any number of nominations can be presented to the Trust and there is no denominational 'rota' system.

No chaplaincy can be assumed to be linked to a particular church/Circuit appointment. The Trust makes the appointment on merit and service needs.

Where there is a Chaplaincy Covenant (chaplaincy ecumenical partnership) in place, the successful applicant will be expected to work within the terms of the Covenant.

The length of the chaplaincy contract is determined by the Trust.

Applicants whose conviction does not allow for Holy Communion and/or Infant Baptism in an emergency, must be willing to make formal alternative arrangements for access to Free Church sacramental ministry when required.

Conditions of nomination for Part time Free Church Chaplaincies

1. The nominee must sign the Statement of Professional Conduct for Free Church Hospital Chaplains.
2. A Free Church chaplain must be willing to represent all denominations of the Free Churches Group. S/he must understand the nature of chaplaincy and the need for an appropriate style of ministry for a health care setting. S/he must be willing to work with chaplaincy colleagues of other Christian traditions and other faiths. A chaplain is a member of staff of the NHS /Primary Care Trust and therefore bound by its rules of confidentiality and open to child protection scrutiny.
3. Chaplains should recognise the value of maintaining and developing relationships with the local Christian and other faith communities and with colleagues, take opportunities to encourage interest in and support for the chaplaincy.
4. Chaplains must, on resignation, give required notice to the employing Trust and the same notice to the HCCSC office.

(3)

Purpose

Part time chaplains working in the National Health Service are appointed and employed by NHS or Primary Care Trusts as members of staff.

The purpose of the nomination procedures is to facilitate the provision of suitable and authorised applicants from among the local Free Church ministers.

Procedure

1. The HCCSC office receives notification of an impending or existing vacancy or of a new sessional post.
2. The HCCSC office notifies the local hospital chaplaincy correspondent, enclosing nomination forms.
3. The correspondent is then expected:
 - To ensure that **all** Free Church ministers of member denominations in the area are made aware of the vacancy, This includes ministers of the smaller denominations and black majority churches. (see back page for list of member denominations) Some chaplaincy teams now provide a short job description for circulation.
 - To forward copies of the nomination forms (indicating the sections to be completed) to all who express a willingness to apply, indicating a closing date.

Nominees should be reminded that Free Church chaplaincy is undertaken in the context of ecumenical teamwork. They must therefore be willing to work in close cooperation with Anglican and Roman Catholic chaplaincy colleagues – and those of other world faiths (where applicable).

(4)

Definitions:

Session – one session is 3.5 hours

Part time – chaplains previously described as 'sessional' are now 'part time' and should receive pro-rata remuneration of an appropriate equivalent whole time post.

Part time posts of less than half time are 'advertised' locally using the nomination system. Whole time posts are advertised in the religious press.

Minister The term includes Salvation Army Officers and members of the Methodist Diaconal Order.

Free Churches Group means the Free Churches Group – Churches Together in England (see list on back cover)

Local Correspondent means the contact person for a geographical area, with whom the Secretary Health Care Chaplaincy Steering Committee corresponds.

Criteria for Health Care Chaplaincy Nominations

The following criteria are required for a person to be eligible for nomination as a health care chaplain:-

1. Relevant skills, gifts and graces; eg:
 - Theological awareness
 - A willingness to cooperate and work with colleagues in chaplaincy and other disciplines in the Trust
 - Aptitude appropriate to the area of chaplaincy
 - Listening skills
 - A willingness to learn and extend knowledge & skills
2. Recognition of his/her own denomination – which would normally be a member church of the Free Churches Group.
3. To be subject to his/her own Church discipline and the FCG Policy Statement on Professional Conduct for Free Church Chaplains.
4. Permission from his/her own denomination to administer the sacraments of Baptism and Holy Communion within the chaplaincy. Where the tradition of a particular nominee precludes him/her from administering Baptism and/or Holy Communion, he/she must agree to make formal alternative arrangements in consultation with chaplaincy team colleagues.

NB: Subject to the above criteria, the HCCSC is prepared to nominate both lay and ordained persons.

Member Churches of the Free Churches Group

Assemblies of God
Baptist Union of Great Britain
Baptist Union of Wales
Congregational Federation
Council of African & Caribbean Churches UK
Countess of Huntingdon's Connexion
Fellowship of Churches of Christ
Free Church of England
Independent Methodist Churches
Methodist Church
Moravian Church
New Testament Church of God
Old Baptist Union
Presbyterian Church of Wales
Salvation Army
Union of Welsh Independents
United Reformed Church
Wesleyan Reform Union

**HEALTH CARE CHAPLAINCY STEERING
COMMITTEE
FREE CHURCHES GROUP
CHURCHES TOGETHER IN ENGLAND**

**GUIDELINES
FOR NOMINATION TO
PART TIME (previously sessional)
FREE CHURCH CHAPLAINCIES**

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