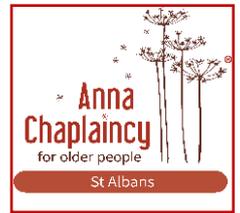


# The Methodist Church in St Albans

## Hatfield Road and Marlborough Road Methodist Churches

### Anna Chaplain

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#### JOB DESCRIPTION

- Job Title:** Anna Chaplain (working for Hatfield Road and Marlborough Road Methodist Churches, St Albans)
- Location:** Primarily based at home but using the two church buildings as required.
- Responsible to:** The Lay Employee will be employed by Hatfield Road Methodist Church and will be under the supervision of the Minister in pastoral charge of Hatfield Road Methodist Church
- Responsible for:** Volunteers (Anna Friends) working with older people

**The Methodist churches of St Albans are embarking on a series of projects to grow and develop their reach across the city. We have an exciting opportunity for you to join our team to create and drive initiatives to represent and assist the Churches in meeting the spiritual needs of older people, including those whose independence and/or social engagement are challenged, owing to their advancing years. Initially, the work will need to be carried out within the context of Covid-19 restrictions.**

Marlborough Road Methodist Church (MRMC) and Hatfield Road Methodist Church (HRMC) together provide St Albans with long-established, vibrant and welcoming centres for Christian worship and fellowship within the Methodist family. MRMC is located in the city centre and draws its membership from across St Albans; HRMC primarily serves residents of the local community within the Fleetville area of the city.

Both churches have long-standing, loyal and caring congregations who are supportive of the older folk in their midst. In normal circumstances, Ministers and Pastoral Visitors visit those who are housebound, and Ministers also regularly go into local residential and care homes to offer Communion and prayer. In addition, HRMC has run a weekly Day-care centre for the elderly for over thirty years, and the two churches have together been running a Holiday at Home event for the last few years.

Whilst these activities have been successful in supporting a good number of older people, a need has been identified for further support in our aging population, especially to those who are isolated physically and spiritually.

#### About the Role

You will primarily be responsible for fulfilling the role of an Anna Chaplain, as authorised and modelled by the ***Bible Reading Fellowship***.

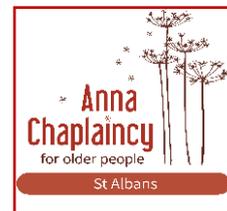
The role will include working with existing groups within the church and in the wider community, in addition to identifying new opportunities for work and outreach. Working in partnership with the

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Ministers, a management committee and lay volunteers, the successful applicant will have responsibility within the framework of Anna Chaplaincy to:

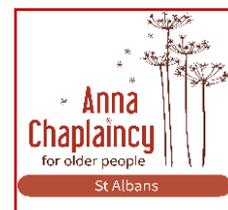
- Offer spiritual support to older people who are living at home, in care homes and sheltered housing complexes; their relatives; and staff who look after them
- Promote the spiritual welfare of older people at home, in the Church and in the local and wider community
- Expand the reach of the Anna Chaplaincy by organising, training and encouraging a cohort of volunteers, the Anna Friends.

#### **Key Responsibilities** (see also Appendix 1)

- working with the care homes and sheltered housing units in the areas around our churches, building on existing work and liaising with local churches
- working with those living with support in their own homes
- supporting and encouraging the existing social and community groups at both churches
- supporting and encouraging the HRMC Day Care Centre (currently suspended) on Fridays
- supporting and encouraging our joint annual 'Holiday at Home' venture
- assisting/advising development of dementia friendly worship, and leading it if possible
- working closely with existing pastoral teams
- making links with Age UK/Good Neighbours and other local agencies working with older people
- making links with relevant statutory services, Carers in Hertfordshire, GP practices
- developing a team of Anna Friends (volunteers) within St Albans
- encouraging and developing ecumenical links locally

#### **As an Anna Chaplain you will be expected to:**

- attend meetings when requested and collaborate fully with ministerial colleagues and appointed officers and teams within the life of the Church
- connect with any others locally and Anna Chaplains further afield who are engaged in similar work with people in later life through The Gift of Years national 'network'
- keep up to date with research into issues relevant to the spirituality of ageing
- attend appropriate training courses in order to continue developing skills and to aid personal spiritual growth
- keep written records and a regular diary of work undertaken in order to evaluate effectiveness, to aid theological reflection and to draw on when producing written reports for churches with oversight of their work
- to contribute on occasion to the worship of local churches and, as qualified and able, speak, preach and lead worship, drawing on experience of listening to older people and using themes relevant to the issues around ageing for people both young and old
- be fully aware of, promote and follow Methodist Safeguarding Policy, Procedures and Guidance
- Adopt new strategies for reaching and engaging with the elderly in these Covid-19 times learning from other Anna Chaplains as necessary



## Terms and Conditions

- Full Time (35 hrs/wk) or part-time (min. 20 hrs/wk) fixed term contract, initially for 5 years
- Salary for full time £23,300 to £27,300, depending on experience, pro rata for part time.
- Flexible working hours will be necessary, including some Sundays, and with a requirement to work both during the day and in the evening
- 25 days leave per annum in addition to Bank holidays
- At least two full days free of responsibilities each week
- Auto-enrolment into contributory pension scheme, as applicable
- Travel in the local area will be necessary
- Visits to nursing and residential homes, and to elderly persons and their carers in their own homes will be required, once Covid-19 restrictions allow
- All reasonable agreed expenses will be reimbursed
- Appointment will be subject to a six-month probationary period
- Completion of Safeguarding training is mandatory
- Training and support with other Anna Chaplains through links with the **BRF Gift of Years**
- There may be opportunities for further personal development and we would be open to supporting further study and/or training
- Completion of Safeguarding training is mandatory

## Other Requirements:

Attributes	Essential	Desirable	Method of Assessment
1. Faith background	Current participant in the life of a Christian Church or Community. An enthusiastic Christian able and willing to share faith; accepting and respectful of differing styles of worship		A, I
	Willingness to understand and engage with Methodism and be subject to its discipline		A, I
2. General	Satisfaction of the Immigration Asylum and Nationality Act 2006		eg Birth Certificate, Passport etc
	Satisfactory Clearance from Disclosure & Barring Service		DBS Application
	Satisfactory references		Written & signed
	Satisfactory Medical Report		Written & signed
	Access to own transport		I
		Good written and numerical record keeping	A, I

A – Application form; I – Interview;

# The Methodist Church in St Albans

## Hatfield Road and Marlborough Road Methodist Churches

### Anna Chaplain



### About You

You will be a creative and highly motivated self-starter, able to generate and lead the design and implementation of new initiatives to engage and support older people and their carers. Leading teams of volunteers to develop and organise projects will be an essential part of this role. With strong interpersonal and communication skills, you will have the ability to establish networks and relationships with people and groups consisting of, or caring for, older people.

Attributes	Essential	Desirable	Method of Assessment
<b>1. Education, Qualifications &amp; Training</b>	5 GCSE's Grades C and above (including English and Maths). Level 3 (A level or equivalent) qualification or above, ideally in a relevant discipline, <u>or</u> extensive relevant work/voluntary experience.	To degree or equivalent level. Some theological study and/or experience as worship leader or local preacher	A, I, Q
<b>2. Relevant Experience</b>	Commitment to, and understanding of, the needs of older people in the latter stages of their lives, including the impact of dementia and other ailments	Experience of working as an employee or volunteer within a faith setting	A, I
	New project development, organising and leading activities - training and supporting volunteers		A, I
<b>3. Knowledge</b>	An understanding of issues and trends with respect to elderly people, both within church and secular		A, I
	An understanding of the nature and provision of residential care		I, A
<b>4. Skills</b>	Good communication & interpersonal skills; ability to establish good relationships with a variety of ages, people & groups and to use a range of resources to communicate the gospel	Good presentation and report writing skills	I, A
	Good listener who is able to engage with people's stories		I, A
	Good organisational skills and ability to prioritise, especially when under pressure.		I, A
	Able to act as a point of liaison between older people, their relatives, and the management of care homes and their staff.		I, A
	Be comfortable with being a visible and approachable presence at voluntary groups for older people in the area		

# The Methodist Church in St Albans

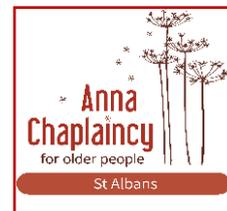
## Hatfield Road and Marlborough Road Methodist Churches

### Anna Chaplain



	Able to motivate self and others, work independently or in a team, able to work without direct supervision		I, A
	Able to develop and supervise volunteers (Anna Friends) working with older people		I, A
	An ability to respond appropriately to the pastoral issues of all ages	Counselling skills.	A, I
	Gift for sharing the gospel and facilitating opportunities for adults of all ages to explore the Christian faith		A, I,
	Good computer literacy and IT skills, with a willingness to develop further as required.		A, I
<b>5. Special Qualities or Aptitudes</b>	Able to respond to challenges creatively and with a willingness to try new ideas and adapt to changing priorities and circumstances.		A, I
	Able to identify new opportunities for mission and propose creative and appropriate responses		A, I
	Ability to develop new ideas and initiatives		
	Able to work ecumenically		A, I
		Able to reflect theologically on ministry, and shape liturgy appropriate to care home settings and for individuals in later life.	
		Able to participate in end-of-life, funeral and post funeral ministry.	

A – Application form; I – Interview; Q – proof of qualification (certificates or transcripts)



## **APPENDIX 1**

### **Wider Responsibilities:**

#### **Working with older people**

- Helping older people reflect on their spiritual journey, including the healing of memories and dealing with outstanding issues
- Offering spiritual support so older people may live more peacefully in their last years and prepare to face the end of their earthly life
- Acting as an advocate for the needs of older people in church and in the community

#### **Supporting relatives and carers**

- Helping and supporting relatives and carers to understand better the spiritual issues older people face in the latter stages of their lives
- Helping and supporting relatives and carers with the responsibilities of caring for older people in their family

#### **Supporting staff in the care sector working with older people**

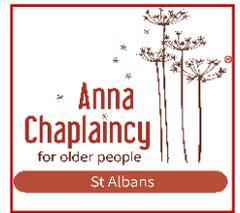
- Helping staff in care and residential homes or in the community to understand better the spiritual issues older people face in the latter stages of their lives
- Offering spiritual support to staff dealing with the, sometimes distressing, circumstances they can encounter when dealing with older people in their care
- Helping staff and managers of care homes in the formulation and implementation of the values underlying the care they offer

#### **Working with churches**

- Helping inform and coordinate the churches' work with older people
- Helping churches identify, recognise and appreciate the value of the contribution older people can and do make to church life
- Encouraging churches to understand the particular needs of older people and to support the work undertaken with them
- Encouraging Churches to value and utilise the gifts of longer life
- Encouraging and enabling younger generations to consider what constitutes 'successful ageing' and so prepare for more positive experiences in older age

#### **Working with the community**

- Helping volunteers to understand better the role of an Anna Chaplain
- Helping volunteers to understand when and how to call upon the Anna Chaplain to support those living independently in the community, including the need to obtain the older person's consent each time
- Developing partnerships with local voluntary groups, joint events and activities
- Working across the generations encouraging understanding and facilitating engagement between young and old



## **APPENDIX 2**

### **Management of the Employee:**

#### **The Employee will have a Supervisor whose responsibilities will be to:**

- Undertake their annual appraisal
- Set objectives for the next year in consultation with the Employee taking into account the job description and the needs of the Church
- Agree a work plan for the Employee for the next 3 to 6 months based on their objectives
- Meet with the Employee to review progress against their objectives at a frequency agreed with the Supervisor to ensure adequate support and oversight, but no less frequent than monthly
- Agree a programme to address the Employee's training and development needs
- Where appropriate initiate action, in consultation with the Employee's management panel, to address any concerns that may arise regarding any sickness absence or the performance of their duties as Anna Chaplain
- Authorise expenditure within the budget and terms set by the Managing Trustees
- Provide the Employee with regular feedback on their performance
- Approve the timing of their annual leave
- Facilitate Pastoral Supervision in accordance with Methodist Practice which may be undertaken by the Supervisor or delegated to another person trained in its delivery.

#### **The Employee will have a management panel whose responsibilities will be to:**

- Take a more strategic role in the oversight of the Employee's work and how it feeds into the vision for the Church
- Provide reporting links into the Church Council
- Meet with the Employee and receive reports from both the Employee and the Supervisor at a frequency of no less than every three months
- Direct, motivate and support the Employee in the delivery of their role
- Recommend action as appropriate should there be concerns about absence or the performance of the Employee
- Ensure the supervision of the employee is satisfactory
- Check the Pastoral Support Group is effective
- Ensure the proper implementation all agreed policies by the Employer in relation to good practice of employment (e.g. Health & Safety)

#### **The Anna Chaplain will have a pastoral support group whose responsibilities will be to:**

- Become familiar with the work of the Employee
- Provide prayer and pastoral support to the Employee