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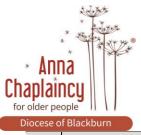
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## Anna Chaplaincy Blackburn Diocese Recruitment Steps

|    |   | Date |   |
|----|---|------|---|
| 1  | Initial interest (individual)   |      |   |
| 2  | Initial conversation with Anna Chaplaincy<br>Coordinator  |      | Covers background, interest, church situation   |
|    | Individual asked to pray further and talk to incumbent  |      |   |
| 3  | Three way meeting with interested<br>individual, hosting church minister and<br>Anna Chaplaincy Coordinator   |      | To explore calling, expectations,<br>and practicalities of church support   |
| 4  | Decision on both sides made after few days of meeting   |      |   |
| 5  | Follow safer recruitment processes within<br>church eg Complete application form and<br>identify 2 referees   |      | Role description supplied by Anna<br>Chaplaincy Blackburn - to be<br>adapted for church context and<br>ministry proposed. Application and<br>reference forms supplied |
| 6  | Incumbent and PCC approve and support individual's move into this ministry  |      |   |
| 7  | Appropriate DBS checks undertaken   |      | DBS check: an enhanced check with no barring information  |
| 8  | Safeguarding training undertaken/booked   |      | Basic and Foundation Pathway via<br>C/E. If leading a team Leadership<br>level required as well   |
| 9  | Appropriate training arranged:<br>Place on ALM Ministry in Later Life course<br>or national Anna Chaplaincy training<br>confirmed.<br>OR<br>If ALM MLL course already undertaken -<br>attend Blackburn top up session |      | To ensure consistent support and training prior to starting new role  |
| 10 | Anna Chaplaincy Coordinator ensures<br>individual has Anna Chaplaincy Handbook,<br>and Induction Pack   |      |   |
| 11 | Church completes diocesan sub-license<br>form and returns to the Warden of Lay<br>Ministry, Blackburn Diocese   |      | Signed by church leader to indicate<br>responsibility for recruitment, DBS<br>checks, safeguarding training and<br>PCC approval                                       |





| 12 | The Warden of Lay Ministry, Blackburn<br>Diocese send paperwork to Anna<br>Chaplaincy team, BRF for issuing of sub-<br>license |   |
|----|--|---|
| 13 | Sub-License issued by BRF with individual. Copy kept in Diocesan records   | BRF issues logo for name badge<br>and information for use by Anna<br>Chaplain |
| 14 | Commissioning service arranged in host church  |   |