

# Chaplaincy accommodation and transport

## Chaplaincy accommodation

Unless they own their own home\*, providing suitable accommodation is crucial to the well-being of the Chaplain and their family. This User Guide supplements the outline requirements set out in the Diocesan Handbook and provides a simple 'check list' for Chaplaincies to consider. Obviously the type (house or apartment) and the size of the Chaplaincy accommodation will depend on what is available in your area and of course on what is affordable. Indeed it may be that the clergy housing forms part of your Church complex which could limit your flexibility. The nature of the accommodation available will have an impact on applications for the post of Chaplain (a one bed studio will not attract a young family!).

This guide does not seek to set down detailed requirements but raises some fundamental issues that contribute to the Chaplain's well-being. As with many other aspects of caring for our Chaplains, a good approach is to consider whether members of the Chaplaincy Council would find it suitable for their own personal/family/working at home needs.

*\*Please remember that even if the present Chaplain has their own local home, the next Chaplain may not – and the Chaplaincy will then need to consider future financial provision to cover accommodation costs.*

## The Chaplaincy House or Apartment

Firstly, some fundamental requirements:

If the property is rented/leased, is the contract appropriate and does it give security of tenure over reasonable periods of time? (Short term agreements can be very vexatious.)

The property needs to be in a suitable area particularly with regard to access, personal safety and security, and have proper security fixtures (e.g., adequate locks, intruder alarm/lighting, smoke alarm, panic button).

Damp, verminous and structurally unsound accommodation is a definite 'no'.

And some other matters you should consider:

You will need to assess 'accessibility' if the Chaplain or a member of their family living with them has any mobility issues.

Where the Chaplaincy does not have a separate 'Chaplaincy office' there should be a separate study/office where the Chaplain can work in private and enough space to meet small groups of people. If possible, there should be separate access to this area, ie not via the Chaplain's private living area. The work space should have its own WC facilities.

## Furnishings and fittings

Chaplaincy accommodation is usually provided 'furnished' (unless otherwise agreed with the Chaplain\*). Whilst there is no expectation of furnishings, etc. being in the latest fashion, nonetheless everything must be of an acceptable standard and in particular:

All furnishings, fixtures and fittings should be in good and clean condition. (Worn or otherwise damaged or faulty items should be replaced as soon as possible.)

All electrical goods must be safe and serviceable.

*\*Chaplains may wish to bring some of their own furnishings. In this case provision will need to be made to store the displaced Chaplaincy furnishings and of course there will need to be an agreement regarding the shipping costs involved.*

And finally,

Please remember that the Chaplaincy house/apartment is the Chaplain's home. There must be no presumption that the Chaplain will host meetings in their lounge! The family's privacy must be respected at all times.

In a vacancy, the Chaplaincy Profile will need to provide an accurate description of the accommodation offered.

## Chaplaincy Transport

Whilst much of what follows is 'common sense', nevertheless the Guide should be used as a 'check list' to ensure that your Chaplaincy has all the appropriate transport arrangements in place.

### Where the Chaplain provides their own car

**Whilst it should not be presumed that a Chaplain will provide their own car, if this is the case then:**

The Chaplain will be responsible for the care of the vehicle including maintenance/repairs, local taxes, insurance, annual taxes, etc.

All official Chaplaincy travel must be reimbursed at the 'mileage rate' used by the Diocese (or otherwise agreed within the Archdeaconry/Deanery). The rate is designed to cover a proportion of the costs of caring for the vehicle.

### Where the Chaplaincy provides a car

**Where necessary (eg no other forms of transport are available or suitable), a Chaplaincy car is to be provided. The Chaplaincy is responsible for the financing and ensuring that:**

A suitable vehicle is either purchased, leased, or rented for the use of the Chaplain from the day of their arrival in the Chaplaincy.

The vehicle is not routinely for the use of members of the Chaplaincy outside the Chaplain's family.

The vehicle is well maintained, reliable, safe and roadworthy.

The vehicle is fully insured for the Chaplain and (unless agreed otherwise, e.g., on the grounds of cost versus convenience/need) their spouse/

partner. The vehicle must comply with all local legal requirements in respect of taxes, annual testing, etc.

Fuel costs incurred by the Chaplain on official Chaplaincy business are fully reimbursed.

The costs of private use of the car and any restrictions on cross border usage, are to be agreed in advance.

*If any problems arise in applying this guide in your Chaplaincy, please discuss the issues with your Archdeacon to find an acceptable compromise.*