



HOW WE RUN CHAPLAINCIES

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How We Run Our Chaplaincies

This User Guide seeks to help Chaplaincies to find their way through some of the complexities of our diocese being constitutionally one of the 42 dioceses of the Church of England.



Being a part of the
Church of England
means we are part of
the one, holy, catholic
and apostolic church

This may be a new experience for some in our congregations (and indeed some of our Chaplains) where they have come from different parts of the Anglican Communion or indeed from other Christian traditions or none.

Being a part of the Church of England means we are part of the one, holy, catholic and apostolic church. The Church of England framework of governance, worship and doctrine is the norm in all our Chaplaincies. This brings with it a mutual framework of responsibilities, support and accountability including the following important matters:

- It is the authority which appoints and licences our Bishops, selects and trains the majority of our clergy and, through the Bishop, enables them to be licensed and to serve in our Chaplaincies.

- It determines and operates the synodical structure through which, Bishops, clergy and lay people all have a voice.
- It provides a range of guidance, support and services
- It defines the roles, and responsibilities of the Chaplain who is primarily accountable to the diocesan Bishop. You can find more information on this at [this link](#).
- It also defines the roles, and responsibilities of lay people and this User Guide provides some basic information on their role in Chaplaincy life.

There is a considerable amount of more detailed information available. Links to further reading are shown at the end of this User Guide. This document seeks to be a guide. The legal position is laid out in the Diocesan Constitution and the Church Representation Rules. Chaplaincy constitutions will also reflect local law which must be followed and they should be approved by the Diocese.

What are the roles of the laity in Chaplaincy life?

Unless there are legal barriers within a particular country, where special approaches will need to be agreed first with your Archdeacon, then the remainder of this User Guide outlines what are the roles of the laity in Chaplaincy life.

Chaplaincy

Constitution

All Chaplaincies must have a constitution (indeed it is a legal requirement in some countries) and a diocesan template for this is available [at this link](#). This sets out in a formal document how your Chaplaincy is structured and organised. If you have any queries then your Archdeacon will advise you.

Churchwardens

- Churchwardens have very specific duties which you can find explained in the links given at the end of this User Guide.
- They are the officers of the Bishop
- They shall be foremost in representing the laity and cooperating with the Chaplain.
- They are required to promote unity and peace within the Chaplaincy and to work in cooperation with the Chaplain.
- Churchwardens are obliged by the Diocese to have a safeguarding check.

NB the term 'Churchwardens' is to be used rather than, as has been the case in some Chaplaincies, the term 'Chaplaincy Wardens'

Chaplaincy

Councils

Chaplaincy Councils should work in cooperation with the Chaplain, in the running of the Chaplaincy Council, with Council members taking on specific duties by agreement with the Chaplain.

Their primary roles are set out in detail in the diocesan constitution. In summary they are:

- Working in cooperation with the Chaplain, to promote the whole mission of the Church within the Chaplaincy;
- To consider and discuss matters concerning the Church of England;
- To implement locally matters agreed at Diocesan, Archdeaconry or Deanery Synods (or General Synod);
- To consider matters that the Council may wish to raise at Diocesan, Archdeaconry or Deanery Synods;
- To be responsible for financial, insurance and fabric issues within the Chaplaincy (NB this includes local arrangements where church buildings (places of worship) belonging to other denominations are used by the Chaplaincy)
- The Church Representation Rules no longer specify a minimum number of PCC meetings which must be held each year. However 'the

- PCC is required to hold a sufficient number of meetings to enable the efficient transaction of its business'. In general it is recommended in the Diocese in Europe that at least four meetings a year be held.

The Electoral

Roll

Only those who have applied to be and have been included on the Chaplaincy Electoral Roll can vote in Chaplaincy elections and hold elected posts. Full details can be found in the 'Church Representation Rules' (see link at the end of this User Guide).

NB It is permissible for people to be on the Electoral Roll in more than one place if they meet the criteria in the Diocesan Constitution and the CRRs). Some restrictions exist in the rules with regard to holding office in more than one place.

Chaplaincies and congregations where there is more than one place of worship

Where a Chaplaincy serves in a number of locations (sometimes called churches or 'worship centres'), the overall governance of the Chaplaincy rests with the Chaplain, the two Church Wardens for the Chaplaincy and the Chaplaincy Council. Additional arrangements to ensure that issues of particular interest to local congregations can be embraced within the governance of the Chaplaincy are matters for local agreement arrived at in consultation with your Chaplain and Archdeacon and should be included in your Chaplaincy Constitution.

Chaplaincy Standing

Committees

- Standing Committees can help in the running of the Chaplaincy where urgent business arises between Chaplaincy Council meetings.
- In summary, the CRR's state that they should consist of the Chaplain(s), the 2 Churchwardens, and two further Lay members of the Chaplaincy Council (or if there are no more than 50 names on the Electoral Roll, the Chaplain(s) and 2 lay members of the Chaplaincy Council (who may, but need not, be a churchwarden)
- You can find further information on the conduct and limitations of Standing Committees in section M31 of the Church Representation Rules.

Please do look at the companion User Guide "[Roles of Chaplains](#)" to help you to have a complete picture of the different roles and responsibilities within a Chaplaincy.

And some further reading: Statutory Documents.

Click on the titles to visit these pages

- **The Diocesan Constitution**
- **The Church Representation Rules**
- **The 'Churchwardens' Measure**
Further guidance can be found [here](#).
- **The Canons of the Church of England**

NB in case you were worrying, the Church of England's "rules and regulations" are given formal effect to Chaplaincies within the Diocese in Europe by virtue of the 'Diocese in Europe Measure 1980'