

# University of Bristol Multifaith Chaplaincy



## Organisational Structure

### I. Vision

The University of Bristol Multifaith Chaplaincy seeks to serve students and staff of all faiths and none. It offers:

- 1.1. Personal support:
  - a. confidential personal support to anyone with pastoral or spiritual needs
  - b. celebration of sacraments and rites of passage within the pastoral norms of each faith community
- 1.2. Opportunities to explore spirituality, faith and belief:
  - a. opportunities to explore the dynamic relationship between faith and life, religion and academia
  - b. encouraging understanding of and respect for differences between people of all faiths and none
  - c. helping to provide space and time for worship and reflection within the University
- 1.3. Religious advice and information
- 1.4. Support for the institution:
  - a. by engaging in and facilitating ongoing discussions, developments and co-operation with departments
  - b. by engaging in critical as well as constructive dialogue on Higher Education issues at all levels in the University
- 1.5. Support for local faith communities in their work with and for students and staff.

### 2. Structure

- 2.1. The Multifaith Chaplaincy is an independent body, but also constitutes one of the student services of the University, and reports regularly to the senior management of the University.
- 2.2. The Multifaith Chaplaincy Committee (MCC) consists of:
  - a. The Director of Student Services, or other person nominated by the Deputy Registrar
  - b. The Coordinating Chaplain
  - c. One representative (Chaplain or Local Faith Contact) from each faith group represented in the Chaplaincy

- d. The Chair of the LEP (Local Ecumenical Partnership), or nominee
  - e. The Students' Union Vice-President (Welfare & Equality), or nominee
  - f. Up to two members of staff (academic and/or support) co-opted by the MCC
  - g. Two representatives from the student body, elected annually by the Student Multifaith Forum
  - h. Any persons whom the MCC co-opts
- 2.3. In accepting a place on the MCC, members are expected to represent their faith and/or the body of which they are members. Furthermore, they are expected to contribute to the discussions and decisions of the MCC in a way which supports the nature and work of the Multifaith Chaplaincy, and abides by the values set out in the Multifaith Statement.
- 2.4. The MCC meets at least once a term:
- a. to discuss and agree strategies for joint Multifaith Chaplaincy work
  - b. as a point of contact, exchange of information and support for Chaplains
  - c. officially to recognise new Chaplains
  - d. for the strategic management of the Chaplaincy Centre
  - e. to decide upon the use of the administrative allowance provided by the University of Bristol for the work of the Chaplaincy
  - f. and works on the basis of the Multifaith Chaplaincy Statement: mutual support, non-proselytising, respect for differences, and dialogue
- 2.5. Health & Safety and Equality & Diversity will appear on the agenda for each meeting as standing items.
- 2.6. The MCC elects a Chair, who will usually serve a renewable term of three years, and a Secretary.
- 2.7. The MCC appoints the Co-ordinating Chaplain (see section 8 for more details).
- 2.8. The Coordinating Chaplain and the Chaplaincy Team (by nature of availability), make day-to-day decisions, manage the usage of the Chaplaincy Centre and function as a point of contact for the University.

### **3. Appointment of Chaplains**

- 3.1. A Sponsoring Faith Community is the local governing body<sup>1</sup> of the respective religion/denomination, or where one does not exist, the local management committee.
- 3.2. Chaplains must be recommended to the Multifaith Chaplaincy Committee by their Sponsoring Faith Community. Such faith communities must be affiliated at a national level to the Inter Faith Network for the UK.
- 3.3. All new appointments must be approved via the MCC.<sup>2</sup>
- 3.4. All appointments are subject to enhanced CRB disclosure.

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<sup>1</sup> For example, the Diocese of Bristol, Clifton Diocese, BMCS; in the case of the Free Church Chaplain the local governing body is the FCCMC (Free Church Chaplain Management Committee), consisting of representatives of the local Methodist, Baptist and URC Churches.

<sup>2</sup> Using the Appointment Flowchart approved by the MCC on 8 February 2007.

- 3.5. The University confirms the appointment with the issuing of a University library card, and a letter of recognition sent by the Director of Student Services.
- 3.6. Chaplains agree to work within the guidelines of the Multifaith Chaplaincy Statement.
- 3.7. Chaplains will have or acquire at least basic skills in pastoral care.
- 3.8. Chaplains, in addition to their pastoral commitments to their faith community, have a clear commitment and responsibility to provide pastoral care to all staff and students regardless of their religious belief.
- 3.9. The Chaplain will be subject to University policies and regulations and is expected to comply with the University's Health and Safety, Equal Opportunities and Student Crisis protocols at all times.
- 3.10. The Christian chaplains work together as set out in the LEP Covenant (established in February 2001), and meet termly to coordinate and support Christian Chaplaincy work.
- 3.11. Chaplains are listed by name in the University Contact Directory.

#### **4. Local Faith Contacts**

The Chaplaincy will welcome the presence and support of Local Faith Contacts, representing their faith community within the University.

- 4.1. They will be recognised by the Coordinating Chaplain with the agreement of the Multifaith Chaplaincy Committee.
- 4.2. They will be the local contact for the Multifaith Chaplaincy for their faith community/tradition.
- 4.3. There will be no expectation of time commitment to the wider work of Chaplaincy within the life of the University.
- 4.4. When working with the Chaplaincy on University premises, Local Faith Contacts will be subject to University policies and regulations and are expected to comply with the University's Health and Safety, Equal Opportunities and Student Crisis protocols.
- 4.5. They will meet for an annual review with a Chaplain from their faith community or the Coordinating Chaplain.

#### **5. Accountability of Chaplains**

- 5.1. Chaplains are primarily responsible and accountable to their Sponsoring Faith Community, but are also responsible and accountable to the Chaplaincy Team and the University, as set out in this document.
- 5.2. As part of the appointment process, a Memorandum of Understanding will be agreed between the Sponsoring Faith Community, the Chaplain, the Coordinating Chaplain, and the University. This will be reviewed at least every three years.
- 5.3. Chaplains have the right to withdraw their membership from the Chaplaincy only after appropriate communication has taken place between the Sponsoring Faith Community, the Chaplain, the Coordinating Chaplain and the Director of Student Services.
- 5.4. In the case of conduct deemed inappropriate by the MCC, the MCC has the right to terminate membership of the Chaplaincy Team.

- 5.5. On leaving their post as Chaplain, the Chaplain is required to return their library card and will be removed from the University Contact Directory.

## **6. Time commitment**

- 6.1. The time commitment of each chaplain will be negotiated between the Sponsoring Faith Community, the Chaplain and the Coordinating Chaplain.
- 6.2. It is anticipated that the Chaplain will be available at particularly 'high intensity' periods during the University year.

## **7. Budget**

- 7.1. The use of the administrative allowance provided by the University of Bristol for the work of the Chaplaincy is to be decided upon by the MCC.
- 7.2. If the Chaplain has a budget allocated to them for their work by their respective denomination or Sponsoring Faith Community, then they, rather than the Chaplaincy, decide upon its use.

## **8. Coordinating Chaplain**

- 8.1. The Coordinating Chaplain is one of the full time or part time (at least 50%) Chaplains who represents the Chaplaincy Team in its dealings with the University and other bodies, acts as "Head of Department" and attends the University's Support Services meetings. He/She liaises with the other Chaplains and Local Faith Contacts, facilitates communication and cooperation within the team and exercises the line management for the Chaplaincy Assistant.
- 8.2. The Coordinating Chaplain is appointed by the MCC. When the post becomes vacant, the MCC prepares a job description and person specification and invites applications from within the Chaplaincy Team. Applicants are interviewed by the MCC Chair and the Director of Student Services, who then make a recommendation to the MCC for approval.
- 8.3. Every three years, the MCC Chair and the Director of Student Services will conduct a review of the Coordinating Chaplain post, on behalf of and in consultation with the MCC and the Chaplaincy team, and will make a recommendation to the MCC regarding whether or not the current Coordinating Chaplain continues in that post.
- 8.4. The Coordinating Chaplain is free to relinquish this position while remaining a Chaplain, but is expected to give at least 3 months' written notice to the Chair of the MCC.

**This document will be reviewed at least every three years.**

**This fourth version was agreed by the MCC in March 2011.**