**Sample Duty Chaplain (Ordained and Lay) Volunteer – Role Description**

**SUPERVISION: Priest Vicar or Volunteer Administration (Secretary to the Duty Chaplains)**

**TIME COMMITMENT**: Usually 2 morning or afternoon sessions each month (flexible) the hours being from 10:30 to 13:30 and from 13:30 to 16:30

**PURPOSE OF THE ROLE**:

Duty Chaplains provide a ministry within the Cathedral, offering a welcoming presence in conjunction with the volunteer stewarding team, saying prayers from the pulpit on the hour and, should people require it, providing a listening ear. It is a particular responsibility of the Chaplain to represent the pastoral and spiritual life of the Cathedral.

**VOLUNTEER PROFILE**:

* Able to provide a ministry to Cathedral visitors, staff and volunteers.
* Having an awareness of being part of the whole Cathedral community.
* Enthusiastic about the Cathedral and its life.
* Having a prayerful, friendly, helpful attitude.
* Having appropriate communication and listening skills.
* Able to use initiative and discernment.
* Willing to participate in training as appropriate.
* To support the phased re-opening of the Cathedral after the Covid-19 pandemic lockdown.

**DUTIES**

* To prepare prayerfully for each period of duty.
* To offer brief prayers from the pulpit (not exceeding three minutes) on the hour, every hour, where possible.
* To attend for Duty Chaplaincy sessions as agreed in advance with the Secretary to the Duty Chaplains and to notify the Secretary in advance if unable to attend.
* During duty sessions to liaise with other key volunteers and staff to respond to the varying needs of our visitors.
* To provide a listening service and as occasion requires priests may be required to give absolution.
* In case of difficulty to seek support from the Floor Managers particularly if a dispute or inappropriate behaviour should occur, or any form of danger to individuals or to the building becomes apparent.
* To discuss any concerns or issues with the Secretary of the Duty Chaplains or the Priest Vicars.
* On occasion to attend relevant meetings, including the AGM.

**EXPECTATIONS:**

* An understanding of and empathy with the operations of a working Cathedral as we emerge from lockdown.
* To adhere to all government and on site social distancing guidelines.
* Chaplains are representatives of the Cathedral and should at all times treat everyone in the Cathedral with respect and consideration and conduct themselves as befits their role. Chaplains should expect the same treatment in return.
* Priests may wear a cassock or smart clerical street dress. Readers in particular may find it helpful to wear a cassock. Lay Chaplains should wear appropriate smart dress and the green sash. Ecumenical Chaplains should dress according to their tradition. All should wear the Chaplain’s medal and a name badge.
* Duty Chaplains may be party to confidential information and should not disclose such information to anyone who is not authorised. Limitations to confidentiality are set out in the Diocesan Guidelines and in the Cathedral Safeguarding Policy.
* Volunteers should abide by the Cathedral Health and Safety Policy, Fire and other emergency procedures, and by the Safeguarding Regulations.
* For the better personal protection and care of Chaplains, they will be offered a ‘pairing’ with a colleague Chaplain to provide, in the first instance, a confidential point of sharing for any matters of concern or difficulty, especially following any particularly traumatic encounter.
* All incidents which give cause for concern should be reported to the Floor Managers and recorded in the incident log.
* To be aware of security risks at all times, including unattended items and the safety of your own possessions and to notify Cathedral staff of any perceived risk immediately.

**TRAINING**

All volunteers must undergo

* Safeguarding Training – Level C0

Duty Chaplains also require

* Enhanced DBS check

Induction training which will include

* Health & Safety
* Fire
* Security
* 1st Aid (role dependant)

**The Cathedral is committed to safeguarding children, young people and**

**vulnerable adults**

**SAFEGUARDING RESPONSIBILITIES**

* Implement safe and healthy working practices
* Risk assess all activities
* Listen to other workers and volunteers
* Protect yourself
* Tell the Cathedral Safeguarding Rep or Clergy of any safeguarding concerns, however minor.
* Attend any Safeguarding training at the appropriate level for your role
* Induct and train others where this is possible.

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| **Do** | **Don’t** |
| * Report all concerns about safety or well-being of an individual to the The Cathedral Safeguarding Rep, The Diocesan Safeguarding Team or to the Police (where there is an immediate risk of harm to a person) * Carry out a personal risk assessment for lone working if appropriate * Keep a written record of all incidents or disclosure (signed and dated) | * Offer confidentiality when you have a duty to report all concerns for safety * Investigate disclosure; simply get clarification of detailed and report the information shared |

**BENEFITS**

* Active participation in the life of the Cathedral
* Excellent training, including occasional access to experts and specialists
* Meeting and sharing knowledge with visitors from across the world
* Skills and CV development
* A digital parking permit on the Cathedral’s ANPR system for use when on duty on a first come, first served basis
* Refreshments available *(see bullet point 6 of additional information).*
* Access to 2 of the 10 free tickets allocated to Volunteers per Cathedral organised event on a first come first serve basis
* 10% discount in the Cathedral Shop and Café *(subject to them re-opening).*

**SPECIFIC BENEFITS:**

* You play an important role in helping facilitate the Cathedral’s emergence from lockdown.
* You become part of a passionate and dedicated team.
* You play your part in a historic moment in the life of the Cathedral.

**SPECIFIC TRAINING:**

* Attend a bespoke training/induction session prior to starting your first shift.
* Depending on additional advice received from the UK government or Church of England, you may be required to attend additional sessions.

**ADDITIONAL INFORMATION:**

Every member of staff and volunteer must also take responsibility for their own personal safety and that of others:

1. If you are advised to shield by the government we do not recommend that you volunteer.
2. Volunteers must not have shown any symptoms at least 14 days in advance of attending.
3. If you have any symptoms including a dry, persistent cough, high temperature or loss of smell and taste you must not attend and should seek medical advice and inform the Cathedral immediately.
4. Volunteers will be asked to adhere to guidelines and protocols around personal hygiene and social distancing.
5. Volunteers may be required to wear PPE.
6. Refreshments are not able to be provided. Volunteers will need to bring their own to avoid cross contamination.
7. Dress code is smart casual and your ID badge must be visible at all times. You are recommended to wash and change your clothes each day.

*Reviewed December 2020*