



Chaplaincy Team Administration

SUPPORT DOCUMENT FOR PRIMARY SCHOOLS

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Chaplaincy Team Administration

This document contains some examples and templates for use with a Chaplaincy Team. It is for inspiration and efficiency only as there is no requirement to complete any administrative tasks. However, some teams like to keep a record of what they do and involve CTMs in this process. This document aims to help to offer all teams ideas and support, especially those new to the role.

The collection of materials in this document is small but it is hoped that each team will reflect carefully on what is needed to benefit their own teams and school rather than spend time unnecessarily on administrative tasks. They can then choose to personalise these materials and create their own, if and when they are useful.

At the end of this document there are various links to other useful websites, some of which can aid the school in establishing a team in the school and providing resources.

It would be best practice for schools to visit other more established and experienced Chaplaincy Teams so that they can inspire one another and even potentially work together. For more information about this and various Chaplaincy Team models, please **contact your Diocesan Adviser.**



The Roles of the Chaplaincy Team

- To support the school in emphasising its spirituality and Catholicity as set out in the school's mission statement;
- To support and encourage the school's pastoral care for the whole school, pupils, staff and parents;
- To promote, plan and organise the celebration of liturgies and co-operate with others in developing the school as a Christian community;
- To assist in developing an awareness of God in our everyday lives

How can we do this? (examples)

- Prayer groups
- Key stage assemblies
- Faith days
- Wednesday Word worship
- Weekly class reflection
- Thought of the week
- Fundraising
- Community work
- Links with other schools
- Projects
- Competitions

Roles of Chaplaincy Team Members (example)

- Chair person
- Secretary
- Prayer group leader
- Wednesday Word leader
- Saints group leader
- Thought of the Week leader
- Publicity
- Charities & fundraising

Note: These are just examples and would need to be discussed by the team and made personal to the school so that it suits their needs.



Planning a Chaplaincy Team: Questions to Consider

| | Discuss |
|-------|---|
| Place | <ul style="list-style-type: none"> • Is there an available space that can be used regularly? • Would this space still be available in different seasons? • When else might this space be needed? Would it interfere with meetings? • Would meetings be interrupted due to other demands on the space/resources? • Could all members of the team get to this place easily? • Might other adults need to supervise/guide them getting to the place? (eg Midday supervisors)? • What resources might be needed for meetings? (eg screen, Mass vessels, focal point resources) • Can the resources be easily carried to this place or will help be needed? |
| Time | <ul style="list-style-type: none"> • If meeting at a particular time, will this time suit everyone? (eg different lunchtimes for KS1 /2) • How will all members of the team know the time? (Can all members tell the time? Might they need reminded? Who would need to do this?) • How will pupils remember which day and date to meet on? Will there need to be a reminder somewhere? • Will anyone need to be responsible for telling younger members of the team who might not know the day/date? • What else happens on the day of the week chosen for meetings? (eg football, lunchtime club, intervention) • Might the Chaplaincy Team members be missing out on something important/enjoyable as a result of the meetings? If so, how could this be managed? • Might the adults have other responsibilities that might demand their time on these days? (eg dealing with lunchtime issues, safeguarding, lunchtime reading) • What happens if the adult members of the team have to change the time of the meeting due to unforeseen circumstances? Who will communicate this to pupils? |



Administration

- Who will complete the application form and when?
- What will this form look like and when would they complete it? (at home/in school/ in class time/during break...)
- Who will decide who will be on the team? How?
- Who will tell the team members if they have been successful or not? How? (see Section D for examples of letters.)
- Who will conduct the interview? Will there be set questions?
- Will pupils be involved in the interview process? Will they need guidance/direction? By whom?
- Will pupils take minutes of meetings? Who will do this? Who will guide them?
- When/why will minutes be shared?
- What evidence will be collated of different activities/events?
- Can pupils help to collate/share/choose/display/organise them?
- Will the pupils be given a budget at the beginning of the year?
- Will pupils need to fundraise for their own budget?
- What might they spend their money on? How could this be recorded?
- Will the team create an action plan for the year? Who will guide them with this?
- Will the action plan be shared with stakeholders? When and how?
- Could the team create a simplified self-evaluation of their school? (ie what are the strengths and areas for development?)
- What guidance could they be given for this?

Note: It is advised that the above questions are discussed before setting up a Chaplaincy Team. More support is given in the Developing a Chaplaincy Team in Westminster: Guidance Document.



Chaplaincy Team Applications

| Name | DOB |
|--|-----|
| 1. Why would you like to be a member of our Chaplaincy Team? | |
| 2. Give an example of something different that you think the Chaplaincy Team could do next year. | |
| 3. What personal qualities do you have that would help you in your role? | |

Signed: _____ Date: _____



Chaplaincy Team Applications (see above)

Chaplaincy Team will run from to

Therefore this is your opportunity to apply to be (name of Chaplain) in our school.

If you think that you fit the role and have many ideas to develop the faith of the children, staff and community at then please apply.

What does it involve?

- Commitment
- Time (giving up break times and lunch times)
- Independence and team work
- Thinking skills
- Leading assemblies
- Leading prayer groups
- Good organisational skills
- Ideas

If you would like to apply please complete the application form and return it to XXXX by XXXX

Interviews will take place after half term by XXXX & Chaplaincy

Any questions please ask XXXX

Note: Interviews and question can be organised by the adults in the school although they are not a requirement. Pupils can be partly or fully involved in this process, depending on their ability and experience. This must be agreed by the school leaders.



Letter of Successful Application for the Role (example)

Dear

We are writing to thank you for applying for a place on the school. Your application and interview were both very good and clearly showed how much you care about our school.

We are pleased to inform you that you were successful in your application and have been chosen to be a member of the .

The first meeting will take place on at in

Well done!!

Yours sincerely,

.....

Letter of Unsuccessful Application for the Role (example)

Dear

We are writing to thank you for applying for a place on the school. Your application and interview were both very good and clearly showed how much you care about our school.

We are sad to inform you that you were unsuccessful in your application but hope that you will continue to share your gifts and talents to develop the school further.

Yours sincerely,

.....



Chaplaincy Team Interviews

Date:

| Time | Candidate |
|------|-----------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Interviewees – current members of Chaplaincy Team:

Questions

1. What can you bring to the Chaplaincy Team?
2. What ideas do you have for Chaplaincy Team this year?
3. Why is the Chaplaincy Team important?
4. Do you have the confidence and skills to; lead assemblies, groups, meet parents, visitors, lead others in the Chaplaincy Team but also be a team player?

Note: Applications can be written or spoken in a number of ways which can be decided by the team. They could be completed independently at home, during break-times or as a whole class with guidance/support.



Chaplaincy Team - Top Tips

1. Listen to each other's ideas;
2. Communicate with all the team members, school and parish;
3. Encourage everyone when making decisions, to share their ideas and to try their best;
4. Include everyone when making decisions;
5. Lead by example, love everyone especially people you don't get on with.

What do you as members need to be able to do to be a good team? See some examples above.

Now let's write our own.

Note: It is important that rules and expectations are discussed. This can be done positively using the example above. They could be shared on the Chaplaincy Team display board or on the website.



Thank You Letter and Prayer for Chaplaincy Team Members (example)

Dear ,

You are the example to our school, the shining stars who shone out for

Well done for not only your presentation, commitment, communication and pride onbut for the hard work you share.

We are very proud of you and say a big 'THANK YOU!'

Best wishes

.....

Thank You Prayer (example)

Let us pray

Lord I come before you, desiring to provide thanks.
Father, I have so much to be thankful for, things unseen and seen,
that you have done in my life.

Lord, mostly I am thankful for the relationship that I have with you.
Lord, you initiated this relationship, by what Your Son accomplished,
paying the price for my sin, redeeming and reconciling me.

Lord, words do not express my thankfulness.
For your mighty power is at work in me, transforming me, renewing my mind.
To you Lord belong thanks eternal.

In Jesus' name

Amen.

Note: This is an example given by a school for a thank you celebration at the end of the year. The adults might consider how to end the year/term of office with the team.



Chaplaincy Team Development Plan (template)

| Priority /Vision | Action | Person responsible | Time frame | Cost | Success Criteria |
|------------------|--------|--------------------|------------|------|------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |



Chaplaincy Team Development Plan (Example)

Date: Autumn 2019

| Priority /Vision | Action | Person responsible | Time frame | Cost | Success Criteria |
|--|---|--|-----------------------------------|------|--|
| <i>Choose a way of standing out as a Chaplaincy Team</i> | Research different resources (ties and badges). Compare costs. | Pupils n, o and p to bring images and prices to meeting. Mrs A to order chosen object | September | £50 | All members of the will have identifiable tie/badge for the commissioning in October |
| <i>Write a chaplaincy promise and prayer</i> | Research different prayers and promises. Chaplaincy Team to bring these to meeting on 20/09/19 to vote for one of each | Pupils q, r and s to research and then compose a prayer and song with other members of the team. These will be discussed at the meeting | 2 weeks in September | None | Pupils will know and recite the promise at the commissioning. They will be able to explain what it means and why it was chosen |
| <i>Plan the Mass for Commissioning with Fr M</i> | Write bidding prayers Choose readings and readers Choose hymns Write Mass introduction Choose Offertory gifts and servers | Pupils t, u and v to organise the Mass with Fr M. Complete the Mass form and share with team. Liaise with music coordinator so all pupils can practise hymns. Practise readings/prayers with Mrs A | 6 weeks Sept-Oct | None | Pupils will set up for Mass and organise all readings and bidding prayers, Offertory and seats |
| <i>Organise the chaplaincy board</i> | Take photos of members and type up roles/responsibilities | Mrs A to print these and pupils x, y and z to back for board | 4 weeks To put up on 1 Oct | None | Board will be set up in main hall – to be explained to all |



Chaplaincy Team Yearly Action Plan (example)

Action plan for the introduction of Pupil Chaplaincy Team Members

- Discuss introduction of Pupil Chaplaincy Team with HT / DH/SLT. Contact other RE leaders in local Catholic schools / raise in Deanery Meeting. Contact SPEC to arrange viewing of centre.
- Collaborate with other RE Leaders- plan a retreat day at SPEC for preparing pupils; day tailored to their roles and responsibilities and spiritual development.
- Advertise role / 'job' description / Distribute application forms/ Conduct interviews / contact SPEC to arrange the retreat day.
- SPEC Pupil Chaplain Retreat day with other interested local Catholic schools.
- Pupils help to compose Pupil Chaplaincy prayer.
- Pupil Chaplaincy Team introduced in a special assembly. Badges (and sashes for liturgical events) presented.
- Begin weekly meetings with RE Leader – pupils develop and begin to implement their action plan for the year.

Aims of introducing Pupil Chaplaincy Team Members

Pupil Chaplaincy Team members will enrich the Catholic life of the school by;

Helping others to live out the Mission Statement

Focus on exploring our Mission Statement - presentations in assemblies / displays/classrooms.

Autumn Term: Inspired by child x – qualities to aspire to; trust in God, treasuring Mary as the mother of Jesus, faith, love, care, patience, loyalty, kindness, faithfulness, wisdom, hard work, etc.

Spring Term: Together with Christ – through living Gospel value of love. How? Why? Focus on Scripture and prayer.

Summer Term: We learn - Together, sharing gifts, skills and talents. How? Why?

We grow – In which ways? How? Why?

We love – Who? Why? God – family – community.

Contributing to the Catholic Life of the School

Actively helping the school to be a community of faith in action by:

- Supporting the RE Leader in the implementation of the **'The God who Speaks – the Year of the Word'**). Designing and helping to prepare new home/school prayer kits devoted to the Bible.
- Helping to continue the legacy of Adoremus – preparing the Chapel for Adoration, etc.
- Supporting the Liturgy, prayer and spiritual life of the school.
- Acting as prayer leaders – Guided Christian Meditation for younger children.



- Acting as role models- encouraging their peers to live out their Catholic faith in their daily lives. eg. by acting as playground buddies, etc.
- Assisting in the Chapel and in leading others in prayer, eg. teaching younger children traditional prayers- with actions, eg. Our Father and Hail Mary.
- Helping to monitor prayer areas.
- Contributing to assemblies, eg. focussing on Gospel values; why we are called to love others.
- Ensuring feast days are highlighted and celebrated, eg. Saints' Feast Days on-going display.

The Common Good / Catholic Social Action

- Developing good relationships within and beyond the school community / suggesting fundraising for smaller, local charities.
- Helping to support strong Parish links – eg making prayer cards for parishioners.
- Helping to form relationships within our local community, eg. visiting care homes, attending assemblies in other faith schools, etc.
- Presenting food from the Food Bank to the Trussell Trust.
- Act as Caritas Ambassadors.
- Weekly 'Mission at the Gate' – selecting and displaying Scripture to inspire our families and everyone who enters the school.

Note: Two different types of actions plans are included above. There is no set way of writing one but pupils can take ownership of this. They may need some guidance or examples to complete it.



Chaplaincy Team Termly Ideas and Actions (template)

| Autumn | Spring | Summer |
|--------|--------|--------|
| | | |

Chaplaincy Team Prayer rota (template)

Term: _____

| Date | Name |
|------|------|
| | |
| | |
| | |
| | |
| | |
| | |



Assembly/Worship Rota

For more support with this see Enhancing the School Year and Prayer, Liturgy and Worship Guidance Documents.

Audit for Chaplaincy (example)

| Requested | Action |
|---|--------|
| Chaplaincy board with photos of members | |
| Chaplaincy section on weekly newsletter | |
| Evidence of Chaplaincy on website | |
| Chaplaincy folder for evidence of meetings and worship | |
| Prayer boxes for liturgical year in each class | |
| Checklist for class prayer tables (chaplaincy tam to check and evaluate) | |
| Rota for weekly Acts of Worship (whole school) | |
| Yearly plan for school Masses and liturgies | |
| Dates of meeting with Fr M | |
| List of charities to discuss and support this year | |
| List of fundraising activities inc poppies, cake sale, stall at Christmas fayre, Christmas carols etc | |
| List of visitors to support Catholic Life and RE | |
| Date for meeting with chaplaincy group in St X school in deanery | |



Chaplaincy Team Magazine/Newsletter (example of contents)

- Letter from chaplain/adults from the Chaplaincy Team
- A word from the Faith Friends (Chaplaincy Team)
- Interview with Neighbouring Sisters
- Our Jewish Visitor
- A visit from Ten Ten Theatre
- Prayer Corner
- PSHE award
- Our initiative: Thank You Thursday
- New additions to our school (stained glass window and artwork designed by pupils)
- Poetry Corner
- Y1 Artwork
- Providence Row: Letter from Sr S
- Your Voice
- Our School Remembers ...
- Our Harvest Mass
- Black History Month
- Holy Communion Breakfast
- Fr J visits Year 3
- Y3 Class Mass
- Class L Mass: Mercy
- Pope Francis' Five Finger Prayer
- The Month of the Rosary
- RE in Class A
- Liturgical Dance in Y2
- Our Hindu Visitor
- Silly Sock Day and CAFOD
- Samaritan's Purse
- Fun Corner

Note: The above is an example of the contents of a Chaplaincy Team magazine. This one is quite detailed and specific to the school but a small section on the school newsletter could be equally effective. It depends on the capacity of the team. The important thing is that pupils have input into and ownership of it and communicate their actions to the school and the wider community.



Promoting the Chaplaincy Team

Examples of ideas for the website

- Who they are (eg photos)
- What their roles/responsibilities are (eg description of what each one does/what the team does)
- What they have done this month/term/year (eg photos/write ups/quotes/phrases)
- Chaplaincy Team prayer/song
- Chaplaincy Team newsletter or magazine (or column in school's weekly newsletter)
- Videos of during prayer/worship/social action etc
- Quotes from
- Thought of the week
- Prayer of the month
- Updates in initiatives
- Home/school/parish links
- Useful links to websites/resources etc

Benefits of having a Pupil Chaplaincy Team





Examples for parents/governors

- It is a source of renewal and rejuvenation for the school
- Supports the charism/mission of the school
- Inspires all pupils to grow as leaders
- Encourages pupils to be active in their faith
- Values all pupils and encourages them to be actively engaged in their faith
- Pupils can see how their peers can live their faith and be inspired by them






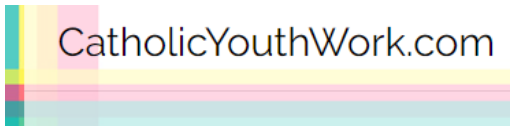
Note: The above are ideas that could be included on the school website although it would be best to look at other websites first to see possibilities as this will require planning and time. Pupils could have opinions about this too. The benefits are included here as they might be useful points for the school/pupils to share with governors or other stakeholders to highlight their importance and value.



Useful Resources and Links

| Details | Website link/information |
|---|---|
| <p>Caritas Westminster: This charity works to develop CST in our Diocese through education and action. For more information about the work Caritas Westminster does including the Caritas Ambassador programme, visit their website:</p> | <p>www.caritaswestminster.org.uk/</p>  |
| <p>‘CAFOD clubs’: This has been set up to support pupil leadership with the Catholic Life of the school. For more information about their free ‘CAFOD clubs’ resources and visits, look at their website</p> | <p>https://cafod.org.uk/Education/Primary-teaching/resources/CAFOD-clubs</p>  |
| <p>Mini Vinnies: Visit their website to discover more about starting and developing a ‘Mini Vinnies’ © Team in the school. They provide all of the resources/materials and guidance necessary for leading this in the school.</p> | <p>http://www.minivinnies.org.uk/</p>  |
| <p>Diocese of Westminster Youth Ministry:</p> <p>For details about the</p> <ul style="list-style-type: none"> - Events - Programmes - Resources - SPEC Retreat Centre <p>Visit the website and contact them for more information</p> | <p>https://dowym.com/</p>  |



| | |
|--|---|
| <p>EducareM: Videos from various schools who have set up a group in their school</p> | <p>http://www.educarem.org.uk/developing-chaplaincy-in-primary-and-secondary-sch/</p>  |
| <p>Association of Catholic Chaplains in Education: For links, details about jobs and other support see:</p> | <p>http://www.acceuk.org.uk/links.html</p>  |
| <p>Catholic Youth Ministry Federation: For information about resources and awards see the Catholic Youth Ministry Federation's website:</p> | <p>https://cymfed.org.uk/</p>  |
| <p>Columban Missionaries of Britain: For materials and ideas to support justice and peace as well as crossing boundaries see:</p> | <p>https://columbans.co.uk/</p>  |
| <p>Catholic Association of Teachers and Colleges: For professional support materials see:</p> | <p>https://www.catsc.org/</p>  |
| <p>Catholic Youth Work: For details of jobs, useful resources and a form visit:</p> | <p>http://catholicyouthwork.com/</p>  |



Links to other Dioceses

NORES: For some homemade chaplaincy resources including prayer card & songs:

<http://www.nores.org.uk/AcademiesSchools/Chaplaincy/tabid/150/Default.aspx>

Salford: For guidance for: lay chaplains, adults and pupils see:

<https://www.dioceseofsalford.org.uk/services/chaplaincies/schools/lay-chaplains/>

Salford: For support on organising a celebration day and training for members for members of the Chaplaincy Teams see:

<https://www.dioceseofsalford.org.uk/resource-centre/education/2018-2019-programme/gift/>

Southwark: For support with setting up a Chaplaincy Team, see the GIFT pack from Southwark which includes:

<https://rcaoseducation.org.uk/wp-content/uploads/2018/09/Gift-Team-Pack-Booklet-.pdf>

Pope Francis Twitter Feed:

The official Twitter page of His Holiness, Pope Francis.

https://twitter.com/Pontifex?ref_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor

