

Anna Chaplaincy Blackburn Diocese Recruitment Steps

		Date	
1	Initial interest (individual)		
2	Initial conversation with Anna Chaplaincy Coordinator		Covers background, interest, church situation
	Individual asked to pray further and talk to incumbent		
3	Three way meeting with interested individual, hosting church minister and Anna Chaplaincy Coordinator		To explore calling, expectations, and practicalities of church support
4	Decision on both sides made after few days of meeting		
5	Follow safer recruitment processes within church eg Complete application form and identify 2 referees		Role description supplied by Anna Chaplaincy Blackburn - to be adapted for church context and ministry proposed. Application and reference forms supplied
6	Incumbent and PCC approve and support individual's move into this ministry		
7	Appropriate DBS checks undertaken		DBS check: an enhanced check with no barring information
8	Safeguarding training undertaken/booked		Basic and Foundation Pathway via C/E. If leading a team Leadership level required as well
9	Appropriate training arranged: Place on ALM Ministry in Later Life course or national Anna Chaplaincy training confirmed. OR If ALM MLL course already undertaken - attend Blackburn top up session		To ensure consistent support and training prior to starting new role
10	Anna Chaplaincy Coordinator ensures individual has Anna Chaplaincy Handbook, and Induction Pack		
11	Church completes diocesan sub-license form and returns to the Warden of Lay Ministry, Blackburn Diocese		Signed by church leader to indicate responsibility for recruitment, DBS checks, safeguarding training and PCC approval

12	The Warden of Lay Ministry, Blackburn Diocese send paperwork to Anna Chaplaincy team, BRF for issuing of sub-license		
13	Sub-License issued by BRF with individual. Copy kept in Diocesan records		BRF issues logo for name badge and information for use by Anna Chaplain
14	Commissioning service arranged in host church		