**DAY CHAPLAIN ROLE DESCRIPTION**

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| **Volunteer Role:** | Day Chaplain  |
| **Team:** | Day Chaplains |
| **Member of Staff responsible:** | Canon Treasurer |
| **Date of completion:** | August 2022 |

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| **1** | **Role Purpose** |
|  | The role of the Day Chaplain is in line with the Worship, Pastoral, Missional and Evangelistic sections of the Cathedral’s Vision Statement.Day Chaplains need to be visible and available on the Cathedral floor in order to provide pastoral support to visitors, volunteers and employees and, if appropriate, to have confidential conversations with them (within the parameters outlined in the Safeguarding Policy). Day Chaplains will also be asked to lead hourly prayers and to assist with services. |
| **2** | **Tasks and activities to be undertaken** |
|  | Day Chaplains should be willing to listen to the visitor, volunteer or employees; pray with or for them; answer their questions and support them. Occasionally you may need to signpost them on to a charity or professional body. Day Chaplains will be asked to lead hourly prayers in the Lady Chapel (following the outline in the Chaplains’ Handbook), assist with the mid-morning service of Holy Communion (Thursday morning) and offer the Shrine Prayers each day at 12.00.In addition, Day Chaplains support the Head Verger and the Vergers’ team by:* liaising with them about events taking place in the Cathedral during the day
* offering assistance during special services such as funerals or school services (stewarding people, holding a collection plate)

If required, Day Chaplains will help the Learning and Engagement team, for example. by speaking to students about the Day Chaplain’s role.Day Chaplains will be required to fill in a log at the end of the day and adhere to the reporting requirements of the Cathedral’s Safeguarding Policy.The Day Chaplain will be supported by and managed by the Canon Treasurer |
| **3** | **Contacts** |
|  | Canon Treasurer and other members of the clergy;The Head Verger and his team;The Volunteer and HR Co-ordinator for general volunteering advice;The Visitor Experience Manager  |
| **4** | **Special Requirements** |
|  | Day Chaplains must be priests or lay readers, with a current license and PTO if appropriate. They must also have a current Enhanced DBS certificate and must have successfully completed the Church of England’s Foundation safeguarding training. Day Chaplains should be prepared to take further training on occasions, for example, welcoming visitors with dementia or autism.There is no financial renumeration for this work. |
| **6** | **Skills** |
|  | The role requires sensitivity, theological training and pastoral skills, especially listening to anxious or distressed people. It also requires a willingness to adhere to all the Cathedral’s safer recruitment, health and safety, and safeguarding policies, together with any other policies Chapter might consider necessary. |