The purpose of the Ministry Specification is to ensure that you, your incumbent, the PCC, and members of the church community all understand what the expectations are of your ministry. It will be important that your ministry is regularly used but not overused, that you are appropriately supported through supervision and opportunities to carry on learning, and that you have opportunities to contribute to relevant parish policy and initiatives.

Initially it would be wise to review this on an annual basis, but once patterns of work have settled a two-yearly review is recommended.

**The incumbent / supervising minister to keep this form on record and provide a copy to the Anna Chaplain. It should be reviewed regularly.**

**Please note:**

* Post Commissioning, the responsibility for the renewal of DBS and safeguarding training (every 3 years) lies with the PCC and the incumbent
* Please be aware of the House of Bishops’ and Diocesan requirements in relation to the [Safer Recruitment](https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance) of volunteers and that every person must be safely recruited if going forward for commissioning. This is the responsibility of the incumbent

|  |  |
| --- | --- |
| **Name** |  |
| **Incumbent / Supervising minster** |  |
| **First Commissioned Date** |  |
| **Commission last renewed** |  |

Anna Chaplaincy is named after the widow, Anna, who appears with Simeon in Luke’s gospel; both are good role models of faithful older people.  It is an accompanying, person-centred ministry of spiritual care for older people of all faiths, cultures, spiritualities and contexts, and for their families and carers. Anna Chaplaincy also offers advocacy for older people within church and community. Anna Chaplaincy works with people living independently in their own homes, in sheltered housing and retirement complexes and in residential and nursing homes. The ministry is founded in prayer.

Anna Chaplains and Anna Friends are commissioned for 5 years, after which the ministry can be reviewed to see whether the role is still one relevant to church and your own calling.

|  |
| --- |
| **In which parishes will your ministry primarily be exercised?** |
|  |
| *Please insert/attach parish policy on expenses incurred in ministry* |

|  |
| --- |
| **What will your regular responsibilities be?**  The focus of all Anna Chaplaincy ministry is offering unconditional spiritual care to older people in the community. You will be involved in the Anna Chaplaincy ministry of the parish in the following ways:   * *Please specify the communities you will work with, the focus of your ministry there and the agreed time commitment* |
|  |
| **What other occasional responsibilities might you carry out?**  *For example, things like:*   * End of life ministry, including funerals * Worship, including home communions * Anna Chaplaincy contributions to the church. |
|  |
| **How often will you meet with your incumbent or supervising minister?** |
|  |
| **What other parish or team meetings will you attend?**  *Eg Ministry Team, pastoral team, other Anna Chaplains* |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature of Anna Chaplain** |  | **Date** |  |
| **Signature of incumbent** |  | **Date** |  |