

Example College Chaplaincy Charter

1. Introduction

- 1.1. At EXAMPLE College, people of many different faiths and none, work and study side by side. The Multi-faith Chaplaincy recognises and celebrates this diversity and seeks to support the spiritual growth of all

2. Policy Statement and Scope – Mission Statement

- 2.1. At EXAMPLE College, the Multi-faith Chaplaincy service aims to:
 - 2.1.1. foster a lively, **educational** and informed debate about issues throughout the College which have a spiritual, moral and personal dimension: attempting sensitively to unfold the relevance of religious faiths and beliefs to what it means to be fully human
 - 2.1.2. offer **pastoral** care and support for all individuals within the College, especially anyone who has spiritual, emotional and/or practical needs
 - 2.1.3. work through **bridge-building** – with others in the College, the wider communities and places of worship, to enable each individual to fulfil his or her potential
 - 2.1.4. provide opportunities for appropriate forms of **worship**, reflection, prayer, fellowship, commemoration and celebration for all staff and students

3. Policy Objectives – The Charter

- 3.1. Education: the Chaplaincy will:
 - 3.1.1. offer skills, experience and expertise in raising awareness of the spiritual dimension throughout the college structures and curriculum
 - 3.1.2. provide opportunities for reflection and discussion on personal and institutional beliefs, values and attitudes, informally and through offering appropriate curriculum support

3.1.3. seek ways to explore faith in contemporary society, and to promote inter-faith dialogue

3.2. Pastoral: the Chaplaincy will:

3.2.1. work collaboratively with the College's other support systems

3.2.2. contribute to the life of the College through recognising, respecting and valuing the unique worth of every individual

3.2.3. offer time, space for reflection, friendship and encouragement in confidentiality

3.2.4. provide full and accurate information for those needing specialist help and be an independent source of support in times of personal crisis, bereavement and illness

3.3. Bridge-Building: the Chaplaincy will:

3.3.1. seek to nurture a spirit of wholeness, reconciliation and healing by caring for the needs of the whole person – often in the role of mediator, allowing people to listen to and consider other points of view

3.3.2. work formally and informally with others in the College to serve local communities and beyond, often through charitable and social events

3.3.3. seek to promote links between the College, places of worship and the wider community

3.3.4. help to build greater mutual understanding and co-operation in meeting the needs of the people it serves

3.4. Worship: the Chaplaincy will:

3.4.1. represent the interest and concern of the world faiths for all those in further education

3.4.2. provide an agreed focus for the development of a spiritual presence in the College

3.4.3. provide opportunities for people to come together for worship, and to observe particular times of joy and sorrow in the College community

3.4.4. witness, by word and action, to the life of the Spirit

- 3.4.5. encourage people, either individually or in groups, to share their faith and understand their vocation, to see the relevance of spiritual values to their work, study and leisure

4. Policy Implementation

4.1. Chaplaincy Multi-faith Statement

- 4.1.1. < a copy of this statement must be signed by all members of the chaplaincy team> *(Adapted from Building Good Relations with People of Different Faiths and Beliefs, © Inter Faith Network for the UK 1993, 2000)*
- 4.1.2. At EXMPLE College, people of many different faiths and none, work and study side by side. The Multi-faith Chaplaincy sees this diversity as an opportunity rather than a threat and wants to contribute to building a community founded on mutual respect, openness and trust, where people can live their lives of faith with integrity, while allowing others to do so too. At EXAMPLE College Multi-faith Chaplaincy, Chaplains from different religions and denominations work together as a team and strive for inter-religious understanding and co-operation without blurring the differences and disagreements that exist between and also within faith groups

4.2. Faith in the College

- 4.2.1. In our dealings with people of other faiths and beliefs, this means exercising good will and:
 - 4.2.1.1. Respecting other people's freedom within the law to hold and express their beliefs and convictions
 - 4.2.1.2. Learning to understand what others actually believe and value, and letting them express this in their own terms
 - 4.2.1.3. Respecting the convictions of others about food, dress and social etiquette and not behaving in ways which cause needless offence
 - 4.2.1.4. Recognising that all of us at times fall short of the ideals of our own traditions and never comparing our own ideals with other people's practices
 - 4.2.1.5. Working to prevent disagreement from leading to conflict
 - 4.2.1.6. Tolerating no violence in our relationships

- 4.2.1.7. When we talk about matters of faith with one another, we need to do so with sensitivity, honesty and straightforwardness. This means:
- 4.2.1.8. Recognising that listening as well as speaking is necessary for a genuine conversation
- 4.2.1.9. Being honest about our beliefs and religious allegiances
- 4.2.1.10. Being able to give and respond to challenge and criticism in a respectful way
- 4.2.1.11. Not misrepresenting or disparaging other people's beliefs and practices
- 4.2.1.12. Correcting misunderstanding or misrepresentations, not only of our own but also of other faiths whenever we come across them
- 4.2.1.13. Being straightforward about our intentions
- 4.2.1.14. Accepting that in formal inter faith meetings there is a particular responsibility to ensure that the religious commitment of all those who are present will be respected

4.3. Pastoral Care

- 4.3.1. In pastoral encounters with people of faiths and denominations different from our own, we are sensitive to the expressed needs of the other and open about our own background. Differences in religious convictions will always be recognised and respected. Where appropriate, and within the boundaries of confidentiality, referrals to Chaplains of the respective faith or denomination will be made

4.4. Sharing Faith

- 4.4.1. All of us want others to understand and respect our views. In a setting such as EXAMPLE College, where people of different traditions and faiths live and work together, the attempt to do so should always be characterised by self-restraint and a concern for the other's freedom and dignity. This means following these guidelines:
 - 4.4.1.1. Respecting another person's expressed wish to be left alone

- 4.4.1.2. Avoiding imposing ourselves and our views on individuals or communities who are in vulnerable situations, in ways which exploit them
- 4.4.1.3. Being sensitive and courteous
- 4.4.1.4. Avoiding violent action or language, threats, manipulation, improper inducements or the misuse of any kind of power
- 4.4.1.5. Respecting the right of others to disagree with us
- 4.4.1.6. Shared values
- 4.4.2. Living and working together is not always easy. Religion harnesses deep emotions, which can sometimes take destructive forms. Where this happens, we will draw on our faith to bring about reconciliation and understanding
- 4.4.3. We have a great deal to learn from one another, which can enrich us without undermining our own identities. Together, listening and responding with openness and respect, we can move forward to work in ways that acknowledge genuine differences but build on shared hopes and values
- 4.4.4. Agreement to be signed by all members of the Chaplaincy team can be found in **Appendix 1**

4.5. Multi-faith Prayer/Quiet Room Aims & Ground Rules

Use of the space is monitored by an identified individual (Multi-faith Coordinator). The Ground Rules support and protect the Aims of the room

- 4.5.1. Aims of the Multi-faith Prayer/Quiet Room
 - 4.5.1.1. EXAMPLE College recognises that people who use the College as employees, students or visitors, are first and foremost individuals with a variety of needs
 - 4.5.1.2. Each may have the need to express individual spirituality and consequently, the right to seek space for spiritual restoration and prayer. Some may need to serve particular religious obligations
 - 4.5.1.3. Through the provision of Multi-faith Prayer/Quiet Rooms, EXAMPLE College indicates its recognition that the humanity and spirituality of all who use the College is important and seeks to promote their spiritual well-being

- 4.5.1.4. The Multi-faith Prayer/Quiet Rooms are a place for spiritual refreshment, exploration and counsel for people of any religious persuasion or none
- 4.5.1.5. The Multi-faith Prayer/Quiet Rooms will be conducive to individual prayer and meditation

4.5.2. Ground Rules

- 4.5.2.1. The Multi-faith Prayer/Quiet Rooms are available to all, at all reasonable times
- 4.5.2.2. No particular group has any exclusive rights to use the Multi-faith Prayer/Quiet Rooms at any time
- 4.5.2.3. The Multi-faith Prayer/Quiet Rooms are not bookable
- 4.5.2.4. The Multi-faith Prayer/Quiet Rooms may only be used by staff and students of the College and official visitors to the College
- 4.5.2.5. Anything which is used (e.g. prayer mats, scarves, Holy Books, other artefacts or aids to prayer) in the Multi-faith Prayer/Quiet Rooms must be stored away or removed before the user leaves
- 4.5.2.6. Storage for religious items may be made available for each major religious tradition on request
- 4.5.2.7. Nothing may be removed from the Multi-faith Prayer/Quiet Rooms without prior permission of the controller
- 4.5.2.8. There will be no burning of incense or candles
- 4.5.2.9. There will be no eating or drinking in the Multi-faith Prayer/Quiet Rooms
- 4.5.2.10. The Multi-faith Prayer/Quiet Rooms will be decorated in a non-figurative manner, with simplicity and calmness as its watchwords. It will not contain religious images, though the direction of the Ka'ba in Mecca (SSE) may be subtly indicated
- 4.5.2.11. The Multi-faith Prayer/Quiet Rooms are accessed by the key/s signed out from the Campus Reception Desk. The keys must be returned to the Reception Desk immediately after the period of prayer/meditation

- 4.5.2.12. The Multi-faith Prayer/Quiet Rooms will be kept clean with particular attention being paid to the floor
- 4.5.2.13. The controller of the Multi-faith Prayer/Quiet Rooms will keep a directory of local religious groups and contacts and make this available to users on request
- 4.5.2.14. Religious artefacts and books will be provided by each faith group. The faith groups will take responsibility for ensuring that their particular artefacts and books are kept in good condition and replaced as necessary

5. Responsibilities

- 5.1. The Multi-faith Co-ordinator has overall responsibility for implementing this Policy and managing the cross-college activities of the Chaplaincy Team. This may include:
 - 5.1.1. organising events and occasions across the College that enable the Charter Policy Objectives to be achieved
 - 5.1.2. recruitment of volunteer chaplains from different belief backgrounds/ traditions (all chaplains are required to sign a copy of The Chaplaincy Multi-faith Statement (4.1) which is retained by the Multi-faith Co-ordinator)
 - 5.1.3. oversight of the College Prayer/Quiet Rooms use in accordance with the Aims & Ground Rules (4.2) specified for this provision
- 5.2. The responsibility for establishing the criteria and monitoring the performance of the chaplaincy provision should rest with the Chaplaincy Support Group, consisting of a small body of representatives of the local places of worship, staff and students, governors and the chaplains, chaired by the Principal or his/her nominee

6. Related Policies & Procedures

- 6.1. Deceased College Learner Procedure

I intend to follow the Chaplaincy Charter guidelines in my work as Chaplain to
EXAMPLE College:

Name _____ Position _____

Signature _____ Date _____

We, the appointing and supporting faith community, support our Chaplain in their
work

Faith community _____

Signed on behalf of the faith community by:

Name _____ Position _____

Signature _____ Date _____

