10 Steps to Setting up a School Chaplaincy

1. **Understand the context:** meet with parish and school leadership to audit what links and relationships may already exist between church and school.

2. **Establish the capacity:** who are the people in the parish, other churches locally or in the school who have a calling and capacity to offer time, money, energy or all three?

3. **Put it on the agenda:** agenda item at PCC, Deanery Synod, Chapter meeting or Churches Together, whichever of the above seem most appropriate and harness most energy.

4. **Form a working party:** who will make an effective, easily mobilised and dynamic group for carrying the vision of chaplaincy forward? You might wish to involve the Chaplaincy Adviser at this stage, or before.

5. **Approach the school:** having identified links that already exist, and having considered realistic capacity, approach the school via your link, to ask "how can we best serve you?"

6. **Identify a chaplain:** assuming the school is positive about your offer and interested in chaplaincy, consider whether someone already exists in the community who could adopt the role of chaplain. This might be an already licensed minister, a youth worker, a retired teacher etc. If no such person is found, then this becomes a larger question about funding.

7. **Build a team:** given that a full time, fully paid chaplain's post is unlikely to emerge quickly, who else could support the chaplain/chaplaincy and increase capacity and effectiveness?

8. **Draw up a job description:** work with the school, churches and individual to create a realistic job description for a chaplain or chaplaincy lead.

9. **Train the chaplain:** working with the diocese, embark on a course of continuing training to raise awareness of issues and build up appropriate skills for a successful and impactful chaplaincy

10. **Commission the chaplain:** The chaplain should be commissioned, if possible, in the context of the school and with the presence and support of local churches.