

# Chaplaincy Good Practice

To: Clerks of Livery Companies of the City of London

From: The Archdeacon of London

Date: January 2018

Re: *A guide to good practice in appointing Livery Company Chaplains who are ordained within the Church of England*

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## Executive Summary

The longstanding partnership between Livery Companies and the Church of England goes back in some cases for centuries. Chaplaincy in various forms is very much part of the life of the Livery. This paper sets out some pointers for best practice in appointing clergy to help Clerks with ensuring chaplaincy is set up well.

Good practice is easy to see both in the Livery and other forms of chaplaincy; unfortunately there are some risks to manage, and these are sometimes not obvious, but can carry significant reputational issues. There is a need to apply common sense depending on the actual role but doing checks is very easy and facilitated by the Bishop's office, (contact details below) so these risks can be managed straightforwardly.

## Examples of Good Practice

Many institutions have Chaplains. The chaplaincy provided for the Corporation of the City of London by the Guild Vicar of S Lawrence Jewry is a significant local example. This is a major role which requires a full appointment process, Job Description, full Disclosure and Barring Service (DBS) check because of work with adults who might become vulnerable, and the Bishop's Licence. A Company might appoint a chaplain to almshouses from among the clergy nearby, a role I held myself for the Drapers in Tottenham when I was a parish priest. Visiting elderly people in their homes requires a DBS check and this was all enfolded in the Licence I held from the Bishop as vicar of the local parish.

Where a Livery Chaplain may have a number of services to take in an associated church in the course of a year, and is not the incumbent of that church, it is of course good practice to make sure that the incumbent is comfortable with the appointment. We are very grateful that this happens very well.

## Sadly things can go wrong

Even when there is no obvious engagement with children or vulnerable adults it occasionally happens that clergy abuse the position of trust they hold. In a recent example now in the public domain, a cleric was able to worm his way into the confidence of rich parishioners and inveigh money from them in large quantities.

## **The best thing to do**

When a chaplain is appointed the best thing to do is make sure the person is in good standing. This is not a complicated process, and in most cases it is simply a matter of contacting the Bishop's office before an appointment is confirmed by the Court. This will mean that Liveries can appoint chaplains with confidence. Chaplaincy takes different forms in different Companies but the principle is the same for each form of chaplaincy (see examples below).

## **What we check**

All clergy who minister in the Church of England are required either to hold an ecclesiastical Office or, if they are in secular employment or retired, to hold a Bishop's Permission to Officiate (PTO). This means that they will have had safeguarding training and church DBS checks and that other disciplinary matters are being monitored. We make sure that all this is in place so that no one can use the Livery to avoid the framework which is there to safeguard us all as much as possible from the few clergy who abuse trust.

## **Does Every Cleric involved with a Livery need a check?**

There are different forms of Livery Chaplaincy. The table below seeks to help discern whether a role is likely to require a check of the standing of the cleric. A Liveryman or member of the Court who is also a cleric does not need any check unless s/he takes any services or functions as a chaplain in some way. If in doubt please contact the Bishop's Office and we will be very pleased to help.

### ***Livery Chaplain***

Appointed for a term of say three years and occasionally a member of the Court. Says grace at meals and takes occasional services at the associated church. Gets to know Liverymen and staff. If the appointee is currently Licenced to a parish in the City of London simply check with the Bishop of London's office that there are no matters of concern; someone from elsewhere needs a check via the Bishop's office.

### ***Master's Chaplain***

Appointed for the term of the Master (usually a year). Needs a check if the role involves anything more than saying the odd grace at a dinner. Sensible to have checked even if only that. If services are taken, certainly requires a check.

### ***Visiting Minister***

It is the responsibility of the incumbent of the church to ensure that if a Livery invites a cleric to take a service in the associated church or to preach on more than a one-off basis that the person is in good standing. This is done as above by contacting the Bishop's office.

### ***Occasional Speaker***

A speaker at a one off dinner does not need a check. Technically a preacher at a one off service who has PTO and is not an Office holder should be checked through the Bishop's office.

## **How can the checks be done?**

When a Master or a Court is planning to appoint a chaplain, contact the Bishop of London's office before the appointment is finalised using the details which follow. Please state what sort of role the chaplain will have and the term of office.

Usually if the person is a cleric of the Diocese of London it will simply be a matter of an exchange of emails. If the person is from another diocese it may be necessary to do a bit more at our end, and this can take a few days as we contact the cleric's home diocese.

Contact:

The Bishop of London's Personal Assistant, Janet Laws,

[janet.laws@london.anglican.org](mailto:janet.laws@london.anglican.org) 020 3837 5211

The Bishop of London's Office

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### **Chaplains from other Christian Denominations or other Faiths**

This note is only intended to apply to Chaplains ordained within the Church of England. However, the same safeguarding principles apply to other Company Chaplains and each Denomination or Faith will have similar processes to enable appropriate checks to be made.