**Pastoral Care Policy**

**Introduction**

The journey of ministry can be stormy, scary, turbulent. It can also sometimes be alarming, frightening and a lonely place. As a diocese we feel it is very important that you have access to the support that you need. Clergy and their families at times walk on a very real tightrope, with many demands upon us. There will be times for all of us when we need pastoral care and support and what we need will be different for all of us.

Pastoral care and support will rightly take a number of different forms, depending on the situation. However, it will almost certainly include:

* Listening
* Encouraging
* Visiting
* Mentoring
* Offering practical support
* Prayer
* Counselling
* Enabling and equipping

This pastoral care policy has been written with the insight gained from the online clergy survey which was completed at the end of 2015. One of the most pressing concerns the survey identified was the need for a Pastoral Care Adviser, a trained counsellor to triage and signpost the most appropriate course of action. We have funding for this post and we hope is to have a new person in place by the new year. Until then, financial support for such things as counselling should be sought from your archdeacon and for training needs from the Revd Dr Tim Watson (CMD Officer) at Tim.watson@chichester.anglican.org

The diocesan structures should not merely be for administrative purposes, but also work at a pastoral level. The pastoral well-being of clergy is something that will be in the Role Description of every rural dean, archdeacon and bishop. MDR will also provide a regular opportunity for all licensed clergy to reflect on their life and ministry with a senior member of staff.

 The pastoral care policy has been designed to be user friendly for clergy and members of their families, so you won’t have to wade through the whole policy to discover the information that you require. Whilst there are Christian-specific organisations mentioned, you’ll find links to statutory sector and secular charities too. Some people may be happier dealing with certain issues completely out of the church. Some links take you to national organisations, but we also direct you to local support and organisations, which may be the most effective place to begin. The policy is categorised, so you can simple go straight to the place you need and click on the hyper- link.

This policy will be updated and further links and resources added. Please contact us if you have a helpful resource you’d like to share with others.

Pastoral care fundamentally is relational with a focus on enabling one another to know, love and follow Jesus.

Archdeacon Fiona

**Particular Areas of Support**

**Personal and Family Life**

**Addictions and Dependency**

Addictive behaviour can manifest itself in a number of ways, perhaps most commonly with alcohol and drugs, but also in sexual and gambling addiction. St. Luke’s Healthcare for Clergy offers information, support and links at <http://stlukeshealthcare.org.uk/>

A number of organisations provide information about and support for addictions, such as:

**Drug dependency:**

* National Drugs Helpline 24-hour: Freephone 0800 77 66 00
* [**Frank**](http://www.talktofrank.com/) – gives free, confidential advice and information about drugs 24 hours a day. Telephone 0800 776600. Email Frank@talktofrank.com
* [**QUIT**](http://www.quit.org.uk/) – gives advice and support to give up cigarette smoking. Telephone 0800 002200. Email advice stopsmoking@quit.org.uk.
* **PADA** (Parents Against Drug Abuse) – Delivers support and services to the families of drug users. Telephone 0845 023867.
* [**Families Anonymous**](http://www.famanon.org.uk/) – Help for families of drug users. Telephone helpline 0845 1200 660.
* [**Narcotics Anonymous**](http://www.ukna.org/) – this is a network of self- help groups for drug users based on the Alcoholics Anonymous approach Tel. 020 7730 0009. Email helpline: NAhelpline@ukna.org
* [**Adfam**](http://www.adfam.org.uk/) – a national charity for families and friends of drug users. They may be in contact with family support groups in your area.
* [**Addaction**](http://www.addaction.org.uk/) – includes a range of printable harm reduction leaflets.
* [**Drugscope**](http://www.drugscope.org.uk/) – has a useful ‘frequently asked questions’ area covering general information about drug use, an overview of available treatments and a section on Government policy and legal aspects of drug use.
* [**SMART**](http://www.smartrecovery.org/) – Self-management and recovery training is another abstinence-based approach offering an alternative to the 12-steps. A rapidly growing organisation, SMART offers tools and techniques in a four-point programme including strategies to enhance and maintain motivation to abstain, cope with urges, solve problems and achieve life-style balance.

**Gambling dependency:**

* [**The CNWL National Problem Gambling Clinic**](http://www.cnwl.nhs.uk/national_problem_gambling_clinic.html)
Based in London with doctors, nurses, therapists, psychologists, debt counsellors and family therapists with special experience in helping problem gamblers.
1 Frith Street, London W1D 3HZ, Tel: 020 7534 6699; Email: gambling.cnwl@nhs.net
* [**Gamcare**](http://www.gamcare.org.uk/) – Gamcare runs the national HelpLine and its online equivalent, the NetLine, to offer help and support for people with a gambling problem, their family and friends. GamCare also provides face-to-face online counselling in many parts of the UK.
Gamcare Helpline – 0845 6000 133
* [**The Gordon Moody Association**](http://www.gordonmoody.org.uk/) – A charity which provides treatment and housing for problem gamblers. Tel: 01384 241 292
* [**Gamblers Anonymous**](http://www.gamblersanonymous.org.uk/) – For 12 step meetings. Tel: 020 7384 3040.
* [**Gamanon**](http://www.gamanon.org.uk/) – Groups for relatives of problem gamblers. Tel: 08700 50 8880

**Alcohol dependency:**

* <https://www.drinkaware.co.uk/alcohol-facts/health-effects-of-alcohol/mental-health/alcohol-dependence/>
* <http://www.turning-point.co.uk/substance-misuse.aspx>
* [**Royal College of Psychiatrists**](http://www.rcpsych.ac.uk/mentalhealthinfoforall/problems/alcoholanddrugs/alcoholourfavouritedrug.aspx) website provides extensive information about alcohol, its effects and what will help.
* [**Alcoholics Anonymous**](http://www.alcoholics-anonymous.org.uk/) run 12 step programmes at numerous venues.
Tel: 0845 769 7555. email: aanewcomer@runbox.com
[These 12 questions from AA](http://www.aa.org/lang/en/subpage.cfm?page=71) will help you decide if you have a drink problem.
* [**Drinkline**](http://www.alcoholconcern.org.uk/concerned-about-alcohol) – National Alcohol Helpline Tel: 0800 917 8282
Offers help to callers worried about their drinking and support to the family and friends of people who are drinking. Advice to callers on where to get help
* [**50 Ways To Leave Your Lager**](http://www.downyourdrink.org.uk/)
If you believe you’re drinking too much, or you know alcohol is having a detrimental effect on your life, this website can help.
* [**Drink Smarter**](http://drinksmarter.org/) offers information and support for managing healthy drinking.
* [**AlAnon**](http://www.al-anon.org/) supports families and friends of problem drinkers

**Sex/pornography dependency:**

* <http://www.covenanteyes.com/> Provides online accountability to someone for email and internet sites visited.
* **Sex Addiction Help** [sexaddictionhelp.co.uk](http://www.sexaddictionhelp.co.uk/) Sex Addiction Help is a free self-help recovery resource for people struggling with sex or pornography.
* **Sex Addicts Anonymous** [saa-recovery.org.uk](http://www.saa-recovery.org.uk/) SAA is a programme is based on the Twelve Steps and Twelve Traditions of Alcoholics Anonymous.
* **Sex and Love Addicts Anonymous** [slaauk.org](http://www.slaauk.org/) Sex and Love Addicts Anonymous is a Twelve Step, Twelve Tradition-oriented fellowship based on the model pioneered by Alcoholics Anonymous.
* **The Marylebone Centre for Psychological Therapies** [Internet Pornography](http://sexual-addiction.co.uk/node/3) The UK and London’s first and longest running sex addiction treatment programme for men and women.

**ATSAC – Association for the Treatment of Sexual Addiction & Compulsivity** [www.atsac.co.uk](http://www.atsac.co.uk/) A non-profit organisation that provides information and support on sex addiction and compulsivity to those with this problem.

**Bereavement**

As people who are frequently involved with aspects of death and dying, clergy can be surprised and even feel guilty when they find it difficult to cope after suffering a close bereavement of their own. This should never be seen as indicating weakness or a lack of faith, but is rather a mark of being human. Hospices will frequently offer specialist counselling and there are other organisations that might be helpful:

* Cruse offers bereavement support for people . <http://www.cruse.org.uk/>
* Age UK offer some practical advice and support through local centres. <http://www.ageuk.org.uk/health-wellbeing/relationships-and-family/bereavement/emotional-effects-of-bereavement/>

The NHS provides useful information about the bereavement process (including practical information about what to do when someone dies) and external links to specialist organisations . <http://www.nhs.uk/Livewell/bereavement/Pages/coping-with-bereavement.aspx>

**Caring for a relative**

Many clergy find that, as their parents become older, they need to offer an increased level of support and care. It may be that they become the primary carer for a parent or close relative. This might be on a temporary basis, following an operation, for example. It could be a permanent change in circumstance.

It might be helpful to ask for a period of ‘special leave’, details of which are set down in the Diocesan Clergy Manual.

<http://www.chichester.anglican.org/media/documents/document/2016/01/Diocesan_Clergy_Manual.pdf>

If taking on the role of carer is likely to continue in the longer term, it will be important to discuss this with your incumbent (for those in assistant ministry) and your archdeacon or bishop. It may be that your work pattern will need to be adjusted to some degree. All clergy on Common Tenure will have a Role Description, which can be adjusted to reflect any changing patterns or responsibilities in ministry. It is importance to recognise that vocation to ordained ministry sits alongside other equally important vocations, such as being a parent, husband or wife.

There are a number of organisations offering support for carers, such as:

* Carers UK: <http://www.carersuk.org/>
* Carers Centre for Brighton and Hove: <http://www.thecarerscentre.org/>
* Carers Support West Sussex: <https://www.carerssupport.org.uk/>
* <http://www.nhs.uk/conditions/social-care-and-support-guide/Pages/what-is-social-care.aspx>
* Age UK: <http://www.ageuk.org.uk/home-and-care/advice-for-carers/are-you-a-carer/>
* Caring for the Carers (East Sussex): <http://cftc.org.uk/>

**Counselling**

GP’s will refer people to free counselling services, such as Time to Talk in West Sussex <http://www.sussexcommunity.nhs.uk/services/servicedetails.htm.DirectoryID-16358> and Health in Mind in East Sussex <http://www.healthinmind.org.uk/> , both of which also operate a self-referral system.

In due course the Diocesan Officer for Pastoral Care and Counselling will be the person to contact about any additional counselling need for clergy or members of their families. At the moment, your Archdeacon is the usual person to ask for funding support and guidance.

Some organisations offer various forms of psychological support and counselling for clergy and their families:

* Holy Rood House: As well as professional, therapeutic support, or programmed events, the House is open for rest and relaxation, care for carers, spiritual retreat and accompaniment, training, study and sabbaticals or for a holiday. <http://www.holyroodhouse.org.uk/index.html>
* Sheldon: a house owned by the Society of Mary and Martha to support people in Christian ministry, especially at times of stress, crisis, burnout or breakdown. <http://www.sheldon.uk.com/>
* St. Luke’s Healthcare: provides psychological healthcare through its network of honorary consultants. They provide their time free of charge to give expert second opinions and advice. In some cases, on the basis of clinical need, they refer the member of the clergy for further treatment such as face-to-face counselling. <http://stlukeshealthcare.org.uk/> St Marylebone: offers low-cost psychotherapy and spiritual direction. <http://www.stmarylebone.org/>

**Debt advice**

Financial difficulties need careful planning and a re-assessment of priorities: a newer look at a much older problem. The one facing the difficulties can be assured that others have faced it too.

Rather than feeling hopeless and alone, we have an experienced person who is available to suggest ways through the financial impasse. The sooner the contact is begun, the sooner will freedom come. Please contact John Kemp at john.kemp@chichester.anglican.org for confidential advice.

There are rather few websites that offer truly impartial advice on debt counselling. The best option is Citizen’s Advice who will offer a face to face meeting, but their website also suggests many options without attempting to ‘sell’ anything. Visit <https://www.citizensadvice.org.uk/debt-and-money/>

It is also worthwhile contacting Sons and Friends of the Clergy who provide financial grants to eligible households in times of hardship. Visit <http://www.sonsandfriends.org.uk/>

**Disabled children**

In common with any child, disabled children bring love, joy and richness to a family. Depending on the disability, there can also be a significant impact on time, financial costs and emotional demands. This can impact negatively on family life and on the physical and mental health of the rest of the family.

Clergy with a disabled child may need to take special account of this in terms of working pattern agreed in their Role Description. It may also mean they need adaptations to their house for which they should contact the property department at property@chichester.anglican.org .

There are a number of charities offering support and guidance about grants and help available:

* Sons and Friends of the Clergy <http://www.sonsandfriends.org.uk/>
* Scope: <http://www.scope.org.uk/>
* Mencap: <https://www.mencap.org.uk/>
* Disability Grants: <http://www.disability-grants.org/>
* Possability People (East Sussex): <http://possabilitypeople.org.uk/about-us/east-sussex/>
* Livability: <http://www.livability.org.uk/>

West Sussex Local Events: <https://westsussex.local-offer.org/>

**Domestic and sexual abuse**

If you or a member of your family are in immediate danger, you should call the police on 999.

Domestic abuse is a widespread problem in society, but often a hidden one. This is not an issue that just affects women and it is not specific to any one gender, age or class. Unfortunately therefore it does happen in some clergy households.

As a diocese, we remain fully committed to supporting victims of abuse and the Safeguarding department has its own area of the website with important information and contact information. Visit <http://safeguarding.chichester.anglican.org/>

Key diocesan contacts are:

* Colin Perkins - Bishop’s Adviser for Safeguarding Children and Adults. If you have general safeguarding concerns or queries email colin.perkins@chichester.anglican.org or call 01273 425792 / 07500 771210.
* Morag Keane - Assistant Diocesan Safeguarding Advisor. Email morag.keane@chichester.anglican.org or call 07881 580310.
* Gemma Wordsworth- Independent Sexual and Domestic Violence Adviser and provides emotional and practical support to those who have experienced abuse and can be contacted at gemma.wordsworth@chichester.anglican.org or call 01273 421021 extn 151/07468698990.

There are a number of helpful websites:

* Women’s Aid (for women and children) <https://www.womensaid.org.uk/>
* Refuge (for women and children) <http://www.refuge.org.uk/>
* Life Centre (based in Chichester, with bases across much of the diocese) <http://www.lifecentre.uk.com/>
* The Saturn Centre (for men and women) <http://www.saturncentre.org/>
* Worth Services(West Sussex’s domestic and sexual violence service) <http://www.worthservices.org>
* Rise (based in Brighton) <http://www.riseuk.org.uk>
* Childline [childline.org.uk](http://www.childline.org.uk/)

Helplines:

* Victim Support : 0808 168 9111
* National Domestic Violence Helpline: 0808 2000 247 (Freephone 24 Hour)
* RASAC (Rape and Sexual Abuse Support Centre). National Helpline: 0808 802 9999 (12-2.30 & 7-9.30)
* Rape Crisis: Helpline: 0808 802 9999 (12-2.30 & 7-9.30)
* National Domestic Violence Helpline (24hrs): 08457 023 047
* MPower: Helpline: 0808 808 4321 (for men)
* Childline. Helpline: 0800 1111
* NSPCC. Helpline: 0808 800 5000 (free from landlines and most mobiles)

**Fitness and well-being**

Whilst we recognise the demands of ministry, a sustainable and healthy pattern of ministry is one that reflects a holistic view of health: looking after body, mind and spirit. The Diocesan Clergy Handbook includes information about entitlement to days off and holidays for clergy licensed under Common Tenure:

<http://www.chichester.anglican.org/media/documents/document/2016/01/Diocesan_Clergy_Manual.pdf>

Ashburnham Retreat Centre is one place that runs health and well-being retreats:

<http://www.ashburnham.org.uk/individual-retreats/programme-events-diary#browse-by-theme>

Burrswood provides opportunities for clergy and spouses in need of time out to prayerfully unwind and refresh mind, body and spirit. The package includes spiritual accompaniment, along with counselling if requested in advance. <http://www.burrswood.org.uk/>

This resource gives some ideas on: How to look after yourself; how to make time for family and friends and How to promote your own spiritual growth <http://www.john-truscott.co.uk/Resources/Training-Notes/Ideas-for-how-to-make-time-for-life>

Some clergy may need some assistance with their personal presentation in preparation for interviews. Archdeacon Fiona archhorsham@chichester.anglican.org is happy to give some personal support with this. There are also some helpful website resources, such as: <http://churchillbrook.co.uk/personal-presentation-at-interview/>

<http://www.totaljobs.com/careers-advice/interviews/how-to-dress-for-an-interview>

**Health issues**

Having issues of physical or mental health is stressful for anyone. There can be particular factors that contribute to the stress of clergy or their families in times of sickness: the deacon/priest may be the only cleric serving a community, with often no-one obvious to provide sick cover; unrealistic expectations others place on them as Christian role models for others and so health issues might mean they fall short in some way; the focus tends to be on clergy caring for others and putting their self-care second; the lack of boundaries between home and work, including possibly living in tied accommodation making long term health issues a particular concern. If one person in the household has health issues this frequently impacts on the others in terms of added worry, stress and the need to provide personal care.

The Diocesan Clergy Manual includes information about what to do and who to contact when a member of clergy is sick:

<http://www.chichester.anglican.org/media/documents/document/2016/01/Diocesan_Clergy_Manual.pdf>

Whilst the NHS would be your first port of call for all healthcare issues, St. Luke’s Healthcare provide private healthcare for clergy, including: investigations, procedures and follow-up treatment as recommended by a St Luke’s honorary consultant; Convalescent post-operative care; Dental surgery as recommended by a St Luke’s honorary consultant, within certain criteria; Physiotherapy as recommended by a St Luke’s honorary consultant, within certain criteria.<http://stlukeshealthcare.org.uk/>

**Holidays**

Going on family holidays can be expensive. The diocesan branch of the Mother’s Union runs ‘**AFIA** - away from it all sponsored holidays’ in two caravans, one in Selsey and one in Winchelsea. Contact Brenda Snashall: brenda.snashall@hotmail.co.uk

**Legal advice**

There may be an occasion where you need to seek support and advice on a legal matter. Citizen’s Advice is a helpful place, offering face to face and online advice. Visit <https://www.citizensadvice.org.uk/>

If a grievance or capability issue has been raised about you, this will follow the Church of England’s procedures for those licensed under Common Tenure. This is referred to in the Diocesan Clergy handbook, which can be viewed at: <http://www.chichester.anglican.org/media/documents/document/2016/01/Diocesan_Clergy_Manual.pdf>

The Church of England documents are available here: <https://www.churchofengland.org/media/56741/10%204%2027%20Capability%20Code%20of%20Practice%20-%20FINAL.pdf> <https://www.churchofengland.org/media/56749/grievanceprocadvice%20SA.pdf>

The Church of England Clergy Advocates is a professional association of clergy in the Church of England. It is a professional sector of Britain’s largest union, Unite. Membership is open to all clergy.

The Church of England Clergy Advocate’s network of Accredited Representatives provide advice, support, and representation. See more at:

 <http://www.unitetheunion.org/how-we-help/list-of-sectors/community-youth-workers-and-not-for-profit/faithorganisations/churchofenglandclergyadvocates/>

**Marriage or relationship breakdown**

Bishop’s Visitors provide both practical advice and emotional support to clergy spouses and families going through marriage breakdown. These may be accessed through the Bishops in the diocese. The following organisations might also be helpful:

* Broken Rites - for clergy marriage break-up <http://www.brokenrites.org/>
* Relate provide relationship Counselling for individuals and couples, Family Counselling, Mediation, Children and Young People's Counselling and Sex Therapy. They also provide: friendly and informal workshops for people at important stages in their relationships; a network of Relate Centres across the UK and a group of licensed local counsellors that provide face-to-face counselling and support; also provide phone, email and Live Chat counselling. Their website includes relationship help pages which offer practical tips, guides and videos to help manage common relationship issues such as sex, separation and divorce, and parenting <http://www.relate.org.uk/>
* Marriage Care provides a helpline offering information and listening for people with marriage or any relationship difficulties. 0800 389 3801 <http://www.marriagecare.org.uk>

**Maternity, paternity, shared parental and adoption leave**

The diocesan policy on family friendly pay and leave gives a wealth of guidance for those on maternity, paternity, shared parental and adoption leave and can be found here: <http://www.chichester.anglican.org/media/documents/document/2016/08/Family_friendly_policy_August_2016.pdf>

**Mental healthcare**

There is still a widespread stigma attached to mental health issues in our society. For clergy and their households, the additional factors mentioned above can lead to issues being hidden or even ignored.

The Northern Ireland Public Health Agency has published a new resource, the *Flourish! Self-Care Toolkit*, aimed at helping clergy to look after their mental health. It includes a wealth of resources and is particularly helpful as it has been designed specifically for clergy.

<http://www.wewillflourish.com/flourish-toolkit/>

The NHS has a number of helpful information for patients and families, ranging from information about medication to a handbook for carers. <http://www.sussexpartnership.nhs.uk/patient-information-leaflets>

There are a number of helplines and websites:

* The Sussex Mental Healthline - 0300 5000 101. Provides support and information for anyone experiencing mental health problems and their carers. Available Monday to Friday 5pm to 9am, and 24 hours at weekends and Bank Holidays. They welcome Text Relay calls and New Generation Text calls from hearing and speech impaired callers.
* Sane Line – 0845 767 8000
* Mind <http://www.mind.org.uk/> <http://www.mentalhealth.org.uk/>
* <http://www.mentalhealthcare.org.uk/> for patients and family with psychosis
* For young people with mental health issues visit <http://www.youngminds.org.uk/>
* Exploring Christianity and mental health <http://www.mindandsoul.info/>

In an emergency:

* If you are concerned about an immediate risk of harm - either to yourself or someone else - then phone 999.
* Go to your nearest hospital with an Accident and Emergency (A&E) Department. In some hospitals, this will be called the Emergency Department. There are staff on duty 24 hours a day, seven days a week, who will be able to assess you and give you the appropriate help.
* Samaritans – 08457 90 90 90. Provides help and support to people in a crisis 24 hours a day, seven days a week. Visit [www.samaritans.org](http://www.samaritans.org) .
* The Stay Alive app is a pocket suicide prevention resource, full of information which we hope will help you stay safe. You might find it useful if you are having thoughts of suicide or if you are concerned about someone else who may be considering suicide. The app includes a safety plan, customizable reasons for living and a life box where you can store photos that are important to you. You can download it for free on [Android](https://play.google.com/store/apps/details?id=uk.org.suicideprevention.stayalive) and [iOS](https://itunes.apple.com/us/app/stay-alive/id915458967). It has been produced with [Grassroots Suicide Prevention](http://www.prevent-suicide.org.uk/), a charity that supports communities to prevent suicide.

## **Self-harming**

Self-harm can take several forms and is usually a way of coping with or expressing overwhelming emotional distress. The NHS provides a helpful page giving information, links and resources at <http://www.nhs.uk/conditions/self-injury/Pages/Introduction.aspx>

There are different websites offering support and forums:

* <http://www.nshn.co.uk/>
* <http://www.harmless.org.uk/index.php>

Support specifically for eating disorders can be viewed at:

* <http://www.nhs.uk/Conditions/Eating-disorders/Pages/Introduction.aspx> <https://www.b-eat.co.uk/>
* beating eating disorders. <http://mengetedstoo.co.uk/>
* eating disorders support specifically for men <http://www.anorexiabulimiacare.org.uk/>

**Vocational and Ministerial**

**Continuing Ministerial Development (CMD)**

 A range of Ministry Development courses are run each year by staff in Church House. Some are specifically for clergy (e.g. “Setting priorities for ministry”, conflict resolution, interview training days), others are open more widely (e.g. “Help! There’s a school in my parish”, spiritual direction, theological learning). There are also many other learning opportunities available, sometimes run by other organisations. Check the Diocesan web site or contact the CMD officer for more details at tim.watson@chichester.anglican.org .

We are about to pilot some reflective practice groups for clergy, for regular on-going support, accountability and encouragement. There is also the possibility to receive one-to-one CMD support in a variety of way (e.g. mentoring, coaching). For more information, contact your archdeacon or the CMD officer.

The Church of England CMD page can be viewed here: <http://www.ministrydevelopment.org.uk/>

**Feeling stuck**

Every two years, licensed clergy in this Diocese have a Ministerial Development Review (MDR) meeting with a Bishop or Archdeacon, to discuss how their ministry is going and to identify areas in which they would like to develop. They then meet with the CMD Officer to devise a personalised Learning Development Plan. Full details are available online at <http://www.chichester.anglican.org/clergy-review/>

There is the possibility of some one-to-one support for those clergy who wish to move, but need support with completing applications and at interviews. Please contact the CMD Officer at tim.watson@chichester.anglican.org .

**First incumbency**

The diocese runs regular residentials for those in their post of first incumbency and these will be followed up by an invitation to be part of an Action Learning set and other appropriate training modules. All first incumbents are invited to a 24-hour residential within the first year of their ministry. This is a chance for you to meet other incumbents, to explore your new responsibilities, and to identify various ways in which you can receive support. You will also have the opportunity to join a small mentoring group with other first incumbents. For more information, contact your archdeacon or the CMD Officer, the Revd Dr Tim Watson, tim.watson@chichester.anglican.org .

**Induction days for clergy new to the diocese**

If you are new to the Diocese of Chichester, you will be invited to a clergy induction day. This includes a visit to the Palace and to Church House Hove and the chance to meet key diocesan staff. The next induction day is 7th December 2016. To book a place please contact The Revd Canon Stephen Ferns at stephen.ferns@chichester.anglican.org .

**Leadership training**

The Diocese is currently developing planning its own leadership programme for incumbents. This is likely to start in 2017. In the meantime, the CMD Officer may be able to direct you appropriate courses elsewhere : tim.watson@chichester.anglican.org .

Helpful on line resources can be found at:

* CPAS: <http://www.cpas.org.uk/>
* John Truscott: <http://john-truscott.co.uk>
* **Pre-retirement**
* Church House runs regular courses for clergy over 60 and their spouses, to help them prepare for retirement both practically (pensions, housing) and spiritually (transition, ministry in retirement). For more information contact Jonathan Prichard jonathan.pritchard@chichester.anglican.org or Archdeacon Douglas at Archchichester@chichester.anglican.org .

**Sabbaticals**

Clergy can apply for a sabbatical after completing ten years of stipendiary ministry. The Diocese makes twelve £800 grants available each year to support sabbatical projects. If you’re interested, you should raise the question at your MDR meeting, and then you will be invited to meet the CMD officer to discuss your plans in more detail.

**Spirituality**

Clergy are offered assistance in finding a spiritual director by the Spirituality Adviser, the Revd Canon Dr Andrew Mayes. All clergy are encouraged to have a spiritual director, as this is a vital, significant line of support. It is, of course, completely confidential and outside the  hierarchical / organizational system. It is a real means of encouragement and can be used for taking stock of one's relationship with God and others. It is, however, to be distinguished from counselling. For some, it is combined with the sacramental ministry of confession and absolution. Andrew is also keen to find out which clergy are available for offering the ministry of spiritual direction to their brother and sister clergy. He offers courses of training for clergy who wish to increase their skills in and understanding of spiritual direction.

In addition, Andrew is available to clergy for advice and support in resourcing and sustaining the life of prayer. He can offer suggestions on resources and on forms of spirituality which energize, renew and sustain ministry. Andrew regularly leads quiet days for clergy at the deanery chapter level, at the request of chapter and the rural dean. He is available for visiting clergy chapters and clergy in  their own locality. Andrew can be contacted at andrew.mayes@gmail.com. Andrew has a team of people overseeing specific areas of spirituality. Visit <http://www.chichester.anglican.org/spiritual-direction/>

Clergy are entitled and encouraged to have a week of annual retreat every year (in addition to their holidays). Grants to contribute to the cost of retreats are available from the Elfinsward Trust, administered by the archdeacons: please contact your Archdeacon directly to apply.

The Retreat Associationcan offer:help with finding a retreat; advice in finding a spiritual director; spirituality resources. <http://www.retreats.org.uk/>

**Parish life**

**Conflict and bullying**

Conflict can be an all-too common part of parish life. Sometimes this may be physical, but more often in churches conflict is between particular people. It might also involve bullying. Your archdeacon or bishop is often a helpful person to support and advise you in the first instance.

There are a number of organisations that offer advice and training for clergy about dealing with conflict and conflict resolution. Bridge Builders run particularly helpful training courses, which a number of our clergy have attended and greatly benefitted from. Visit: <http://www.bbministries.org.uk/about-us/>

In addition, the following organisations and sites offer helpful resources:

* The Alban Institute: <https://alban.org/category/conflict/>
* John Truscott: <http://www.john-truscott.co.uk/Resources/Alphabetical-listing>
* CPAS: <http://www.cpas.org.uk/>
* Peace works: <http://www.peaceworks.org.uk/>
* St Ethelburga’s Centre for Reconciliation and Peace: <https://stethelburgas.org/>

It is important than incidents of physical conflict are reported to the appropriate people, which would normally be the police and also the archdeacon and rural dean.

The Church of England has a policy about bullying and harassment, which can be viewed at: <https://www.churchofengland.org/media/1167938/dignity%20at%20work%20booklet.pdf> The Diocesan Clergy Manual also includes a policy about this, which can be viewed at: <http://www.chichester.anglican.org/media/documents/document/2016/01/Diocesan_Clergy_Manual.pdf>

**Financial difficulties**

### The Church of England has set up the Just Finance Foundation, which will develop and implement the Archbishop of Canterbury’s continuing vision of creating a fairer and more just financial system. <http://www.toyourcredit.org.uk/#toyourcredit>. It will oversee [LifeSavers](http://www.toyourcredit.org.uk/act/lifesavers) and the Just Finance Network [(Church Credit Champions Network)](http://www.toyourcredit.org.uk/credit-champions), the core programmes initiated by the Task Group on Responsible Credit and Savings. The website contains details of how to set up Life Savers schools savings clubs. The Church Credit Champions Network helps local churches to engage faithfully and effectively with issues of money, debt and credit in their communities.

They’ve developed resources to help churches listen both to God and to their neighbours on questions of money and then to respond through debt advice, money management and partnering with credit unions and other community finance organisations. <https://www.churchofengland.org/our-views/home-and-community-affairs/home-affairs-policy/work-and-the-economy/creditunions.aspx>

For individuals in the parish needing help in financial difficulty, the best option is Citizen’s Advice who will offer a face to face meeting, but their website also suggests many options without attempting to ‘sell’ anything. Visit <https://www.citizensadvice.org.uk/debt-and-money/>

**Food banks**

Many churches across the diocese are involves in the setting up and running of food banks. The Trussell Trust offers advice, support and guidance for churches involved in this work. Visit <https://www.trusselltrust.org/>

You can view a Youtube clip here about how to set up a food bank with the Trussell Trust <https://youtu.be/dirS847VTt8>

**Major incident**

If a major incident occurs in your parish, you need to contact your rural dean, archdeacon and bishop.

**Parents and families**

The Mother’s Union offer a range of services across the diocese:

* Mothers' Union Family Contact Centre at The Gateway Centre, 66-70 Lottbridge Drive, Hampden Park, Eastbourne, BN22 9PB. Accredited to the National Association of Child Contact Centres (NACCC) After a family break up, children can come to a safe and neutral place for supported contact with their non-resident parent, sibling or grandparent on the first and third Saturday's of the month between 10.30am and 1.00pm. Service is free. Online self-referral: [www.naccc-selfreferrals.org.uk](http://www.naccc-selfreferrals.org.uk)  Coordinator: Kathryn Anderson. Tel: 07922631901 Email: kathryn@eastbournefamilycontactcentre.org. Website: [www.eastbournefamilycontactcentre.org.uk](http://www.eastbournefamilycontactcentre.org.uk).
* Parenting: Diane Clack tel: 01243 551984. email: dianeclack@btinternet.com.  Diane has a list of Mothers' Union Parenting Facilitators in the East, Central and West of the Diocese.
* Ministry of Cake and Prisons: Ros Thunder tel: 01444 417103  email: ros.thunder@lineone.net. Volunteers are going into the Neo-Natal and Special Care Baby Units in the Princess Royal Hospital, Haywards Heath and Royal Sussex County Hospital, Brighton, to take savoury snacks and cakes for the parents and a listening ear. Work is spreading to Worthing and Hastings' Hospitals.
* Volunteers at Ford and Lewes provide for visiting children and enhance their interaction with their fathers through craft, toys and games.

To find out more about Mothers' Union members and their Branches please visit their website:

[www.chichestermu.org](http://www.chichestermu.org)

Family Support Work (FSW) work with families who are in or facing crisis and who need help to overcome multiple, complex issues. They offer: home visits, support groups, drop-ins, play opportunities for children, and supported family breaks with their community workers. They also provide food, clothing and toys to the families they work with, where needed. Visit <http://familysupportwork.org/>

**Safeguarding**

If you or someone you know are in immediate danger, you must call the police on 999.

The safeguarding team in the diocese undertake a variety of tasks that all add up to making church a safer place for vulnerable adults and children. These tasks include assisting the local authority with child and adult protection investigations and carrying out risk assessments with sex offenders then helping draw up agreements to enable them to attend church without risk to themselves or others. Training is also offered by the team as is designing policies and procedures to help you do your job in parishes. Visit <http://safeguarding.chichester.anglican.org/>

Key diocesan contacts are:

* Colin Perkins - Bishop’s Adviser for Safeguarding Children and Adults. If you have general safeguarding concerns or queries email colin.perkins@chichester.anglican.org or call 01273 425792 / 07500 771210.
* Morag Keane - Assistant Diocesan Safeguarding Advisor. Email morag.keane@chichester.anglican.org or call 07881 580310.
* Gemma Wordsworth- Independent Sexual and Domestic Violence Adviser and provides emotional and practical support to those who have experienced abuse and can be contacted at gemma.wordsworth@chichester.anglican.org or call 01273 421021 extn 151/07468698990.

There are a number of useful websites and helplines, amongst them:

Websites:

* Women’s Aid (for women and children) <https://www.womensaid.org.uk/>
* Refuge (for women and children) <http://www.refuge.org.uk/>
* Life Centre (based in Chichester, with bases across much of the diocese) <http://www.lifecentre.uk.com/>
* The Saturn Centre (for men and women) <http://www.saturncentre.org/>
* Worth Services(West Sussex’s domestic and sexual violence service) <http://www.worthservices.org>
* Rise (based in Brighton) <http://www.riseuk.org.uk>
* Childline [childline.org.uk](http://www.childline.org.uk/)
* Parents Protect: an information and resources website which aims to raise awareness about child sexual abuse, answer questions and give adults the information, advice, support and facts they need to help protect children. It covers such areas as sexting, a very real and common experience for children today. [parentsprotect.co.uk](http://www.parentsprotect.co.uk/sexting.htm)
* The Mix: a site aimed at under 25’s that looks at a variety of issues including sexting, online and mobile safety <http://www.themix.org.uk/sex-and-relationships/>

 Helplines:

* Victim Support : 0808 168 9111
* National Domestic Violence Helpline: 0808 2000 247 (Freephone 24 Hour)
* RASAC (Rape and Sexual Abuse Support Centre). National Helpline: 0808 802 9999 (12-2.30 & 7-9.30)
* Rape Crisis: Helpline: 0808 802 9999 (12-2.30 & 7-9.30)
* National Domestic Violence Helpline (24hrs): 08457 023 047
* MPower: Helpline: 0808 808 4321 (for men)
* Childline. Helpline: 0800 1111
* NSPCC. Helpline: 0808 800 5000 (free from landlines and most mobiles)
* Stop it Now: For those unsure or worried about their thoughts or behaviour towards children, or the behaviour of someone you know, adult or a child, experienced advisors are available. Helpline 0808 1000 900 [stopitnow.org.uk](http://www.stopitnow.org.uk/)

**Particular groups**

**Chaplains**

The Ven Douglas McKittrick, Archdeacon of Chichester and Bishop Mark together hold the brief for all Chaplains in the Diocese of which there are approximately 100.  Douglas likes to visit the Chaplains on site at their hospital or prison and normally spend 2 or 3 hours with them.  Along with Canon Peter Wells Chaplain of the Royal Sussex County Hospital we attempt to run an annual conference chiefly for Healthcare Chaplains but the subject may be broader and then attract other Chaplains.

Also once a year Douglas meets with School Chaplains at a conference organised jointly by an organisation known as SCALA and myself representing the Diocese of Chichester.  In a Diocese of this size and with the number of Chaplains it’s not an easy ministry to give the support that one would like.  However, all Chaplains: have access to Douglas at any time; he is always happy to visit their institutions; he would encourage them to attend conferences. Douglas attends along with other Bishop’s Healthcare Advisers, an annual day conference at Westminster.

Useful links:

* <http://www.healthcarechaplains.org/>
* <http://www.workplacechaplaincy.org.uk/>
* <http://www.nhs-chaplaincy-spiritualcare.org.uk/index.html>
* <http://www.police-chaplains.org.uk/>
* Chaplaincy for released prisoners <http://communitychaplaincy.org.uk/>

Hospice and palliative care <http://www.ahpcc.org.uk/>

**Clergy spouses**

The Clergy Spouse Fellowship exists to support, inform & connect spouses & their families, at all ages & stages of ministry. This includes both active & retired and those who are widowed.

MEETINGS: These include whole diocesan wide events as well as informal local gatherings.

ACTIVITIES: this is a rolling programme & has included annual quiet days, spa days, family fun day at Butlins, visits to Pallant House art gallery, and dinner with a speaker.

FACEBOOK GROUP: this is a ‘closed’ group that exists for mutual support and prayer requests of members.

COMMUNICATION: a variety of methods are used to inform spouses of events and news eg, annual letter, Facebook page , email, diocesan websites’ designated clergy spouse page and word of mouth.

WALKS: six walks a year in various locations across the diocese, followed by tea. Open to clergy, their spouses and families.

Please contact: Deborah Jackson at Deborah.Jackson@hppc.co.uk and visit <http://www.chichester.anglican.org/clergy-spouses/>

**Female clergy**

There is a Diocesan Dean of Women’s Ministry who is available for support, the Revd Canon Julia Peaty. Her contact details are: Julia.peaty@chichester.anglican.org. Tel: 01342 322386. Please contact her if you have any concerns and do not feel you are being adequately supported through other channels. She is also available at any time if you just need a chat. She is part of the Bishop’s Staff and attends all senior staff meetings. Therefore if there are things you would like raised in that forum she is able to do that on your behalf. She is also part of a national network which supports women in ministry. <http://nadawm.org.uk>

**Retired clergy**

Jonathan Pritchard is the person responsible for coordinating support to retired clergy in the diocese. He will work with a team of four priests, who will each be responsible for pastoral care of retired clergy in a particular archdeaconry.

Retiring clergy are offered membership of the Retired Clergy Association and there are some local chapters of the RCA scattered around the diocese. The Clergy spouses group also include widows/widowers in events. <http://www.chichester.anglican.org/clergy-spouses/>

There will be an annual gathering/hospitality event for retired clergy, attended by the appropriate bishop and archdeacon.

**SSM clergy**

Support for this group of clergy is currently work in progress. More information will follow in due course.

**Senior staff spouse/family member**

We recognise that the spouse and family of a member of senior staff in the diocese may at times need a particular way of signalling the need for support. This will be addressed by the Pastoral Care Advisor when in post.

**Training curates**

Training curates have a number of means of support during IME 2. Each curate has a training incumbent and is also required to have a spiritual director and a mentor.

The Director for Apostolic Life, The Revd Canon Rebecca Swyer overseas their training and can be contacted at rebecca.swyer@chichester.anglican.org.