

# Seasonal Chaplain

## Application Form



THIS form is not an application for any particular chaplaincy as such. If accepted as a seasonal chaplain your name will be added to our mailing list and you will receive details of future programmes.

Before completing this form please read the ICS information sheet 'Thinking of a seasonal chaplaincy with ICS?' and give careful consideration to the following:

1. A seasonal chaplaincy is primarily an opportunity for evangelistic and pastoral mission. While always 'on call', you are expected to also find some time for rest and relaxation. The people you meet will be of varying ages, backgrounds, denominations and nationalities.
2. We are looking for ordained or licensed lay Anglican people who will:  
(a) make a positive effort to reach English-speaking people for Jesus Christ,  
(b) build up English-speaking Christians in their faith.
3. ICS is committed to its evangelical contribution within the life of the Church of England, and its traditions of public worship are simple in expression. Chaplains should always prepare services thoroughly, bearing in mind that we seek to cater for people from different backgrounds, denominations, and nationalities.
4. Seasonal chaplains are required to affirm the ICS Basis of Faith and to support ICS financially by becoming a Member or Friend.
5. Applicants shall be under seventy years of age.
6. Applicants must be willing to comply with ICS and Diocese in Europe policies on the care and protection of children and vulnerable adults. If you have a recent (less than 5 years old) Enhanced Disclosure (DBS or CRB) from a Church of England Diocese or Agency, please send this with your application. It will be returned to you after checking, and should be back with you within two weeks. If you do not have such a document, it will be necessary for us to obtain one on your behalf as part of the application process.
7. The Society holds the right to reject an application without stating reasons.

Having read the accompanying papers, and considering your strengths and style of ministry, please indicate what contribution you feel you would make to an ICS seasonal chaplaincy:

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..... (Continue on separate sheet if necessary)

**DECLARATION:** *I affirm the ICS Basis of Faith and declare that I will uphold the evangelical tradition and further the aims of ICS. If offered a seasonal chaplaincy, I would be happy to minister within such a tradition.*

*Signed .....* *Date.....*

**Data Protection** – Applicants should be aware that information given on the application is shared with the selection and interviewing panels (which include chaplaincy representatives), members of the Society's Council, and any appropriate ecclesiastical authorities (e.g. the Diocese) as necessary. Certain information, e.g. name, address, telephone/fax numbers and e-mail address may be stored electronically on the Society's database. The completed application form may also be stored in a manual filing system. Depending on the location of the chaplaincy and the place of residence of those involved in selection and/or interview, information provided by the applicant may be transferred outside the European Economic Area. Intercontinental Church Society is registered under the Data Protection Act 1998 under registration number K0900162.

**Personal details**

Title ..... Forename(s) ..... Surname .....

Address .....

..... Postcode .....

Telephone ..... E-mail .....

Date of birth ..... Status: Single  Married  Divorced

If married, spouse's first name .....

Name(s) and age(s) of children .....

Theological college attended ..... Date of ordination .....

Current appointment ..... in the Diocese of .....

NAME and ADDRESS of the Bishop who has signed your current licence .....

**Interest and experience**

Please indicate your area(s) of interest. The application process will not restrict you to your choice here:

Campsites (summer)  Switzerland (summer)  (winter)  Ibiza/Tenerife (summer)

Please state the YEAR and SEASON when you will first be available .....

Have you any experience of ministry abroad? .....

**ICS**

Are you familiar with any ICS Chaplaincies? .....

Are you currently a financial supporter of ICS (Friend or Member)? .....

Does your church support ICS? .....

**Referees**

Names and addresses of two referees:

1 ..... 2 .....

.....

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Please sign the declaration overleaf and return all forms and documents to:  
Seasonal Mission Manager (CONFIDENTIAL), Intercontinental Church Society, Unit 11 Ensign Business Centre, Westwood Way, Westwood Business Park, Coventry, CV4 8JA, United Kingdom  
Telephone 024 7646 3940. E-mail: jeperryman@ics-uk.org Website: [www.ics-uk.org](http://www.ics-uk.org) [17 JUN 14]

For office use only FORM RECEIVED	REFERENCES TAKEN UP 1. 2. 3. Bishop's letter: 4. Chaplain acknowledgement	REFERENCES RECEIVED 1. 2. 3. Bishop's letter:	APPROVED yes / no
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# Confidential Declaration Form – FULL



**Notes:**

- It is ICS’s policy to ask those who work for it and with it who may come into contact with children and/or vulnerable adults to complete this declaration before appointment or before contact with children and/or vulnerable adults.
- If you answer ‘Yes’ to any of the questions 1 to 3 below, **you must give full details on a separate sheet.**
- The posts or voluntary roles for which you are applying, or are currently working in, may involve work with children or vulnerable adults and are excepted from the Rehabilitation of Offenders Act 1974. This means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed, whether spent or unspent.
- This document will be held on file and will be valid for a period of FIVE YEARS. A brief declaration will be required for each chaplaincy period undertaken during this time.

**Forenames** .....

**Surname** ..... **Date of birth**.....

**Full address** .....  
 .....

*Please tick*

- 1 a Have you ever been convicted of any criminal offence?  
 If yes, please state the nature and date(s) of the offence(s) on a separate sheet (you do not have to declare minor traffic offences such as speeding fines). *See note 1 below* Yes  No
- 1 b Have you ever been cautioned, reprimanded or given a final warning by the police or bound over to keep the peace? Yes  No
- 1c Have you ever been found by a Court exercising civil jurisdiction (including matrimonial or family jurisdiction) to have caused significant harm to a child or young person aged 17 years of age or under or a vulnerable adult (*see note 2 below*), or has any such court made an order against you on the basis of any finding or allegation that any child, young person or vulnerable adult was at risk of significant harm from you? *See note 3 below.* Yes  No

Questions 2a and 2b relate to any conduct, whether in a paid or unpaid capacity, as a voluntary worker or otherwise. If your answer is yes to either question, please give details including the dates(s) and nature of the conduct or alleged conduct, whether this was investigated and whether you were dismissed, disciplined, moved to another work or resigned from any paid or voluntary work as a result.

- 2a Has your conduct ever caused or been likely to cause significant harm to a child or young person aged 17 or under or a vulnerable adult, or put a child, young person or vulnerable adult at risk of significant harm? Yes  No
- 2b To your knowledge has it ever been alleged that your conduct has ever resulted in any of these things? Yes  No

Note 1 This question covers all convictions, cautions, reprimands and warnings. As this post involves contact with children the ‘spent conviction’ process under the Rehabilitation of Offenders Act 1974 is not applicable

Note 2 ‘Vulnerable adult’ is defined in ICS’s policy as a ‘person aged 18 years and over and who is suffering from or believed to be at significant risk of physical injury, neglect, emotional, financial or sexual abuse e.g. as a result of age, disability, bereavement, marital breakdown or incapacity.’

Note 3 ‘Significant harm’ means ill treatment (which is serious and noteworthy) of any kind (including sexual abuse) or impairment of physical or mental health or development

*continued over*

- 3 Has a child, young person or vulnerable adult in your care, or for whom you have had parental responsibility ever been removed from your care, been placed on a Child Protection Register or been the subject of a Care Order, a Supervision Order, a Child Assessment Order or an Emergency Protection Order under the Children Act 1989, or a similar order under other legislation in any country or jurisdiction? Yes  No
- 4 Do you have any health problems which might affect your work with children, young people or vulnerable adults? Yes  No
- 4a If YES to question 4, please give details below, using a separate sheet if necessary.
- 5 Have you, since the age of 18 ever been known by any name other than the one given below (e.g. Maiden Name)? Yes  No
- 5a If YES to question 5, please give details below, using a separate sheet if necessary.
- 6 Have you, during the past five years had any home address other than the one given below? Yes  No
- 6a If YES to question 6, please give details below, using a separate sheet if necessary.
- 7 Have you, since the age of 16, been resident in a country other than the UK for longer than six months? Yes  No
- 7a If YES to question 7, please see next sheet.

## DECLARATION

I declare that the above information, (and that on any attached sheets) is accurate and complete to the best of my knowledge. I understand that failure to disclose any relevant information may lead to dismissal.

**Signed** .....

**Name** (CAPITAL LETTERS) .....

**Date** .....

Please return the completed form, in a sealed envelope, marked 'Confidential' to Seasonal Mission Manager (DBS) at the address below.

**Intercontinental Church Society, Unit 11 Ensign Business Centre, Westwood Way,  
Westwood Business Park, Coventry, CV4 8JA, United Kingdom.  
Telephone: 024 - 7646 3940; facsimile: 024 - 7767 5868; IDD code: +44 24  
E-mail: jeperryman@ics-uk.org Registered charity no.: 1072584**

17 JUN 2014

## OVERSEAS RESIDENCY DECLARATION SHEET (Appendix to Confidential Declaration Form – FULL)



A “Certificate of Good Conduct” will normally be required for Chaplains (not spouses or other team members) from each country where you have been resident for at least 6 months since age 16. For many countries, this is easy to obtain. For others, it is less simple but still possible. For others, it may not be possible. Fees and timescales vary. Please note that this will only be required once for periods of past residency.

Advice on this can be obtained found on the following British Government website:  
<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Spouses and Team Members are asked to complete this form, but not required to obtain a certificate *unless specifically requested due to the nature of the work they will be doing with ICS*

### Details of Residences (for more than 6 months since age 16):

DATE FROM	DATE TO	COUNTRY OF RESIDENCE	Certificate Attached?

If you are unable to obtain a certificate from one or more of the above countries, or wish to request exemption for other practical reasons, you should complete the section below. The request, if considered to have merit, will be passed on to the Diocesan Safeguarding Officer who will process the request and decide whether or not an Exemption should be given.

### Reason(s) for Request for Exemption from the requirement to produce certificate(s):



## Thinking of a seasonal chaplaincy?



**Object of ICS:** To advance the Christian gospel by evangelical mission and ministry to English-speaking people throughout the world.

ICS is an evangelical Anglican society which aims to teach and explain the gospel of Jesus Christ to English-speaking people of different nationalities, denominations or backgrounds who are working, studying, or living overseas.

Our work among holidaymakers takes place in selected resorts in France, Italy, Ibiza, Tenerife and Switzerland. It is an exciting ministry because while on holiday people have time to relax and think about their lives, their values, aims and priorities; they may even be open to consider spiritual things.

While a seasonal chaplaincy offers something of a change from the normal ministry for the chaplain, there is much work to be done so a disciplined use of time and an attitude of being 'on call' is necessary. We therefore seek to recruit those who:

- are committed to ICS's evangelical ethos;
- have a natural aptitude and desire to share their faith with others, both in their social contacts and in their public ministry;
- are able to bring people to an experience of the love of God in Christ.

We need chaplains to offer two or more weeks of their time to take full advantage of this ministry. ICS provides all the facilities and back-up that each chaplaincy requires.

### **What kind of people is ICS looking for?**

We principally need ordained Anglicans who long to see people to grow in faith in Jesus, and who have the ability to present the gospel clearly and challengingly to people of all ages. There are also opportunities for lay people who are licensed by the Church of England (e.g. Readers) to lead chaplaincies.

### **Is there an age limit?**

Due to the demands of the work the ICS Council has set a policy of only recruiting volunteer seasonal chaplains under the age of seventy. Once recruited chaplains may, at the discretion of ICS, serve until the age of seventy-five or beyond.

### **How much work will I be expected to do?**

During the chaplaincy the chaplain will be expected to make a positive effort to contact people and seek to help them in a living faith in Jesus Christ. You will need to be available to take whatever opportunities present themselves for evangelistic and pastoral contacts, and to do some visiting in resort when you can also invite English-speaking people to Sunday services and midweek events. In addition to a mission mindset, Chaplains need to be well prepared for Sunday services, especially as there may be children and young people present and often people with little understanding of the gospel. The days before you go will require a reasonable amount of preparatory work and there will be things to do upon arrival such as visiting local hotels or campsites to promote the Chaplaincy and to display publicity materials. At the end of your chaplaincy, you will need to write a report to share some of the stories and present certain statistics to inform the Seasonal Mission manager and subsequent Chaplains of the events of your time as Chaplain. All of this may sound daunting, but it is very manageable and enjoyable. Much depends on the gifts and abilities of each chaplain, their family situation, and style of doing things.

### **How much will it cost me?**

In most resorts we provide accommodation free-of-charge for the chaplain and immediate family; we also make a contribution towards travel costs. The package varies according to the chaplaincy, though you will still be likely to incur some considerable personal costs as part of your commitment to this work. It is not a 'cheap holiday'.

### **Can I take others with me?**

This is something we actively encourage. It is a great opportunity to take those with evangelistic gifts, either fully recognised or embryonic, to work under your authority and guidance to assist this aspect of your Chaplaincy. A team can also greatly enrich ministry and public worship, especially if it includes people with musical or other creative talents. Extra willing hands and feet can be particularly helpful at the start of the season when posters and leaflets may need to be widely distributed. Teams are required to book their own travel and accommodation, though the accommodation provided will often give space for a couple of team members to share with the Chaplain. ICS offers a modest grant to help toward these costs.

### **Do I need to speak a foreign language?**

No. Our ministry is to English-speaking people. But if chaplains can speak to the local priest, official, or campsite/hotel owner in their own language, obviously that helps.

### **Do I receive any training?**

Yes. This is important because chaplaincies are only for short periods leaving little time to learn on the job. Each year we normally run a special Preparation Day which new chaplains on the programme are required to attend. Spouses and teams are also welcome. The way this is done is currently under review, but we will seek to ensure that you are adequately prepared. In addition ICS will provide you with a chaplaincy information pack before you set out.

### **The Care and Protection of Children and Vulnerable Adults**

Chaplains must be in possession of a Disclosure & Barring Service *Enhanced Disclosure* (previously CRB), related to their ministry role (from a Church of England Diocese or Agency), less than five years old. Those who have lived abroad for more than six months since age 16 will also need to provide an equivalent certificate from any country where they resided, or a suitable reason why they should be exempt from this requirement. They are also required to complete and sign an ICS Confidential Declaration.

### **Supporting ICS**

Chaplains are required to support ICS financially, preferably as a full member, and to seek to promote ICS within their home parish.

### **HOW TO APPLY**

We have a formal recruitment procedure which begins with candidates completing an application form. References are always taken up and we will write to the candidate's bishop for a 'safe to receive' letter. Applicants are also required to attend an informal meeting with the Seasonal Mission Manager, usually at our office in Coventry, though it can be arranged elsewhere or by Skype if necessary. Once recruited, chaplains receive an annual invitation to apply for a chaplaincy – Summer and Winter seasons as appropriate, although we cannot promise the offer of a place in any particular season or at any particular resort.

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Intercontinental Church Society, Unit 11 Ensign Business Centre, Westwood Way, Westwood Business Park, Coventry CV4 8JA, United Kingdom. Telephone: 024 – 7646 3940.

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