

TAnnex F

TERMS OF REFERENCE AND JOB DESCRIPTION – UNIT CHAPLAINS

Reference:

A. AP 1919 Chapter 7

B. ACP 20B Administrative Instruction 232

C. ACP 23 A Guide for Chaplains in the Air Training Corps

D. ACP 237 Air Cadet Annual Camps Administrative Instructions

1. General. The ATC Chaplaincy Service is described in Reference A. These Terms of Reference and Job Description are intended as a basis for discussion and agreement between the OC Unit and Unit Chaplain. They should be agreed on the Unit Chaplain's initial appointment and reviewed regularly. When agreed or reviewed, the document should be signed by both parties.

APPOINTMENT

2. The aim is to have at least one Chaplain for every unit (squadron or detached flight). New Chaplains are found in a variety of ways and from a variety of denominations. The Wing Chaplain can do much to find a suitable candidate. Also the Squadron may, through its Civilian Committee members, Staff and Cadets, have local contacts that will provide a Chaplain. Liaison with the OC Squadron is important.

3. ATC Chaplains are honorary appointments. They are not commissioned and do not wear uniform but are eligible to receive expenses and certain allowances. Following Reference B, the nomination for appointment to Squadrons and Detached Flights is made by the Wing Chaplain, on the recommendation of the Squadron Commander. The appointment is subject to the approval of the appropriate ecclesiastical authority (normally a Bishop, Presbytery Clerk or Superintending Minister), appropriate clearance from the Disclosure & Barring Scheme (DBS) and Security Clearance.

4. Appointment of Chaplains is officially recognised by the issue of a Certificate of Appointment signed by the Commandant, RAF Air Cadets, and presented to the new Chaplain by the Wing Chaplain at a formal Squadron Parade Night. The Chaplain will also receive a large metal badge, which should be worn on a preaching scarf, if appropriate. Small lapel badges and cloth badges are also available.

JOB DESCRIPTION

5. Unit Chaplains should support and encourage their units in many ways. Fuller descriptions of activities and responsibilities are in Reference C.

6. Attendance. Chaplains should aim to visit their unit at least once per month. Like all members of the unit, Chaplains are volunteers and have other duties which may preclude them from giving a great deal of time to the work of the unit, so it is therefore necessary to prioritize the most important part of the Chaplain's duties, or perhaps define what is an absolute minimum requirement. The aim should be to fulfil Enrolment and Church Parade commitments, and ideally take at least one Padre's Hour per month (which should be part of the planned unit Training Programme. The Chaplain should also: visit the unit on a

"drop-in" basis; attend annual training of chaplains at Wing level; attend an Annual Camp; share in the Squadron's Annual Inspection and Display or Parent's Night; and, when possible, attend Civilian Committee meetings (being an ex-officio member).

7. Pastoral Care of Unit Staff. It is important that the Chaplain is known to all of the Staff, Cadets and Civilian Committee. This will be achieved by attendance at staff meetings, parades and functions, including social events and receiving copies of letters and other information distributed to other staff members. It will be a matter for the individual how much time can be given to such matters in balancing non-ATC duties.

8. Enrolment of Cadets. Before a Cadet can become a full member of the Corps and wear their uniform, they must be enrolled. Enrolments should take place regularly as probationers qualify, and should take place at a Parade with the whole unit present. The chaplain leads the enrolment (instructions in Reference C).

9. Training for Cadets. There should be a place in the training programme (negotiated with the Training Officer) for the 'Padre's Hour' (although that is how it is referred to, it does not necessarily last for that time and "Padre" is how you will normally be addressed within the RAF Air Cadets). Within the chaplain's training responsibilities there are three main topics to be considered: Faith; Moral Issues; and, Good Citizenship. "Patterns for Life" (ACP 9) is based on ACP 1 (Ethos, Core Values and Standards) and can be useful. There is no certificate or award to say how many Padre's Hours a Cadet has attended. All members of the RAF Air Cadets should have a foundation for Respect, Integrity, Service and Excellence (RISE) – the themes of ACP 9.

10. Citizenship Training - The Chaplain, through the Squadron Commander, can play a positive part in being the link person with the local community. The Corps has a specific Citizenship Training Syllabus, which is the Squadron Commander's responsibility to implement. It is described in Training Group (TG) Publications and it involves three main issues. The first, is to teach Cadets about local

government and local services, and this might include a visit to a local Council meeting, the Police Station and/or the Fire Station; the second, to organize practical help by Cadets in selected areas of need, which might include service in the local hospital or Care Home; and the third, is to promote discussion and debate on local issues or problems. Chaplains can do much to promote this training.

11. Annual Camp. Unit Chaplains should be aware of the Chaplaincy opportunities described in Reference D and in particular should review camp programmes to check that Chaplaincy involvement is included an liaison with Station Chaplains (if in place) regarding chaplain attendance at camp.

12. Parades. The occasional 'Church Parade' is a good opportunity for the Squadron to come to the Chaplain rather than vice-versa. Squadrons have many activities on Sunday and one has to accept that, generally, Church Parades, other than at Annual Camp, will only be held two or three times a year (for example ATC Sunday, Battle of Britain and Remembrance). Arrangements will need to be by negotiation with the unit commander, who will generally be expected to give good support.

13. Training for Chaplains. The unit chaplain should attend any training days/conferences for Unit Chaplains (usually arranged once a year, or once every two years).