

ST NICHOLAS' ANGLICAN CHURCH, HELSINKI

Looking for ways in which you can use your time and skills to serve God?

Find out about the lay roles which ensure the smooth running of our Chaplaincy and help to shape its future



Will you help us to nurture and grow our ministry?

"In the church God has appointed first of all apostles, second prophets, third teachers, then workers of miracles, also those having the gifts of healing, those able to help others, those with the gifts of administration and those speaking in different kinds of tongues."

1 Corinthians 12:28-31

CHURCH WARDENS

In cooperation with the Chaplain, churchwardens are generally responsible for the day-to-day functioning of the Chaplaincy, including its finances. They are the Bishop's Officers and the senior lay representatives of the Chaplaincy.

Why be a Churchwarden?

You can help lead the life and mission of our church community, working with the Chaplain and representing our congregation.

Main responsibilities

- To actively participate in, and promote, the Church's mission
- Promote unity and peace within the Chaplaincy
- Care for, support & advise the Chaplain
- Ensure necessary safeguarding and administrative duties are carried out.
- When any concerns arise, contact the Area Dean and/or Archdeacon
- Ensure that in the period of a vacancy (during an interregnum), that the incumbent's safeguarding roles and responsibilities are fulfilled, in consultation with the Council, safeguarding officer and the area dean
- Churchwardens attend Council meetings and help where needed at the Sunday Eucharist.

What is the term of office?

Two Churchwardens are elected at the Annual Chaplaincy Meeting for one year, but this can be extended to up to six consecutive terms of office. Diocesan and national training are available.

CHAPLAINCY COUNCIL

The Council supports the Chaplain in the running and management of our Chaplaincy.

Who is on the Council? Clergy, Churchwardens and lay people elected by the congregation at the Annual Chaplaincy Meeting (ACM).

Why join the Council?

You can help to make the main decisions that drive our Chaplaincy forward!

This is an opportunity to use your talents for the good of the Church:

sharing your knowledge and skills in areas such as finance, fundraising, communication, mission, the environment, safeguarding, and events organisation.

Main responsibilities

- All decisions concerning worship, finance, the Church building and our community activities must be discussed and ratified by the Council.
- The Council and Chaplain also have a duty of care to ensure the protection of the vulnerable in our church community and to carry out all Safeguarding responsibilities and requirements.
- Take part in Council meetings, usually held once every other month. Meetings are held over zoom on a weekday evening and last one hour.

What is the term of office? Council members are elected at the Annual Chaplaincy Meeting for three years.



FOR MORE INFORMATION
PLEASE ASK THE CHAPLAIN OR
CONTACT THE OFFICE

Nomination Forms, which include
information on eligibility for lay
roles in the Church, can be found
on our website www.anglican.fi

DIOCESAN SYNOD REP

What is a synod? This is the Church of England's parliamentary system of representation. The highest ranking of these is the General Synod, which considers and approves legislation affecting the whole of the Church of England, formulates new forms of worship, debates matters of national and international importance, and approves the annual budget for the work of the Church at national level.

The Church of England is made up of 42 regional Dioceses, including the Diocese of Europe. Each Diocese has a democratically elected decision-making body, made up of Bishops, Archdeacons and lay representatives from around the Diocese. They are responsible for different aspects of the Church's work including ministry, mission and education.

Why be a Diocesan Synod Rep?

*Represent St Nicholas' Church!
Make a difference for Anglicans in Europe
Identify how the Diocese can support its chaplaincies
Work together with the wider church in proclaiming the
gospel and serving one another*

How often does the Diocesan Synod meet?

Normally once a year in one of the chaplaincy locations in our Diocese. Each chaplaincy meets the cost for their representative's travel, accommodation and meals whilst attending the Synod. Following a Synod meeting the Diocesan Rep reports back to the Church Council and Congregation.

What is the term of office?

A Diocesan Synod representative is elected at the Annual Chaplaincy Meeting for three years.

SAFEGUARDING OFFICER

Role & Responsibilities

- Work closely with the Chaplain to advise on all safeguarding matters relating to children, young people and vulnerable adults
- Receive, with the Chaplain, any concerns about children or adults in the Chaplaincy and make sure that proper advice is sought and appropriate referrals are made
- Report all matters relating to concerns and allegations of abuse to the diocesan safeguarding adviser
- Ensure that any ex-offenders with offences against children or vulnerable adults known to be in the church community are notified to the diocesan safeguarding adviser
- Promote safer practices in all activities
- Seek to ensure that Safer Recruitment practice is followed, with the support of diocese
- Attend diocesan safeguarding training at least every three years
- Maintain safeguarding records with the help of the Office Manager
- Contribute to the annual review of safeguarding arrangements and regularly report on safeguarding in the Chaplaincy

Relevant Skills & Experience:

Preferably the Safeguarding Officer should be someone who is a lay person, has good pastoral and organisational skills and experience of working with children/young people or vulnerable adults.

The Safeguarding Officer is elected by the Council.