

2018 Chaplaincy Services Review

Following the survey of chaplaincy services in 2015, the HEA wrote to all HEIs (on 21 July 2016), requesting that institutions:

- ✓ Ensure value-for-money for any expenditure on chaplaincy services and regularly monitor and evaluate the use, value and impact of these services from a student perspective.
- ✓ Ensure that chaplaincy and other support services are available to students of all faiths in keeping with their responsibilities under the Irish Constitution and that the use of lay chaplains could be considered as a means to address that.
- ✓ Ensure that there is no discrimination between the appointment of lay and clerical chaplains.
- ✓ Ensure that public-sector appointment criteria and procurement guidelines are followed in the process of providing chaplaincy services.
- ✓ Address any with 'legacy' arrangements in place which did not involve a formal process of appointment or procurement in line with public-sector rules or guidelines should seek to do so as a matter of priority within the next 12 months.
- ✓ Ensure that there are robust agreements or contracts in place with chaplaincy services that clearly set out their services and responsibilities to the entire student base and accountability arrangements for delivering on this remit.

It was stated that the HEA would monitor ongoing implementation in this regard and would request an update from each HEI in due course. Therefore, we now invite you to complete the table overleaf.

Please submit this information to grantpayments@hea.ie no later than close of business on Friday 13th April 2018.

Survey of Chaplaincy Services (2018 Update)							
Institution: <i>Galway Mayo Institute of Technology</i>	Response						
a) Current arrangements for chaplaincy services in the institution	1 Part time (24 hours) Catholic 1 Part Time (18.5 hours) Multi Faith						
b) Number of Chaplains engaged/employed in the institution	(1 Galway Campus) (1 Mayo Campus)						
c) Costs attached to the provision of chaplaincy services for the 2016/17 academic year (or other available information)	<table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;">Pay</th> <th style="text-align: right;">Non Pay</th> </tr> </thead> <tbody> <tr> <td>Galway €20,000</td> <td style="text-align: right;">€2,000</td> </tr> <tr> <td>Mayo €29,000</td> <td style="text-align: right;">€5,000</td> </tr> </tbody> </table>	Pay	Non Pay	Galway €20,000	€2,000	Mayo €29,000	€5,000
Pay	Non Pay						
Galway €20,000	€2,000						
Mayo €29,000	€5,000						
d) Source of Funding for posts (details to be broken down by denomination)	Recurrent Grant						
Progress in Implementing Recommendations arising from 2015 Review of Chaplaincy Services in the HE Sector							
<p>1. Describe how the institution ensures value-for-money for any expenditure on chaplaincy services and monitors and evaluates the use, value and impact of these services from a student perspective.</p>	<p>The chaplaincy service acts as a bridge to the professional services and is a more informal method for students to access the services for assistance and guidance. The Chaplains are involved in sports and culture activities, initiatives relevant to student interests and play an important role in Volunteering opportunities for students in the Institute. The chaplains are available to speak with students in a confidential and safe environment and are available in times of crisis. The chaplains play a key role in the Institute’s death response plan and liaise with families and friends of the deceased. Chaplains are recruited through a tender process and the tender document allows for review of performance or the implementation of a service level agreement with measureable key performance indicators. The chaplaincy service is currently being reviewed as part of the Student Services Review which feeds into the Institutional review. Student perspective, usage and purpose will be evaluated in this review. Detailed as Appendix 1 at the end of this document is a table extracted from the review of Chaplaincy services in the HE sector in 2016 which shows that the provision of chaplaincy service in GMIT is value for money and the cost is competitive within the IOT Sector.</p>						

<p>2. Outline how the institution ensures that chaplaincy and other support services are available to students of all faiths in keeping with responsibilities under the Irish Constitution, including consideration of the use of lay chaplains.</p>	<p>The service is advertised as follows; The role of the Chaplain is to support students and staff, by providing pastoral care and spiritual support, to build a sense of community and have concern for the well-being of all students and staff, irrespective of religious conviction or belief.</p> <p>Job Descriptions contains the following criteria;</p> <ul style="list-style-type: none"> • Cater for the spiritual life of the individual students on campus. • Organising and co-ordinating liturgical services on campus. • Providing a point of contact between local clergy and the campus. • Supporting students to connect with local faith communities. • Supporting students from diverse faith backgrounds. • Providing support for those who have no religious belief. <p>The contract states the following; The facilitation of spiritual and general welfare of all the students, irrespective of faith, religious conviction, belief or none of these.</p> <p>Both chaplains are in contact with other spiritual leaders from all faiths in the community.</p> <p>Alternative memorial services/ceremonies/gatherings are offered to persons of other faiths or none at times of bereavement.</p>
<p>3. Confirm that the institution ensures that there is no discrimination between the appointment of lay and clerical chaplains.</p>	<p>There is no discrimination between lay chaplains or clerical chaplains. The Role on the Mayo campus was filled via public competition and the role on the Galway campus was filled via tender process. Both methods were indiscriminate between the appointment of lay and clerical chaplains. Chaplains of different faiths were appointed.</p>

<p>4. Detail how public-sector appointment criteria and procurement guidelines are followed in the process of providing chaplaincy services.</p>	<p>In 2013, The chaplain role on the Mayo campus was appointed following a public advertisement in the national press. A short listing and interview process followed.</p> <p>In 2016, the chaplain role on the Galway Campus was appointed by public procurement using a tender process.</p>
<p>5. Note any 'legacy' arrangements that did not involve a formal process of appointment or procurement in line with public-sector rules that have been rectified since 2015.</p>	<p>N/A</p>
<p>6. Set out how the agreements or contracts in place ensure that the requirements of the service are delivered with adequate accountability arrangements.</p>	<p>One of the Chaplain's is a staff member of GMIT and therefore is subject to accountability under relevant HR processes.</p> <p>The other chaplain is from the diocese and the contract with the Diocese states the following;</p> <ul style="list-style-type: none"> • The Institute reserves the right to determine the suitability of the individual recommended by the Bishop based on suitable qualifications and experience. • The Chaplain will be required to demonstrate that they have suitable qualifications, skills and experience to carry out the role/duties. • Replacement Personnel: Notification must be sent in writing as soon as possible to the Institute on any proposed change of nominated personnel, such change to be subject to the written approval of the Institute. Replacement personnel must be of equal or better standing than the existing personnel in terms of qualifications and experience. • In the event of any difficulty arising regarding the provision of the Chaplaincy Service, a representative of the Institute and a representative of the Bishop will consult with a view to resolving the matter.

	<ul style="list-style-type: none"> • In the event that the Institute, on reasonable grounds, requests the withdrawal of a Chaplain, the Bishop will withdraw that person and nominate a substitute within 45 days. • At the end of the academic year, a meeting will take place between a representative of the Institute and a representative of the Bishop to review the operation of the service generally. The Bishop agrees that the Institute has the right to undertake a service audit to validate and verify performance against the agreed contract terms. This service audit may be carried out by the Institute or a third party on their behalf, and will be facilitated by the Bishop. • The Chaplain will be expected to operate within the Institute’s policies and procedures at all times. • Chaplains appointed must comply with all relevant legal and policy requirements. The successful Chaplain must complete a Garda Vetting form and authorise GMIT to conduct a background check with the Garda Vetting Bureau (GVB) prior to commencement.
<p>7. Provide any other comments/observations in relation to the role of the Chaplain(s) in the institution.</p>	<p>The chaplain plays an important role in the Institute. Their duties extend beyond spiritual and religious, they provide social, emotional and holistic pastoral care to the students and staff. They are available to visit homes and hospitals and are in the unique position of being a ‘friend and advisor’ to all. This is not easy to put a value on as the nature of the work more often than not requires confidentiality and trust. The cost of providing such a service, outweighs the level of service provision and the benefit to the staff and students of the Institute.</p>

Appendix 1

Cost of Chaplaincy Services in the IOT Sector extracted from the HEA Survey of Chaplaincy Services in the Higher Education sector 2016.

Question 3. Costs attached to the provision of chaplaincy services for the 2014/15 academic year (or other available information)

AIT	€25,000
ITB	N/A
ITC	€40,000
CIT	Chaplain €73,112 - Annual salary is €66,482 and the employer's PRSI cost is €6,630.24 Co-ordinator of Pastoral Care €54,477 4 x FT members for 31 weeks €34,084 4 x PT members €2,864
DIT	The cost of operating Chaplaincy in 2014-15 was €245,720. Of this €13,720 was to cover non-pay expenditure. From the balance of €232,000, €187,000 was paid to the Catholic Archdiocese for the provision of services, and €45,000 was paid to the Church of Ireland for the provision of services.
DKIT	€30,000 for full-time Chaplain on contract for service. €952 honorarium for part-time Presbyterian Chaplain. Approximately €3,000 operational budget for the Chaplaincy Service.
IADT	N/A
GMIT	1 - €27,810 Incl. ER PRSI 2 - €21,600
LYIT	Contracts for Services in the academic year 2014/15 were as follows: Roman Catholic – Diocese of Raphoe - €50,000 Church of Ireland – Conwal Union with Gartan (Diocese of Derry and Raphoe) - €9,000 Presbyterian – Presbytery of Derry and Raphoe - €9,000.
LIT	Full-time chaplain service - €40,324 & Part-time chaplain service - €20,324.
ITS	Under current arrangements, the Institute paid the Diocese of Elphin €55,000 on 21/11/2014 for Chaplaincy Services and a further payment of €337.88 was paid in respect of expenses in 2014.
ITTD	The invoice for the Chaplaincy service for 2014/15 (1 st July 2014 to 31 st August 2015 – total of 14 months) was €60,558. For the Church of Ireland Chaplaincy retainer, previous invoices have been for approximately €800 per year.
ITTra	€3,358.67 per month.
WIT	All chaplains employed in WIT since 1970, including the current chaplain commenced duty on the College Teacher Scale. The current chaplain has progressed to the lecturer 1 scale due to his length of service (16 years) in accordance with the provisions of the PCW Agreement (1998)