



How to Become an Anna Chaplain with Caraway

Becoming an Anna Chaplain is a step-by-step process of discernment, training, and preparation. It is designed to equip you for offering compassionate spiritual care to older people, in partnership with Caraway, your church, and the wider Anna Chaplaincy network.

1. Begin Exploring the Role

Start by learning more about Anna Chaplaincy. Talk to others who are already ministering in this way to find out about their experiences and read through the Anna Chaplaincy website. This will give you a helpful overview of the vision, values, and expectations of the role.

Next, make contact with a member of the Caraway Chaplaincy Team to express your interest and begin an initial conversation.

2. Discernment and Early Involvement

As part of your discernment journey, you will be invited to:

- Have an initial meeting with a member of the Chaplaincy Team at Caraway
- Shadow an experienced Anna Chaplain
- Become an Anna Friend (an introductory step into the ministry)
- Speak with your church leader about your calling and their support
- Read through the Caraway Volunteer Handbook and Policies

These steps help you understand the role in practice and confirm your readiness to proceed.

3. Training and Preparation

To move forward as an Anna Chaplain, you will need to complete the following:

- Enrol on an Anna Chaplaincy training course with BRF
- Complete an Enhanced DBS check
- Complete Winchester Diocese Safeguarding training:
 - Basic Awareness Pathway
 - Foundations Pathway



- Leadership Pathway
- Complete a Caraway Volunteer Application Form and references

You may also be supported in arranging further relevant training as needed.

4. Commissioning

Once your training and preparation are complete, you will be commissioned as an Anna Chaplain. Speak to Caraway and your church leader about what this might look like.

Commissioning may take place through:

- Your local church, or
- Winchester Diocese at the Cathedral

Please inform the Caraway team of your commissioning date so we can support and attend where possible.

5. Licensing

BRF issues licences to commissioned Anna Chaplains. These are held under a “Head Licence” arrangement, which may sit with your parish, diocese, or Caraway.

This arrangement will be agreed between you and the Caraway Chaplaincy Team.

6. Beginning Ministry

Once commissioned and licensed, you may begin your chaplaincy ministry, which can include:

- Taking on 1–2–1 referrals from Caraway
- Supporting Caraway events and activities such as Memory Cafes
- Visiting Care Homes
- Offering telephone support

You will also be given access to a private Chaplaincy area of the Caraway website, containing guidance, resources, and helpful information.



7. Working with Caraway Referrals

When supporting individuals through Caraway:

- You may be asked to take on referrals for either short or longer-term support
- An initial commitment of up to 6 months is recommended, which can be extended if appropriate
- A Contact Feedback Form should be completed after each visit or phone call
- An End of Chaplaincy Feedback Form should be completed when support concludes

Please also see the Referral Process Service Offering document.

This helps ensure good communication and continuity of care.

8. Support, Supervision, and Ongoing Development

Support is an essential part of your ministry.

- The Chaplaincy Coordinator is your first point of contact for guidance and support
- Supervision will be arranged for you; you are responsible for maintaining regular contact with your supervisor and arranging meetings
- Please inform the Chaplaincy Coordinator when supervision meetings take place

In addition:

- Chaplains gather once every half term for a Chaplains' Supper, offering time for reflection, prayer, encouragement, and connection
- Ongoing training opportunities are provided throughout the year
- You are responsible for keeping safeguarding and training requirements up to date

Please also see the Chaplains Supervision and Support Document.

9. Thank you

Thank you for your willingness to explore this calling. Anna Chaplaincy is a deeply relational ministry, and your presence, care, and commitment make a real difference in the lives of older people across our communities.



How to Become an Anna Friend with Caraway

Becoming an Anna Friend is a gentle and meaningful way to support older people through friendship, listening, encouragement, and companionship. Offering support to an Anna Chaplain is an important way to expand and enhance their work. The process is designed to help you explore the role, receive appropriate training and support, and become part of Caraway's wider chaplaincy community.

1. Begin Exploring the Role

Start by learning more about the ministry and vision behind Anna Friends and Anna Chaplaincy. Read through the information available on the BRF website and talk with others already involved in offering spiritual care, companionship, and a listening ear to older people to help give you an insight.

When you are ready, contact a member of the Caraway Chaplaincy Team to express your interest and begin an initial conversation.

2. Discernment and Early Involvement

As part of exploring the role, you may be invited to:

- Meet with a member of the Caraway Chaplaincy Team
- Spend time alongside an experienced Anna Chaplain or Anna Friend
- Speak with your church leader about your interest and sense of calling
- Attend Caraway events or activities to gain a better understanding of the ministry
- Read through the Caraway Volunteer Handbook and Policies

These early conversations and experiences will help you discern whether becoming an Anna Friend is the right next step for you.

3. Training and Preparation

Before beginning as an Anna Friend, you will need to complete:

- A Caraway Volunteer Application Form and references
- An Enhanced DBS check
- Relevant safeguarding training, as required by Caraway and Winchester Diocese
- Anna Friend Training



Additional support and training opportunities may also be offered where appropriate.

4. Becoming an Anna Friend

Once your preparation and documentation is complete, you will be welcomed as an Anna Friend within the Caraway community.

This may be recognised with a short commissioning service at your local church or at a Caraway event.

5. Beginning Your Ministry

As an Anna Friend, you may become involved in a variety of ways, including:

- Working alongside and supporting an Anna Chaplain
- Offering companionship and regular contact to older people
- Supporting Caraway events and activities, such as Memory Cafés
- Visiting care homes alongside others
- Offering telephone support and encouragement
- Supporting the wider work of Caraway and Anna Chaplaincy through prayer

You will receive access to resources and guidance through Caraway to support you in your role.

6. Supporting Older People through Caraway

When supporting individuals through Caraway:

- You may offer either short-term or ongoing companionship and support
- You will be encouraged to maintain appropriate boundaries and good communication
- Any concerns or safeguarding issues should be shared promptly with the Chaplaincy Coordinator or relevant team member
- Simple records or feedback may occasionally be requested to help support continuity of care

These processes help ensure that older people receive safe, consistent, and compassionate support.

7. Support and Ongoing Development

Support is an important part of being an Anna Friend.

- Your Anna Chaplain will be able to provide advice and guidance



- The Chaplaincy Coordinator is available as your main point of contact with Caraway
- Opportunities for reflection, prayer, and training are offered throughout the year
- You are responsible for keeping safeguarding requirements up to date

You will be supported as part of a wider community committed to caring for older people with dignity, compassion, and faith.

8. Thank You

Thank you for considering becoming an Anna Friend. Through simple acts of kindness, presence, listening, and care, you can make a real and lasting difference in the lives of older people across our communities.



How to Become a Volunteer with Caraway

Volunteers play a vital role in the life of Caraway. Whether you are helping at events, serving refreshments, supporting administration, assisting with fundraising, or offering practical support behind the scenes, your time and contribution help make a real difference to older people across our communities.

1. Exploring Volunteering with Caraway

The first step is to get in touch with the Caraway team to express your interest in volunteering.

We will talk with you about:

- Your interests, skills, and availability
- The kinds of volunteer opportunities available
- Areas where you may feel particularly called or gifted to serve

Volunteer roles can vary widely and may include:

- Serving refreshments at events
- Helping with setting up and packing away activities
- Welcoming and supporting guests
- Administration and office support
- Fundraising
- Practical and behind-the-scenes support

We aim to help you find a role that suits both your abilities and availability.

2. Application and Safer Recruitment

Before beginning as a volunteer, you will be asked to complete:

- A Caraway Volunteer Application Form
- References

You will also be asked to read the Caraway Volunteer Handbook.



Depending on the nature of the role, you may also be required to complete:

- A DBS check
- Safeguarding training
- Additional role-specific training

The level of training and checking required will depend on the type of volunteering you will be undertaking.

3. Induction and Preparation

Once your application has been completed, you will receive guidance and support to help you begin volunteering confidently.

This may include:

- An introduction to Caraway's vision and values
- Information about your volunteer role and responsibilities
- Relevant policies and procedures
- Practical guidance for events or activities you will support

You will always have someone to contact if you need support or have questions.

4. Support and Ongoing Development

Volunteers are an important part of the Caraway community, and we are committed to supporting you in your role.

You will receive:

- Ongoing support from the Caraway team
- Opportunities for training and development where appropriate
- Regular communication about events and volunteer opportunities
- Encouragement and appreciation as part of the wider Caraway community

You are responsible for keeping any required safeguarding or training requirements up to date.

5. Thank You

Thank you for considering volunteering with Caraway. Whether you are helping practically behind the scenes or supporting people face to face, your time, kindness, and willingness to serve are deeply valued and make a meaningful difference in the lives of older people and our wider community.



How to Begin Visiting a Care Home with Caraway

Visiting care homes is an important and valued part of Caraway's ministry and community outreach. Through regular visits, companionship, activities, worship, and conversation, volunteers help bring connection, encouragement, and care to older people living in residential settings.

Whether you feel called to offer friendship, support activities, help lead worship, or simply spend time listening and being present, we are grateful for your interest in this ministry.

1. Exploring Care Home Visiting

The first step is to contact the Caraway team to express your interest in visiting a care home.

We will talk with you about:

- Your interests, experience, and availability
- The different ways you may be involved in care home visiting
- Any particular gifts, skills, or areas of interest you may bring

Care home visiting may include:

- Spending time talking and listening to residents
- Supporting activities and events
- Helping with craft, music, or reminiscence sessions
- Assisting with acts of worship or prayer
- Offering companionship and pastoral support
- Visiting alongside an experienced volunteer or chaplain

2. Application and Safer Recruitment

Before beginning care home visits, you will be asked to complete:

- A Caraway Volunteer Application Form
- References
- An Enhanced DBS check
- Caraway Safeguarding and 1-2-1 Training

You may also be required to complete:

- Diocese Safeguarding training
- Additional guidance or training relevant to care home visiting



These steps help ensure that visits are safe, supportive, and appropriate for both residents and volunteers.

3. Induction and Preparation

Before starting, you will receive support and guidance to help you feel confident and prepared in your role.

This may include:

- An introduction to Caraway's vision and values
- Guidance around visiting care homes and working with older people
- Information about safeguarding, boundaries, and confidentiality
- Opportunities to shadow an experienced visitor or chaplain
- Read through the Caraway Volunteer Handbook and Policies

You will have the opportunity to ask questions and discuss any support you may need.

4. Beginning Care Home Visits

Once your preparation is complete, you may begin visiting a care home as part of the Caraway team.

Visits may involve:

- Supporting group activities or gatherings
- Assisting with worship services or reflective moments
- Offering friendship, encouragement, and presence
- Working alongside staff, volunteers, and chaplains

5. Communication and Support

Good communication is an important part of care home ministry.

You may be asked to:

- Keep in touch with the Caraway team regarding your visits
- Share any safeguarding concerns or wellbeing concerns promptly
- Provide occasional feedback about your involvement and experiences

The Caraway team is available to support and guide you throughout your volunteering journey.



6. Ongoing Support and Development

As part of the Caraway community, you will receive:

- Ongoing encouragement and support
- Opportunities for further training and development
- Invitations to volunteer gatherings, reflections, and shared learning opportunities
- Guidance and support from the Chaplaincy Team where appropriate

You are responsible for keeping any required safeguarding and training requirements up to date.

7. Thank You

Thank you for considering visiting care homes with Caraway. Through simple acts of presence, kindness, listening, and companionship, you can bring comfort, dignity, and connection to older people in our communities. Your time and care are deeply appreciated and can make a lasting difference.