



New Zealand  
Healthcare  
Chaplains'  
Association

CONSTITUTION  
&  
CODE OF ETHICS

Updated October 2014

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**CONSTITUTION  
OF THE  
NEW ZEALAND  
HEALTHCARE CHAPLAINS' ASSOCIATION**

as ADOPTED IN  
2008

replacing the Constitution adopted in July 1966  
on the occasion of the formation of the  
New Zealand Hospital Chaplains' Association  
and AMENDED in  
1974, 1984, 1990, 1997, 1998, 2004, 2008, 2012 and 2014

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## I. NAME

The name of the Association shall be "The New Zealand Healthcare Chaplains' Association".

## 2. INTERPRETATION

### (1) Definitions

In this Constitution, unless the context requires otherwise,

"Association" shall mean The New Zealand Healthcare Chaplains' Association.

"Executive" shall mean the Executive Committee provided for in Clause 8 of this Constitution.

"Chaplain" shall mean any person who has been appointed by a denomination or a local service provider to work in a Healthcare enterprise (either on a full or part stipend basis with the understanding that Chaplaincy duties take precedence over other responsibilities) whose responsibility is to provide Christian ministry and Spiritual care to patients, their relatives, and staff associated with the Healthcare enterprise, and who is acknowledged as such by the Interchurch Council on Hospital Chaplaincy and the Healthcare authorities.

"Chaplaincy Assistant" shall mean any person who has been contracted by a Local Service Provider and/or Chaplain/s to work in a Healthcare enterprise on a voluntary basis under the supervision and direction of the Chaplain/s at such enterprise to provide Christian ministry and spiritual care to patients, their relatives, and staff associated with the Healthcare enterprise, and who is acknowledged as such by the Interchurch Council on Hospital Chaplaincy and the Healthcare authorities.

"ICHC" shall mean the Interchurch Council for Hospital Chaplaincy in Aotearoa New Zealand.

Health Care Enterprises shall mean a hospital, hospice, institutional or community health organisation.

"Local Service Provider" shall mean an ecumenical committee which exists as the agent of the ICHC.

"Accreditation" shall mean the recognition that a Chaplain has successfully completed a training programme approved by the ICHC or the Association, and subsequently affirmed by the ICHC or the Association as being an "Accredited Chaplain".

"Accreditation Committee" shall mean the committee of persons appointed by the New Zealand Healthcare Chaplains' Association whose responsibility it is to oversee accreditation of the Association's Chaplains.

"Association Year" shall mean the financial period from time to time specified by the Executive Committee, and until so specified, each period lasting from the 1st day of April until to 31st day of March in the following year.

### (2) Acts of the Association

A reference to any action which the Association may take means an action resolved upon in accordance with this Constitution by a properly convened meeting of the members of the Association.

**(3) Acts of the Executive**

A reference to any action which the Executive Committee may take means an action resolved upon in accordance with this Constitution by a properly convened meeting of the Executive Committee.

### **3. ESTABLISHMENT, CHANGE & DISSOLUTION**

**(1) Incorporation**

The Executive may, at any time, cause the Association to incorporate under the Companies Act or other law applicable, in a manner decided upon by the Executive.

**(2) Association To Be Non-Profit**

The property and income of the Association shall be applied solely and exclusively to the promotion of its objects, and no part may be applied or transferred, directly or indirectly, by way of pecuniary profit to a member.

**(3) Members May Be Paid For Services**

Notwithstanding sub-clause (2), the Executive may make a payment to a member for a service rendered by, or property acquired from, that person, in a special, or private capacity. Any such payment shall be reasonable and relative to that which would be paid in an arm's length transaction (being the open market value). The provisions and effects of this clause shall not be removed from this document, and shall be included and implied into any document replacing this document.

**(4) Validation of Acts**

Every act of the Association and Executive and every appointment made by each, shall be deemed to be fully valid and effective, notwithstanding any defect in the notice of the meeting, or in the meeting procedure, at which the same was resolved upon, except if annulled by an extraordinary general meeting of members called for that purpose within sixty (60) days of the act or appointment concerned.

**(5) Dissolution Of The Association**

The Association may be dissolved by a resolution passed by not less than two thirds of the members present in person at a meeting of which due notice of the proposed resolution has been given. A further confirming meeting must be held before the Association can be wound up.

**(6) Surplus Funds and Property After Dissolution**

If, after the dissolution of the Association, and winding up of all its affairs, any surplus funds or property remains, the same shall not be paid to or distributed among the members of the organisation but shall be given or transferred to some other charitable organisation or body having objects similar to the objects of the New Zealand Healthcare Chaplains Association, or for some other charitable purpose within New Zealand.

## 4. OBJECTS AND POWERS

### **(1) The objects of the Association shall be:**

- (i) to develop and maintain a professional association of Healthcare chaplains and chaplaincy assistants with the primary object to support its members in provision of religious services to hospital and healthcare facility patients.
- (ii) to establish and maintain Standards of Practice for Healthcare and a Code of Ethics as a safeguard to hospital and healthcare facility patients.
- (iii) to pursue the safety of hospital and healthcare patients by facilitating the provision of accreditation of chaplains and chaplaincy assistants.
- (iv) to encourage networking among chaplains and chaplaincy assistants so that best practice is used and best outcomes achieved for hospital and healthcare patients.
- (v) to ensure that the district health boards, their management and staff, Ministry of Health, churches, the Interchurch Council for Hospital Chaplaincy Aotearoa New Zealand and other associated bodies are aware of the high standards expected of Association members in their provision of service to patients.
- (vi) to encourage Association members to engage in ongoing research, training, study leave and research in specific areas of pastoral concern for the benefit of the hospital and healthcare patients.
- (vii) to encourage research, evaluation, dissemination and publication of information, papers, dissertations, or theses by individuals and teams, that would promote the better provision of service to hospital and healthcare patients.
- (viii) to enhance the standard of the provision of care to hospital and healthcare patients by Association members support the establishment in Aotearoa New Zealand, by co-operation with theological colleges and seminaries, hospitals, healthcare establishments and universities, of a post-graduate diploma in Clinical Pastoral Theology and Practice (to include studies in pastoral care, pastoral psychology, pastoral counselling and pastoral psychotherapy).

### **(2) The powers of the Association shall be:**

- (i) to hold a Biennial Meeting of members of the Association for the purpose of electing the Association's office bearers and attending to its business, and for discussion on selected topics related to the objects of the Association.
- (ii) to hold occasional meetings or conferences of members of the Association should the circumstances warrant it.
- (iii) to arrange for regional meetings, schools and seminars, and to establish regular and occasional courses for the further education, training or enlightenment of Chaplains, Chaplaincy Assistants, or Chaplaincy Trainees, or for the attainment of any of the objects of the Association; either through co-operation with some other related committee or organisation or solely under the auspices of the Association.
- (iv) to distribute the proceedings or reports of the Association to other bodies with which from time to time it may be affiliated or associated.
- (v) to affiliate and co-operate with any other Association having objects wholly or in part similar to those of the Association.
- (vi) to accredit its members who have successfully completed accreditation procedures through the Accreditation Committee.
- (vii) to confer, decline or withdraw membership.
- (viii) to discipline its members by suspension or expulsion from membership in the event of a claim being upheld against that member.

- (ix) to do all such other things in accordance with these rules as may be incidental or conducive to the attainment of the foregoing objects, provided that:
- (a) a General Meeting shall have first agreed on the same, or shall have given power to the Executive so to act on its behalf, and
  - (b) nothing shall conflict with the rules and privileges of the churches, or other bodies, whose members shall be members of the Association, or which may be served by members of the Association.

## **5. MEMBERSHIP**

### **(1) Types of Membership**

There shall be at least three (3) types of members, namely:

- (a) Full Members
- (b) Associate Members
- (c) Honorary Members

### **(2) Full Members**

Full Members are those Healthcare Chaplains and Chaplaincy Assistants whose applications have been approved by the Executive and who have paid their subscription and who comply with all the codes of the Association. Accredited Full Members (only) are entitled to use MNZHCA after their name.

### **(3) Associate Members**

Associate Members are those persons whose application have been approved by the Executive, and who come under one or another of the following categories:

- (i) Past Full Members who wish to retain their connection with the Association and support its work, but who are no longer eligible for Full Membership.
- (ii) Those who, whether living within or outside Aotearoa New Zealand, wish to be associated with the work of the Association, and informed of its activities.

Associate Members shall pay subscriptions and abide by the codes of the Association. Associate Members shall not have the right to vote or hold office.

(iii) Chaplaincy Assistants who choose not to be Full Members.

Associate Members shall pay subscriptions and abide by the codes of the Association. Associate Members shall not have the right to vote or hold office.

### **(4) Honorary Members**

Honorary Members are those persons whether in HealthCare Chaplaincy appointments or not, whom the Association wishes to recognise, and who have been elected to Honorary Membership at a General Meeting of the Association. Honorary Members shall not have the right to vote or hold office and are not required to pay any subscription. To qualify as Honorary Members of the New Zealand Healthcare Chaplains' Association chaplains need to be Accredited and to have served at least 10 years as a healthcare chaplain and to have contributed to the NZHCA by serving on the Executive or the Accreditation Committee or to have stimulated professional development for their chaplain/chaplaincy assistant peers by writing educational materials or organising regional or national conferences.

### **(5) Privileges of All Members**

Any Member may:

- (a) receive (at the last address given to the Association) any notice of any general meeting of the members of the Association.

- (b) attend any general meeting of members of the Association.
- (c) attend or participate in, such functions, events, or activities for members of the Association, or the Executive Committee may organise for members generally.
- (d) receive the Association's newsletter.

### **(6) Privileges of Full Members**

Additional to the privileges of all members, Full members may:

- (a) attend any general meeting of members of the Association, and exercise one vote in respect of any motion put to a vote at any such meeting.
- (b) be eligible to be nominated and elected in accordance with the Constitution to be a member of the Executive Committee.
- (c) be eligible to be nominated and elected in accordance with the Constitution to be a member of the Accreditation Committee.

### **(7) Membership Subscriptions**

- (a) The Biennial Meeting shall authorise the level of subscription for the coming two years to provide for the operating costs of the organisation.
- (b) The subscription year for the Association shall take effect from the next financial year.
- (c) The Executive may, with the consent of the Association obtained by postal ballot, levy special-purpose subscriptions which are calculated to advance the interests of the Association. Any such special purpose levy shall require a 75% majority of votes cast and such approving votes to total not less than two thirds of the membership of the Association.
- (d) Anyone joining the Association after six calendar months of the current subscription year have elapsed shall, for that year only, be required to pay 50% of any special purpose levy as outlined in (c) above.

### **(8) Register of Names and Addresses**

The Executive Committee shall cause one current register of members to be kept continuously, and be available for inspection by any member. Members shall supply the Registrar an address to which notices shall be sent. Notices sent to that address shall be deemed to have been properly served upon the member.

### **(9) Discipline of Members**

- a) The Executive shall appoint a disciplinary Committee which shall have the power to investigate and consider the actions of any member (whether the subject of a complaint or not) which may be regarded as contrary to the objects of the Association or capable of bringing it into disrepute, or actions which may be regarded as inappropriate for a member.
- (b) The Disciplinary Committee shall make a report with recommendation(s) to the Executive.
- (c) Subject to 9(d), should the Executive be satisfied that a member has acted in one or more of the ways described in 9(a) it may by resolution censure or suspend the member or terminate his membership, provided that any such resolution shall require support from not less than three-fourths of those present and eligible to vote.
- (d) The Executive shall not censure or suspend a member or terminate his or her membership without notifying the member of the matters to be considered by the Disciplinary Committee and giving the member the opportunity to respond. Such response may be written or in the form of personal appearance before the Disciplinary Committee.



- (e) Without limiting the foregoing powers of the Executive, where a matter is the subject of a complaint to or consideration by the ICHC or the member's employer, it is recognised that the matter may best be considered by that party. The Executive shall be entitled to direct any matter raised with it or of which it becomes aware to the member's employer.

### **(10) Cessation of Membership**

A member shall cease to be a member

- (a) upon his/her death  
(b) upon his/her written resignation as such,  
(C) if s/he is convicted of a indictable offence, and the Executive so decide,  
(d) upon his/her expulsion in accordance with the preceding subclause, or  
(e) (unless the Executive at any time, in particular case, otherwise determines), upon the expiry of six (6) months after the last membership subscription due by him/her became due, subject to his/her having had forwarded to his/her last known address. a notice of demand for that subscription.

## **6. MEETINGS OF MEMBERS**

### **(1) Biennial General Meeting**

The Biennial General Meeting of the Association shall be held at a time and place to be determined by the Executive. Three months written notice of the Biennial General Meeting shall be given to all members.

### **(2) Business of the Biennial General Meeting**

Business of the Meeting shall be:

to receive

- Biennial Report of the Executive
- Statement of Accounts for the financial year
- Auditor's Report
- Report of the Accreditation Committee to pass
- any resolution about such report or accounts

to pass

- any resolution about such report or accounts

to elect

- a President and Associate President
- a Secretary
- four other members of an Executive Committee
- five members of the Accreditation Committee

to undertake

- consideration of any remits
- any other such business, discussion, reports, lectures, papers, or training programme as the Meeting shall agree to.

to appoint an auditor.

Notices of proposed changes to the constitution, or matters of importance that any member wishes to be discussed at any such meeting shall be notified to the Secretary in writing at least six (6) clear weeks before the meeting.

### (3) Extraordinary General Meetings

Extraordinary General Meetings may be called by the Executive or by ten percent (10%) of the membership for the purpose of hearing important speakers; or, of dealing with extraordinary business. One month's notice of such business is to be given to all members. Business at all such meetings shall be confined to the agenda, which shall state precisely the various items to be discussed.

### (4) Business discussed under Clause 4. 1.iv

Any business discussed at meetings such as may be organised under the provisions of Clause 4.2.iii shall not be binding on the Association in any way.

## 7. CONDUCT OF MEETINGS

### (1) The Chairperson

At all meetings of the Association the President or Associate President shall normally preside, or in the President's or Associate President's absence one of the Executive; the Executive may appoint others to take the chair for study or lecture periods.

### (2) Chairperson's Powers

Chairperson of all the General Meetings of Members of the Association shall:

- (a) decide the order of business;
- (b) decide on all points of order;
- (c) decide whether a vote (except election of members) shall be on voices alone or also on a show of hands except that one member may demand a written ballot;
- (d) have a casting vote (in addition to his/her own vote) in the case of an equality of votes.

### (2) Quorum at Meetings

A quorum at the Biennial General Meeting and at any Extraordinary General Meeting shall be one-third of the number of members then entitled to vote.

### (3) Procedure if No Quorum

If within sixty (60) minutes from the meeting time appointed no quorum shall be present:

- (a) at the Biennial General Meeting or at an Extraordinary General Meeting convened by the Executive it shall be adjourned until a date to be determined by the Executive, or
- (b) at an Extraordinary General Meeting convened upon a requisition of the Members, then it shall lapse.

### (4) Entitlement to Vote

Only Full Members whose subscriptions and levies are fully paid in terms of Section 5.8 of this Constitution may vote at any meeting. Each such member present at the meeting shall be entitled to one vote. Voting by proxy shall not be permitted except as provided in Clause 5.7.c.

### (5) Voting at General Meetings

All voting shall be decided by simple majority unless otherwise resolved before the vote is taken, except as provided in Clause 5.7.c, 5. 10 and 10.e of this Constitution.

**(6) Evidence of Proceedings**

Minutes of the proceedings of every General Meeting (Biennial and Extraordinary) shall be entered and kept in a Minute Book and such minutes when signed, shall be conclusive evidence that the proceedings minuted therein were regular and actually took place as minuted at a meeting duly convened and held and shall be binding on all Members of the Association except as to any irregular proceedings as declared and annulled at an Extraordinary General Meeting called for that purpose and held within three (3) months after holding of such a Biennial or Extraordinary General Meeting.

## **8. OFFICE BEARERS AND THE EXECUTIVE COMMITTEE**

**(1) Composition of the Executive Committee**

The Executive shall consist of..

- (a)** President, Associate President the Secretary and four other Executive Members, of whom one shall be Chaplaincy Assistant.
- (b)** The Executive shall elect its own Treasurer (this office may be combined with that of Secretary), Registrar, and representatives on other appropriate bodies.
- (c)** The Executive at its own discretion may co-opt up to two (2) additional members.
- (d)** in the event of casual vacancies occurring in the Executive, the Executive may appoint any voting member to fill the vacancy and the member so appointed shall hold office until the next Biennial General Meeting.
- (e)** The Executive may invite the Executive Officer of the ICHC to their meetings.

**(2) Election of Office Bearers and the Executive Committee**

The following provisions shall apply the election of office bearers at the Biennial General meeting:

- (a)** all office bearers shall be elected for a term of two years,
- (b)** all office bearers shall be elected at the same time,
- (c)** an office bearer shall be deemed to have retired before the meeting for the purpose of the elections referred to in this sub-clause, but for all other purposes shall be deemed to hold office until the close of the Biennial General Meeting or until the new candidates are declared elected, which ever is the later.
- (d)** any members appointed by the Executive or Accreditation Committee in accordance with the constitution to fill a casual vacancy among the elected members of such committees shall be deemed to have also served the term of the person whose vacancy s/he filled,
- (e)** each retiring office bearer shall be eligible for re-election,
- (f)** however, the President may hold only two consecutive terms of office,
- (g)** a separate election shall be held for each office bearer described in Clause 8.1.a, in that order,
- (h)** the election for the Accreditation Committee is to be held after the election of the Executive,
- (i)** the election of the President, Associate Present, the Secretary and rest of the Executive shall take place within the last 24 hours of the Biennial General Meeting,
- (j)** nominations shall be in the hands of the Secretary by 9.00am on the day of the election and shall be posted on the notice board as received.

- (k)** if the number of nominations does not exceed the number of vacancies that Chairperson of the Biennial General Meeting shall declare the nominated candidates duly elected,
- (l)** in the event that there is more than one candidate for a vacancy, then a written ballot shall be held, listing the candidates nominated for each position in respect of which more than one candidate is nominated,
- (m)** the Executive Committee shall appoint two (2) members to act as returning officers for the election and they shall have absolute discretion to disregard any discrepancy which they regard as insubstantial. Upon completion of the election they shall convey the results to the Chairperson of the Biennial General Meeting and the Chairperson shall declare the poll.

### **(3) Auditor**

The Biennial General Meeting shall appoint an Auditor of such recognised standing as the Executive shall think fit, to audit the Association's books biennially. The Executive Committee shall submit the statements referred to in Clause 9.2.e to the Auditor of the Association to be audited once in the year prior to the Biennial General Meeting and shall attach the report of the Auditor to the accounts when tabling the same at the Biennial General Meeting.

## **9. MANAGEMENT OF THE ASSOCIATION**

### **(1) Association Managed by Executive**

The management of the affairs of the Association shall be vested in the Executive, which shall be subject to the General Meeting and act as directed, or allowed, by it.

### **(2) Powers of the Executive**

- (a)** The Executive shall have the power to meet to attend to the business of the Association. Such meeting to be in person or through the means made available by communication technology.
- (b)** The Executive shall receive all applications or proposals for membership of the Association, and shall have the power to accept Full, Associate and Honorary Members, according to the rules of the Association. Proposals for Honorary Membership shall be deemed confidential and shall be placed before the General Meeting, which alone shall have the power to appoint.
- (c)** The Executive shall have the power to use the funds of the Association to meet all expenses in connection with the Association's business.
- (d)** A bank account shall be operated by the Treasurer, and all withdrawal cheques shall be signed by the Treasurer and by one of two other members of the Executive appointed by the Executive.
- (e)** Annual subscriptions, to be collected by the Treasurer from all Full and Associate Members, shall be fixed from time to time by the Biennial General Meeting.  
The financial year shall end on March 31<sup>st</sup>.
- (f)** The Executive shall cause all records to be kept, and at least once after the completion of each Association year in respect of that Association year cause accounting reports to be made of all the financial transactions and affairs of the Association in such a manner as the Executive thinks fit but so that the same will be capable of being audited in such a manner as the Auditor referred to in Clause 8.4 may from time to time recommend. Until otherwise decided by the Executive such accounting reports shall include a statement of all receipts and expenditure during the Association year.
- (g)** The Registrar shall maintain a list of all members of the Association and this shall be available on demand to members; or shall be published in one of the Association's publications, if the Executive so decides.

- (h)** The Association may appoint a member of the Association to be Editor of a periodical produced and published for the Association. The Editor whilst free to develop editorial policy for the periodical, shall be answerable in all other matters to the Executive. The Executive may at any time terminate the appointment of the Editor.
- (i)** The Executive may appoint sub-committees of members, or other persons, to undertake and report on any programme of research, study or discussion related to the objects of the Association, or to organise, under the Executive's direction, any aspect of its work.
- (j)** The Executive shall appoint one of its members to be a member of the Accreditation committee.
- (k)** The Executive shall receive and ratify reports and recommendations of the Accreditation Committee. If a decision is not acceptable to the Executive it will be referred back to the Accreditation Committee for further action.
- (l)** The Executive shall, on behalf of the Association, accredit those members who have successfully completed the Accreditation process.

### **(3) The Accreditation Committee**

The Accreditation Committee which shall consist of six accredited ordinary members. One of those members shall be a member of the Executive.

The Accreditation Committee has the power to:

- (a)** establish in conjunction with the ICHC standards of training for those seeking accreditation,
- (b)** establish and activate procedures for examining and accrediting Healthcare Chaplains,
- (c)** establish training programmes for Chaplaincy Assistants.
- (d)** communicate all decisions about the recommendations of accreditation of members to the Executive Committee for discussion and ratification, the power of final decision making lies with the Executive as noted in Clauses 9.2k, and 9.2. 1.

## **10. THE CONSTITUTION**

- (a)** The Association shall keep a copy of the Constitution which will be available at meetings of the Association.
- (b)** A copy of the Constitution and amendments shall be available to all members of the Association
- (c)** Copies of the Constitution shall be supplied free to all new members on request. Current members may be charged a fee for replacement of their Constitution to be determined by the Executive.
- (d)** This Constitution shall become effective and operate from the 4<sup>th</sup> September 2008, and replaces the Constitution which became effective from July 1966, and amended in 1974, 1984, 1990, 1997, 1998, 2004, 2008, 2012 and 2014.
- (e)** Any amendments or additions to the above rules or adoption of a new Constitution shall be by resolution of a General Meeting of the Association, with a 75% majority, due notice of all such proposed changes or additions having been given to all voting Members no later than 21 days before the meeting.
- (f)** No addition or alteration or recession of the Constitution shall be approved if it affects the benefit or winding up clauses (3.213/6).

# **NEW ZEALAND HEALTHCARE CHAPLAINS' ASSOCIATION**

## **STATEMENT OF ETHICS AND VOCATIONAL INTENT**

(Adopted April, 1990 and added to in March, 1992; September, 1996 and September 2008)

### **MISSION STATEMENT**

**Wholeness through spiritual care.**

### **VALUES**

- **Respect for the Dignity and Worth of all Persons**
- **Compassion**
- **Vocation**
- **Good-will**
- **Collegiality**

## CODE OF ETHICS

The New Zealand Healthcare Chaplains' Association [NZHCA] is the professional association for chaplains and chaplaincy assistants working within New Zealand public and private healthcare facilities.

In becoming a member of NZHCA one affirms the Mission and Values of the Association and a willingness to hold oneself accountable to the expectations of ethical behaviour described in this Code of Ethics, and the associated Code of Clinical Practice and Standards of Practice.

This Code of Ethics is based on the Association's Values as follows:

- **Respect for the Dignity and Worth of all Persons**  
At all times NZHCA members will show by their words and actions respect for the dignity and worth of all persons; recognising the value of each individual; and acting at all times with integrity towards God, self and others.
- **Compassion**  
NZHCA members will respond compassionately to all persons in need, with particular attention to spiritual needs, and act in ways that will right injustices and restore right relationships, wherever possible.
- **Vocation**  
NZHCA members recognise chaplaincy as a sacred work of willing service involving obedience and accountability to God and others. Self-development and self-care are priorities to equip oneself for service for others.
- **Good-will**  
NZHCA members work for the good of others to strengthen and empower individuals and where appropriate to provide comfort and consolation.
- **Colleuality**  
NZHCA members strive to maintain positive working relationships within chaplaincy teams; participate actively within multidisciplinary clinical teams; and maintain collegial relationships with one's denominational peers.

# CODE OF PRACTICE

## CHAPLAIN – CHAPLAINCY TEAM RELATIONSHIP

<b>Underlying Values</b>	<b>In the context of the chaplain – chaplaincy team relationship the underlying values are demonstrated by the chaplain:</b>
<b>Respect for the Dignity and Worth of all Persons</b>	Valuing the contribution of all members of the team. Respecting other team members and accepting/celebrating differences. Working ecumenically/inter-faith. Being sensitive to another’s needs/boundaries.
<b>Compassion</b>	Listening to another’s concerns/point of view. Fostering caring for one another.
<b>Vocation</b>	Being committed and conscientious.
<b>Goodwill</b>	Encouraging and empowering other team members. Developing /exercising one’s sense of humour. Working in a spirit of co-operation rather than competition.
<b>Collegiality</b>	Taking time for team building. Being open to learn from colleagues Sharing one’s knowledge and experience with other team members. Participating in establishing mutual understanding of , and the practice of team decision making.

## CHAPLAIN – PATIENT/CLIENT RELATIONSHIP



<b>Underlying Values</b>	<b>In the context of the chaplain – patient/client relationship the underlying values are demonstrated by the chaplain</b>
<b>Respect for the Dignity and Worth of all Persons</b>	Valuing and respecting humanity/all human life. Assisting persons to find wholeness. Accepting another’s experience Respecting boundaries of culture, gender,sexuality and belief systems of all persons, which includes zero tolerance of harassment or abuse of any kind eg sexual, spiritual, emotional, physical. Acknowledging that every person has the potential to develop/grow.
<b>Compassion</b>	Being an unconditional presence to persons experiencing illness/trauma. Providing help & support in very difficult times. Supporting persons in crisis especially in unfamiliar settings.
<b>Vocation</b>	Striving to be present in all encounters. Being open to learning & equipping oneself better. Being open to God and other people. Giving priority to on-going education and supervision. Being committed and conscientious.
<b>Goodwill</b>	Offering encouragement, help and hope. Listening carefully to others’ stories. Accepting of, and empowering others. Focusing on another’s need not one’s own. Being honest and sincere at all times. Being open to challenge and new ideas. Taking time to build rapport/relationships with patients/clients/ families/staff.
<b>Collegiality</b>	

**CHAPLAIN – OTHER HEALTH PROFESSIONALS RELATIONSHIP**

<b>Underlying Values</b>	<b>In the context of the chaplain – other health professionals relationship the underlying values are demonstrated by the chaplain:</b>
<b>Respect for the Dignity and Worth of all Persons</b>	Actively participating in a team working towards holistic healthcare. Promoting spirituality as integral to wholeness and healthcare. Accepting and valuing the contribution of all team members.
<b>Compassion</b>	Encouraging and supporting other team members. Listening and accepting different points of views and priorities.
<b>Vocation</b>	Being committed to working in a multidisciplinary team. Providing input to multidisciplinary meetings from a spiritual perspective. Communicating to other team members the chaplain’s role/contribution to patient care. Awareness of the impact of self on others.
<b>Goodwill</b>	Participating in team building activities. Being courteous and considerate to other team members. Modelling shared care and open communication. Contributing to fostering trustful and supportive relationships amongst team members.
<b>Collegiality</b>	Establishing and maintaining positive working relationships. Loyalty to the team. Respectful of professional boundaries. Open to learning from other team members.

**CHAPLAIN – EMPLOYING BODY RELATIONSHIP  
[eg ICHC/LSP, Private Hospital/Agency]**

<b>Underlying Values</b>	<b>In the context of the chaplain – employing body relationship the underlying values are demonstrated by the chaplain:</b>
<b>Respect for the Dignity and Worth of all Persons</b>	Showing courtesy and co-operation to all staff and committee members.
<b>Compassion</b>	Meeting requirements/requests in a co-operative and timely manner.
<b>Vocation</b>	Taking responsibility for self care in terms of meeting health & safety requirements in regard to time off duty, supervision, accreditation etc. Engaging regularly in professional development.
<b>Goodwill</b>	Contributing to meeting contractual requirements by the timely and accurate provision of statistics and other required information. Providing high quality performance at all time contributing to ensuring one's employing body is held in high regard. Maintaining a co-operative and constructive relationship with one's employing body in all areas.
<b>Collegiality</b>	

## CHAPLAIN – HEALTHCARE FACILITY RELATIONSHIP

	<b>In the context of the chaplain – healthcare facility</b>
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<b>Underlying Values</b>	<b>relationship the underlying values are demonstrated by the chaplain:</b>
<b>Respect for the Dignity and Worth of all Persons</b>	Being an advocate for spiritual care. Ensuring pastoral care is available on request to all persons regardless of religious affiliation or none.
<b>Compassion</b>	Encouraging and supporting both staff and management.
<b>Vocation</b>	Being an advisor on spiritual/religious matters. Liaising with designated manager to ensure that chaplaincy services are provided as per contract agreement. Complying with policies of the healthcare facility.
<b>Goodwill</b>	Fulfilling the role as spiritual advisor. Participating in/initiating appropriate rituals and blessings in the life of the organisation. Acting as a mediator, reconciler or advocate as appropriate for those who need a voice in the health care system. Participating in the ‘life’ of the organisation.
<b>Collegiality</b>	