

# Position Description: Maclaurin Chaplain

<b>Position title</b>	Maclaurin Chaplain (Team Leader)
<b>Reports to</b>	The Richard Maclaurin Goodfellow Foundation Trust Board through the Board's Chaplaincy Liaison Sub-committee
<b>To work in partnership with</b>	Other chaplains in the University of Auckland team, the Student Services (Campus Life) and staff
<b>Key Relationships</b>	Chaplaincy Team Richard Maclaurin Goodfellow Trust Board Board Liaison Sub-Committee Campus Life (Student Services) Representatives of communities and bodies within the University of Auckland Church and community organisations with links to the University of Auckland

## ABOUT MACLAURIN CHAPEL

The Chaplaincy exists to enrich the life of Te Whare Wananga o Tamaki Makaurau, the University of Auckland and its community. The Maclaurin Chaplain primarily represents and fosters the spirituality and tradition of the Christian faith and will be a recognised minister of good standing within their denomination, whilst respecting the proper academic freedom and ethos of a secular university. Given the University's ethnic diversity and religious plurality, the Chaplaincy also acknowledges and affirms other faith traditions, seeking to build connections with hospitable openness to difference. It serves the whole University community, working with others for the common good of society, integrity of creation and justice for all. This will be done within the context of honouring the Treaty of Waitangi.

## OUR VALUES

Our values are grounded in the Gospel of Jesus Christ and expressed in this unique setting:

- **Thoughtful faith** (fostering Christian academic thought and leadership)
- **Integrated life** (encouraging holistic spirituality and citizenship)
- **People-centered** (acting justly, loving mercy, acknowledging faith and diverse in makeup)
- **Communal Richness** (building inter-faith connection and fostering diversity)
- **Hospitable Space** (providing a place to rest, learn, pray and worship)

## MAIN PURPOSE OF ROLE

The Chaplain leads the chaplaincy team in fulfilling its strategic mission *"to build and enrich Christian faith and character amongst the students and staff of the University of Auckland as the foundation of sound citizenship"* (Trust Deed).

The Chaplain will fulfil this role by:

1. **Representing faith and fostering Christian thought and leadership** in the academic and public sphere
2. Nurturing **Christian worship and spirituality** in fresh ways, appropriate to this context that reflect the richness of Christian tradition and integrates lived experience
3. Offering **spiritual and pastoral care** that is attentive to student and staff well-being, connected to the University, and acknowledges the depth and breadth of personal faith
4. Building **engagement between religious faith groups** in the University of Auckland, and with the non-religious
5. Ensuring, together with the University, that the **Chapel and Hall are welcoming spaces and places of worship**
6. Creating a committed and **diverse chaplaincy team** to deliver these Chaplaincy objectives

The appointment of Chaplains will be in general conformity to Clause 11 of the Deed of Trust 1946, which reads:

"The Chaplain shall be appointed from time to time by the Board in consultation with the National Council of Churches or equivalent body, and shall be a duly qualified minister of religion of any Protestant denomination. It being the particular desire of the Settlor that the Chapel and the Chaplain shall remain the focus of a creative force in the life of the University of Auckland, it shall be the duty of the Board to exercise every possible care in the selection of the Chaplain. The Chaplain shall be chosen for the possession of those qualities which will best ensure the purpose and ideal of the Settlor in creating this Foundation, chiefly high personal character combined with such scholastic attainments and experience in spiritual leadership of young people as will commend him or her to the undergraduates in the common life of the University of Auckland. The duties of the Chaplain shall be prescribed by the Board and shall be subject to their direction and control. Any appointment may at any time be revoked by the Board."

(The University community comprises City, Grafton, Newmarket, and Epsom campuses and such other locations as the University operates or at which it may operate.)

The Chaplain will adhere to all University policies relating to an individual's responsibilities as contractor: <https://www.auckland.ac.nz/en/about/the-university/how-university-works/policy-and-administration/human-resources1/employer-and-employee-responsibilities.html>. The Chaplain will comply with and carry out work-related activities in accordance with University health and safety procedures and guidelines: <https://www.auckland.ac.nz/en/about/the-university/how-university-works/policy-and-administration/health-and-safety/health-and-safety-policy.html>

KEY ACCOUNTABILITIES	RESULTS/STANDARDS EXPECTED
<p><b>Representing faith and fostering Christian thought</b> in the academic and public sphere.</p>	<p>Understand Te Tiriti o Waitangi (the Treaty of Waitangi) as the basis for citizenship in Aotearoa-New Zealand</p> <p>Provide depth of scholarship in representing Christian faith and thought on campus</p> <p>Together with senior team members (Chaplain, Strategic Support and Chaplain, Christians in Science) foster and enhance academic engagement of faith amongst students and staff by:</p> <ul style="list-style-type: none"> <li>- initiating and developing discussion of issues pertaining to faith in the public arena</li> <li>- hosting events that explore the relationship between academia, ethics and faith</li> <li>- providing faculty- or interest-based teaching in qualified areas</li> </ul> <p>Explore initiatives that engage critical issues of culture and society, promoting justice and pursuing the common good.</p>
<p>Nurturing <b>Christian worship and spirituality</b> in fresh ways, appropriate to this context that reflect the richness of Christian tradition and integrates lived experience</p>	<p>Acknowledge Mana whenua (Maori territorial and spiritual authority), and offer spiritual leadership that reflects the University's religious diversity and takes account of its secular character</p> <p>Attend or contribute to campus-based blessings and other events initiated by faculty or other leaders in the University</p> <p>As a Christian minister, lead or participate in key events in the University's life and academic year (such as remembrance services and graduation)</p> <p>Facilitate regular worship and prayer during the university term, observing the rhythms and holy days of the Christian year where possible and appropriate</p> <p>Build links with Christian students and attend some club events</p> <p>With senior team members, seek opportunities to enrich student Christian spirituality through innovative means, including building a creative on-line presence.</p>

<p>Offering robust <b>pastoral care</b> within the University of Auckland that acknowledges the complexities and strengths of personal faith</p>	<p>Provide professional and culturally-appropriate pastoral care that is attuned to spirituality and faith</p> <p>Work with Campus Life (student services), especially Health &amp; Counselling, to ensure chaplaincy pastoral-spiritual practice:</p> <ul style="list-style-type: none"> <li>- reflects student and staff needs and priorities</li> <li>- adheres to University protocols</li> <li>- is effectively communicated in university networks and on other campuses</li> <li>- is professionally developed and accountable</li> </ul> <p>With senior chaplains build a pastorally competent, diverse team that is approachable for students and staff, maintaining high standards of professionalism and confidentiality in all matters</p> <p>Develop connections and resources in the community for referral.</p>
<p>Building <b>friendship and understanding amongst religious faith groups</b> in the University of Auckland, and with the non-religious</p>	<p>Build connections with and between campus faith communities, including staff and student religious groups</p> <p>Liaise with Campus Life in supporting other-faith chaplaincy, including the ongoing development of Muslim Chaplaincy</p> <p>With chaplaincy team, foster understanding of other faiths amongst students and staff through educative and communal inter-faith events</p> <p>Seek to participate or lead in peaceable opportunities for religious faith expression on campus or the inner city, in keeping with Chaplaincy goals and the University's standing.</p>
<p>Ensuring <b>the Chapel and Hall are welcoming, worshipful and hospitable meeting spaces</b>, together with Campus Life</p>	<p>Together with the Administrator and Campus Life ensure the Maclaurin Chapel and its facilities:</p> <ul style="list-style-type: none"> <li>- operate in keeping with the strategic goals of the chaplaincy and the University</li> <li>- are well promoted, with fair and efficient booking systems</li> <li>- are accessible to all members of the University community</li> </ul> <p>With the Administrator and other chaplains ensure:</p> <ul style="list-style-type: none"> <li>- the Chapel sanctuary is maintained and developed as a space of spiritual restoration and Christian worship for the University and city</li> <li>- the Maclaurin Hall is a hospitable communal space for University staff, student and other-faith events</li> </ul> <p>The Chapel and Hall are available, where appropriate and manageable (at the Administrator and Chaplain's discretion), for weddings, funerals or other services for members of the University community</p> <p>With senior chaplains, develop online and printed resources, including the library, to be shared.</p>

KEY SUPPORT, MANAGEMENT AND ACCOUNTABILITY	RESULTS/STANDARDS EXPECTED
Management Mechanisms	<p>With Chaplain, Strategic Support, develop Strategic Goals and set annual priorities in consultation with the Trust Board</p> <p>The Board Chair or nominated representative/s will conduct:</p> <ul style="list-style-type: none"> <li>-an Annual Review of the Chaplain's performance and role</li> <li>-a Ministry Review every three years (or as their denomination requires)</li> </ul> <p>Report to each (tri-annual) meeting of the Trust Board on Chaplaincy work and meeting of goals</p> <p>Meet and consult with the Board's Liaison Sub-committee on a bi-monthly basis or as needed</p> <p>Meet weekly with Chaplain, Strategic Support and Administrator</p> <p>Meet with other chaplaincy team members regularly (usually fortnightly or monthly or as appropriate).</p>
Relationship to fellow Chaplain (and/or team), Chapel Administrator and Campus Life	<p>Work with Chaplain, Strategic Support and Chaplain, Christians in Science to plan services, publications, study groups, events</p> <p>With Chaplain, Strategic Support and Administrator, ensure regular communication and meetings with Chaplaincy team for support, information sharing and to co-ordinate programme</p> <p>Meet with Muslim Chaplain once per week. Ensure effective communication between Muslim Chaplain/cy and Campus Life</p> <p>Liaise with Administrator and Chaplain, Strategic Support to build connections with student groups using facilities</p> <p>Liaise with Administrator to build and ensure communication mechanisms with Campus Life and the wider University</p> <p>Meet regularly with Campus Life manager/s for consultation on common goals and Chaplaincy activities.</p>
Delegated Budget and Financial Mechanisms	<p>Together with Chaplain Strategic Support, develop and propose a budget to Maclaurin Trust Board and Campus Life in accordance with annual strategic goals and to align with the University's annual budget process</p> <p>Together with Chaplain, Strategic Support manage relevant budget expenditure items to advance the operations of the Chaplaincy. Expenditure comprises budget lines distributed and agreed between Campus Life and Richard Maclaurin Goodfellow Trust Board</p> <p>Consult with those responsible for funds on agreed mechanisms for expenditure that allow for efficient and accountable use.</p>
External Supervision	<p>In keeping with the requirements of wider church bodies or denominations and the ANZ Tertiary Chaplaincy Association, undertake external work supervision with a qualified practitioner during the university year (approximately monthly, at least 6 times per year). The Trust Board to reimburse reasonable costs.</p>

Communication Mechanisms	<p>Maintain Chaplaincy communications, including email, phone, web-links and social media platforms, in collaboration with other members of the Chaplaincy team and Administrator.</p> <p>The Board will provide subsidized support of a mobile phone for the Chaplain.</p>
Professional Development Mechanisms	<p>The Chaplain will undertake professional development or study each year in areas relevant to their role. This includes attending appropriate conference or training courses. Such professional development is undertaken in consultation with the Board Liaison Sub-committee and reasonable costs will be met by the Trust Board.</p> <p>The accumulation of long-term study leave/sabbatical will be in accordance with the Chaplain's denomination guidelines</p>

## KNOWLEDGE, SKILLS, EXPERIENCE AND CAPABILITIES

<b>Qualifications</b>	<p><b>Essential:</b>  Postgraduate or Higher Degree  Theological Qualification  Ordained Minister, with relevant certification  Pastoral training or Clinical Pastoral Education (CPE)</p> <p><b>Preferred/Desirable</b>  Doctor of Ministry, PhD or equivalent  Maori language competence  Public speaking experience</p>
<b>Experience</b>	<p><b>Essential:</b>  Team Leadership  Pastoral Care (church or chaplaincy context)  Bi-cultural commitment and Treaty awareness  Cross-cultural/diversity  Liturgy and Worship Leadership</p> <p><b>Preferred/Desirable</b>  Chaplaincy in university or other large institution  Missional church awareness  Ministry with students and/or young adults</p>
<b>Technical Skills and Knowledge</b>	<p><b>Essential:</b>  IT facility  Public Speaking and Presentation skills  Organisational administrative experience</p> <p><b>Preferred/Desirable:</b>  Speaker of a second language (other than English) and/or Taha Maori to a basic level  Budget management  Writing skills and/or published to academic standard  Social media/online communication</p>
<b>Leadership capabilities</b>	<p><b>Essential:</b>  Team leadership  Proven skills in collaboration  Planning and strategy  Empathy with a range of people  Leadership in cross-cultural settings  Servant Leadership values</p> <p><b>Preferred/Desirable:</b>  Experience of leadership in traumatic or critical situations  Hospitality  Impromptu speaking</p>

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## HEALTH AND SAFETY

### **The Chaplain must have a personal commitment to safe work practices and beliefs:**

- Shares the responsibility to maintain a safe and healthy workplace in order to prevent harm to themselves and to others.
- Complies and carries out work-related activities in accordance with health and safety procedures and guidelines. <https://www.auckland.ac.nz/en/about/the-university/how-university-works/policy-and-administration/health-and-safety/health-and-safety-policy.html>
- Wears appropriate protective clothing and equipment as required for activities.
- Immediately reports all hazards, accidents and incidents to Chapel Administrator and Campus Life
- Familiarises themselves and follows emergency procedures and provides appropriate assistance to others.
- Raises awareness of health and safety issues with Chapel Administrator and Campus Life