

POSITION DESCRIPTION**POSITION DETAILS**

Position Title:	Chaplain
Reports to:	Headmaster
Last Reviewed:	January 2021
Location:	Chapel

POSITION PURPOSE:

The Chaplain is responsible for leading the spiritual life of the College. The position is of ordained Ministers of the Word or Deacon of the Uniting Church in Australia and proclaims the gospel in word and deed within the specialised context of Wesley College life.

The Chaplain represents the life of faith, particularly as it is lived in the Uniting Church in Australia within the School context and promotes Christian ethos through leading worship, pastoral care, nurturing discipleship, teaching and duties of a Minister accord to the Uniting Church constitution and regulation 2.2.1a, b and c.

The Presbytery of Western Australia has recognised Wesley College as a Faith Community. The Chaplain is responsible for ministry within the School community, encompassing current Pre-K to Year 12 students, staff, parents, families and former students. This normally involves preparation and conducting worship and celebrations, pastoral care (visiting, spiritual direction), assisting in faith formation and growth, and teaching.

A key responsibility of the position is assisting in keeping the channels of communication between the Church and the College open and flowing freely.

KEY ACCOUNTABILITIES:**Commitment to the Uniting Church Ethos**

- Work closely with the Headmaster to contribute to the development of Wesley College's spiritual approach to achieve the Council's direction in accordance with the ethos of the Uniting Church.
- Work with Headmaster and school leaders in the strategic embodying of the UCA ethos and values for the holistic learning of the Wesley students.
- Encourage and assist the school community to live in accordance these values and ethos.
- Support and facilitate UCA Social Justice and Service initiatives, collaborating and working with Uniting Church agencies to execute programs, service, initiatives and charity donated and supported by the school community in collaboration with the Director of Service Learning & Leadership.

- Recognise that all relationships in the school community are intended to nurture the love of Christ who is the Lord of the Church, and where students, staff, family and alumni may look to the Chaplain for guidance, protection and care.

Pastoral and Spiritual Care of Students and Staff

- Contribute to the College's Pastoral Care teams through provision of pastoral care to members of the school community, including visiting homes and hospitals.
- Actively participate in the delivery of pastoral care both formally and informally by fostering student's intellectual, physical, social, emotional and spiritual development.
- Assist and work collaboratively with stakeholders for the well-being of students, teachers and wider school community, ensuring confidentiality in all aspects of pastoral care, including accurate and secure management of information.
- Be alert and sensitive to boundaries of pastoral care where referral for more professional support is required with our Psychology team, and/or senior members of staff.
- Engage students in opportunities for faith and spiritual development that incorporates traditional, contemporary and reflective practices that explore the Bible and Scripture formally and informally.
- Act as a positive role model for students, mentoring and offering personal support as appropriate and required.
- Maintain a high profile within the school community, including, but not limited to, a presence and a role in formal school gatherings and co-curricular activities; and a presence in the boarding community;

Organisation of Events and Student Activities

- Prepare and conduct worship for school assemblies and chapel services that is meaningful, engaging, and age appropriate.
- Prepare and lead services, prayers and reflections for special College events, liturgical and school celebrations such as staff services, valedictory, Easter, speech nights etc.
- Act as a support person for staff, students and alumni as required.
- Prepare and conduct religious rituals such as weddings, funerals and baptisms and celebrate Sacraments of the church when requested by alumni, families and staff.

School Community Support

- Participate in various committees and bodies of the College, including meetings of the whole staff and team(s) to which appointed.
- Encourage and foster an ecumenical and inter-faith relationship with local churches, community networks and organisations; partnering in mission and service to the wider community.

Operational

- Manage the chaplaincy budget.
- Ensure that the facilities team are informed of any Chapel maintenance needs and oversee care of the Chapel and associated resources
- Undertake administrative duties associated with organisation of Chaplaincy related duties.
- Demonstrate full awareness of Work Health and Safety procedures and take a lead role in prompting and supporting students, staff and visitors with safety and wellbeing, anticipating and responding accordingly to potential threats.
- Model behaviours that inspire staff and adhere to the Code of Conduct and all policies and procedures of the College, including completion of compliance training requirements.

- Perform the role and its responsibilities in accordance with statutory obligations, organisation values and policies.
- Undertake all other reasonable duties within your skills, qualifications and experience and comply with reasonable instructions as directed.

WORKING RELATIONSHIPS:

Contacts	Relationship
Wesley Council in consultation with the Uniting Church Synod of Western Australia	Appointed agent
Headmaster	Collaborate
College Executive members	Collaborate
Director of Campus Administration	Collaborate
College Staff	Guidance and support
Community members	Guidance and support
External committees and agencies	Participation as appropriate

CANDIDATE PROFILE:

Personal Competencies:

- Willingness to support the ethos and values of Wesley College and the Uniting Church including a liberal open attitude towards people of other faiths and cultures.
- Sense of fun, joy and warmth that facilitates modern engagement.
- Spiritually aware and sensitive to the spiritual journey of others.
- Creative, flexible and resilient.
- Highly organised with the ability to manage multiple tasks in a high pace environment - dynamic, and action-orientated, who meets deadlines and makes it happen.
- Demonstrated ability to build and maintain relationships and work confidently with people at all levels, whilst retaining composure in high stress situations
- Excellent communication skills (written and verbal) with the ability to earn trust and credibility.
- The ability to influence, network, negotiate, counsel and mediate.
- Excellent oral and written communication skills and the ability to support and empathise with others.
- Sound theological knowledge.
- Have an understanding of and concern for multicultural and social justice issues and the plight of marginalised people on a global scale.
- Ability to work as part of a team and establish positive working relationships across the college.
- Proficiency in Microsoft Office programs and presentation technologies, with the ability to learn and work with educational technologies.

Special Conditions:

- Be an ordained Minister of Word or Deacon of the Uniting Church, or other Christian denomination (and willing to be admitted as a Minister in the Uniting Church), or have qualifications and experience relevant to Chaplaincy that are recognised by the Western Australian Synod of the Uniting Church.

- Working with Children Check; and
- Completion of CPE (Clinical Pastoral Education) or commitment to completing it as soon as practicable upon appointment.
- As a number of events and activities requiring support outside regular school hours, the incumbent must be able to work flexibly to meet the needs of the College community.