



The Springfield College



Forest Lake College



Forest Lake International College

## POSITION DESCRIPTION

<b>Title</b>	Chaplain
<b>Reports to</b>	Chief Executive Officer – for the role of Chaplain with the EDUCANG Colleges Archbishop through the Bishop for the Southern Region – for professional support and direction
<b>Position Purpose</b>	The Chaplain supports the active engagement of the Colleges in sharing in the mission of the Church by: <ul style="list-style-type: none"> <li>• promoting faith in Jesus Christ, and offering students, staff and families the opportunity to worship God and experience Christian community in the Anglican way;</li> <li>• educating students to value themselves and each other as gifted parts of God's creation with a vocation to explore, understand, nurture and serve that creation;</li> <li>• enabling students to develop skills and values to live in peace and harmony, seeking justice for all.</li> </ul>
<b>Key Responsibilities</b>	<p><b>College Culture</b></p> <ul style="list-style-type: none"> <li>• Promote the Christian ethos and Anglican identity of the Colleges.</li> <li>• Model the Christian life and ethos in the Colleges and promote a culture where the gospel values of love, forgiveness, tolerance, honesty, safety and generosity are encouraged.</li> <li>• Promote understanding and practice of Christian servant leadership.</li> <li>• Encourage the Colleges as Christian, worshipping communities and encourage a sense of the sacred in worship.</li> <li>• Encourage staff faith formation and professional development.</li> </ul>

- Provide professional development opportunities for staff involved with the Religious and Values Education Program.
- Undertake ongoing strategic review and evaluation in matters relating to Chaplaincy, providing advice to the CEO.

### **Pastoral care**

- Participate in the student Pastoral Care program and offer pastoral and spiritual support to students and their families.
- Provide pastoral ministry and spiritual support to teaching and non-teaching staff.
- Offer College families opportunities for faith formation.
- Offer students' families pastoral care in their times of crisis and need.
- Provide advocacy and mediation support where appropriate.
- Refer students, families and staff to other College support personnel.

### **Worship, Ceremonies and Celebration**

- Create and co-ordinate Chapel services for students and staff on all campuses, including opportunities to celebrate the Eucharist, recognise Christian festivals and the seasons of the Church.
- Create and co-ordinate meaningful experiences for quietness, reflection and meditation.
- Encourage development of liturgical music program.
- Ensure worship opportunities are meaningful and age appropriate.
- Lead prayers and reflections, provide daily prayer opportunities for students and staff.
- Ensure prayer is part of the daily life of the College and College occasions.
- Oversee purchase and maintenance of Chapel resources
- Participate in College assemblies.
- Organise and conduct special College and family

services.

- Offer or co-ordinate in association with local parishes the offering of sacraments and rites of the Anglican Church such as baptism, confirmation, admission to communion.
- Train and oversee students assisting with Chapel services.

### **Curriculum Support**

- Support staff in integrating the Christian ethos and Anglican identity into the College culture.
- Support staff in developing and teaching the Religious and Values Education Program for all students.
- Provide guidance on curriculum, selection of resources, assessment and reporting in Religious and Values Education.
- Support and advise staff on the integration of aspects of the Christian faith and spiritual literacy into their teaching and class activities.

### **Community Engagement**

- Be a Christian presence and witness in the community and at community occasions.
- Build relationships with local parishes and attend some Deanery and Regional conferences and meetings, clergy retreats, meetings of Synod and the Byam Roberts Community.
- Offer worship opportunities to College community.
- Provide opportunities for voluntary groups of students, staff and parents to explore the Christian faith and be inducted into the Anglican Church.

### **Leadership**

- As a member of the Senior Staff, contribute to leadership and setting strategic directions.
- Report regularly to CEO on activities and progress.
- Manage chaplaincy budget.

### **Continuous Learning**

- Maintain Chaplaincy networks and participate in Byam Roberts Community.
- Maintain understanding of current trends, developments and recommendations within Religious and Values Education.
- By mutual agreement attend Anglican Schools Commission conferences and clergy retreats and conferences.
- By mutual agreement attend State and National Conferences e.g. AASN or AARE Conferences.

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**Reporting Relationships**

- Advise CEO
- Member, Executive Leadership Team
- Liaise with staff in leadership positions, e.g. Heads of Campus, Heads of College, Heads of House / Middle School
- Liaise with staff in Creative Arts
- Liaise with staff teaching Religious and Values Education.

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**Skills and Abilities**

- Ability to lead and co-ordinate matters relating to the religious life of the Colleges.
- A degree of maturity of Christian faith.
- A vision of dynamic and relevant school ministry and mission, including worship.
- Ability to relate to people of different ages, stages of faith development and roles in the College community.
- A range of pastoral skills and understandings.
- Ability to work as a member of a team in the College community, and with local Parishes when it is appropriate.
- Ability to provide advice to the College leadership on the development of College and Board policies relating to the Anglican Ethos and Mission.
- Effective conflict resolution and mediation skills
- Good ability to organise, manage time, solve problems and set priorities.
- Good administrative skills.

- Oriented to quality and continuous learning.
- Self-motivated, adaptable and resilient.

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**Technical Knowledge**

- Knowledge of theology, liturgy and the rites of the Anglican Church.
- Knowledge of schools and school governance
- Knowledge of legislation associated with child protection and workplace health and safety.

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**Qualifications**

- Licensed by the Archbishop.
- Accredited qualifications in Theology.

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**Experience**

- Experience in determining and provide appropriate opportunities for worship and faith development.
- Experience in relating to people from a range of backgrounds.
- Experience in an independent school community
- Experience in providing pastoral care.

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**Other attributes**

- A knowledge and wisdom in spiritual and theological matters – including faith formation in children and young people.
- Enjoys working with children

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