

Position Description – Campus Chaplain (Ashmore Road campus)



LUTHERAN COLLEGE

POSITION TITLE:	Campus Chaplain (Ashmore Road campus)
RESPONSIBLE TO:	The Campus Chaplain is responsible to the Principal. The Principal is delegated the responsibility for the day to day management of the college and has a significant responsibility in the development, implementation and realisation of the college's strategic initiatives through and with Senior Executives of the College.
REPORTS TO:	College Pastor
MAIN OBJECTIVES:	<ol style="list-style-type: none"> 1. Work in close collaboration with other members of the Chaplaincy team in building relationships within and amongst the college community. 2. Fostering the emotional and spiritual growth of Trinity students. The ability to lead and facilitate small groups and develop programs that promote connectedness will be an integral part of achieving this.
KEY PERFORMANCE:	To build relationships within and amongst the community whilst ensuring the emotional and spiritual growth of Trinity students.
DUTIES AND RESPONSIBILITIES:	<p>The duties and responsibilities of this role are as follows:</p> <ul style="list-style-type: none"> • Take a lead in the preparation, delivery and coordination of small group student lunchtime activities or any equivalent program in both the Middle and Senior Years • Build appropriate relationships with individual students based on responsible pastoral care / spiritual guidance • Provide pastoral care and support for staff, students and families, particularly those in 'need' • In consultation with, or as recommended by College Pastor and/or Head of Campus make contact with particular students and staff, as opportunities and needs arise • In conjunction with the College Counsellor and Head of Pastoral Care develop a program that builds connectedness and resilience for students identified as being 'at risk' • Work collaboratively with other members of the Chaplaincy team to foster the spiritual and emotional growth and development of members of the college community • Maintain a visible, active profile amongst the college community • Participate in the school program as required e.g. sport, playground duty, sports carnivals, camps • Contribute to the Spirit blog (newsletter) and college year book article • Provide administrative support for service learning projects • Assist with campus chapel and other college events • All other duties that may arise from time to time or requested by the Principal
SELECTION CRITERIA:	<p>The following criteria will be used by the selection panel when short-listing candidates:</p> <ul style="list-style-type: none"> • Have a strong passion for ministry among young people and a commitment to see them reach their potential as young people and as disciples in Christ • Be an example of Christian discipleship and able to effectively model this commitment through your relationship with Christ • Have demonstrated ability in mentoring and the ability to equip others • Have a willingness to be involved in the worship program at Trinity

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	<p>Lutheran College (Ashmore campus)</p> <ul style="list-style-type: none"> • Actively facilitate young people to participate in congregational life and service opportunities through school and congregation • Have the ability to work as a team member (especially with staff and Chaplains) • Exceptional organisational and communication skills • Prior experience that will aid in furthering this type of work and ministry • Ability to provide pastoral care, support and guidance to young people, particularly those in need • Ability to relate to young people and understand the developmental needs of adolescents • Ability to lead and facilitate small group programs for young people • Hold or be willing to obtain a First Aid/CPR certification • The successful applicant must meet the terms and requirements of a School Chaplain as defined by DEST (see appendix 1) within the context of the document LCA and its Schools and agree to abide by the National Chaplaincy program Code of Conduct (see appendix 2).
<p>APPENDIX</p>	<p>Appendix 1 – DEST Definition of School Chaplain</p> <p>For the purposes of this programme, a school Chaplain is a person who is recognised:</p> <ul style="list-style-type: none"> • By the local school, its community and the appropriate governing authority as having the skills and experience to deliver school Chaplaincy services to the school and its community and; • Through formal ordination, commissioning, recognised qualifications or endorsement by a recognised or accepted religious institution or a state/territory government approved Chaplaincy service. In particular circumstances, alternative endorsement arrangements may be considered <p>School Chaplains will deliver services to the school and its community through:</p> <ul style="list-style-type: none"> • Providing general religious and personal advice to those seeking it, comfort and support to students and staff, such as during times of grief • Supporting students and staff to create an environment of cooperation and respect, promoting an understanding of diversity and the range of religious affiliations and their traditions • Respecting the range of religious views and cultural traditions in the school and the broader community. • Working in a wider spiritual context to support students and staff of all religious affiliations. • Being approachable to all students, staff and members of the school community of all religious affiliations <p>Appendix 2 - Code of Conduct</p> <p>In providing these services, the school Chaplain must sign and observe the following Code of Conduct. The school Chaplain will:</p> <ul style="list-style-type: none"> • Recognise, respect and affirm the authority of the school Principal and/or school governing body, and will work in consultation with them • Respect the rights of parents/guardians to ensure the religious and moral education of their children is in line with their own convictions • Adhere to all relevant Commonwealth, state or territory policy and

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	<p>legislation, including that concerning privacy and confidentiality</p> <ul style="list-style-type: none"> • Contribute to a supportive, inclusive and caring learning environment within the school • Chaplains should avoid unnecessary physical contact with a student, recognising however that there may be some circumstances where physical contact may be appropriate such as where the student is injured or distraught • Not put him or herself, or allow him or herself, to be placed in a compromising situation, recognising that there are circumstances where confidentiality may be sought by the child • Where information is provided about the support and services available in community groups, including religious groups and in the broader community, this information must be accurate and impartial • Act as a reference point for students, staff and other members of the school community on religious, spiritual issues, values, human relationships and wellbeing issues. This includes providing support for grief, family breakdown and other crisis situations. <p>In doing this, a school Chaplain will:</p> <ul style="list-style-type: none"> • Respect, accept and be sensitive to other people's views, values and beliefs that may be different from his or her own • Uphold a parent/guardian and individual's right to choose their beliefs and values • Actively discourage any form of harassment or discrimination on the grounds of religious ideology or doctrine • Under certain circumstances, refer a child to a Chaplain who is in accordance with their own beliefs and values • While recognising that an individual Chaplain will in good faith express views and articulate values consistent with his or her denomination or religious beliefs, a Chaplain should not take advantage of his or her privileged position to proselytise for that denomination or religious belief • Will not perform professional or religious services for which they are not qualified • Adhere to the Guidelines of the <i>National School Chaplaincy Programme</i>
<p>WORKPLACE HEALTH & SAFETY</p>	<p>The College is bound by the provisions of the Work Health and Safety Act 2011 (the Act) which provides the legislative framework for workplace safety in Queensland. The Act protects employees, other persons at work, and members of the public who enter a workplace. It also creates significant responsibilities for individuals, notably Heads, managers and employees. Achievement of the College's WH&S objectives depends on the cooperative efforts of everyone concerned.</p> <p>The employees of the College (including Contractors) are required to:</p> <ul style="list-style-type: none"> • Take care to protect their own health and safety, and that of their fellow workers. • Comply with statutory requirements, College policies and procedures and all lawful instructions of managerial and supervisory staff. • Wear and/or use all necessary protective clothing and equipment issued in order to protect the health and safety of themselves and fellow workers.

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	<ul style="list-style-type: none"> • Under no circumstances operate vehicles, plant or equipment while under the influence of alcohol, drugs or any other dangerous substance • Set a personal example. <p>Where a staff member obtains evidence of a non-conformance with the WHS system, he or she must bring that non-conformance to attention of his or her direct Supervisor. Where such non-conformances involve significant risk to anyone's health or safety, staff must bring them to the immediate attention of their supervisor; failing that, they will immediately inform their Manager, up through the chain of command to the Principal if necessary.</p> <p>Non-conformance with policies, procedures and lawful instructions will be dealt with in accordance with the College's Performance & Disciplinary procedures.</p>
HOURS OF DUTY:	Part time 0.4 FTE (2 days per week) Work hours: 8:00am to 4:06pm
CLASSIFICATION	Salary – To be confirmed for individual appointments Terms and Conditions – As outlined in the current EBA document
LOCATION	Trinity Lutheran College 641 Ashmore Road MOLENDINAR QLD 4214

Applicants are expected to support the Christian ethos of this Lutheran college and to demonstrate courtesy, co-operation and teamwork with fellow members of staff.

Please note that this Position Description can alter with changes in the roles and responsibilities of the position, and that it will be used as a framework for regular appraisal.

Reviewed/Dated: January 2022

I, _____, have read, understood and agree to undertake the responsibilities and requirements as detailed in this position description for Campus Chaplain (Ashmore Road campus).

Signature: _____ Date: _____