

Position Description

College Chaplain

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| RESPONSIBLE TO | Head of College |
| REPORTS TO | The Heads of Campus |
| KEY RELATIONSHIPS | Heads of Campus, Deputy Heads of Campus and Directors, Year Level Coordinators, College Counsellor, Christian Studies Coordinators |

Classification

Remuneration and conditions will be commensurate with experience and qualifications, informed by the Queensland Lutheran Schools Single Enterprise Agreement 2020.

Primary Purpose

The Chaplain's role is primarily to minister to students, staff and families of the College. This is achieved through both pastoral care and fostering the emotional and spiritual growth of students – both in individual and small group initiatives, supporting the Christian Studies programme, leading Chapel and worship services and close support of teaching and other staff in their work with students also.

Overview

The College Chaplain will work closely with the Head of College and Heads of Campus to provide leadership, planning and delivery of worship, faith formation and the ongoing pastoral care of staff and students of the College.

As a member of the Leadership Team, the College Chaplain plays a key role in the leadership of the College. The College's Leadership Team is responsible for the day-to-day organisation and supervision of the educational programs and operations to ensure that the College delivers a Lutheran education of the highest standard to students and is effective in ministry and mission to the community of the College.

Through their ministry, the Chaplain will work closely with staff and students in their witness and service. The Chaplain will need to demonstrate an ability to relate positively with members of our community, follow College policies, and foster the ethos, culture and traditions of Prince of Peace Lutheran College.

The College Chaplain is responsible for the development and implementation of strategies that support the Mission Statement of Prince of Peace Lutheran College, resulting in the achievement of specific outcomes within the College's Strategic Plan.

The Role

Spiritual Life

- Encourage regular prayer and worship times for the school with staff, students and parents.
- Model service as shown to us by our Lord and Saviour Jesus Christ.
- Maintain currency and vibrancy of devotional spaces.
- Co-develop retreats and reflection times for staff and students.
- Oversee and support official staff devotional practices.
- Gather and share appropriate resources to support teachers' class devotion time.
- Recognise and be inclusive of the diversity of belief and practice of the staff and students of the College.

Worship Life

- Collaborate with staff to plan a vibrant school worship life.
- As part of a team, lead and supervise College Chapels on both campuses, including the coordination of rosters for classes or staff members leading worship from time to time.
- Encourage the involvement of a range of other staff members, students, and outside presenters in worship services.
- Actively look to integrate pastoral themes to worship and pursue an aligned approach with the Wellbeing Team.
- Organise and support the execution of Orders of Service for special events.
- Formulate a model for Worship services that guides other staff in their delivery.
- Liaise with and encourage parents and congregational members who support the worship life of the College.

Students

- Design and resource student worship and devotional activities at the College, providing explicit guidance to classroom and home group teachers to ensure a consistent approach to devotional life across both sub schools.
- Provide spiritual guidance and support to students.
- Build relationships with students on an informal basis by being a presence during recess and lunch breaks, supporting lunch-time programs and through involvement in co-curricular activities.
- Lead student wellbeing initiatives and formulate a wellbeing plan for students that integrates with frameworks (Pastoral and Teaching and Learning) used by the College, in conjunction with the Wellbeing Team.
- Develop, support and promote service learning and social justice initiatives across the College.
- Participate in the camping program of the College (as available and required).
- Meet regularly with the Wellbeing Teams to assist with supporting students.
- Be an active member and contributor to the Students of Concern group, along with College Counsellor, Pastoral Care Coordinators and Learning Enhancement Coordinators.
- Recognise and be inclusive of the diversity of belief and practice of the students of the College.

Staff

- Provide spiritual guidance and support to staff on an informal and formal basis.

- Meet with the Deputy Head of Campus (Junior Campus), Director of Wellbeing and Behaviour Support (Middle & Senior Campus) and College Counsellor regularly to assist with supporting staff.
- Support all staff to instil in young children and adolescents the understanding of the gospel
- Where requested, support devotions for staff briefings and meetings.
- When trained, manage and deliver the Connect Program and accreditation courses to ensure staff comply with the requirement of the LCA with respect to theological/formation qualifications.
- Assist the Head of College and Executive in developing programmes and activities to promote the ethos of the College among staff.
- Provide a “Resource Ministry”, as a consultant for all staff, particularly those teaching Christian Studies and activities associated with pastoral care (such as class devotions).
- Establish and maintain trusting, respectful relationships with staff members.
- Equip and support staff members to exercise their own ministry with students.

Families and Community

- Serve as a contact person to welcome new families.
- Create intentional opportunities for parents to feel connected to the College.
- Undertake to support parents/families as the need arises.
- Counsel families in grief situations.
- Facilitate workshops to develop educational opportunities for parents to be informed and assist them in the upbringing of their children.
- Research and identify needs within the College and coordinate visiting speakers and additional resources in consultation with the Wellbeing Team.
- Build active connections with Lutheran Youth of Queensland.
- Contribute to publications (e.g. College newsletter) to promote personal and spiritual growth, the Gospel message and related events amongst students and the wider College community.

Congregational Links

- Work closely with the Pastor and other staff of Prince of Peace Church Congregation.
- Create links between the College and nearby Congregations.
- Jointly explore ways to do mission and ministry in the local community and beyond.
- Work in conjunction with Pastors/Chaplains from other Lutheran Colleges, and ecumenically as the need arises.

Professional Development:

- Participate in professional development to maintain and enhance skills, professional practices and the knowledge base required to meet a range of professional and educational needs.
- Where possible, attend any relevant local Counsellor Network meetings as a form of peer supervision and networking.
- Attend regular professional supervision. The College will provide access to external supervision by mutual agreement.

Other Duties:

- Perform other duties (non-project work) as may be directed by the Head of College from time to time.

Workplace Health and Safety

Specific duties include:

- Being familiar with legal and school requirements applicable to the health and safety of students (e.g. WHS, Sexual Abuse and Harassment, Child Protection, Mandatory Reporting) and to operate within the terms of these requirements.
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Selection Criteria

- A deep understanding of the Christian Faith and Lutheran Theology.
- A passion for building the spiritual and worship life of the College.
- Demonstrated knowledge of youth culture, with relevant or related experiences (preferably in a school setting with restorative practices).
- An ability to build connections with young people, their families and the wider community.
- An ability to partner and work with a diverse range of teams and supporting staff as a resource in this field.
- Strong interpersonal and communication skills.

Qualifications:

- An appropriate qualification, e.g. Certificate IV in Christian Ministry & Theology, Certificate IV in Pastoral Care, or similar and/or Bachelor of Education.
- Up-to-date Child Protection training, or is prepared to undertake the necessary training
- A Blue Card, or is eligible to obtain one.
- The person may be ordained or non-ordained. The person must, however, be theologically literate and have aptitude and calling to undertake this work.

Performance Standards and Review

- The position will be subject to a six month probation review and biennial performance reviews to be conducted by the Head of College and/or delegate.