

Position Title:

College Chaplain

Position Summary

The position of College Chaplain is a Placement for a Minister of the Word or Deacon appointed by the College in consultation with the Synod of Victoria and Tasmania of the Uniting Church in Australia in collaboration with the Principal for the purpose of providing a ministry to the College community. Their ministry in the school is conducted within a multi-faith community and, primarily, to a community of people ranging in age from 5 to 18 years.

The Chaplain is expected to maintain good working relationships with:

- Students' families (as appropriate)
- Aitken College Alumni
- The Synod, the Presbytery to which the Chaplain belongs, and other Uniting Church committees and agencies as appropriate

Position Reports To

The College Chaplain has dual responsibility. In the first instance the Chaplain is responsible to the Principal and for day to day matters this position is responsible to the Director of Chaplaincy and Student Services. Secondly, the Chaplain has a responsibility to Synod under the pastoral oversight of the Presbytery of Port Phillip West for the vocation of Chaplaincy.

The Chaplain is responsible for the exercise of a ministry within and to the College community. This normally involves the Chaplain in the preparation and conduct of worship and celebrations, the exercise of pastoral care (visiting, counselling), assisting in faith formation and growth, and teaching and/or a co-curricular responsibility. As well, the Chaplain is expected to assist in keeping the channels of communication between the Church and the College open and flowing freely.

1. Key Responsibilities

- To coordinate and nurture the faith and spirituality of the College community under direction of the Director of Chaplaincy and Student Services. An important focus will be to establish daily contact with both students and staff with a view to providing pastoral care to the individual.
- Prepare and lead prayers and reflections for school and College celebrations (Speech Nights, opening ceremonies, formal recognition services, etc.)
- Prepare and conduct baptism, confirmation, wedding and funeral services when requested and celebrate the sacraments of the Church where appropriate
- Teach Religion & Values Education as required.
- Conduct weekly Chapel services in conjunction with the Director of Chaplaincy & Student Services ensuring links to Pastoral Care programs, Life Skills and Student Services
- Provide pastoral care for members of the College community and their families as directed by the Director of Chaplaincy and Student Services from referrals by Heads of Schools, Deputy Principal or Principal
- Participate in the meetings of the College Heads as appropriate

<ul style="list-style-type: none"> • Offering counselling services and seminars to staff and parents • Establish and strengthen links with neighbouring congregations • Represent the Uniting Church to the wider community • Contribute to the Reach Out Community program • Assist in the continued development of a regular Worshipping Community • Any other duties as directed by the Principal
<p>2. Occupational Health & Safety</p> <ul style="list-style-type: none"> • Adhere to, monitor and participate in the health and safety of staff and students undertaking activities within the scope of the Position Summary above. • Prepare and update required risk registers for student activities, safety management plans for specific staff or student tasks and any other documentation necessary for compliance with OH&S legislation. • Ensure that staff comply with all OH&S requirements.
<p>3. Environmental</p> <ul style="list-style-type: none"> • Support and participate in the Environmental programs of the College
<p>4. Religion and Values Education Programs</p> <ul style="list-style-type: none"> • Support and participate in the Religion and Values Education Programs of the College
<p>5. Child Safety</p> <ul style="list-style-type: none"> • Ensure compliance with the College Child Safe Policy • Abide by the Child Safety Code of Conduct • Complete annual training in Child Safety as required
<p>6. Position Requirements:</p> <ul style="list-style-type: none"> • Be a Minister of the Word or Deacon in the Uniting Church • Be a qualified and registered teacher • Have had training in formal counselling • Be capable of communicating with and interested in the concerns of children, youths and adults • Be 'spiritually aware' and sensitive to the spiritual journeys of others • Possess personal qualities of creativity, flexibility and resilience • Possess a liberal, open attitude towards people of other faiths and be able to work alongside them comfortably