



# Lay Chaplain

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## *Job Description*

7th September 2017

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<b>Position</b>	Chaplain
<b>Commencement</b>	2018
<b>Tenure</b>	12 Month, Part-Time (0.4/0.5 FTE) Fixed Term, Leave Replacement, Commencing Term 1, 2018 Salary: dependent on qualifications
<b>Responsible to</b>	Principal and College Pastor
<b>Salary &amp; Allowance</b>	As per Lutheran Education South Eastern Region Multi Enterprise Agreement 2014 and the National Employment Standards
<b>Position Summary</b>	Through a long leave request, an exciting opportunity exists for a passionate and vibrant Chaplain to join our College ministry team. The Chaplain, in collaboration with Principal and Pastor, 'leads the spiritual life of the College with a focus on students and current school families.'

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# Position Responsibilities

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## Core mission

The Chaplain, in collaboration with Principal and Pastor, 'leads the spiritual life of College with a focus on students and current school families.' The Chaplain serves the Lakeside College community by facilitating student worship, spirituality and faith connections, through delivering best practice faith engagement and pastoral care. In doing so, they encourage all in the community to learn, care and achieve, to bring glory to God and serve the world in love.

The Chaplain should at all times exemplify the College's values: love, justice, compassion, forgiveness, service, courage, humility, hope, quality and appreciation.

## Reporting directly to

- College Pastor

## Associated relationships

- College Principal
- Wellbeing Leaders
- Heads of School

## Key tasks and expectations

### Professionalism

- a) A current Working with Children Check or VIT registration is essential.
- b) Due to operational needs, the Chaplain will need to be on campus at least 3 days per week
- c) Demonstrate commitment to the provision of Christian education in the Lutheran tradition and uphold the teachings of the Lutheran Church of Australia.
- d) Build and maintain student, colleague and parent relationships in keeping with our Christian ethos
- e) Respond to parent concerns within 24 hours and endeavour to resolve them within 48 hours
- f) Ensure behaviour at all times sets the standard for students
- g) Participate in professional development activities relevant to areas of responsibility
- h) Keep abreast of current thinking in mission, ministry and faith formation
- i) Maintain an appropriate Professional Learning Network
- j) Maintain a current Professional Development Plan in collaboration with the relevant line manager
- k) Work as part of a team to maintain smooth College operations.
- l) Take responsibility for any child within the College community as necessary
- m) Be available to parents at a mutually convenient time outside College hours if necessary
- n) Attend staff meetings as require
- o) Attend staff devotions and lead staff devotions when required
- p) Provide First Aid to students as needed in keeping with First Aid policies and procedures when needed

- q) Attend out of hours events as set out at the commencement of the College year
- r) Maintain an appropriate standard of dress following College guidelines
- s) Be punctual at all times out of respect to all in the College community
- t) Inform Daily Organiser of absence as soon as practical
- u) Follow College communication guidelines at all times, including use of email in keeping with procedures
- v) Adhere to all College policies
- w) Fulfil duties as set out in this document and as requested by the Principal in the knowledge that duties left undone may result in greater workload for others
- x) Undertake any additional duties at discretion of the Pastor and Principal

### **Mission and Ministry**

- a) In partnership with the Principal and Pastor, facilitate the implementation of the College Mission and Ministry plan
- b) Promote Christian principles of faith and appropriate lifestyle amongst students
- c) Work with the Principal, School Pastor and Christian Studies Leader to provide meaningful, cohesive and relevant worship and devotional experiences for students
- d) In partnership with the Pastor, organise and lead the Chapel worship and student and staff daily devotion program
- e) Share leadership of sub-school Chapel services each week with Pastor and Principal
- f) Work with Christian Studies teachers and Principal to integrate the worship life of the College with the Christian Studies curriculum
- g) Work on developing stronger links between College and Church worship
- h) Take part in the ministry program of the College (nurturing Christians)
- i) Take part in the mission program of the College (nurturing the other)
- j) Be a resource to Christian Studies teachers and engage in support as required
- k) Be engaged with the spiritual life of the College with a focus on students and current families
- l) Attend camps and excursions as required
- m) Be aware of the range and uses of resources throughout the College and have relevant materials available and easily accessible to facilitate worship and faith formation
- n) Organise time effectively and efficiently in order to fulfil responsibilities
- o) Provide opportunities for the spiritual, cultural, physical and social development of students through appropriate activities

### **Pastoral Care**

- a) Refer students and source appropriate services to meet their wellbeing needs
- b) Assist staff to manage student behaviour concerns
- c) Be aware of the child's home background, safety and welfare and take these factors into consideration in any dealings with the child
- d) Share noted student concerns and support all school staff to take a consistent approach to student wellbeing and student care
- e) Act upon indications of suspected abuse and any signs of non-accidental injury (Refer to the Student Wellbeing Policy)



### **Relationships**

- a) Develop positive relationships with all members of staff
- b) Support the use of Peacemakers Christian conflict resolution in response to conflicts among staff
- c) Develop positive and supportive relationships with the parents
- d) Love and support students in the manner set-out in the Student Wellbeing policy and through the use of Restorative Practices as the prime response to harm to relationships.
- e) Take opportunity to celebrate College success stories via appropriate outlets
- f) Involve parents where possible in the Chapel and worship activities
- g) Develop positive relationships with members of the community and promote a positive image of the College among them

### **Responsibility for child safety**

- a) Be familiar with the content of our Child Protection and Safety Policy and our Child Protection Program and the legal obligations with respect to the reporting of child abuse
- b) Be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the College's Child Protection Officers.