



Position Description

Chaplain

A True Education

Wesley College Melbourne, a school of the Uniting Church, established in 1866, is one of Australia's leading and most respected co-educational independent schools. With an enrolment of 3,400 students from three-year olds to Year 12, it comprises three metropolitan campuses in Melbourne, at St Kilda Road, Glen Waverley and Elsternwick, outdoor education sites at Chum Creek, Mallana and Lochend, a Year 9 residential campus at Clunes, and the Yiramalay/Wesley Studio School in the Kimberley, Western Australia.

Wesley College embraces a True Education, through a set of values and beliefs in an outstanding academic, liberal education and a vision of learning captured in four timeless principles described by Jacques Delors:

- learning to know;
- learning to do;
- learning to live with; and
- learning to be.

In bringing a True Education to life, Wesley College staff are committed to:

- Fostering learning for all;
- The highest levels of contemporary practice; and
- Upholding the values of Wesley College, Leadership of self and others.

Nature of the Role

The position of Chaplain is a Placement for a Minister of the Word or Deacon within the the Uniting Church in Australi, Synod of Victoria and Tasmania in collaboration with the Principal and Council of the College with the purpose of providing a ministry to the College community.

Normally there are three Chaplains appointed to the College at any one time, with each having one of the campuses as her/his primary focus.

The Chaplain has a dual responsibility:

- To the Head of Campus for the day-to-day exercise of ministry within and to the College community
- To the Uniting Church for the appropriate exercise of Uniting Church ministry, including to the relevant Presbytery for pastoral oversight and to the Synod's equipping Leadership for Mission Unit for connection and development with respect to the particular vocation of school chaplaincy.

Each Chaplain is a member of a Presbytery and that Presbytery is expected to provide

pastoral care and support for the Chaplain. The Presbytery, however, does not normally exercise any supervisory role in the exercise of the Chaplain's ministry.

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.

Main Responsibilities and Accountabilities

- To coordinate and nurture the faith and spirituality of the College community. An important focus will be to establish daily contact with both students and staff with a view to providing pastoral care to the individual
- To prepare and conduct worship for campus and school assemblies and chapel services
- To prepare and lead prayers and reflections for campus, school and College celebrations (Speech Nights, opening ceremonies, formal recognition services, etc)
- To prepare and conduct wedding and funeral services when requested and celebrate the sacraments of the Church where appropriate
- To provide pastoral care for members of the College community and their families as requested, including visiting homes and hospitals, counselling, assisting in faith formation and development and generally acting as a "listener"
- To participate in various committees and bodies of the College, including the meetings of College Senior Staff, and the team(s) to which the Chaplain is appointed
- To be an active member of the Campus Executive team
- To teach Religious & Ethics Education and/or other subject(s) as required. However, it should be noted that this responsibility is seen as one that would support the main focus of pastoral care
- To advise and assist senior members of campus staff, particularly with regard to any matter of pastoral concern
- Where necessary, to act as advocate on behalf of staff members or students who feel that, somehow, they have been unfairly dealt with
- Demonstrating full awareness of work health and safety issues and procedures, complying with these and taking responsibility for one's own health and safety
- Taking a lead role in promoting and supporting student, staff and visitor safety and wellbeing, anticipating and responding accordingly to potential threats
- Being familiar with emergency procedures and being ready to implement them if necessary

Budgetary Responsibilities

Chaplains may have a particular 'Chapel' budget, which they are expected to plan for and control.

Chaplains are provided with an office for their work and are expected to budget for appropriate recurrent and capital expenditure associated with that office.

Measures of Good Practice

Chaplains in the school are in Uniting Church placements and are subject to the Regulations and Code of Ethics of the Church. Their ministry in the school is conducted within a multi-

faith community and, primarily, to a community of people ranging in age from 4 to 18 years. These are among the contexts in which good practice will be measured.

The measures used in any review of the Chaplain's placement will be the subject of negotiation between the Chaplain, the Principal, the Synod's equipping for Leadership Unit and the Presbytery.

Assistance and Support from the College

The Chaplain will receive the support of the Principal and staff of the College at all levels. Regular meetings with the Heads of Campus, Heads of Schools and other College Chaplains will be important to ensure that the Chaplain is kept fully briefed on College, Campus and School matters and enable the Chaplain to continue to provide a service to the community.

Policy and Practice: Areas Requiring Co-operation

The independence of the Chaplains through their direct relationship with the Principal and the Heads of Campus is an important aspect of their ministry; however, this independence must be balanced against the day-to-day need to work as a part of School, Campus and College teams. Consequently, the Chaplain strives to be sensitive to the needs of the College's daily operations whilst retaining and exercising his or her vocation.

Collegial Relations

As specified above, the Chaplain's role provides formal links with the Principal, Heads of Campus and other College Chaplains. Working relationships need to be established, as far as possible, with all members of staff. It is expected that critical relationships will exist with members of the Campus and College Executive Teams.

Child Protection

Wesley College is committed to being a child safe environment, and we actively promote the safety and wellbeing of all students. All College staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations, including child safe standards. The College's Child Protection Program, including the *Child Protection and Safety Policy*, and the *Child Safety Code of Conduct* is available via the Staff Portal. The following responsibilities are expected of all roles within the College;

All staff are expected to;

- Be familiar with the content of the College's Child Protection Program, including the *Child Protection & Safety Policy*, the *Child Safety Code of Conduct*, and with their legal obligations with respect to the reporting of child abuse.
- Be responsible for understanding and applying the College's child safety policies and procedures, including identifying and addressing risks, identifying child abuse indicators, management of disclosures, and internal and external reporting obligations.
- 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](#) and/or with external agencies where required.
- Take all practicable measures to protect students where a risk to their safety has been identified, where students are under their care.
- Comply with the *Child Protection & Safety Policy*, and act in accordance with the *Child Safety Code of Conduct*.

Position Requirements

- Be a Minister of the Word or Deacon in the Uniting Church
- Be a qualified and registered teacher
- Have had training in Clinical Pastoral Education or other formal counselling training
- 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
- A current Victorian Institute of Teaching registration (which incorporates Working With Children Check and National Police Checks) is an essential requirement for this role
- A positive history of working with children, and experience in child-related work
- A strong belief in child safety and protection, and a willingness to be actively engaged in the College's child safe culture.