

PRESBYTERY OF PORT PHILLIP WEST



Uniting Church in Australia
 SYNOD OF VICTORIA AND TASMANIA

BARWON HEALTH CHAPLAINCY

Presbytery:	Port Phillip West
Time fraction:	0.8 FTE
Term:	Undefined up to 10 years
Suitable for:	Minister of the Word/ Deacon / Pastor (see Appendix B for pastor requirements)
Approval date:	Pastoral Relations Committee February 2024

Primary purpose of the Placement

The purpose of this position is to provide spiritual care for patients, residents, families and staff of the health service, as part of the holistic health care that is provided. The chaplain will be working in a multi-faith environment, having a special brief to provide care for Uniting Church members and a responsibility to provide appropriate spiritual care where it is most needed. An on-call component provides care in acute situations and dealing with issues such as shock and grief.

The chaplain will be expected to work in co-operation with medical staff, clergy, and other spiritual care staff in providing the appropriate pastoral and spiritual care for people of all religious backgrounds or none.

Position: Barwon Health Chaplaincy

Background Information:

Barwon Health is Victoria's largest regional health service serving up to 500,000 people in the Barwon southwest region. Barwon Health is a major teaching facility with links to Deakin University, The Gordon and other education facilities around Australia. Barwon Health's University Hospital Geelong is one of the busiest in Victoria. Care is provided at all stages of life and circumstances for a diverse community through a range of services, including emergency and mental health, aged care and rehabilitation. Care is provided through:

1. One main public hospital.
2. An inpatient and community rehabilitation facility at the McKellar Centre.
3. Aged care through lodges at the McKellar Centre at its sites in North Geelong and Charlemont.
4. A total of 16 community-based sites at key locations throughout the region.
5. Outreach clinics.

The Spiritual Care department has offices at University Hospital Geelong and at the McKellar Centre. Spiritual Care values diversity and inclusion. With a focus on best practices and innovation, the team is committed to providing the highest level of patient-centred care. Spiritual care practitioners provide compassionate care to patients, residents, families and staff and work alongside a committed team of spiritual care staff and accredited faith visitors to offer support in a respectful, non-judgmental environment.

The Spiritual Care department provides needs-based spiritual care, with some chaplains taking responsibility for visiting or overseeing particular wards in the hospital.

The Chaplain will be working as part of an ecumenical staff team including Anglican (0.8) and Catholic (0.5) chaplains, two Barwon Health employed Spiritual Carers (total 0.8), a part-time Coordinator (0.2), a McKellar Centre Chaplain (0.8) and a Palliative Care Supportive Care Worker (Spiritual). This make-up of the Spiritual Care Department is subject to change due to financial constraints of the various denominations.

The chaplain also may be working with Honorary Accredited Chaplains (HAC's) and intern practitioners who visit particular wards on a weekly basis. Education and supervision of these volunteer chaplains is considered an essential part of the HAC program.

The department also oversees the approval of accredited denominational chaplains and faith visitors who provide spiritual care for their own denomination/faith across Barwon Health.

Accreditation of non-staff denominational chaplains and honorary chaplains is the responsibility of the Spiritual Care Coordinator. Some supervision of Honorary Chaplains may be the responsibility of the Uniting Church Chaplain.

PRIMARY PLACEMENT PURPOSE

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spiritual care staff in providing the appropriate pastoral and spiritual care for people of all religious backgrounds or none.

REQUIREMENTS OF THE POSITION

RESPONSIBILITIES

- Provide spiritual care support to Uniting Church members or adherents primarily at Geelong Hospital and, as required, the McKellar Centre through referrals and chaplain-initiated visiting and in the ward(s) in which they may be assigned in consultation with spiritual care and ward staff.
- Occasional referral-based spiritual care of Uniting Church patients in St John of God Hospital.
- Participate in the department's duty roster of on-call assignments days, during working hours.
- Provide accountability to the department coordinator.
- Attend department meetings and share common tasks within the department e.g. organizing a memorial service, maintaining the spirituality centre, etc.
- Meet for monthly supervision with the department coordinator to review performance, goals, and to discuss your role.
- In the past, the role has assisted in the delivery of ecumenical worship services in the hospital Spirituality Centre on a fortnightly basis on a Sunday morning.
- Developing spiritual assessments, formulating plans of care, involving appropriate resources, and providing follow-up and/or referral to other spiritual care providers. Communicating each step of the process to other members of the multidisciplinary team.
- Participating in the activities and projects of the Department of Spiritual Care.
- Contributing to the mission of Barwon Health and the spiritual wellbeing of the larger hospital community by involvement in the work of hospital committees and other activities as agreed with the department coordinator.
- Participation in the life of the Presbytery of Port Phillip West as negotiated. See Appendix A for information about the Presbytery.

Other responsibilities:

- Be aware of and work in accordance with Hospital policies and procedures, including Privacy and Confidentiality, IT, Occupational Health and Safety, Equal Employment Opportunity, Consumer and Community Participation.
- Maintain current legal requirements as required such as Working With Children Check and a police background check
- Be respectful of the needs of patients, visitors and other staff and maintain a professional approach to all interactions.

ACCOUNTABILITY

- This position is accountable to the Presbytery of Port Phillip West through the PRC. The PRC may appoint a chaplaincy support group to support the chaplain in their ministry. The Presbytery require all ministry agents to complete an annual report followed by a conversation with the Presbytery Ministers and possibly another member of PRC. Attendance at two Ethical Ministry Refresher Workshops each year is required along with Safe Church training every three years.
- An annual performance review may be conducted in accordance with Barwon Health policy. Involved are the chaplain, the department coordinator, and a representative of UCA.
- The UCA chaplain will be part of the CFM Directorate Unit of Barwon Health and also responsible to the Spiritual Care Coordinator appointed by UHG Barwon Health.

QUALIFICATIONS / EXPERIENCE

The essential and preferred qualifications and experience required to perform this position:

- Be a practising member or a member is association of the Uniting Church in Australia .
- Studies in theology or other relevant tertiary qualification.
- Completion of at least two units of CPE, or equivalent *preferred*.
- To be functioning at **Level Two Capabilities**, *preferred* as described in the most recent Spiritual Health Victoria document “*Capabilities Framework for Pastoral Care and Chaplaincy*”. This document can be found here <https://www.spiritualhealth.org.au/standards>
- Knowledge of the norms of current “best practice” as articulated by leading pastoral care organisations such as Spiritual Health Victoria and Spiritual Care Australia. In particular, the latest Spiritual Care Australia Standards of Practice document (See spiritualcareaustralia.org.au).
- Be a member of Spiritual Care Australia – at Certified or Certified advanced level preferred

COMPETENCIES

Demonstrated skills required for this position:

- Initiating spiritual care relationships and developing spiritual care plans for people from a diversity of backgrounds.
- Interpersonal skills that promote collegiality, harmony, and a positive working environment.
- The ability to exercise ministry as part of an inter-denominational team in a multi-faith environment, demonstrating sensitivity and respect for religious diversity.
- Professional demeanour in all dealings with patients, families, staff, and general public.
- Ability to maintain professional confidentiality.
- Ability to receive and utilize supervision.
- Computer literacy skills with a variety of programs and applications (e.g. Microsoft Word, Excel, PowerPoint, etc) as well as a willingness to learn hospital-specific applications.
- Ability to provide activity/accountability data via the Hospitals referral system.

KEY PERFORMANCE INDICATORS

The Barwon Health chaplain will:

- Ensure that patients, families, and carers under the chaplain’s care and/or in the ward(s) in which they are assigned receive spiritual care visits promptly and regularly. All visits will be documented in the patient’s history and noted in the visiting records.

In the case of an assigned ward, the chaplain will:

- Liaise daily with staff on the ward(s) and provide prompt follow up to referrals they receive.
- Establish plans of care for those visited and successfully implement these plans.
- Maintain an active presence on the ward(s) where they are assigned evidenced by daily visits and participation in team meetings.
- Maintain positive communication with leaders on the ward(s) as evidenced by annual written evaluations by ward staff.

ATTRIBUTES

Personal attributes and behaviours required to perform this position:

- A history of emotional stability, positive self-care, and an ability to maintain healthy professional relationships and boundaries.

- The ability to articulate one's philosophy and practice of pastoral care and to relate it with prevailing standards of care
- The inclination to engage peers and colleagues as resources in critiquing one's practice of spiritual care.
- The ability to form supportive relationships with spiritual care colleagues in order to improve their confidence and competency.
- The naming of one's professional goals and being accountable in achieving them.
- A commitment to ongoing professional development and to monthly spiritual direction.
- A willingness to serve where needed within Barwon Health as negotiated with the department coordinator.
- A commitment to Barwon Health's mission as communicated through its stated Values, Vision, and Goals.

ORGANISATIONAL RELATIONSHIPS

- The Barwon Health Chaplain is employed and appointed by the Presbytery of Port Phillip West for service at Barwon Health and thus is accountable to both sides of this partnership. The Presbytery has its own systems of supervision, reporting, accountability, requirements, and compensation with which the Chaplain will need to comply.
- A Chaplaincy Support Group may be appointed by the Pastoral Relations Committee of PPPW in consultation with the Chaplain for support on issues related to the ministry. This group model will be negotiated based on the Chaplain's support needs and be made up of the Presbytery contact person and appropriately appointed lay people providing an opportunity for liaison with local churches.
- Barwon Health and UCA each reserve the right to terminate the appointment of the Chaplain with written notice to the other party and to the Chaplain in accordance with the Regulations of the UCA.

Appendix A

Presbytery of Port Phillip West

1. What is a Presbytery?

“Christ is the Good Shepherd who loves, knows, leads, protects, cares for and guides his flock. This is the loving oversight that God in Christ offers all creation and calls the church to embody. In seeking to embody this oversight the church does so not for the church’s own sake, but for the sake of all God’s people.

Presbyteries are one means by which we as church discharge the ministry of oversight entrusted to us as followers of Christ at mission in the world. The Basis of Union (Para 15, 1992 edition) describes the Presbytery’s function as the district council to:

...perform all the acts of oversight necessary to the life and mission of the Church in the area for which it is responsible, except for those agencies which are directly responsible to the Synod or Assembly. It will in particular exercise oversight over the congregations within its bounds, encouraging them to strengthen one another’s faith, to bear one another’s burdens and exhorting them to fulfil their high calling in Christ Jesus. It will promote those wider aspects of the work of the Church committed to it by the Synod or Assembly.”

Presbytery Transition Team Report, 2017, Section D1, pg D1.4

The core responsibilities of presbyteries are laid out in the Constitution and Regulation 3.1.3, and fall into three key areas: Pastoral, Mission/Education and Administration.

When Presbyteries are functioning well, they contribute to the building up of the whole Body of Christ:

- Congregations, agencies, faith communities and chaplaincies are supported and their life enriched; Congregations, agencies, faith communities and chaplaincies are helped in identifying and building their missional and ecumenical possibilities.
- Links between ministry contexts (schools, agencies, faith communities, congregations) and the wider Uniting Church are forged and strengthened.
- People in ministry roles are encouraged, equipped and supported.
- Educational possibilities for congregations and those in ministry are facilitated.
- Intercultural relationships thrive.
- The relationship with Congress is strengthened; and
- Communication with the various parts of the Synod is clear, building up strong relationships between all councils of the Church.

2. The Context of Presbytery of Port Phillip West

Description of the geographic and demographic area of the Presbytery

The Presbytery's boundaries stretch from Lorne in the south-west to Queenscliff in the south-east and include all the Bellarine Peninsula and Geelong. The western edge of the Presbytery includes Bacchus Marsh and Sunbury.

In the north, the Presbytery includes Macedon Ranges, and then on the eastern boundary it includes Wallan, Craigieburn, Darebin Northwest, Preston and Northcote. All of Melbourne's western and northwestern suburbs are within the Presbytery's boundaries.

This Presbytery has an extensive and varied demography, from high density inner city living, to medium density living in the northern suburbs, to low density housing of the rural countryside from the Surf Coast and surrounding area across to the Macedon Ranges. It has pockets of low socioeconomic living as well as established neighbourhoods of great wealth, and a large variety of retail businesses and light industrial areas.

The Uniting Church in the Presbytery of Port Phillip West

The Presbytery of Port Phillip West has 65 congregations and several agencies and schools. It also includes Narana Aboriginal Cultural Centre, located in Armstrong Creek, which is a division of the Uniting Aboriginal and Islander Christian Congress, the Aboriginal arm of the Uniting Church in Australia. Narana is an organisation which provides an education- and tourism-focused destination committed to providing a welcome into today's First Nations culture. Narana's emphasis is on building healthy relationships and developing a shared understanding, and the Presbytery is committed to developing partnerships.

The Presbytery of Port Phillip West is a region of great diversity: large and small, city and country, mono- and inter-cultural, traditional and experimental. It includes older and well-established areas and others which are brand new and developing. Congregations are also very diverse:

- ethnically;
- in size;
- in expressions of worship;
- theologically;
- in resources.

There are congregations which are growing in size while some are declining, and others are looking at new ways of "being church". It is a vital time to look at the viabilities of congregations. There are several 'gathered congregations' – congregations in which members come from a wide range of places to worship together.

Intercultural congregations and faith communities include communities whose backgrounds include Vietnamese, Dinka, Filipino, Fijian, Samoan, Cook Islander, Arabic, Tongan and Macedonian members as well as individuals from other ethnic groups. There are also some specific ministries with families and children in both new and established housing areas, ministries with faith communities, and ministry amongst people with mental health needs. There is also a significant chaplaincy ministry within aged care and community service institutions, universities, hospitals, prisons and schools. These ministries are both spiritual and practical in nature.

The Presbytery carries responsibility for a great deal of property which raises issues of missional strategy and maintenance. The Presbytery is asset rich and has carefully developed a strong investment portfolio. However, future development is predicated on investment growth.

The Presbytery Office is located at St Albans Uniting Church, corner East Esplanade and Elaine Street, St Albans 3021.

Our Strategy

The "Regenerating the Church" [Strategy – Presbytery of Port Phillip West \(ucappw.org.au\)](http://ucappw.org.au) seeks to encourage, nurture and sustain a culture of church renewal across the Presbytery through developing new forms of church, planting a variety of expressions of church and encouraging new missional life in existing congregations, faith communities, agencies and schools.

God's work of love in the world, namely, the mission of God – has a Church - the Body of Christ.

The church has been called into being by God and empowered by the Holy Spirit. As first-fruits of the coming reign of God, we are collaborators in God's mission. The church is the people of God, a servant people, a reconciling community of the Holy Spirit where divisions are broken down, the body of Christ in the world. As the church of God, we are a pilgrim people, called to "to confess the Lord in fresh words and deeds", worshipping God and serving the world in our time and place. The church is called to be a lived-out expression of the Gospel, communities of reconciliation, and a blessing to our communities.

Our Purpose and Vision

As the Presbytery of Port Philip West, we are called by God to steward our resources wisely, discerning what we are called to do in our part of God's vineyard. In particular, we will seek to work in partnership with the Uniting Church in Australia Synod of VicTas, following their vision of "Following Christ, walking together as First and Second Peoples, seeking community, compassion, and justice for all creation." Within that overarching vision for the Synod, our vision and hope is:

Through the work of the Spirit of Christ: For the Presbytery of Port Phillip West to be a network of increasingly vibrant, diverse, contextual and disciple-making communities of Christ participating in and witnessing to the wonder of God's mission.

Our Focus

New and Renewing: We live in times of great change and the UCA continues to adapt to bring life in all its fullness as promised by Christ. We need to be “inspiring and enabling more new contextual Christian communities to be born, and to renew existing ones to be more faithful and missional”.

Intercultural: We learn from and enable diverse cultural groups within the Presbytery to flourish and grow together.

Intergenerational: We welcome, equip, and empower the different generations, in their life together, discipleship-making, ministry and mission.

Digital Church: We take risks and embrace digital technology that enables the church to engage in missional engagement online. Creating discipleship pathways in social media and other on-line platforms.

Collaborate: We need to work with partners to engage in mission.

List of Abbreviations

PPPW: Presbytery of Port Phillip West

PRC: Pastoral Relations Committee

MFC: Ministry Formation Committee

MSE: Mission, Strategy and Education Committee

APF: Administration, Property and Finance Committee

SC: Standing Committee

ACOMP: Advisory Committee On Ministerial Placements

PSF: Presbytery-Synod Forum

JNC: Joint Nominating Committee

Appendix B

Pastor Requirements

Any lay person applying for this position will need to meet both the core and general competencies as set out by the UCA Assembly. (Link below)

Core Competencies are those areas determined by the UCA Assembly as essential minimum requirements for an appointment for the ministry of Pastor. The Assembly has determined that these Core Competencies address two areas: The Basis of Union and UCA ethos, and the UCA Code of Ethics and Ministry Practice. Competencies include knowledge, skills and other abilities. Both these competencies are vital to this role of PM Generalist.

The General Competencies are grouped under the following headings. Note that the categories are not mutually exclusive, so there are some overlaps of competency in some areas.

1. Community Development
2. Education
3. Evangelism
4. Leadership
5. Pastoral Care
6. Organisation & Administration
7. Worship & Preaching

This role of Chaplain is focused primarily on pastoral care with some administration and will include some aspects of worship and preaching especially in relation to funerals.

Detailed information about both the core and general competencies can be found [here](#).