

## **CATHEDRAL CHURCH OF CHRIST THE KING, GRAFTON**

### **POSITION DESCRIPTION**

#### **ASSOCIATE MINISTER (CHILDREN, FAMILIES AND YOUTH)**

##### **Background**

The Cathedral Church of Christ the King (the Cathedral) and Clarence Valley Anglican School (CVAS) are working together to provide faith education opportunities to children, families and staff associated with the Anglican Diocese of Grafton through their enrolment with CVAS and/or their participation in the Cathedral faith community.

We are seeking to engage a passionate faith educator to work across both ministry contexts to assist both the Cathedral and the School to enhance that shared mission.

The School's Anglican Ethos statement is attached to this document as an appendix, together with a statement of the Cathedral vision statement. These statements create the overall framework for our partnership in mission and ministry.

##### **Position Summary**

This is a fixed-term full-time—five (5) days per week—appointment for a period of three years from the date of commencement and may be renewed for additional terms by agreement of all the parties.

The primary role of the Associate Minister is to serve as Chaplain to Clarence Valley Anglican School while also developing the partnership between the Cathedral and the School in ministry with children, families and youth in the Grafton area.

The position will be established within the ministry team of the Cathedral and reports directly to the Dean.

Normal diocesan provisions for stipend, allowances and participation in professional development apply.

##### **Major Areas of Responsibility**

The School and Cathedral provide one unified ministry context for the person serving in this role, with the expectation that over the course of the year roughly equal amounts of time will be devoted to ministry related to the Cathedral (including Sunday mornings) and to the School. It is recognised that during term time the proportion of time devoted to the School may be more than 50%, while during term breaks the situation may be reversed.

As a responsible ministry professional, the Associate Minister will need to take the initiative in determining their own schedule in response to the changing demands in both School and the Cathedral and the need for a proper work/life balance.

The major areas of responsibility for the Associate Minister are expected to include the following:

- CVAS Chaplaincy Program: coordinate and deliver the chaplaincy program provided to CVAS by the Cathedral, including school chapel services, curriculum development, teaching RE, serving as a resource person for other staff teaching the RE programs, membership of the School Executive, and pastoral care to members of the school community.
- Cathedral ministry with Children, Families and Youth: develop new opportunities for families with children and for youth to engage with the mission of the Cathedral. Take primary responsibility for Baptism ministry.
- Social Justice: develop the engagement of the Cathedral and School in social justice ministry, preferably with strong connections to the community service learning programs of CVAS.

### **Knowledge/Skills/Experience**

- Appropriate qualifications in theology and ministry.
- Ability to develop and implement innovative children's programs and actively engage children and their families with the Christian faith.
- Appropriate experience relevant to chaplaincy ministry in a K-12 school environment.
- Hold a teaching qualification and being eligible for accreditation with NSW Education Standards Authority (NESA) would be an advantage, as is a willingness to undertake studies to attain these qualifications with the support of the Cathedral and School.
- Good interpersonal and relational skills, including a demonstrated ability to foster and promote positive personal relationships with all stakeholders
- Appropriate organizational and management skills to further strengthen the partnership between Cathedral and School.
- A knowledge of the history and culture of the Anglican Diocese of Grafton or a capacity to develop this knowledge within a reasonable time of commencing.
- A commitment to uphold the mission and ministry of the Cathedral Parish and Clarence Valley Anglican School.

### **Fundamental Requirements**

The position requires a person who is a member of the Anglican Church or another religious community whose beliefs and practices are not in conflict with the beliefs, culture and ministry of the Cathedral Parish.

The successful applicant must be eligible for licensing by the Bishop of Grafton.

A commitment to diocesan standards for safe ministry practices that respect and protect the safety and well-being of all people who interact with the Cathedral Parish, particularly the young and vulnerable.

### **Work Environment**

The Cathedral and the School are both committed to providing a safe and supportive environment for all staff and volunteers.

Appropriate office facilities will be provided at the Cathedral site, and there will be an office provided within the School at the Clarenza campus.

The duties of this position may require travel to locations outside of Grafton, including regional and interstate meetings.

### **Remuneration**

The remuneration for this position will be according to the diocesan regulations for payment of clergy, including allowances for housing and motor vehicle expenses.

### **Supervision and Performance Review**

The position reports to the Dean of the Cathedral, but also requires the Associate Minister to work collaboratively with staff of Clarence Valley Anglican School. The Dean will be responsible for the induction, training, supervision and performance reviews, in collaboration with the CVAS Principal.

Upon first commencing in the position, there will be reviews at three months and six months to provide constructive feedback and to assist with the professional development of the Assistant Minister.

There will be an annual performance review on the anniversary of the appointment, with a focus on professional development, adjustment to workflows, and any changes to the primary responsibilities.

## **CHRIST CHURCH CATHEDRAL GRAFTON**

### **Associate Minister (Children, Families & Youth)**

#### **SELECTION CRITERIA**

- A person in good standing in the Anglican Communion or another compatible religious community, and with a demonstrated ability to work within an ecumenical context.
- Appropriate degrees or other formal qualifications in theology, education and pastoral ministry.
- Demonstrated knowledge and experience relevant to chaplaincy ministry in a K-12 school environment.
- Ability to develop and implement innovative children's programs and actively engage children and their families with the Christian faith.
- Personal qualities that will support the successful fulfilment of the role.
- A commitment to diocesan standards for safe ministry practices that respect and protect the safety and well-being of all people who interact with the Cathedral and School, particularly the young and vulnerable.

## **APPENDIX 1: CHRIST CHURCH CATHEDRAL VISION STATEMENT**

### **OUR VISION**

We seek to be a generous faith community centred around the person and teachings of Jesus, open to new insights from the natural and social sciences, and engaged with the wider community in compassionate action for the common good.

### **OUR COMMUNITY**

As the 'mother church' for the Diocese of Grafton, the Cathedral Parish serves the broader Anglican community on the North Coast of New South Wales. As a Cathedral, it serves the civic community of Grafton and the Clarence Valley Regional Council. As a local Parish, it seeks to form and sustain an inclusive Christian community.

### **WHAT WE DO**

We engage in the five marks of mission identified by the Anglican Consultative Council in 1984:

- To proclaim the Good News of the Kingdom
- To teach, baptise and nurture new believers
- To respond to human need by loving service
- To transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation
- To strive to safeguard the integrity of creation, and sustain and renew the life of the earth

## **APPENDIX 2: ANGLICAN DIOCESE OF GRAFTON SCHOOLS ETHOS STATEMENT**

The Anglican Diocese of Grafton engages in school education in recognition that God is concerned for the development and wellbeing of the whole person.

Schools in the Diocese are diverse in nature and character, as is the Anglican Church itself. In response to their communities they offer excellence in teaching and learning, pastoral care, worship and service. They are coeducational centres of learning and active participants in the mission of the Church, encouraging young people to consider a personal response to the Christian faith.

Anglican Schools operate on the basis of a Christian belief in God and a Christian way of life according to the principles and traditions of the Anglican Church by:

- Developing and nurturing Christian and spiritual awareness and growth within a community that draws together pupils, staff and parents;
- Providing a balanced and dynamic educational program that challenges students to develop their unique potential through participation in intellectual, spiritual, cultural, aesthetic and physical pursuits;
- Valuing a spirit of inquiry and intellectual endeavour and encouraging students to become critical thinkers, capable of making reasoned and informed decisions;
- Supporting the development of the whole person and encouraging each child to develop self-confidence, high self-esteem and respect for others;
- Affirming the dignity and worth of all people, aspiring to be inclusive, open and responsive to diverse needs and abilities
- Encouraging students to be socially aware, to understand and serve the needs of others in the community and to exercise social, ethical, civic and environmental responsibility; and
- Fostering compassionate and respectful relationships within a safe, disciplined, caring, Christian learning community.

Anglican schools promote opportunities to develop spiritual lives through religious education programs, worship, and community service programs.

- Religious education programs encourage young people to think, question, challenge, investigate and reflect in their guided search for spiritual meaning and truth.
- Worship services in the Anglican tradition provide young people with opportunities to develop and express their spiritual nature.
- Community service learning programs through Anglican agencies and other bodies enable young people to learn and serve others, especially those in need, in a spirit of mutuality.

Through these opportunities, young people are equipped to make informed decisions about matters of personal faith and ethical behaviour.

Anglican schools provide an environment to nurture the whole person as a sound foundation for life.

### **APPENDIX 3: CVAS VISION STATEMENT**

Clarence Valley Anglican School seeks to provide children with the opportunity to achieve their full potential through participation in a broad range of learning experiences.

The School encourages and develops a spirit of partnerships between parents, students and staff in a creative learning environment.

The School promotes a caring community where Christian values are respected and practised.

The school endeavours that each child achieves this through:

#### **Being**

Membership of an Anglican community where Christian truths and values form the framework of the community structure.

#### **Living**

Membership of a nurturing environment where each child has the opportunity to grow in confidence, embrace life and prepare for the challenges and demands they will encounter in life, recognising that each of them as an individual can make a difference.

#### **Doing**

Membership of a learning community within a family atmosphere where each child is encouraged to harness and extend the abilities, gifts and talents they possess.

#### **APPENDIX 4: DUTIES AND RESPONSIBILITIES OF THE CVAS CHAPLAIN**

- The Chaplain will be a member of the School Executive
- Provide worship services in the Anglican tradition that are meaningful, relevant and age appropriate for students and educate the behaviours that are appropriate to such worship services
- Provide worship service in the Anglican tradition as required by the broader school community
- A teaching role that encourages students to engage in meaningful dialogue regarding spirituality, religion, values and ethics, with an attitude of respectful inquiry
- Provide professional development and support for staff in their teaching of Religious and Values Education.
- Provide pastoral care and support following critical incidents
- Collaborating with Stage Coordinators and Pastoral Care teachers and classroom teachers to provide support and care to students and their families, particularly in in challenging times or difficult situations.
- Facilitate voluntary groups and activities for students seeking to explore and/or develop their spirituality
- Demonstrate pastoral skills and understandings that will enable him/her to exercise exceptional pastoral care for our students and those in the wider school community
- Encourage a life of spirituality amongst the School Community
- Work closely with the Principal to monitor the spiritual wellbeing of the School
- Facilitate programs for significant Anglican commitments including Baptism, First Communion, and Confirmation
- Be involved in all aspects of School life beyond the classroom including co-curricular and SACS activities
- Undertake school duties such as staff meetings, committees, parent/teacher interviews, playground duties etc.
- Maintain a strong relationship with the Anglican Diocese
- Providing pastoral ministry and spiritual support to teaching and non-teaching staff.