



ANGLICAN DIOCESE OF GRAFTON

POLICIES AND PROCEDURES

SUBJECT: SCHOOL CHAPLAINCY		REFERENCE NUMBER GASC-005
DATE APPROVED 15 December 2022 by Bishop-in-Council		VERSION Original
IMPLEMENTATION DATE Immediate	REVIEW FREQUENCY As required but at least 3 yearly	RESPONSIBLE FOR REVIEW Grafton Anglican Schools Commission

1. PURPOSE

The purpose of this policy is to provide the parameters within which the Bishop expects Schools, Principals, Chaplains and the Diocese to exercise their various and interrelated ministries in the provision of Chaplaincy within Diocesan Schools.

2. SCOPE

This policy applies to all appointments made to a chaplaincy role in Schools of the Anglican Diocese of Grafton, excluding the Lismore Parish Centre Preschool.

3. DEFINITIONS

“Chaplain” – any-ordained person or Licensed Lay Minister working in a Diocesan School.

“Church” –the Anglican Church of Australia in the Diocese of Grafton.

“Diocese” – the Anglican Diocese of Grafton.

“School” – a Diocesan School governed by a School Council in the Diocese of Grafton, excluding the Lismore Parish Centre Preschool.

“School Chaplain” – the most senior chaplain in a Diocesan School.

4. PRINCIPLES

- 4.1 School chaplaincy and the Diocesan model to support it, is grounded in the overall mission of the Diocese and the Schools Ethos Statement from which the relevant School develops its mission statement and which the School Council, Principal and staff implement.
- 4.2 Chaplains are licensed by the Bishop and maintain a link with the broader Church and its mission as well as ministering specifically to the school community.
- 4.3 Chaplains are to be a priestly presence in the school community and its fringes, inviting all to faith in Christ, offering spiritual and pastoral leadership in the life of the School. As such, chaplaincy is a symbol of God’s love in the midst of the school community, reminding us of our identity in Christ and calling us to love and justice.

- 4.4 Chaplains are to minister, through Word and Sacrament, according to the rites and traditions of the Anglican Church of Australia, to students, staff and the wider community of the School to which they have been appointed.

5. REQUIREMENTS

5.1 APPOINTMENT OF CHAPLAINS

- 5.1.1 The position of a chaplain is a joint undertaking between the School and the Bishop.
- 5.1.2 Chaplains are appointed and licensed by the Bishop and under the day-to-day direction of the Principal of the School within which they minister.
- 5.1.3 Chaplains are formally employed by the Anglican Diocese of Grafton and their salary and employment on costs are covered by the School.
- 5.1.4 The office of School Chaplain is of a similar standing to the positions of Deputy Principal and Business Manager.
- 5.1.5 The School Council will determine the recruitment and selection process for any chaplaincy position. The Bishop shall be engaged in the selection process, to such extent as the Bishop thinks fit, and no offer may be made to a preferred candidate without the Bishop's agreement to licence the candidate to the role.
- 5.1.6 If the Bishop is not a member of the panel, the Bishop may interview the recommended candidate or candidates before an offer is made.
- 5.1.7 The criteria used for selection and appointment of chaplains should include, as a minimum:
- (a) a degree in theology as described in the Minimum Standards for Ordination in the Anglican Church of Australia (ordained chaplains) **OR** another qualification may be accepted at the Bishop's discretion (lay chaplains);
 - (b) a professional qualification or prior experience in Religious Education and/ or Education is not essential but would be advantageous;
 - (c) willingness to embrace the Schools Ethos Statement and the vision and values of the Diocese of Grafton;
 - (d) such pastoral skills and insights as will enable the chaplain to exercise pastoral care for students, staff, Principal, and the parent community;
 - (e) an ability to work as a member of a team in the School and Diocesan communities, including with local clergy and other chaplains;
 - (f) maturity of Christian faith;
 - (g) an ability to provide advice to the School Principal on the development of school policies relating to Anglican ethos and mission; and
 - (h) the ability to meet all minimum requirements for the holding of a licence from the Bishop.
- 5.1.8 The successful candidate will be sent a letter of offer from the Bishop of Grafton.

5.2 LICENSING

- 5.2.1 The School Chaplain, Assistant Chaplains, Lay Chaplains, Youth Workers and any other ministry staff within the School are to be licensed by the Bishop.
- 5.2.2 In order to be licensed, a person must be a communicant member of the Anglican Church of Australia. In exceptional circumstances the Bishop, in consultation with the Principal and School Chaplain, may allow someone to join the Chaplaincy team (other than in the position of School Chaplain) without being licensed (for example, where a prospective Youth Minister is not a Communicant Member of the Anglican Church of Australia).

5.3 REPORTING RELATIONSHIPS

- 5.3.1 In matters of faith and ritual, chaplains will be responsible to the Bishop.
- 5.3.2 On School and day-to-day matters, the School Chaplain reports directly to the School Principal. The School Chaplain is to communicate with the Principal regarding those matters. There should generally not be discussion of School affairs between members of the School Council and the School Chaplain, except with the prior knowledge of the Principal. As is the case with all staff, all communication with members of the School Council should be through the Principal.
- 5.3.3 The School Chaplain will be a member of the Senior Leadership Team (or Executive) of the School.
- 5.3.4 In the School Constitution, the Principal is charged with the moral government and discipline of the students. In carrying out those duties the Principal would normally seek guidance, where appropriate, from the School Chaplain who provides spiritual leadership and pastoral care within the ethos and mission of the Church.
- 5.3.5 The School should clearly articulate its leadership structure and where the School Chaplain sits within this structure.
- 5.3.6 Schools may choose to appoint more than one chaplain. In such cases, it is up to the Principal to propose to the Bishop how each chaplain will be deployed within the School and how each sits within the leadership structure. In such cases, only the School Chaplain would be a member of the Senior Leadership Team (or Executive) of the School and other members of the Chaplaincy Team would report to the School Chaplain.
- 5.3.7 Should the situation arise where the performance of a chaplain does not meet the expectations of the Principal, the chaplain concerned and the Bishop must be formally advised of this by the Principal and the Chair of the School Council. The chaplain is to be provided with the opportunity to address any issues or perceived shortcomings.
- 5.3.8 If the decision to remove a chaplain from his or her position is made, then this decision must be made by mutual agreement of the Principal, the Chair of the School Council and the Bishop.
- 5.3.9 If the Bishop considers it necessary to remove or not reissue a chaplain's licence, the appointment and associated remuneration will cease. The Bishop will not be compelled to licence them for another position in the Diocese of Grafton, stipendiary or non-stipendiary.

- 5.3.10 Circumstances that may lead to a loss of licence include, but are not limited to:
- (a) termination of a person's engagement as chaplain;
 - (b) irreconcilable differences between the chaplain and the Principal regarding the conduct of chaplaincy at the School, after reasonable attempts to resolve important issues have been made and brought to the notice of the Bishop;
 - (c) gross misconduct, negligence or dereliction of duties;
 - (d) inability to hold a positive Working with Children's Check and other Safe Ministry requirements;
 - (e) conviction for an indictable offence;
 - (f) a serious breach of the School's Code of Conduct;
 - (g) a serious breach of Faithfulness in Service.
- 5.3.11 In circumstances that may lead to loss of licence, action to stand a chaplain down without loss of remuneration will be considered.
- 5.3.12 Opportunities for regular review and feedback will be provided. The Principal will manage this process. The Bishop may require a review when a chaplain's Licence is due for renewal.

5.4 CHAPLAIN'S ROLE

- 5.4.1 The Principal, Senior Leadership Team and School Council should put structures in place that will facilitate chaplaincy within the School. The allocation of time to all five areas mentioned below and the prioritising of the use of the sacred space will reflect the level of commitment the School has to the mission of the Church.
- 5.4.2 The role of chaplain within a school will include:
- (a) **Mission:** May be seen in concrete terms as facilitating the understanding of a faith-centred life and will necessarily manifest itself in pastoral care, liturgy and teaching.
 - (b) **Pastoral Care:** May be seen as "putting the Gospel into practice". It acknowledges the inherent worth of every human being loved unconditionally by God. In concrete terms it will involve listening, empathising, consoling, encouraging, sourcing specific areas of expertise in counselling, advice and understanding to students, staff and parents in consultation with the pastoral care team, following the pastoral care policy of the School. (The procurement of any external or purchased services is to be in compliance with the School's policies and procedures).
 - (c) **Liturgy:** Liturgy provides an opportunity for the School community, either as a whole or by Houses or Year Groups, to gather in God's presence for worship and song, the reading of the scriptures and prayer.
 - (d) **Teaching:** This provides an important opportunity to engage with students and to explore contemporary issues from the point of view of the Christian faith and values.
 - (e) **Leadership:** By witness and example, leadership allows space for faith to be formed in students' lives not just taught, and developed in a dynamic and attractive way as an essential part of the overall education process. The leadership function of the Chaplain will emerge from the four areas mentioned above and will necessarily reflect a leadership borne of service. Above all else, respect is borne of authenticity.

5.5 MODELS OF CHAPLAINCY

- 5.5.1 It is recognised that there are many models of ministry for school chaplaincy. Flexibility and responsiveness to the needs of the school community are essential features of chaplaincy in Anglican Schools across the Diocese.

5.5.2 Models of chaplaincy that Schools in the Diocese might adopt include:

- (a) Chaplain –ordained minister
- (b) Chaplain – ordained minister / teacher
- (c) Chaplain – ordained minister / shared with parish
- (d) Lay Chaplain (teaching or non-teaching)

5.6 CHAPLAIN RESPONSIBILITIES

5.6.1 Chaplains have a range of responsibilities both to the school community and to the wider Diocese.

(a) **Diocesan Responsibilities:**

- Participate in Diocesan Synod
- Attend the annual Clergy Retreat
- Attend Ministry School and Clergy Conference
- Meet with a Spiritual Director regularly
- Attend Archdeaconry and relevant Network or Ministry Area Meetings
- Participate in Professional Supervision in accordance with MUP-007 Professional Supervision for Stipendiary Clergy and Stipendiary Lay Ministers
- If a chaplain is in the early years of ministry, participation in the Diocese of Grafton’s Formation Program will be required in accordance with the document *Discernment, Formation and Training for Ministry* (2020)
- If a chaplain is new to the Diocese, they will be required to participate in the FIND Program (First Incumbents and New to the Diocese)
- Maintain support network (Pastoral Support Group, Confidante)

(b) **School Responsibilities:**

- Member of Executive/ Senior Leadership Team (School Chaplain)
- Provide leadership, advice and feedback to the Principal and Management on issues affecting the spiritual and religious life of the School (School Chaplain)
- Possibly a Member of Pastoral Care or Wellbeing team
- Lead Liturgical and Spiritual aspects of the school - Weekly and Special event chapels/ services
- Academic program – teach weekly classes and/or participate in curriculum development and review
- Mission - promotion of social responsibility within the school community, and core gospel values (inclusion, equality, justice, forgiveness, worth, peace, love)
- Participate in ongoing professional development
- Attend Anglican Schools Australia Conferences
- Attend Diocesan Schools Network Meetings
- Assist in promoting the Christian Ethos of the School both internally with staff and students and externally

5.6.2 A list of responsibilities is provided as Schedule A. This is for information purposes only and does not form part of this Policy.

5.7 TOOLS OF TRADE

Chaplains will receive the normal tools of the trade. In most cases this will include a laptop, tablet and phone provided by the School.

5.8 REMUNERATION

While each School is at liberty to negotiate a suitable remuneration package with a successful candidate for the post of School Chaplain, the value of the package (for chaplains who are clergy) must be at least equal to the Stipend and Allowances in the Diocese of Grafton for a Rector or for an Associate Priest in the case of an Assistant Chaplain, as set by Bishop-in-Council from time to time.

SCHEDULE A

EXAMPLES OF SPECIFIC RESPONSIBILITIES

Area of Responsibility	NOTE: Responsibilities will vary depending on the model of ministry selected by the School
Mission and School Ethos	<ul style="list-style-type: none"> • Support and encourage the Principal in the development of a Christian community • Be a Christian presence and witness in the school community, e.g. in the staff room, at parent evenings etc. • Encourage and facilitate the spiritual journey for members of the school community. • Lead prayers and reflections for Staff Meetings. • Maintain contact with the school community through the school newsletter (or other appropriate means). • Oversee the development of Christian groups within the school. • Bring awareness of social justice issues to the school community. • Liaise with local parishes and explore together ways of providing joint ministry • Arrange and maintain support for Christian mission and welfare agencies in relevant and appropriate ways.
Pastoral Care	<ul style="list-style-type: none"> • Participate in the school's Pastoral Care and welfare programs. • Work in collaboration with school counsellors and wellbeing staff, year group advisors (or similar) and Heads to provide support and care to staff, students and their families, particularly in times of crisis, trauma and bereavement. • Provide pastoral ministry and spiritual support to teaching and non-teaching staff. • Participate in pastoral advocacy for minority groups, including Indigenous groups. • Provide a system of referral to appropriate specialists if warranted. • Offer prayers for and with the school community.
Liturgy And Spirituality	<p>Create and Coordinate worship experiences and Chapel Services for Students and Staff, including:</p> <ul style="list-style-type: none"> • Create and coordinate meaningful experiences for quietness and reflection, meditative times which draw on the creative arts, and opportunities to enjoy the natural environment. • Prepare candidates for Baptism, First Communion, and Confirmation in liaison with the student's parish priest. • Conduct and co-ordinate preparation for and pastoral services of Baptism, Marriages and Funerals. • Train and oversee students appointed as Chapel Sacristans etc. • Remain up-to-date with ecclesiological developments and best practice within the Anglican Church. • Oversee use and maintenance of Chapel.

<p>Academic Program</p>	<ul style="list-style-type: none"> • Develop, oversee and participate in the delivery of an appropriate Religious Education program. • Select and maintain appropriate resources to aid in the delivery of the Religious Education program. • Provide professional development and support for staff in their teaching of Religious Education. • Provide support and advice for staff in the integration of aspects of the Christian faith and spiritual literacy into their day to day teaching and class activities. • Maintain understanding of current trends, developments and recommendations within Religious and Values Education. • Mandatory liaison with Head of Religious Education (where distinct from chaplain) to ensure the maintenance of the Anglican Ethos in the Religious Education program.
<p>Leadership</p>	<ul style="list-style-type: none"> • Contribute meaningfully as a member of the senior leadership team of the School. • Participate and/or coordinate co-curricular activity e.g. Community Service Program. • Oversee, liaise with and support the work of other members of the Chaplaincy Team (where applicable). • Participate in Synod. • Participate in professional development opportunities.