

RECRUITMENT INFORMATION PACKAGE

Position: Chaplain (part time)

Working hours: 24 hrs / per week, in term-time with a requirement to work outside of term-time on some occasions. This is a 12 month contract for the 2024 academic year, with a view to extend.

Salary

Remuneration package for an ordained chaplain will be equivalent to the stipend and allowances for a Rector in the Diocese of Grafton. In the case of a lay chaplain, remuneration will be negotiated based on qualifications and experiences.

Summary of role

This role will work alongside our passionate and experienced full time Chaplain to help to meet the spiritual and pastoral needs of the College. This role will include preparation and leadership of public worship; pastoral ministry to students, staff, families, and former members of the BDC community. The part time Chaplain will also participate in the wider life of the Diocese and local community. In this position it is important to create relationships of trust, respect, shared values and belonging with all members of the College community, welcoming diversity in faith and culture and, representing and encouraging total inclusion for all.

Essential and desirable criteria

Applicants must have:

- 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).
- The ability to meet all minimum requirements for the holding of a licence from the Bishop.
- Current qualifications, or willingness to seek training in Godly Play.
- Current First Aid or CPR, or willingness to obtain.
- Working with Children Check (WWCC).

How to apply

- We welcome all applications before the closing date of **Friday 23rd February 2024**.
- All applications will be accepted through our employment portal.
- Applications should include the following, as pdf files:
 - Certified copies of qualifications
 - A covering letter that addresses the specific competencies listed above
 - Names and contact details of three professional referees
 - WWC and First Aid Certificate registration details

POSITION DESCRIPTION

Position Title	Chaplain (Part Time)
Department	College Leadership Team
Reporting To	Principal
Date Reviewed	23 January 2024

About us

Our purpose is to transform the lives of every student every day. Bishop Druitt College aims to be the foremost K to 12 College on the North Coast of New South Wales. Our school is the product of the vision of a community – to build a College with access to all who want their children to achieve the highest standard of education and behaviour.

Bishop Druitt College is founded on faith. The Anglican ethos is present in its caring philosophy and its concern to produce educated leadership. The College is a community College in the sense that its doors are open to all, whatever their personal belief system, as long as they are sympathetic to the College's Christian foundation.

Purpose of role

The Chaplain (Part Time) works alongside the Chaplain (Full Time) to meet the spiritual and pastoral needs of the College. 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, and inviting all to faith in Jesus Christ. Duties of chaplaincy include preparation and leadership of public worship; pastoral ministry to students, staff, families, and former members of the BDC community; and participation in the wider life of the Diocese and local community. This role will create relationships of trust, respect, shared values and belonging with all members of the College community, welcoming diversity in faith and culture and, representing and encouraging total inclusion for all.

Organisational Structure and Remuneration

Chaplains are responsible to the Principal in all matters of college policy and procedure, and to the Bishop in all matters of the priesthood, church policy and Diocesan procedures.

This is a part time role of 24hrs/week during school terms, with some requirement to work outside of term time (non-term time) to attend College or Diocesan events, meetings, or planning and preparation.

Key Responsibilities

Mission and School Ethos

- Support and encourage the Principal and leadership team in the development of a Christian community, offering advice and feedback on issues affecting the spiritual and religious life of the college.
- Be a prayerful Christian presence and witness in College gatherings and communications, including the school newsletter.

- Facilitate student engagement with social justice, environmental, and community concerns.
Explore opportunities for shared ministry with local parishes, diocesan schools, and church mission and welfare agencies.

Pastoral Care

- Participate in the school's Pastoral Care and Wellbeing programs.
- Work in collaboration with school counsellors and wellbeing staff, year group advisors and Heads of School to provide support and care to staff, students and their families, particularly in times of crisis, trauma and bereavement.
- Provide pastoral ministry and spiritual development to teaching and support staff.
- Participate in pastoral advocacy for minority groups, including Indigenous groups.
- Refer to appropriate specialists if warranted.

Liturgy And Spirituality

- Create and coordinate meaningful experiences for quietness and reflection, including the use of prayer space activities, meditation, creative and performing arts, and the natural environment.
- Foster an interest in Christian faith by delivering an engaging, inclusive and student-centred chapel program for Primary and Secondary students.
- Encourage and facilitate spiritual growth and thriving for all members of the school community, including staff, students, and families.
- Assist with the planning and leadership of key events such as (but not limited to) the Ash Wednesday service; Foundation Day assembly; Valedictory Assembly; Easter; ANZAC Day; Harmony Day; NAIDOC Week; Christmas; Community Carols; and Presentation Assemblies, as well as the annual Year 12 retreat.
- Support students, staff and family members preparing for Christian rites of passage, including admission to Holy Communion, Baptism, and Confirmation.
- If ordained as a priest in the Anglican Church of Australia, celebrate the Eucharist, and officiate at weddings, funerals, baptisms and memorial services as requested by the college community.
- Remain up-to-date with ecclesiological developments and best practice within the Anglican Church.
- Oversee use and maintenance of Chapel.

Academic Program

- Assist with curriculum and resource management for the Primary Religious Education program using the Montessori "Godly Play" program.
- Assist the Teacher in Charge of Religion, Ethics and Philosophy with the preparation and evaluation of resources for the delivery of REP and Studies Of Religion in the Secondary School.
- 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.

Leadership

- Contribute meaningfully, as a member of the College Leadership Team (CLT),
- Participate in, and/or coordinate, appropriate co-curricular activities e.g. Service Program.
- Liaise with, and support the work of, other members of the Chaplaincy team.
- Participate in Diocesan Schools Network Meeting, held once per term, and the annual Anglican Schools Australia Conferences.
- Participate in ongoing professional development.

Diocese

- Liaise with clergy in local parishes, including St John the Evangelist Anglican Church, Coffs Harbour to promote positive relationships, shared ministry opportunities, and off-site worship opportunities
- Inform the Principal of key developments within the Anglican Church, and more specifically within the Diocese of Grafton.
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- Network, develop and maintain positive relationships with other school chaplains from the other schools of the Anglican Diocese of Grafton.
- Participate in professional development, leadership and spiritual growth requirements of the Anglican Diocese of Grafton, including Diocesan Synod, Ministry School, Clergy Conference, Clergy Retreat, and Diocesan Schools Network meetings
- Participate in Professional Supervision and other programs in accordance with Diocesan policy and procedures.

Other requirements

- Meet with a Spiritual Director regularly.
- Attend Archdeaconry and relevant Network or Ministry Area Meetings.

In addition to the duties described, it is expected the role will assist the Principal and Chaplain in other duties as required from time to time.

Objectives of this role

1. Contribute and promote a Child Safe environment.
2. Contribute to the provision of a quality educational service within the Primary and/or Secondary school.
3. Assisting and supporting teachers with the management of students and the enhancement of student learning.

Qualifications	<ul style="list-style-type: none"> • 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). • The ability to meet all minimum requirements for the holding of a licence from the Bishop. • Current qualifications, or willingness to seek training, in Godly Play. • Current First Aid or CPR, or willingness to seek training.
Knowledge, Skills & Experience	<ul style="list-style-type: none"> • Pastoral skills and insights to exercise pastoral care for students, staff, Principal, and the parent community. • An ability to provide advice to the School Principal on the development of school policies relating to Anglican ethos and mission. • Strong technological literacy with ICT applications in an education context (including but not limited to TASS, Google Classroom, Google Drive, Google Apps, LMS eg Schoology, Microsoft Office, email and internet). • A professional qualification or prior experience in Religious Education and/or Education is not essential but would be advantageous.
Personal qualities	<ul style="list-style-type: none"> • Maturity of Christian faith. • Willingness to embrace the Schools Ethos and Values Statement and the vision and values of the Diocese of Grafton. • Willingness to be actively involved in collaborative learning and teaching. • Demonstrated commitment to fostering and participating in a positive team environment including being flexible and adaptable to the changing needs of the team and College Community (K to 12 approach). • An ability to work as a member of a team in the School and Diocesan communities, including with the Chaplain and other local clergy. • Ability to maintain professionalism at all times.
Pre-employment checks	<ul style="list-style-type: none"> • Current NSW Working with Children's Check. • Anglican Diocese of Grafton relevant Safe Ministry checks.