

ROLE DESCRIPTION & EMPLOYEE SPECIFICATION

Chaplain



Our Mission:	To provide a Christian environment for each student and staff member to develop their God-given abilities for LIFE and community.
College Department:	Ministry
Position Title:	Chaplain
Position Classification:	Lutheran Schools Officer Grade 4
Tenure:	Fixed Term Contract (to end of Term 4, 2024)
Hours of Work:	Part-time – 30 hours per week over 4 days, working during school Terms + 1 week in July & October school holidays
Working Relationships:	<ul style="list-style-type: none"> • Reports to the Lutheran Pastor • Takes direction from the Pastor, Leadership Team and/or other relevant staff • Professional interaction with all students, staff, parents, volunteers, visitors of Endeavour College • May be expected to supervise LSOs in lower grades
Special Conditions:	This position is covered by the Lutheran Schools Association Enterprise Agreement

ROLE DESCRIPTION

Summary
<p>The primary responsibility of the Chaplain is to lead the coordination, and implementation of mission and ministry programs at Endeavour College for all students and staff in consultation with the College Pastor. Working collaboratively with other members of the Ministry Team, staff and local congregations, the Chaplain will provide mentoring and guidance to students and staff, and ensure:</p> <ul style="list-style-type: none"> • chapel, worship and devotional life provides students and staff the opportunity to nurture the love of Jesus and grow in Him • programs are founded in the teachings of the Lutheran Church • students, staff and families receive appropriate pastoral care • the provision of leadership and resources for staff in their devotional life with students, and as a staff • programs identify spiritual gifts, and facilitation of training through small groups for young people • student wellbeing and student ministry engagement in College ministry events, activities, and programs <p>It is expected that the Chaplain will be a model of Christian faith as they actively participate in, and support a wide range of activities across the College, fostering the development and nurturing of faith in students and staff where appropriate.</p>

Use of Knowledge, Skills, & Problem Solving
<p>Apply a broad knowledge base incorporating theoretical concepts, with substantial depth in some areas, including theology and ministry. Fully competent in a technical sense and require little or no guidance during the performance of work. Undertake research to obtain guidance as required in the achievement of stated objectives. Analyse, diagnose, design and implement solutions across a broad range of technical or management functions.</p>

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Control, Authority, Judgement, & Decision-Making

Requires a high degree of initiative, discretion and capacity to program their work. May be required to prepare budgets. Evaluate information and use for forecasting, planning or research purposes.

Responsibility & Accountability

Responsible for own outcomes within broad parameters. Take limited responsibility for the achievement of group outcomes.

Statement of Key Outcomes & Associated Activities

The position encompasses key outcomes which have been collectively accommodated within associated activities under the following key outcomes, and include but are not limited to:

Ministry Leadership & Engagement

- Acknowledge that the College operates from a Lutheran perspective, and ensure this perspective is articulated and supported
- Actively display behaviours that reflect the College ethos
- Share the Gospel formally and informally with staff and students of Endeavour College
- Support and lead the Ministry team in prayer, planning, and implementation of programs
- Work collaboratively with the Pastor to facilitate meetings to ensure that mission and ministry programs align with both the Christian Living program and the Service Learning programs in the College
- Work collaboratively with the Pastor to, plan, coordinate, lead, and assist others to lead Chapel, Worship, and student and staff devotional programs
- Encourage and facilitate student led worship and other ministry involvement
- Be actively involved in the Christian Living program to enable meaningful connections with worship
- Be actively involved in, and assist promotion of community service and service learning programs
- Liaise with the Ministry Team and Christian Living Learning Leader to coordinate and contribute to the running of Year 12 Christian Living MAX programme
- Work with the College Counsellor and Year Level Teams providing mentoring to students, referring them on where necessary
- Be actively involved in, and attend student retreat programs, camps, and excursions as required
- Support the organisation and facilitation of the Year 12 Spiritual Retreat in collaboration with the Pastor, Director of Senior Years, Year 12 Year Level Leader
- Work collaboratively with the Pastor and leadership team to organise and facilitate the mid-year staff Retreat day

Communication and Connections

- Engage supporting congregational pastors and other ministry in the worship life of the College
- Engage with Connected Schools ministry teams and liaise on behalf of the College in preparing the Connected Schools Worship
- Promote congregational and wider-church events among the student body
- Foster networks between the College and supporting congregations
- Attend LESNW Chaplain Meetings and participate in the Active Pastors' Fraternal as appropriate
- Participate in chapel/worship services within the Lutheran Connected schools upon invitation

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Ministry Administration

- Meet regularly with the Pastor, and Principal as required, to review the direction of mission and ministry programs
- Provide mentoring and support to the student Spiritual Leaders
- Attend staff meetings as required to support the Ministry of the College
- Maintain records in line with Church and State requirements
- Refer to the LCA professional standards activities as appropriate

Other Duties

- Actively model behaviours that reflect the College ethos, and contribute to the devotional life of the College
- Comply with legislation and College policies, processes, and instructions, including those relating to child protection, non-discrimination, safety, duty of care, and privacy
- Undertake and comply with mandatory training and regulatory requirements as determined by the College
- Actively participate in all school events and activities of the College as required
- Participate in performance reviews and assessments as required
- Take reasonable care of your own health and safety, and that of others, follow any reasonable instruction given by the College, and report any concern(s) which may give rise to danger, and/or any injury which may occur in the workplace
- Apply the principles, purposes and practices of Growing Deep, the Lutheran Education leadership and formation framework, to your role at the College.
- Any other duties as required

EMPLOYEE SPECIFICATION

Education & Qualifications

Essential

- Relevant tertiary qualifications (i.e. Bachelor of Theology (highly desirable)) and/or equivalent and relevant ministry experience
- Current clearance to work with children (Working With Children Check (WWCC))
- Current Mandatory Notification Training Certificate
- Willingness to engage in LEA Ministry Programs

Desirable

- Current First Aid Training Certificate (highly desirable)

Experience & Knowledge

Essential

- Significant experience working independently in a ministry role with a focus on youth
- Demonstrated experience leading mission and ministry programs, including the delivery of chapel and worship, and leading devotional life for both young people and adults (within a secondary school environment highly desirable)
- A strong understanding of the principles of Lutheran theology (highly desirable)
- Demonstrated experience relating to and engaging positively with people from a wide range of backgrounds
- Demonstrated experience and ability to work independently and as part of a team
- Demonstrated experience networking and building effective and supportive relationships with staff, students, and parents

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- Intermediate skills & experience using information technology relevant to the role (i.e. MS Office and other relevant software packages / applications)
- Substantial skills and experience in administration and planning
- An understanding of the principles of Lutheran education

Desirable

- Understanding of, and experience in the application of Restorative Practices (highly desirable)

Personal Skills, Abilities & Aptitude

Essential

- A personal commitment to the College Vision, Mission and Values underpinning the delivery of a Christian based education to students in the College community, demonstrating Christian integrity in all things
- A practising Christian (of Lutheran faith or background highly desirable) with the ability to relate the Gospel message to their role within the College, and encourage a spirit of Christian care amongst students and staff
- Display the qualities of a servant leader as a disciple of Jesus
- Ability to meet the spiritual needs of both Middle Years and Senior Years students, providing age appropriate mission and ministry messages and programs to relevant audiences
- Ability and willingness to connect with and work with supporting Lutheran congregations and Pastors, establishing and maintaining strong networks
- Outstanding interpersonal and communication skills (oral, written and listening), enabling effective interaction with both adults and students using diplomacy, discretion and tact as required in a professional work environment
- An engaging communicator with the ability to connect the Word to the young people's world
- Inclusive of, and celebratory of the diversity within the College community
- Open and warm personality with a heart for young people and their search for meaning in their lives
- Life experience with the ability to share their journey
- Significant ability and experience developing positive, collaborative, and consistent relationships with both youth and adults across a community
- Patience and flexibility when dealing with a range of situations and people, including the ability to respond to staff and student needs.
- Demonstrated ability to work independently and as part of a team, empowering others, and initiating, adapting to, and managing change
- Demonstrated ability to inspire and enthuse others and to deliver and accept feedback in respect to the effectiveness of one's endeavours, and the achievement of goals
- Strong organisational skills with the ability to prioritise work to achieve outcomes within required deadlines
- Strong ability to document, maintain & monitor effective administrative procedures & record keeping
- Excellent problem solving skills
- Excellent attention to detail, with ability to document, implement, and monitor administrative procedures
- Ability to manage highly confidential information with discretion and integrity
- Ability to coordinate, support, and provide supervision to students, volunteers, and other individuals within the College community
- A passion for working with and supporting young people on their journey through secondary education

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PROFESSIONAL DEVELOPMENT AND REVIEW

Key Performance Indicators (KPI's) are used to assist in the measurement of performance, and to assist in identifying professional development opportunities.

KPI Area	Identified KPI
Ministry Leadership & Engagement	<ul style="list-style-type: none">• Actively display behaviours that reflect the College ethos• Share the Gospel (from a Lutheran perspective) with staff and students of Endeavour College• Work collaboratively as an active member of the Ministry team to support and lead the implementation and delivery of ministry activities and programs across the College
Communication & Connections	<ul style="list-style-type: none">• Engage supporting congregational pastors, Connected Schools ministry teams, and other ministry in the worship life of the College• Promote congregational and wider-church events among the student body• Foster networks between the College, supporting congregations and supporting bodies
Ministry Administration	<ul style="list-style-type: none">• Meet regularly to review the direction of mission and ministry programs• Provide mentoring and support to the student Spiritual Leaders• Maintain records in line with Church and State requirements
Support	<ul style="list-style-type: none">• Take significant initiative and responsibility for their own outcomes in relation to specified quality standards.• Work is completed in a timely manner, and performed to a high quality standard.• Engage effectively, and works collaboratively across Endeavour College to support the provision of a high performing secondary learning environment.• Is approachable and responds effectively and appropriately to queries and feedback.
Community Engagement	<ul style="list-style-type: none">• Engage positively in College community and activities.• Model the expected behaviours and professional expectations of staff at Endeavour College.• Model the Christian ethos of the College, supporting and encouraging the Endeavour Way values.• Show an understanding of Restorative Practices in their interactions with the broader college community.