

# ROLE DESCRIPTION & EMPLOYEE SPECIFICATION

## Lay 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:	Lay Chaplain
Position Classification:	Lutheran Schools Officer Grade 4
Tenure:	Fixed Term Contract (to end Term 1, 2021)
Hours of Work:	Part-time – 37.5 hours per week, 41 weeks per year
Working Relationships:	<ul style="list-style-type: none"><li>• Responsible to the Principal, and Ordained Lutheran Pastor/Mentor appointed by the Principal in consultation with the fraternal and LSA District, on all matters of Lutheran theology and ministry</li><li>• Member of the Management Team and Cultural &amp; Wellbeing Team</li><li>• Works with Directors of Senior &amp; Middle Years, Youth Worker, College Counsellor, and the Ministry Team</li><li>• Professional interaction with all students, staff, parents, volunteers, visitors of Endeavour College</li><li>• May be expected to supervise LSOs in lower grades</li></ul>
Special Conditions:	This position is covered by the Lutheran Schools Association Enterprise Agreement

## ROLE DESCRIPTION

Summary
<p>The primary responsibility of the Lay Chaplain is to lead, coordinate, and implement the mission and ministry programs at Endeavour College for all students and staff in consultation with the Management Team. Working collaboratively with other members of the Ministry Team, staff and supporting congregational pastors, the Lay Chaplain will provide mentoring and guidance to students and staff, and ensures:</p> <ul style="list-style-type: none"><li>• Chapel, worship and devotional life provides students and staff the opportunity to nurture the love of Jesus and grow in Him</li><li>• Programs are founded in the teachings of the Lutheran Church</li><li>• Students, staff and families receive appropriate pastoral care</li><li>• The provision of leadership and resources for staff in their devotional life with students, and as a staff</li><li>• Programs identify spiritual gifts, and facilitation of training through small groups for young people</li><li>• Responsibility for student wellbeing as they engage in College ministry events, activities, and programs</li></ul>
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
- Lead the Ministry team in prayer, planning, and implementation of programs
- Facilitate meetings to ensure that mission and ministry programs align with both the Christian Living program and the Service Learning programs in the College
- Plan, manage, 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 Christian Living Learning Leader and Youth Worker to coordinate the 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
- Organise and facilitate the Year 12 Spiritual Retreat in collaboration with the Director of Senior Years, Year Level Leader – Year 12, and Youth Worker
- Organise and facilitate the mid-year staff Retreat day in consultation with the Management Team

#### 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 Principal and/or Management Team to review the direction of mission & ministry programs
- Meet regularly with appointed Pastor/mentor to review and discuss structured ministry agenda
- Oversee and supervise the Youth Worker, and their responsibilities within the College
- Oversee and mentor the student Spiritual Leaders
- Engage with and contribute to the Cultural and Wellbeing Team and Endeavour Way Team
- Attend staff meetings as required
- Act as a consultant to the College Council, attending meetings as requested
- 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 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

- Diploma of Theology (highly desirable) and/or equivalent and relevant ministry experience
- Current clearance to work with children (DCSI clearance or Working With Children Check (WWCC))
- Current Mandatory Notification Training Certificate

#### Desirable

- Current First Aid Training Certificate (highly desirable)

### Experience & Knowledge

#### Essential

- 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 good understanding of the principles of Lutheran theology (highly desirable)
- Understanding of, and experience in the application of Restorative Practices (highly desirable)
- Knowledge of and experience using information technology relevant to the role.
- Demonstrated experience in effective administration and planning

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### 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
- 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 and written), 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
- Passionate about working with and supporting young people on their journey through secondary education
- Demonstrated ability to work 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
- Significant ability to establish effective working relationships with businesses, school partners, and staff
- Manage highly confidential information with discretion and integrity
- 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

### 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
<b>Ministry Leadership &amp; Engagement</b>	<ul style="list-style-type: none"><li>• Actively supports the sharing of the Gospel with staff and students in accordance with the guidelines of the Lutheran Church of Australia</li><li>• Provides effective leadership to the Ministry Team</li><li>• Plans, manages, leads, and assists others to lead Chapel, Worship, and student and staff devotional programs, encouraging student led involvement</li><li>• Liaises across the College to ensure ministry programs align with associated programs, and maintains an active involvement in these programs to enable meaningful ministry connections</li><li>• Provides effective student support to the College Counsellor and Year Level Teams</li><li>• Provides active and effective leadership support for student retreat programs, camps, and excursions</li><li>• Provides active and effective leadership support for staff retreat programs</li></ul>

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<b>Communication &amp; Connections</b>	<ul style="list-style-type: none"><li>• Communicates ministry events and activities effectively across the College community</li><li>• Actively engages with and contributes to internal and external teams and networks in support of building and maintaining an effective College ministry</li></ul>
<b>Ministry Administration</b>	<ul style="list-style-type: none"><li>• Meets with, and actively contributes to College Management, Ministry team, and other Leadership teams across the College in relation to mission &amp; ministry programs</li><li>• Provides effective oversight and mentoring for the Youth Worker, and student Spiritual Leaders</li><li>• Maintains appropriate documentation and records</li></ul>
<b>Support</b>	<ul style="list-style-type: none"><li>• Takes significant initiative and responsibility for their own outcomes in relation to specified quality standards.</li><li>• Work is completed in a timely manner, and performed to a high quality standard.</li><li>• Engages effectively, and works collaboratively across Endeavour College to support the provision of a high performing secondary learning environment.</li><li>• Is approachable and responds effectively and appropriately to queries and feedback.</li></ul>
<b>Community Engagement</b>	<ul style="list-style-type: none"><li>• Engages positively in College community and activities.</li><li>• Models the expected behaviours and professional expectations of staff at Endeavour College.</li><li>• Models the Christian ethos of the College, supporting and encouraging the Endeavour Way values.</li><li>• Shows an understanding of Restorative Practices in their interactions with the broader college community.</li></ul>