

# Pymble Ladies' College

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## POSITION DESCRIPTION

<b>Title:</b>	<b>Chaplain</b>
<b>Date updated:</b>	<b>February 2023</b>
<b>Reports to:</b>	<b>Deputy Principal</b>

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## POSITION SUMMARY

There are two Chaplaincy roles at the College, called by the College and placed by the NSW/ACT Uniting Church Synod. Pastoral oversight is provided by the Presbytery. The two Chaplains form a flexible, collegiate team, and as such are accountable to each other, as well as the Deputy Principal and Synod.

The Chaplains are responsible for the exercise of a ministry within the College and to the wider College community. Ministry will be specifically within the College context and will include liturgy, spiritual, justice, pastoral and leadership functions. The College community includes students from Kindergarten to Year 12, their families and carers, the staff and alumni.

This ministry utilises the training background of each Chaplain by bringing the perspective of faith to bear in all aspects of the life of the College, its moral and ethical culture, as well as its religious education and worship. The particular roles that each Chaplain plays will reflect the College strategic vision and mission and will be informed by the gifts and graces of the two people who are called to these roles.

## ROLE ACCOUNTABILITIES

### 1. Professional Relationships

- 1.1 Develop strong, professional relationships with members of the Uniting Church and across the College, facilitating communication between both.
- 1.2 Encourage Christian faith by presenting the challenge and hope of the Gospels of Christ while respecting the diversity of religious backgrounds in the community.
- 1.3 Work collaboratively with the Sydney Central Coast Presbytery and Gordon Pymble Uniting Church in fostering Uniting church community and relations.

- 1.4 Facilitate the growth and development of a faith community by understanding the spiritual needs of the community and by creating opportunities for the community to be engaged in worship.
- 1.5 Provide support to members of the Community through the provision of grief and spiritual guidance.
- 1.6 Actively support the Church and College commitment to community service.
- 1.7 Work with the team of student wellbeing staff at the College to provide appropriate support to the community members as needed.
- 1.8 Work in partnership with teachers to enhance and support the Religious Education programs K-12.
- 1.9 Participate in a range of College activities to build relationships and create opportunities for engagement – this includes evening and weekend events, student camps and tours.
- 1.10 Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.

## **2. Leadership with strengthens our community and raises spiritual awareness**

- 2.1 Act at all times in accordance with College policy and the Regulations and Code of Ethics of the Uniting Church.
- 2.2 Represent and symbolise the Church's commitment to its mission, including the practice of justice by supporting the College community and encouraging its members to give support to the UCA ethos in ways which are helpful in an educational context. Embracing the UCA value of "Unity in Diversity".
- 2.3 Maintain the traditions and practices that distinguish Pymble Ladies' College as an educational organisation that seeks to nurture the development of the whole person in a caring, value based environment.
- 2.4 Demonstrate awareness and sensitivity to the spiritual journeys of others.
- 2.5 Support members of staff and student leaders in the coordination of events, celebrations, services and activities that reflect visible witness to faith at the heart of the College.
- 2.6 Maintain communication with the Deputy Principal and Principal about the programs and activities that complement the culture of the College in the context of a Christian community and make recommendations for change when appropriate.

### **3. Community relationships**

- 3.1. Establish partnerships with local churches and other organisations and entities to support enhanced outcomes for students.
- 3.2. Foster links with the wider College community through the provision of such services as weddings and funerals in accordance with College policy – as well as baptisms according to Uniting Church bylaws.
- 3.3. Share in the preparation of students who wish for Confirmation within the local Uniting Church congregation.
- 3.4. Provide opportunities for worship within the Pymble College Community – this includes having a safe inclusive space for our Muslim students and staff, within the chapel.

### **4. Oversight of Church and College administrative functions**

- 4.1. Establish and maintain appropriate operational and planning frameworks to ensure daily routine and planning for special events are accomplished in an effective and efficient manner.
- 4.2. Support and oversee the administration of other College policies and procedures as they relate to the role of Chaplain and the spiritual life of the school.
- 4.3. Develop resources that will support the quality of the religious and spiritual life of the College.
- 4.4. Manage the maintenance of the Chapel and associated resources.

### **5. Risk Management**

- 5.1. Report directly to the Principal on any matters relating to Child Protection.
- 5.2. Inform the Deputy Principal of risk management issues as they arise.
- 5.3. Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.

### **6. Professional Development**

- 6.1. In partnership with your Manager, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.
- 6.2. Commit to personal and professional learning relevant to chaplaincy and the education of girls.

- 6.3. Engage in regular Professional Supervision as per the Synod requirement and Ethical conduct workshops twice a year.
- 6.4. Leadership of staff pursuing continuous professional learning in the spiritual wellbeing and growth of students.

### **Other duties that may be required from time to time**

The Principal may direct other reasonable and relevant duties.

### **KEY COMPETENCIES**

- Willingness to support and promote the ethos and values of the College and the UCA and within this, lead by example.
- Ability to demonstrate a deep and intrinsic knowledge of the ministry of the Word and Sacraments in leading worship.
- We seek a Uniting Church ordained Minister, but welcome ministry agents from other Christian denominations – and Christian lay leaders.
- Be 'spiritually inclusive', whilst we are a Uniting Church school, the role of the chaplain requires support of all the members of our community, whatever their spiritual journey or philosophical ideologies may be.
- Willingness to embrace and understand the needs of the community and the ability to respond within the philosophy of Pymble Ladies' College and the Uniting Church.
- Ability to inspire faith by presenting the challenge and hope of the Gospel of Christ and support the spiritual growth of students from a range of religious and non-religious backgrounds.
- Competency in organisation and administration as is required in the role of Chaplain.
- Personal qualities of creativity, flexibility, and resilience.
- Ability to provide effective, collaborative, dynamic and strategic leadership of the spiritual growth of the College.
- Ability to work productively and collaboratively as a part of the College leadership team to achieve shared goals. This includes supporting the decisions made by the Executive team and ultimately the Principal.
- Well developed communication and interpersonal skills. This includes effective speaking and writing skills as well as interpersonal skills in developing rapport and quality relationships with the range of stakeholders in the College community.

- Ability to teach and support the Religious Education teaching program is highly desirable.
- Ability to work flexibly as a member of the collegiate team, both within the chaplaincy and wider student wellbeing programs.
- Demonstrated commitment to ongoing professional learning and growth.
- A track record of professional conduct, integrity and discretion at all times.