Westminster School

Westminster is a leading coeducational, Early Learning to Year 12, day and boarding Uniting Church School. We aspire to be the best school for an exceptional all-round education, developing individuals of great character who enhance and inspire the world. To make this happen, we share a real sense of purpose, service and a commitment to learning and improving. Our outlook is global and we build authentic relationships to foster a strong community. We want Westminster to have a world class reputation, providing every opportunity for our students to succeed.

POSITION DESCRIPTION

Position name	**Chaplain**
Area of School	The Chaplain is expected to demonstrate leadership in the overall spiritual life of the School.
Conditions of Employment	Uniting Church appointment Minister of the Word or Deacon 5 years Ministry of Pastor Initial Two Year Fixed Term Subject to the Discipline of the Uniting Church and the policies and rules of the School
Classification	NA
Key Relationships	The Chaplain relates to the Chaplaincy and Professional Standards Manager of the Uniting Church of Australia for oversight and support. Within the School structure, the Chaplain is accountable to the Principal. The Chaplain is supported by the Principal and other senior staff in his/her work. At Westminster School, the Chaplain reports directly to the Principal, and works particularly closely with key staff, including Boarding staff, Head of Student Experience and Global Engagement and Heads of House in the provision of spiritual leadership and pastoral support to the School community. The Chaplain works closely with leaders from across the School.

Position Objective:

Westminster School's performance and reputation are enhanced because the spiritual leadership provided by the Chaplain is meaningful and valuable for all members of the School community; and because of the contribution to the School's desired culture and to School improvement initiatives made by the incumbent. Westminster seeks a person who will continue to shape the role of a modern School Chaplain operating in a changing social context by being creative and innovative in response.

Position Overview:

The Chaplain is an important position within the structure of Westminster School, having a key leadership role in the spiritual life of the School. The Chaplain plays an important part in the provision of pastoral care to the Westminster School community, students, staff, families and old scholars. They are responsible for the programing and conduct of worship services and is involved in developing religious education programs at the School. They are active in developing and maintaining a close and positive relationship between the School and the Uniting Church.

Context

This position is a Placement of the Uniting Church and the Chaplain is accountable to the Synod and to the requirements of the Code of Ethics and Ministry Practice. The Chaplain is also subject to the policies and rules of the School, and within the School structure is accountable to the Principal.

In the modern school the role of Chaplain has changed. Once the 'go to' person for pastoral care, schools now employ trained professionals in Well-being, including to address a range of mental health issues now prevalent in adolescents. The caring ethos of Westminster's background and culture remains and is an expectation of all staff.

The Chaplain will be active in developing and maintaining a close and positive relationship between the School and the Uniting Church. The Chaplain relates to Chaplaincy and Professional Standards Manager, Pastoral Relations and Mission Planning of the Uniting Church in Australia, and Synod for oversight and support. The following outlines the Uniting Church Philosophy of Chaplaincy:

Holism:
Chaplaincy should be an integral part of the School. Its focus is in the unique pastoral and spiritual contribution to the overall care provided. It is integrated and congruent with that offered by other disciplines and adds to the totality and 'completeness' of the care the School provides.

Spirituality:
Spirituality is that which gives meaning and purpose to being. Chaplaincy provides a spiritual resource for the School. It respects and can transcend differences of denomination and religion, recognising aspects of grace in all. The Chaplain may minister to students and their families, staff and the School itself, in ways that enable questions of life and death, reality and meaning, fear and hope to be articulated in a manner that encourages an exploration of such issues in an honest, caring environment.

Pastoral Care:
Pastoral care is a caring resource at a person's point of need. It allows the person to 'set the agenda' with the Chaplain being available to journey with the person as a vulnerable, caring, listening fellow human. The Chaplain may provide a spiritual perspective and a liturgical resource as a tangible adjunct to pastoral ministry.

Key Responsibilities*:*

1. Provide pastoral care to the Westminster School community, students, staff, families and old scholars
    - Provide support and counsel for members of the School community, including situations involving grief and loss, personal difficulties, family disruption or other traumas.
    - Liaise and support Heads of House, Year level Coordinators, Counsellors, Head of Senior School, Head of Preparatory School, the Principal, Head of Student Experience and Global Engagement and other staff as required in the provision of pastoral care
    - Maintain a particular pastoral interest within the boarding community
    - Serve as an active member of the Senior School Pastoral Committee.
    - Make referrals to other professionals when appropriate.
    - Meet regularly with the Principal and discuss relevant pastoral issues.

2. Lead/participate in significant worship services and formal ceremonial events
    - Take responsibility for the conduct of worship of various kinds within the School community, currently as follows.
        - Weekly services for the Senior School in different groups.
        - Devotions for Senior School Assembly and various meetings.
        - Staff service at the beginning of each term and end of year as part of the Professional Learning program, in consultation with the Principal and the Director of Teaching.
        - Special services such as dedications, Holy week services, Valedictory Service, Carols Service, Leaders' Inductions etc.
        - Weddings, funerals and other services for members of the wider School community
    - Work closely and support the Preparatory School Chapel Coordinator to ensure the program of Chapel is appropriately sequenced and developed throughout the School.
    - Involve students, staff, members of the wider School community and others in leading services as appropriate.
    - Provide support for staff, student and parent religious activities, such as prayer meetings and fellowship groups.
    - Oversight of the Jeffries Chapel, including making necessary maintenance requests and involvement in its ongoing development.

3. Support the relevant staff, in particular the Head of Student Experience and Global Engagement, education programs and associated activities:
    - Provide support with the WISER@West program at Westminster.
    - Support the service-learning projects and social justice practices across year levels.
    - Support the Preparatory School Religious and Values Education (RAVE) program and participate in teaching the program as appropriate.
    - Be involved in appropriate Religious Education professional groups.

4. Engage in the life of the School to enable holistic ministry, for example
    - Involvement in co-curricular activities and camps as appropriate
    - Attend meetings and engage with the Student Leadership team
    - Attendance where possible at School community events such as Old Scholars' Annual Dinner, Parents and Friends and Boarder parents' meetings.
    - Promote and Engage in service initiatives reflecting the Uniting Church emphasis and understanding

5. Develop and maintain a close and positive relationship between the School and the Uniting Church, including:
    - Involvement in the wider Church, including attendance at Presbytery and Synod meetings.
    - Appropriate involvement in Church committees and structures.

6. Other duties as mutually agreed

***Key Selection Criteria: Qualifications, Skills and Experience**:*

Essential

- An active member of the Uniting Church in Australia
- A degree in Theology or equivalent
- Qualifications and significant experience in pastoral care
- Is sensitive to ecumenical, multi-faith and multi-cultural and gender issues
- Flexibility in working hours and having the ability to respond immediately to a crisis
- Proven ability to work in a team and lead a pastoral team

Desirable

- An ordained Minister of the Word/Deacon
- Satisfactory completion of Clinical Pastoral Education (at least one quarter) or willing to undertake within 12 months of commencement
- Crisis counselling and grief management
- Ministry in life events – baptisms, weddings and funerals
- Leadership of community events – ANZAC, Remembrance, Reconciliation
- A Registered Marriage Celebrant

Key Selection Criteria: Personal Qualities:

- High level interpersonal skills
- Well developed personal and professional identity and can demonstrate an integrated self-awareness
- Commitment to, and comfortable, with change
- Personable, Accepting and non-judgmental
- An ability to articulate and advocate on behalf of others
- An ability to maintain confidentiality and disclose appropriately
- Commitment to personal and professional development

Safety and Wellbeing:

All staff must:

- Take reasonable care of, and cooperate with actions taken to protect, the health and safety of both themselves and others.
- Report all accidents, incidents and hazards to their supervisor as soon as is practicable.
- Read and adhere to all Westminster WHS policies.

Conditions of Employment:

- All staff must satisfy child protection screening and adhere to Westminster's Student Protection policy
- The successful applicant will be required to have a Working With Children Check (WWCC) and a National Coordinated Criminal History Check (NCCHC) on file with the UCA SA Synod Office as well as any further screenings required by DHS.
- As set by the Ministerial Stipends Committee for SA Synod, the conditions and remuneration package are those for a UCA Chaplain.
- Applicants without Australian residency need to have obtained appropriate residency and work visas prior to applying.