



POSITION DESCRIPTION: CHAPLAIN

Statement of Introduction

For 40 years Christian College Geelong (CCG) has been providing an enriching educational experience, establishing a reputation for inspiring a love of learning and for empowering students to meet the challenges of a changing world. With more than 2000 students currently enrolled from EL-12, CCG continues to grow. Aligned with this growth is the consistent desire to improve the high-quality learning environment and provide a student experience full of care and compassion.

The Chaplain supports the philosophy, values, Child-Safe practices, and future direction of CCG by understanding and working to positively grow and promote the Christian Culture of the school.

The Chaplain faithfully serves and supports all students, parents and staff of the CCG community and the wider community. This is expressed through the positive use of skills, time, action, and attitude to achieve the specific outcomes required in the role and the general outcomes expected within the CCG community. The Chaplain's presence and performance reflect the nature and character of Jesus as observed through His expressed love, compassion, and care for all people.

Overview of Position

The Chaplain;

- is officially appointed by the CCG CEO, following a recruitment process overseen by the Principal, the Vice Principal, the Dean of Christian Culture and Head of Campus.
- reports directly to the Dean of Christian Culture; works alongside the other Chaplains within The Chaplaincy Team; and is answerable to all members of The Executive Team and the Heads of Campus Team (HOC)
- is a full-time position
- is remunerated in accordance with qualifications, experience, and relevant industry standards, benchmarks, and expectations

Purpose of Position

The CCG Chaplain models the unconditional love demonstrated and taught by Jesus Christ, as recorded in the Bible. This is observed through compassion and care for all members of the CCG community and via a consistent demonstration of CCG values - Love, Hope, Faith, Truth and Grace.

Whilst exercising the role from within a Christian framework and promoting Christian values, the Chaplain will be sensitive to, and respectful of, people who hold other religious and non-religious beliefs and values. The Chaplain will be available to all students, staff, and parents at CCG, regardless of religious affiliation. The Chaplain has a particular focus to support and nurture the faith of CCG students at Christian College, and is involved with not only the CCG community, but also local Christian churches and Christian organisations, teaching and communicating the Christian message. For those from other faith backgrounds seeking nurture in their faith, the Chaplain will assist by referring to appropriate avenues of support.

Fruitfulness in this role will require a combination of gifting, training, and experience, matched with excellent interpersonal and communication skills, and the capacity to establish strong relationships both internally and externally. The ability to work well independently, and as part of a collaborative team, is vital for the Chaplain.

What is Chaplaincy

A perfectly fair and reasonable question is often posed by students, staff, and family members alike - “*What exactly is it that a Chaplain does?*”

The following poem may partly assist with the provision of an answer to that question. At very least it serves as a reminder for Chaplains to remain focussed on the fundamental reason for Chaplaincy at CCG.

Being Not Doing

Be available, accessible, and approachable

Be warm, friendly, and encouraging

Be compassionate, kind, and humble

Be wise, discerning, and aware

Be genuine, honest, and peaceful

Be a Christ-like example

Be a positive role-model

Be an attentive listener

Be relevant, helpful, and fun

Be prayer-filled, gracious and patient

Be full of faith, hope and love

Chaplaincy therefore involves, but is not limited to; loving, serving, listening, praying, teaching, encouraging, mentoring, celebrating, mourning, protecting, worshipping, and inspiring.

The Main Elements of Chaplaincy

CCG is an EL- Year 12 co-educational, independent school with a strong foundation in, and ongoing commitment to, the Christian faith. The school chooses to employ a team of Chaplains located strategically across our five current campuses. The role of a Chaplain is seen as a key position which has as its primary focus a positive contribution to the leadership of the spiritual life of the school. Chaplains conduct Chapel Services, participate in School Events, contribute to the classroom, provide pastoral care for the school community, and actively engage with programs linking CCG to the broader community. The school aims to provide a high-quality Chaplaincy Team to lead and encourage the on-going personal faith development and life maturity of all members of the CCG community.

The Three Key Focus Areas for Chaplains

1. Relationship

- God – A Chaplains’ Number One Priority. A healthy and growing relationship with God. Everyday disciplines of prayer, scripture and worship are vital in helping this to be the case.
- Self – learning to love yourself before being able to love and lead others
- Others – genuine relationships are the backbone of effective Chaplaincy

2. Revelation

- Love – an ongoing daily understanding of God’s love for all
- Calling – a developing knowledge of your personal shape and fit
- School – an ability to see and participate in vision and strategy
- People – wisdom and discernment for those to whom we minister

3. Role

- Broadly – grasping the big picture of Chaplaincy at CCG
- Specifically – understanding your personal role within Chaplaincy at CCG

Specific Roles for Chaplains

CCG Chaplains invest time to focus on areas of school life where they have a particular interest or applicable skill set. It is important for all Chaplains to find these areas of focus.

Graham Bartley, School Chaplain at Wesley College (Melbourne), once wrote that “all schools are different in their history, context, culture, and expectations for chaplaincy; and all chaplains are different in their experience, training, personality, age, passions and energy. It is therefore best to keep your focus on discerning what you, as one chaplain in particular, have to give to this school community in particular, and simply keep trying to offer that with God’s help”.

The Chaplains’ Check-Up

CCG Chaplains, as individuals who are loved, called, and equipped by God, and also as contributing members of the Chaplaincy Team at CCG, are honest and self-reflective. Each Chaplain uses this list of questions to assess their ongoing health. A CCG Chaplain will have;

1. A genuine, healthy, and growing relationship with God, underpinned by a commitment to Prayer, The Word, Worship, and the Church.
Is this true for me? How is my current walk with God?
2. A passion for the Christian Faith and The Kingdom of God, and a determination to be a responsible steward and a dedicated guardian of all things Godly.
Am I regularly and truthfully displaying this passion?
3. An understanding of and commitment to the overall big picture context of the role.
Reflecting on the vision of the school and the Chaplaincy Team’s role within that vision, am I committed?
4. A strong belief in a personal and specific calling to this role.
Did I experience a definitive call into this role? Is that call still current?
5. The ability to hear the voice of God and receive revelation for daily living and vision.
Do I know what the voice of God sounds like? Am I listening? Am I hearing His voice?
6. A servants’ heart.
Will I serve God and the vision of the school? Will I humbly lay down my desires? Do I understand the meaning of Purpose Over Preference?
7. An ability to build relationships and work collaboratively.
Is this a strength for me, or an area requiring further growth?
8. A desire to provide appropriate pastoral care, matched by ability and availability.
Am I conscious of the needs of people in our community? Do I care?
9. Wisdom that enables great decision-making to occur.
Am I practising the making of great decisions? Have I surrounded myself with wise people to guide me in this learning process?
10. Discernment.
Am I prayerfully asking God to strengthen my ability to discern and to understand people and situations?
11. A love for all people, including children, with an ability to engage young people and connect with people of all ages.
Do I know when I have connected with someone? Do I need to improve in this area? How will I grow in my ability to love, engage, and connect with all people?
12. A belief in the power of Prayer
Am I actively and regularly praying? Do I believe that prayer is effective?

Overview of Position

All staff representing CCG, whether on or off campus, are expected to behave in a manner best described as “treating others as you would like them to treat you”.

Examples of this Biblically-aligned behavioural philosophy include, but are not limited to:

- acting with integrity at all times
- being open and honest in all communication with all people
- responding promptly to communications
- showing respect to all
- embracing change

- acting with professionalism
- ensuring that personal goals are in line with the College vision and strategies
- having a good working knowledge of all the policies and procedures
- being a self-starter, and showing initiative
- striving for excellence, and taking pride in what you do
- being accountable, responsible, and punctual
- offering and receiving feedback and ideas for improvement
- being active in managing hazards and risks associated with performing daily tasks

Specifically, the Chaplain will have:

- a firm belief that they have been called to this role
- an understanding of and commitment to the spiritual context of the role
- the ability to demonstrate strong pastoral care gifts, with a clear ability to relate to others
- the wisdom to make wise decisions both spiritually and practically
- the ability to work in a team
- a strong and demonstrated servant heart
- a strong passion for the Word of God
- the willingness and ability to embrace CCG purpose, vision, and values
- an understanding of current Privacy and Confidentiality legislation
- the ability to manage and prioritise a diverse workload, whilst meeting deadlines
- highly developed organisational skills, with a focussed attention to detail
- a positive perspective, desiring involvement in CCG life
- a willingness to be available to work out of hours as required
- a clear understanding of all CCG workplace policies, procedures, and guidelines

Key Characteristics and Requirements

The Chaplain will have:

- relevant Tertiary qualifications in disciplines relating to Ministry, Theology, Teaching, or Youth Work; or equivalent work experience
- previous experience in the Education Sector, specifically the School System; or proven ability to quickly learn
- a valid, current Working with Children Check (WWCC)
- a demonstrated Christian Biblical worldview
- an active involvement in a local Christian Church
- a willingness to work in accordance with CCG Philosophical Statement and Values
- a desire to model the heart of the CCG Philosophical Statement
- a demonstrated ability to communicate both in writing and verbally at all levels in an appropriate manner
- a practiced ability to present in public, promote events, and provide an audience with relevant information
- demonstrated attention to detail
- high ethical standards in dealing with sensitive and confidential matters
- outstanding communication skills, and the ability to work with people of diverse backgrounds and skill levels
- the ability to effectively present information and respond to questions from CCG Board Members, Executive Team, HOC, staff, students, alumni, as well as others in the wider CCG community
- the ability to work collaboratively with other team members to achieve set goals.
- an unwavering commitment to professional record keeping in areas such as Mandatory Reporting, Child Safe Standards, Crisis Intervention and Support, ongoing Pastoral Care, and specific government requirements

Professional Duties

The Chaplain is responsible for:

CHAPEL – Focussing on specific Events and Activities

- facilitating and participating with students and staff in the following events and activities as required:
 - Student Leadership training events
 - Excursions, Camps, Sports Days
 - Speech Nights, Graduations, House Group Meetings, Assemblies
 - Our World trips, and trips to East Timor, Vietnam, Indonesia, and Central Australia
 - Lunchtime groups, Breakfast Clubs
 - Campus Services, Easter Services, Christmas Services, Prefect Investitures, Staff Services, End of Year Services and Student Commencement Services
 - Retreats, Prayer Gatherings,
 - Coaching of sporting teams
 - Parenting Programs

CLASSROOM - Actively engaging in Devotions and Christian Education

- being involved as a mentor to all staff in the development of Christian Education curriculum as well as Christian content and/or context for other faculty curriculum development
- being connected to the Christian Education faculty by being available as a resource for Christian Education classes
- participating in curriculum discussions in other faculties making recommendations and providing ideas for using Christian content and resources, in order to assist teachers with establishing a strong Christian Culture
- creating ideas for the inclusion of Christian values in Devotions and Assemblies
- providing resources for teachers
- developing relationships with campus staff through Devotions and Christian Education programs
- facilitating Staff Devotions rosters each term
- providing and facilitating opportunities for the individual spiritual journeys of staff

CARE – Facilitating and providing pastoral care for all within the CCG Community

- facilitating and providing pastoral care and personal support for students, staff, and parents of the CCG community within a Christian framework, and in co-operation with other CCG staff
- being available to provide referral to other agencies for professional Health, Counselling, Psychological support when required
- facilitating and providing pastoral care and support during and following Critical Incidents
- visiting students who are absent from school (including school refusals, hospital visitation, bereavement, mental health challenges) and their families
- assisting with special needs and behavioural management programs
- being available to meet with the Head of Campus and Deputy Head of Campus on a regular basis for consultation, discussion, and wise counsel
- assisting students to explore their worldview and beliefs through education and conversation
- facilitating Christian activities or groups with voluntary student participation
- liaising between CCG and local Christian churches
- visiting local Christian churches on a regular basis
- connecting students with local Christian churches, with permission

COMMUNITY – Connecting CCG with the broader community

- networking with support services, other agencies, and organisations in the local community to provide a broad range of support services to the CCG student community
- networking with external Christian programs and organisations and co-ordinating student involvement. Example - Youth for Christ; Christian Radio; Youth Alive; World Vision; Compassion; Salvation Army Red Shield Appeal
- contributing to various forms of appropriate communication with students to build relationships

This position description is intended as a guide only, to illustrate the main tasks and responsibilities associated with this role. It is not intended to be an exhaustive list and may change over time at the discretion of CCG. Employees may be required to undertake other reasonable duties as directed.