



# Position Description

## Chaplain

### St John's Newtown

<b>Position Title</b>	Chaplain – Geelong Lutheran College St John's Newtown (GLC – SJ)
<b>Reports To</b>	Executive Principal through Head of Primary (St John's Newtown) and College Chaplain
<b>College Objective</b>	<p>At Geelong Lutheran College it is expected that each staff member will support the Christian ethos of the College, as referred to in the Statement of Faith on our website, and demonstrate courtesy, cooperation and teamwork with fellow members of staff. Christian living is to be exemplified to both students and parents through words and actions.</p> <p>Our Christian Education environment depends largely on the maturity and professionalism of all staff members co-operating fully with the Executive Principal, Heads of Sub-Schools, other staff and the College Board. Staff are to adhere to College policies, to Lutheran teachings and to foster the ethos, culture and traditions of Geelong Lutheran College.</p>
<b>Position Overview</b>	<p>The role of our Chaplains may be occupied by an active Christian from any denomination. While an understanding of the Lutheran denomination/Lutheran theology is helpful, it is not required as training will be provided. The GLC SJ Chaplain will be required to develop positive working relationships with the Executive Principal, College Chaplain, Head of Schools, Wellbeing Staff and other staff. Regular meetings with the College Chaplain and other key staff is an important part of this role.</p> <p>Through their ministry, the Chaplain will work closely with staff and students in their witness and service. The Chaplain will need to demonstrate an ability to relate positively with members of our community, follow the College policies, and foster the ethos, culture and traditions of Geelong Lutheran College, and present the gospel in an invitational manner.</p> <p>Primary roles of the Chaplain are to have responsibility for:</p> <ul style="list-style-type: none"><li>• Chapel services (among other ministry opportunities).</li><li>• Faith formation (community wide, where opportunity presents).</li><li>• Pastoral care of staff and students (and families when time permits).</li><li>• Support for Christian Studies programs.</li></ul>
<b>Position Purpose</b>	<p>The Chaplain will display high levels of initiative and responsibility and therefore require minimal supervision. This role is responsible to the College Chaplain for the performance of their duties and includes quarterly check-ins with the Executive Principal as Spiritual Head of the College.</p> <p>The Chaplain shall:</p> <ul style="list-style-type: none"><li>• Assist the College community by upholding the Christian perspective of coherence (Ephesians 1:10) to engender faith, hope, purpose and service to others.</li><li>• Oversee the worship program (chapels, staff devotion, etc), and show leadership in the implementation of faith formation initiatives and the pastoral care of staff and students.</li></ul>



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<b>General Expectations</b>	<p>At Geelong Lutheran College, it is expected that those staff who interact with stakeholders will support the Christian ethos of the College. Christian living is to be exemplified to colleagues, students and parents through words and actions. Where feedback is needed, this is to be given in a loving, caring manner and forgiveness is to be freely offered to students who err as God forgives each of us for Jesus' sake.</p>
<b>Skills, Experience and Attributes</b>	<p><b>Personal Skills and Attributes:</b></p> <p>It is assumed that the Chaplain will:</p> <ul style="list-style-type: none"><li>• Set an exemplary example of Christian living both in the College and their private life. In particular, be an active worshipping member of a local Christian church.</li><li>• Demonstrate a strong commitment and a willingness to openly support and articulate the ethos of our College.</li><li>• Work cooperatively with other staff members and be a leader in building community.</li><li>• Maintain confidentiality.</li><li>• Respond to the arising pastoral needs of staff, students and families of the College as time permits.</li><li>• Be committed to undertaking out-of-hours activities related to the ministry aspects of the College if required.</li><li>• Undertake training and development related to the position as directed by the Executive Principal or College Chaplain.</li></ul> <p><b>Specific Skills/Requirements:</b></p> <p>The nature of the position requires the Chaplain to demonstrate:</p> <ul style="list-style-type: none"><li>• Qualification and experience in theology and/or Christian ministry.</li><li>• A professional outlook on education and the needs of students.</li><li>• A high level of organisation and interpersonal skills.</li><li>• An ability to adapt and thrive in a new and changing environment.</li><li>• A good level of computer literacy skills.</li><li>• A capacity to be an effective service leader.</li><li>• An ability to make decisions and the conviction to uphold them.</li><li>• High levels of initiative and responsibility.</li><li>• An ability to promote positive staff morale and a team ethic.</li><li>• An ability to communicate effectively with primary aged students and adults.</li><li>• An ability to interact effectively with people who hold different beliefs and values.</li><li>• Working with Children's Check/National Police Check</li></ul> <p><b>Experience and Knowledge:</b></p> <p>Applicants must have experience in and knowledge of:</p> <ul style="list-style-type: none"><li>• Working with young people.</li><li>• Working as a cohesive member of a team.</li><li>• Supporting people directly, through programs, resourcing or referrals.</li><li>• Responding appropriately to individuals with personal difficulties.</li><li>• The characteristics and needs of young people.</li><li>• Current social, community and educational issues related to young people and their families.</li><li>• Ethical decision-making processes.</li><li>• Professional disclosure, confidentiality and reporting requirements.</li></ul>



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<b>Qualifications and Experience:</b>	Preferred qualifications in theology or Christian ministry, and/or education. Experience in a school setting is an advantage.
<b>Key Selection Criteria</b>	<p><i>These selection criteria will form the basis to assess applicants for short-listing:</i></p> <p><b>SC1: Demonstrated professional skills.</b></p> <ul style="list-style-type: none"><li>• Ability to develop professional relationships with staff, students, parents, members of the community and network with wider Lutheran communities.</li><li>• Demonstrated ability to lead a chapel service, implement initiatives around faith formation and pastoral care.</li><li>• Ability to work closely as a team with wellbeing staff, teachers and parents to support students.</li><li>• Exemplify sensitivity, integrity and appropriate confidentiality.</li><li>• Demonstrated participation and willingness to participate in professional learning.</li></ul> <p><b>SC2: Demonstrated ability to provide pastoral and spiritual support.</b></p> <ul style="list-style-type: none"><li>• Ability to reflect theologically and to teach and assist others to do the same.</li><li>• Ability to apply the doctrine of the Lutheran Church of Australia in an open, rational and intelligent way to issues of life and faith.</li><li>• A commitment to and vision for pastoral care for staff.</li></ul> <p><b>SC3: Demonstrated skills which reflect commitment to and understanding of the Christian ethos of the College.</b></p> <ul style="list-style-type: none"><li>• Ability to support students and staff in a Christian setting.</li><li>• Willingness to contribute to the maintenance of the Christian-based, caring atmosphere of the College.</li></ul>
<b>Classification</b>	<p><b>Salary:</b> Lutheran Education (Victorian Schools) Multi Enterprise Agreement 2023</p> <p><b>Terms:</b> Part (term) time (0.4), on-going</p> <p><b>Hours:</b> Negotiable</p> <p><b>Location (Base):</b> Geelong Lutheran College, St. John's Campus, Newtown</p>

#### STATEMENT OF COMMITMENT TO CHILD SAFETY

Geelong Lutheran College is committed to being a Child Safe organisation. Geelong Lutheran College has a zero tolerance for child abuse and is committed to acting in children's best interests and in keeping them safe from harm. Geelong Lutheran College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

Geelong Lutheran College is an Equal Opportunity Employer