



JOB DESCRIPTION

Chaplain - Civil

ABOUT THE UNITING CHURCH IN AUSTRALIA

The Uniting Church in Australia (UCA) is a uniquely Australian Christian organisation that began in 1977 with the union of the Congregational, Methodist and Presbyterian movements. It is one of the largest religious organisations in Australia. Each state across Australia has a Synod, with associated governing councils and boards. The Synods are drawn together through the National Assembly. The Synod of NSW and the ACT has three boards: Uniting, the Synod Board and Treasury and Investment Services.

The Synod Office acts as the ministerial, mission and shared services support group for the Synod of NSW and the ACT. The Synod Office provides significant pastoral and advisory support, and strategic leadership in developing and executing Synod's strategies in mission and ministry in partnership with Presbyteries, Congregations, working groups and other bodies.

ABOUT UNITING

Our purpose: To inspire people, enliven communities and confront injustice.

Our values: As an organisation we are **Imaginative, Respectful, Compassionate and Bold.**

At Uniting, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities, and confront injustice. Our focus is always on the people we serve, no matter where they are at in their life.

Our services are in the areas of aged care, disability, child and family, community services, and chaplaincy and we get involved in social justice and advocacy issues that impact the people we serve. As an organisation we celebrate diversity and welcome all people regardless of disability, lifestyle choices, ethnicity, faith, sexual orientation, or gender identity. We commit to respecting children and take action to keep them safe.

Uniting is the services and advocacy arm of the Uniting Church NSW & ACT and as such Uniting leaders understand, support and can express the mission and purpose of the Uniting Church.

ABOUT THE ROLE

This position is a Synod placement for Ordained Ministers, or an employed position through the Synod Board as an employee of the Synod Office. This position works operationally under the management of Uniting in the Mission Directorate to execute the Synod's strategies in mission and ministry in partnership with Presbyteries, Congregations, working groups and other bodies. The position is responsible to the Uniting NSW.ACT Director of Mission. Chaplains are also connected to the presbytery where the role is located for pastoral oversight.

This position is accountable to the Uniting Church in Australia Code of Ethics and Ministry Practice and the Uniting Code of Conduct Policy.

Role Purpose

This position is a leadership function within the Uniting Mission Directorate within the Chaplaincy and Pastoral Practice team. It is responsible for the delivery of a high level of quality spiritual and pastoral support to the residents/inmates/patients, families and staff of the relevant institution.

This role is focused on providing innovative, ethical and theological input to residents/inmates/patients, families and staff while offering pastoral support and leadership within the regional team and to staff of Uniting.

ROLE KEY ACCOUNTABILITIES

Spiritual and Pastoral Care

- Provide spiritual and pastoral ministry to all those in our care, as well as volunteers, families and staff.
- Develop and maintain relationships with facility leaders.
- Provide spiritual pastoral care that reflects the Uniting Church's faith and values, respects the faith of the recipient, offers reconciliation between people and with God, supports people in their suffering and crisis, and helps people in their search to find purpose and meaning, value and direction, hope and peace.
- Be available for out of hours 'on-call' work as is fairly agreed with the Chaplaincy team members in your institution.
- Provide regular Uniting liturgical services for clients, pastoral team and their families including sacraments, assist and provide ecumenical and interfaith services and coordinate visiting Ministers of other faiths to provide pastoral care and services to their specific faith groups.
- Monitor, review and report on pastoral care activities as required by the institution and Uniting.
- Develop and maintain ecumenical and multi-faith relationships.
- Occasional - Lead worship, prayer and preaching at Uniting functions, meetings, services and events as appropriate.

Leadership in a Civil Setting

- Where appropriate, lead and manage volunteers.
- As a member of a Chaplaincy team in the institution (where applicable), contributes to the oversight of the pastoral care work.
- Participate in the Uniting region team and Civil Chaplains group.
- Ensure that any pastoral care staff and volunteers that you supervise keep documents and records relating to clients and pastoral care services up to date, with appropriate referrals, assessment, interventions and outcomes as required by the accreditation of the service and according with Uniting spiritual care policies and processes.

Wider Uniting Church

- Further develop strong and meaningful links between Uniting management and with local congregations, presbyteries and volunteers to support spiritual and pastoral services.
- Provide Pastoral Care as required to members of the Uniting Church.
- Lead worship, prayer and preaching at wider Uniting Church functions, meetings, services and events as appropriate.
- Work across the Synod to build key relationships and to promote Uniting as part of the Church's mission.
- Develop and maintain effective relationships with key Synod and Presbytery personnel to continually inform and support the mission of Uniting.
- Maintain effective relationships between Uniting and the wider Church including resolving conflicts.

Uniting Organisation and Safety

- Provide consistent and visible leadership in WH&S behaviours and actions within the team and department and ensure there is a safe working environment and that staff are properly trained to be able to work in a safe manner.
- Works closely with the Chaplaincy Convenor to translate business and strategic objectives into targets, tactical plans and action steps which team members can effectively implement.
- Contributes to the development and evaluation of changes and improvements to the services provided by the department/team.
- Confidently establishes and maintains a safe and supportive working environment that is inclusive of all staff through celebrating their nationality, cultural background, LGBTI status, abilities, gender and age.

Personal

- Maintain and grow your theological knowledge and spiritual pastoral care skills through continuing education, in service training attendance and ongoing professional supervision.

ABOUT YOU IN THE ROLE

As a staff member of Uniting you will celebrate diversity and welcome all people regardless of lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

Your directorate:	Mission
You'll report to:	Chaplaincy Convenor

YOUR KEY CAPABILITIES

Chaplaincy Practice

- **Understands the Christian faith but is able to minister with people of other belief systems, faiths or no faith** – gives pastoral care to the range of people that Uniting interacts with.
- **Listens with empathy and insight** – understands the perspective of the other person and can put aside own agendas.
- **Leads and curates meaningful worship and sacramental services** – prepares appropriate liturgies that meet the needs of the worshipping community.
- **Is organised but flexible** – plans time to balance the competing priorities of administration, team leadership and care for people, but is open to change when circumstances or the call of God require change.

Operational Processes

- Demonstrates a high awareness of a range of models of pastoral care and an advanced capacity to use them appropriately.
- Demonstrates strong planning and organisational skills.
- Demonstrates the ability to utilise WHS rules and requirements including work instructions and safe operating procedures in the workplace and any specific pastoral care WHS requirements.
- Complies with all quality management systems and processes.

YOUR QUALIFICATIONS & EXPERIENCE

Qualifications:

- A Diploma or Degree in Theology or Ministry or related discipline.
- Ordained as Deacon of the Uniting Church; or a Minister of the Word of the Uniting Church; or minister from another denomination who is able and willing to enter the Admission of Ministers process (this will be limited to a 3-year placement unless the minister starts the process of being recognised by the Uniting Church within the first year); or a suitably qualified lay person (eligible to apply for Ministry of Pastor) of the Uniting Church.
- Successful Criminal History Records Check, Working with Vulnerable People Check (ACT) and Working with Children Check and 'In good standing with faith tradition' requirement.
- At least 2 units of completed Clinical Pastoral Education (CPE) or equivalent.
- Australian work rights (citizenship or visa)

Experience:

- This is a leadership role that will involve the ability to work among a team of other Chaplaincy professionals from other faiths or other Christian denominations. It therefore typically requires 2 or more years' experience in ministry, chaplaincy or related community work.
- Demonstrates the ability to identify, document and report changing care needs, preferences, and lifestyle choices of the person in our care.
- Sound knowledge and understanding of the Uniting Church and its polity, its structure, systems and processes.
- Understanding of spiritual pastoral care issues relating to people in our care.
- Demonstrated empathy and affinity with people, especially those who are vulnerable.
- For those Chaplains working outside Uniting settings such as hospitals, mental health, rehabilitation, police or prisons, specialist skills and experience as required within the specific setting.
- Highly effective interpersonal, written and verbal communication skills, including intermediate computer skills.
- Experience engaging successfully with a wide range of stakeholders, both internally and externally across the sector.
- Demonstrate theological leadership and an ability to promote the understanding of people across the organisation in the Mission of the church and promoting Uniting's theological principles in practice.

Even better:

- Existing external relationships with congregations and community services groups.
- Liturgical studies and experience in adapting meaningful worship standards to meet the needs of diverse clients.



RELIGIOUS PRACTITIONER CLASSIFICATION AND REMUNERATION

NOTE: Fringe benefits may be provided to the staff only where the person meets one of the following descriptions and has pastoral duties:

- Ordained as a minister or deacon (i.e. minister of religion); or
- A student at a theological college undertaking a course in order to become a minister of religion; or
- Listed on the Register of lay ministers of the Uniting Church and admitted/commissioned to hold authority on doctrine or religious practice.

Employee Name:	Insert employee name	Managers Name:	Insert manager's name
		Title	Insert manager's title
Date:	Insert date	Date:	Insert date
Signature:		Signature:	