



Position Description

Chaplain, Word & Deed Integration Wesley Service Delivery

Wesley Congregational Life
December 2021

Agreement

Signed – Chaplain

Signed – Senior Minister

Date

Date



Chaplain, Word & Deed Integration

Wesley Congregational Life

1. Overview of Wesley Mission

Wesley Mission delivers services and programs to provide direct relief of poverty, sickness, suffering, distress, adversity, disability, destitution, and helplessness in New South Wales and other parts of Australia as inspired by the work of Jesus Christ in word and deed. Our vision is to:

“Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, at all the times you can, to all the people you can, as long as ever you can”.

Out of Christian love and compassion we are driven by Christlike servant hood, unfailing integrity and courageous commitment.

2. Overview of Wesley Congregational Life

Wesley Congregational Life (WCL) is the spiritual heart of Wesley Mission and seeks to grow Christ-centred communities through:

- Worship services and our diverse and vibrant congregations across Sydney
- Connecting and empowering our community service ‘Deed’ ministry through Chaplaincy
- Establishing and growing the presence of the church in Sydney.

3. Overview of role

The focus of the role is to grow church community and missional reach to the city by building collaboration between Wesley Congregational Life, Wesley Community Services, and churches and organisations beyond Wesley Mission. This will involve connecting the gifts of the church with areas in need of service. It will also involve discipleship and pastoral care of the church community based in Wesley Centre.



4. WCL Relationships and beyond

- **Reporting to:**
 - Chaplaincy Coordinator, Wesley Congregational Life in a direct reporting line.
 - Senior Minister, Wesley Congregational Life.
 - Executive Managers, Wesley Community Services and the Chief Operating Officer of Service Delivery for matters relating to pastoral care of staff, volunteers and clients within each portfolio.
- **Working with:**
 - Wesley Congregational Life staff
 - Wesley Community Services teams including supported accommodation services, employment and training, suicide prevention services, home care and disability services, family and community care services, hospitals and clinical care, and seniors and aged care.
 - Other relevant organisations outside Wesley Mission e.g. Uniting Church, government departments, service providers, industry organisations and key stakeholders.

5. Key Areas of Responsibility

Word & Deed Integration Strategy Formation and Implementation	<p>Formulate and implement strategies to more fully integrate church communities and ministries with the care provided by Wesley Community Services.</p> <ul style="list-style-type: none"> • Develop and build relationships with Congregations and Wesley Community Services staff to enable connection and integration. • Identify and create opportunities for effective ministry collaboration between Wesley Congregational Life, Wesley Community Services, churches and organisations external to Wesley Mission. • Formulate and implement strategies to effectively integrate the 'Word Ministry' of Wesley Mission with the 'Deed Ministry' of Wesley Community Services. • Connect congregations and other ministry partners with Wesley Mission Community service staff to engage meaningfully with employees, volunteers and recipients of care. • Conduct relevant pastoral, mental health and emotional resilience training for partners who will be involved in ministry. • Establish and nurture relationship with community engagement
Church Presence and Pastoral Care	<p>Build the presence of the church in Wesley Centre and provide pastoral care for people in need.</p> <ul style="list-style-type: none"> • Mobilise and equip people across Wesley Mission to build a vibrant and safe church presence in Wesley Centre of discipleship, prayer, pastoral care and connection. This includes oversight of the Wesley Connect ministry. • Provide pastoral care to visitors, clients, staff and volunteers of Wesley Mission, ensuring the needs of persons from differing cultures and religious backgrounds are respected and met where possible. • Seek to encourage and build up communities around God's Word which may include conducting church services, devotions. • Conducting the Sacraments including communion, baptisms and funerals as appropriate.



Wider Mission Connection	Bring pastoral presence and support to Wesley Mission initiatives
	<ul style="list-style-type: none"> • Bring a pastoral presence to significant social/ministry events, worship services and formal meetings within Wesley Mission as required. • Compile pastoral care reports for the Wesley Community Services Operational Management Teams, Wesley Mission Council, and others as required. • Participate and contribute as a member of the Wesley Congregational Life pastoral team, and provide assistance in the ministry of Wesley Mission as might reasonably be negotiated. • Participate as appropriate in the development and outworking of Wesley Congregational Life's Strategic Plan. • Provide assistance in the broader ministry of Wesley Mission as might reasonably be required by Senior Minister.

6. Other Professional Responsibilities

Values Driven Service Culture	<ul style="list-style-type: none"> • Proactively support a positive service culture across all service areas and provide leadership that is supportive, non-judgemental and reflective of Wesley Mission's values. • Regularly meet with an approved and qualified person for regular supervision. • Participate in ongoing training, staff satisfaction surveys and recognition activities as required. • Take responsibility for personal career development and training required for your role • In relation to Wesley Mission and the Uniting Church in Australia attend such functions, worship services, meetings, seminars, training courses as directed by your supervisor.
Positive Stakeholder Relationships	<ul style="list-style-type: none"> • Work with other staff and teams across Wesley Mission as well as the wider work of the Uniting Church as required.
Financial Accountability & Sustainability	<ul style="list-style-type: none"> • Demonstrate responsible stewardship of all resources, and willingness to report impropriety in keeping with the values of Wesley Mission
Effective WH&S & Risk Management	<ul style="list-style-type: none"> • As an employee, be responsible under the Work Health & Safety Act for the health and safety of all persons they come into contact with, during employment. All hazards and injuries must be reported through the normal process as set out in Wesley Mission's Work Health, Safety and Rehabilitation Quality Management System and site procedures
Validated Compliance Standards	<ul style="list-style-type: none"> • Participate at least annually in Wesley Mission's Personal Review and Development Process. • Participate in Wesley Mission's Orientation program, so as to gain an understanding of, and promote, the application of the EEO, Affirmative Action, Privacy Act, Work Health & Safety Act and other relevant legislation



	<ul style="list-style-type: none"> • Administer Wesley Mission's philosophy of care and other relevant policy documents as appropriate • Ensure the reputation and integrity of Wesley Mission is maintained at all times • Participate in the review and maintenance of industry specific and internal audit processes, as per Wesley Mission's standard policy and procedures • Practices within the guidelines described in the Code of Conduct and Ethics and other Statutory requirements.
Confidentiality and Privacy	<ul style="list-style-type: none"> • Demonstrates an understanding and strict compliance with the protocols, policies and procedures concerning privacy, dignity and confidentiality.

7. Selection criteria

To be successful in this position, candidates must possess the following:

Demonstrated behaviours

- Passion for working with the vulnerable and marginalised of our society
- Resilient, flexible and able to remain calm in challenging situations
- Respects and maintains a high level of confidentiality where appropriate
- Affirms and champions Wesley Mission's vision, mission and values
- Highly organized, flexible and adaptable
- Demonstrated ability to work unsupervised as well as in a team environment
- Innovative approach to problem solving and commitment to follow through
- Effective team player with a positive can-do attitude

Essential skills/knowledge

- Pastoral care and chaplaincy experience especially among those who are hurt, disadvantaged, oppressed or marginalized
- Experience in providing pastoral care to clients and staff in a community services context
- Experience working in a dynamic environment across ethnic, socio-economic and theological contexts
- Ability to build networks and collaborative relationships in a diverse setting
- Demonstrated competence working in groups with people who lack interpersonal skills
- Demonstrated experience in a coordination or team leader role
- Excellent written and oral skills, public speaking and presentation capabilities
- Outstanding interpersonal skills, flexible, patient, and ability to relate well to all levels of society that Wesley Mission interacts with
- Proficient computer skills in Microsoft Office
- Theological qualification, e.g., Bachelor of Theology or equivalent
- Pastoral Care and or Counselling qualification, e.g., one or more units of Clinical Pastoral Education (CPE) or equivalent.
- A working knowledge of reflective practice within pastoral ministry
- Demonstrated commitment to the vision, mission and Christian principles of Wesley Mission which support a values-driven service culture.

8. Role Details

This is a four-day part-time position that will be required to occasionally work on Sundays.