



Candidate Information Pack

Position: Female Chaplain

OVERVIEW

The Candidate Information Pack is designed to provide information to applicants considering applying for a position at Moore College. The pack contains the position description, key dates, guidance on how to apply, and some useful links.

Closing Date

Monday 16 August 2021



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About Moore College

Since 1856, Moore College has been providing biblical, theological, and personal formation in order to prepare men and women as thoroughly and effectively as possible for Christian ministry and mission. Based on the Sydney campus at Newtown and providing the ministers for the Anglican Church in Sydney and training pastors who serve other denominations, Moore College's vision is evangelical and international.

Moore College provides a range of face-to-face and distance courses, from diploma to doctoral level, equipping students to love and serve God and people.

More information can be found on the website www.moore.edu.au/about-us.

Vision and Values

Moore College conducts its activities within the framework of this vision, mission and its values, underpinned by a strategic plan.

We ask that all employees are able to support and promote these values in their work. They can be found here: <https://www.moore.edu.au/about-us/governance/#values>.

What we believe

As a theological education provider, the key doctrine that Moore College upholds is based on the five solas of the Reformation.

- Scripture alone
- Faith alone
- Grace alone
- Christ alone
- Glory to God alone



About the Role

Female Chaplains play a key role in the life of the College. They are responsible for providing spiritual and pastoral care and support to the female students in the undergraduate program. They do this through co-leading a chaplaincy group and one to one engagement. The Chaplain will work on a Thursday, 9-2pm, during semester as well as attending Moore College mission (one week) each year.

Please refer to Position Description for more detailed information regarding the role as well as the advertisement on our website www.moore.edu.au/careers.

Role Requirements

It is required for all chaplains to meet the following requirements.

1. 5 hours per week (9am – 2pm) on Thursday during semesters (not in research week or term breaks).
2. Compulsory attendance at orientation beginning 29th January 2022 (Kick off and Chaplains' orientation)
3. Attendance at Mission (Sunday 20th to Sunday 27th March 2022, unless special approval is granted).
4. Attendance at professional development sessions (outside of normal hours)
5. Annual leave to be taken during College holidays, with a maximum of 2 weeks if taken in term time.
6. Current NSW Working With Children Check
7. Current Safe Ministry Training (or equivalent)

Role Duration

- Employment will be fixed term from 29th January until 28th October 2022.
- Chaplains may elect to return for the following year.
- After 8 consecutive years, a Chaplain is required to have a minimum 1 year break before re-applying.

Key Dates for Chaplains in 2022

DATES	WHAT
29 January	Kick off Orientation – Students
3 February	Chaplains' orientation
14 February	Term 1 commences
February	Onboarding of chaplains
20-27 March	College Mission
TBC	Professional development session
11-15 April	Research week
16-25 April	COLLEGE BREAK
26 April	Term 2 commences
July - August	Chaplains' Recruitment process
6 June – 10 July	BREAK
11 July	Term 3 commences
15 – 19 August	Research Week
August – November	Performance Reviews
3-11 September	COLLEGE BREAK
12 September	Term 4 commences
3– 7 October	Research Week
28 October	Chaplains exit
11 November	Final Friday

About the Recruitment Process

To apply for the position, read through the information provided, complete the application form and attach your current CV and email to recruitment@moore.edu.au by **16 August 2021**. The Employment Application Form can be found on the website www.moore.edu.au/careers

Applicants who do not provide the required information may not be considered.

Shortlisted candidates will then be contacted for an interview to be held in the week commencing **30 August 2021**.

Position Description

See detailed position description below.

Position Description *(Team member)*

Our Vision: To see God glorified by men and women living for and proclaiming Jesus Christ, growing healthy churches and reaching the lost.

Our Mission: to provide excellent evangelical theological education.

Position Title:	Chaplain
Industrial Instrument and classification:	Non-Award
Reports to:	Dean of Women
Employment status:	Part time, sessional
Primary Purpose of Position:	To provide spiritual support and pastoral care to students.
Special tools/equipment or conditions:	LSS NSW Working With Children Check Safe Ministry Training (or equivalent)
Relationships:	Internal: Faculty Registrar's department Dean of Students Students
	External: External providers

Selection Criteria

Essential:

- Active Christian faith and current involvement in an evangelical church
- Strong evangelical and reformed theological convictions
- Strong support of and an ability to promote the College's values and mission
- Minimum of 5 years' experience employed in pastoral ministry
- Tertiary qualification in Theology or Pastoral Ministry or equivalent experience
- Leadership in a complementarian context
- Experience in evangelism
- Experience in training others in ministry

Desirable Criteria:

- Experience in cross-cultural ministry or mission
- Experience in working in adult education
- A degree in Theology or Pastoral Ministry

Acknowledgement

I understand and accept the responsibilities as outlined in this position description.

Employee Name	
Signature	
Date	

Key Accountabilities		
Key Performance Area	Key Tasks	Performance Indicators
Quality		
Pastoral care	<ul style="list-style-type: none"> • Co-lead a designated chaplaincy group meeting • To take a particular pastoral interest in the women members of that group; • Attend the students' morning tea and lunch through to 2.00 pm, being available to meet particularly with women students informally and formally; • Support, assist and care for women students in other ways, as may occur from time to time; 	<ul style="list-style-type: none"> • Attendance at chaplaincy group meetings. • Meeting each female student in the chaplaincy group, 1 to 1 at least once per term • Attendance at morning tea and lunch
Orientation	<ul style="list-style-type: none"> • Attend the annual orientation day for first year students. • Attend the chaplain orientation run by the Dean of Women, held at the beginning of the year. 	<ul style="list-style-type: none"> • Attendance at student orientation • Attendance at chaplains' orientation
Influence		
College Mission & Preaching Group	<ul style="list-style-type: none"> • Participate in the College Mission for which their chaplaincy group is the Mission Team (which is for 7 days, full time, or unless otherwise agreed with the Dean of Women). • Work in partnership with the designated Faculty Chaplain in running a semester 2 Proclamation group 	<ul style="list-style-type: none"> • Attendance at (& preparation for) Mission • Attendance at (& preparation for) Proclamation group

Capacity		
Other Activities	<ul style="list-style-type: none"> Participate in other activities in the life of the College, including co-leading an Intentional Ministry Reflection (IMR) group when required Optional: other occasional events (eg mission team dinner, commencement service and community dinner, final chapel and community lunch, Moore Women commencement or end of year supper, all-in staff meetings). 	<ul style="list-style-type: none"> As agreed
Sustainability		
Planning and Preparation	<ul style="list-style-type: none"> Work in partnership with the designated Faculty Chaplain in planning the program of chaplaincy group meetings for the year; Meet with the Dean of Women periodically to pray, plan, and reflect together regarding College, and particularly the training of the women. Participate in professional development sessions as required 	<ul style="list-style-type: none"> Attendance at team meetings Attendance at professional development sessions.
General		
Community	<ul style="list-style-type: none"> Demonstration of the College's values Make a positive contribution to the College culture Assist and cooperate with other teams Encourage teamwork and foster good communication. 	<ul style="list-style-type: none"> Participation in team and staff meetings Contributes to the College culture

<p>Risk and Compliance</p>	<ul style="list-style-type: none"> • Compliance with WHS legislation, policy and Procedures • Participate in, promote and raise awareness of WHS in the College community. • Contribute to the maintenance of a safe, clean environment in the College community. • Ensures compliance with College policies and procedures, applicable legislation and regulatory frameworks. • Manages risk appropriately in all work activities. 	<ul style="list-style-type: none"> • Evidence of participation in WHS activities, e.g. training. • Evidence of risk management in work activities.
<p>Professional Development</p>	<ul style="list-style-type: none"> • Maintain current competencies. • Attend internal and external training as required. • Participate in the annual performance review 	<ul style="list-style-type: none"> • Competencies remain up to date. • Evidence of participation in internal and external training. • Performance reviews are completed annually