



VAUGHAN PARK

Anglican Retreat & Conference Centre

Wāhi manaaki, taunga whakatā

POSITION DESCRIPTION

Job Title	Chaplain	Reports to	Director
Direct Reports	None	Key Relationships	Guests Director Team members Board members Clergy & Bishops
Date	April 2019		

Role Purpose

The Chaplain of Vaughan Park is responsible for the spiritual encounter that every visitor has at the Centre. The Chaplain will be an ordained Anglican Priest and have responsibility for the pastoral care of all guests and team members. The Chaplain will maintain a cycle of prayer and worship at the Centre and organise the scholarship programme, lecture series, retreats and other activities that are integral to building the Centre's ministry.

Key Responsibilities	Deliverables/Outcomes
Worship	<ul style="list-style-type: none">establish and maintain a cycle of services at the Ruatara Chapel during the working week or as otherwise agreed with the Boardutilise only the forms of service which are authorised by the Anglican Church in Aotearoa, New Zealand and Polynesia and adhere to the doctrines of the Anglican Church.encourage active participation in the services to team members and guests and to the wider public
Spirituality	<ul style="list-style-type: none">welcome guests and answer any general enquiries around chaplaincydevelop and nurture the faith of guests by engaging with them for study and conversationlead and contribute to a Christian ethos and presence and ensure that the Centre is living up to the gospel principles of love, generosity, justice, peace, hope and service.

Key Responsibilities	Deliverables/Outcomes
Pastoral Care	<ul style="list-style-type: none"> ▪ provide pastoral care and advice to guests and team members ▪ maintain and develop knowledge and competency through supervision and ongoing training ▪ actively support the Director ▪ be available as a specialist resource for appropriate external bodies and individuals on matters of spiritual and religious care, building relationships with other faith leaders
Scholarship	<ul style="list-style-type: none"> ▪ take ownership for organising the annual scholarship programme and organise interviews for the applicants with Board members ▪ mentor and encourage scholarship recipients during their time at Vaughan Park ▪ ensure ongoing communication with scholarship alumni on a regular basis ▪ manage the Research Centre and act as librarian
Retreat Programme	<ul style="list-style-type: none"> ▪ plan and organise the annual retreat programme for approval by the Board ▪ lead or organise retreat workshops, conferences and seminars on Christianity, Anglicanism, spirituality, moral and ethical issues ▪ ensure that all activities acknowledge and promote the values of two traditions within bicultural Aotearoa New Zealand ▪ organise the annual Sir Paul Reeves Memorial lecture in association with Massey University ▪ organise book launches by Christian authors at the Centre ▪ liaise with the Third Order (Anglican) Society of Saint Francis
Health & Safety	<ul style="list-style-type: none"> ▪ take reasonable care of, and cooperate with actions taken to protect, the health and safety of both themselves and others. ▪ understand the major hazards, risks, compliance requirements and correct safe work procedures in their area of responsibility, including the reporting of hazards and incidents. ▪ demonstrate a proactive approach to health and safety by challenging unsafe behaviour/attitude and providing leadership on work health and safety matters.

The list overleaf is not exhaustive. The Chaplain will be expected to carry out other duties from time to time as directed by the Director.

The Chaplain will ensure that the Director is kept fully informed of all relevant issues ensuring that a 'no surprises' policy is maintained.

Person Specification

Essential Skills

- able to reflect theologically and evidence theological competence
- grounded within your own faith tradition, community and spiritual discipline
- ability to be theologically inclusive
- well-developed communication and counselling skills
- ability to work independently and as part of a multi-disciplinary team.
- able to assess the spiritual and religious needs of people who may be experiencing change and loss and to provide appropriate care;
- able to provide skilled emotional support to guests and team members;
- skilled with working with people of different ages, backgrounds and ethnicities;
- able to manage your own time and workload;
- able to inspire others in their learning about, and provision of, spiritual support, and
- flexibility to evolve with the role.

Essential Attributes

- able to proactively manage the multi-faceted responsibilities of the role whilst maintaining a healthy work-life balance and personal well-being;
- excellent communication & presentation skills, both written and verbal;
- open to new opportunities and challenges with the ability to look at every situation with a sense of empathy and enthusiasm;
- able to work with and mentor a team and foster a strong culture of inter-dependence evidenced by diplomacy, listening and patience;
- understanding the importance and accepting the values of two traditions within bicultural Aotearoa New Zealand, and
- experience in working within multicultural contexts.

Qualifications & Experience

The successful candidate will be

- an Anglican Priest;
- able to hold a Bishop's licence in the Diocese of Auckland or Te Pihopatanga o Te Tai Tokerau;
- hold a Bachelor of Theology (or similar), or a relevant post-graduate qualification;
- able to show evidence of a rigorous academic competency;
- experienced in providing effective pastoral care and be able to offer recent evidence of this work;
- experience of supporting people through sickness, loss, death and bereavement, and
- full driving licence and owns their own private motor vehicle.