

POSITION DESCRIPTION

POSITION: Campus Minister

STATUS: Term Time

REPORTS TO: The School Principal or Nominee

DATE

CLASSIFICATION: SO Level 3

SCHOOL/COLLEGE: Emmaus College

Purpose of Position:

The Campus Minister has a primary role of providing pastoral support to all members of the college in their faith and personal journey within the context of the Catholic school. The position holder works with the Principal, AP- Mission, Head of Faculty - Religious Education and Spiritual and Community Leaders to provide a rich experience of faith in contemporary life for students and staff. It will encompass extending the religious experience of students, and where appropriate, staff and parents.

The role will be situated within a Ministry team, which will foster and maintain pastoral care and the Catholic climate of the college.

Key Characteristics:

Skills: Facilitate effective communication with staff, students, parents and visitors in a way that enhances the school image and contributes to the goals of Catholic Education
Demonstrate a capacity for tact and discretion and an ability to maintain confidentiality
Self-directed development and application of professional knowledge with substantial depth in some areas
Significant discretion and judgement are required in planning, design, professional, technical or supervisory functions related to services, operations or processes for self and/or others
Apply a broad range of professional skills to roles and functions in both varied and highly specific contexts
A proportion of competencies involve complex, specialized or professional functions
Competencies are normally used independently and are substantially non-routine with initiative being exercised in the application of professional practices

Supervision: Work will be carried out under broad guidance
Work is usually measured in terms of achievement of stated objectives to agreed standards
Supervision at this level is related to task methodology and work practices
May involve a level of autonomy in accordance with a broad plan or budget strategy

Supervisions of Others:

- Responsibility for the planning and management of the work of others may be involved.
- Supervision and training of lower level staff may be involved.

Qualifications:

- Tertiary qualifications at Associate Diploma/Diploma level or equivalent qualifications relevant to the position or knowledge, qualifications and experience that are determined by the employer as necessary, to successfully carry out the duties of the position, are required.

Typical Duties:

Typical duties performed include, but are not limited to:

- Practise confidentiality in relation to all aspects of the role.
- Provide pastoral and spiritual support to students, staff and parents as it is sought within the Campus Minister's areas of expertise and responsibility.
- Apply knowledge of good liturgical practice in assisting with developing and managing prayer and liturgy for all occasions.
- Assist with the preparation of events as required such as liturgies, prayers, masses, retreats and committee meetings
- Ensure that regular reports are proved to the AP Mission / Leadership Team.
- Liaise with AP Mission to prepare correspondence

Specific Duties:

The Campus Minister will practice confidentiality in relation to all aspects of the role, and working collaboratively with others, will:

- Share responsibility for the development of school liturgical celebrations, such as Emmaus Day Mass, Feast Day Mass, Graduation Mass, Lenten and Easter Liturgies and events.
- Encourage students' participation in and contributions to special assembly prayers and liturgical celebrations.
- Assist teachers in developing class, year level, camp and other liturgies.
- Prepare prayers for student bulletins as requested.
- Provide opportunities for students and staff to develop their faith through prayer groups, retreats etc.
- Be available to students and staff seeking spiritual guidance.
- Work with staff in the development of retreat and reflection day programs.
- Work with staff to develop sacramental programs for students.
- Network with parish communities to develop strategies to work collaboratively where possible for the benefit of both the parish and college community.
- Network with appropriate staff at other Catholic Schools/Colleges in Rockhampton in offering joint faith development opportunities for students and staff.
- Make students and staff aware of faith development courses available to them and encourage involvement in them.
- Spend time with students and staff, being present to their needs and caring for the pastorally.
- Participate in pastoral care activities as opportunities arise.
- Work collaboratively with the school counsellors, Leadership Team, Head of Years and general staff in assessing the needs of the community and in assisting individuals.
- Support and encourage community service involvement in the College.
- Support the ongoing development for social justice initiatives within the College.
- Make contacts with and meet with other campus ministers and chaplains and other relevant stakeholders as opportunities arise.
- Take responsibility for ongoing professional development and formation of skills relevant to the position.
- Make time during the year for spiritual reflection and guidance.
- Meet regularly with AP Mission and as appropriate with Counsellors, RE teachers, Parish Priest and Principal.
- Inform the wider community of relevant matters through the College newsletter.
- Support the Yr 10 ACTS and Yr ACTS Camps and Youth Pilgrimages.
- Be involved in overnight excursions with supervisory role with retreats and camps.
- Organisation/preparation of weekly Parish Mass.
- Reporting of music copyright to the appropriate licensing authority.

I acknowledge that I have sighted and been provided a copy of this Position Description.

Employee Name (Please Print)

Signature

Date