

## School Pastor / Chaplain Key Elements for Position Description

*The key elements for developing a position description for Lutheran school pastors and chaplains has been prepared as a resource to assist and guide Lutheran school principals, school / college councils and especially school pastors and chaplains in the development of a specific position description suitable to the particular context for each of our Lutheran school pastors / chaplains as they serve their communities.*

*In developing a specific position description, particular emphasis should be given to sections 1.1; 3.1-3.7; and 4.1-4.5.*

*This resource has been drawn up to closely align with the LEA Leadership and Formation Framework, and as a result, will enable it to be relevant to current Lutheran education culture, language and expectations.*

*It will also enable the ongoing formation and growth of all Lutheran school pastors and chaplains as they serve such significant roles in our schools.*

*Its application is for all school pastors (full time ordained or part time school and/or congregation) and school chaplains (full time or part time, lay or ordained). [Note that for ordained pastors and chaplains, other aspects of the LCA Call Documentation may also be relevant.]*

Section	
<b>1</b>	<p><b>Excellence in teaching and learning</b></p> <p>1.1 Knowledge of, or a willingness to attain knowledge of, how Lutheran theology provides the foundation for and informs educational theory and practice in the Lutheran school context</p> <p>1.2 Skill and confidence in working with staff and parents</p> <p>1.3 Skill and confidence in working with students and a passion to work with students</p> <p>1.4 Ability to work and plan collaboratively with colleagues</p> <p>1.5 Classroom teaching (if applicable) using a range of effective methodologies</p>
<b>2</b>	<p><b>Ongoing improvement and innovation</b></p> <p>2.1 Commit to ongoing theological and professional learning</p> <p>2.2 Promote and enact the school's values and mission</p> <p>2.3 Carry out to the best of his/her ability the specific duties assigned to him/her by the principal or school council</p> <p>2.4 Assist in the regular evaluation of the ministry and mission of the school, including his/her own role in that ministry and mission</p> <p>2.5 Awareness of social trends and issues that impact on the spiritual lives of adults and students</p> <p>2.6 Capacity to reflect on practice and adopt changes that lead to ongoing improvement</p>
<b>3</b>	<p><b>Strengthening Lutheran identity</b></p> <p>3.1 Teach and, as authorised, preach the Word of God as revealed in the Scriptures according to the Confessions of the Lutheran Church, and, as authorised, administer the sacraments in accordance with their divine institution</p> <p>3.2 Seek to promote at all times the Lutheran aims of the school and to build up its Lutheran identity (refer to <i>A vision for learners and learning in Lutheran schools</i>)</p> <p>3.3 Lead regular worship activities for students, staff, school community and congregations in accordance with the statements of the LCA</p>

	<p>3.4 Assist staff and students in the preparation and presentation of worship activities and daily devotions</p> <p>3.5 Promote faithfully the spiritual welfare and faith formation of everyone in the school community, ministering to them according to their particular needs and applying the Word of God in worship, teaching and pastoral care</p> <p>3.6 Provide pastoral leadership within the school community and in particular give theological guidance to the principal and staff (eg, through the ongoing delivery of theological formation and induction programs)</p> <p>3.7 Support and be a resource person for the teachers of <i>Christian Studies</i> and, as appropriate, participate in the teaching of <i>Christian Studies</i></p> <p>3.8 Ensure that the rituals, symbols and practices of the school convey their Christ-centred identity</p> <p>3.9 Respond to requests for baptism by members of the school community and prepare individuals for baptism, keeping records and working with the local congregation / parish</p> <p>3.10 Respond to requests by members of the school community for preparation for the reception of Holy Communion, keeping records and working with the local congregation / parish</p>
<b>4</b>	<p><b>Community building</b></p> <p>4.1 Establish, engage and maintain an open, mutually respectful working relationship with the principal, school staff, council, students and the wider community</p> <p>4.2 Work closely with other chaplains, counsellors or carers to provide necessary spiritual, social and emotional support for members of the school community and refer individuals to appropriate professional help as required</p> <p>4.3 Display consistent and effective communication skills and develop positive and collaborative relationships with staff and students</p> <p>4.4 Foster an active prayer life within the school community</p> <p>4.5 Serve as an example of Christian conduct by earnestly endeavouring to live in Christian harmony with the members of the school community, and with pastors and their congregations</p> <p>4.6 Encourage Christians in the school community to fulfil their responsibility to witness for Christ, discover the gifts the Holy Spirit has given and be involved in the mission activity in their school and in the congregations in their local communities while being sensitive to and respecting the faith of those who may profess a different faith</p> <p>4.7 Cooperate with, support, and advocate for, all Christian pastors and congregations in the community served by the school and help school families to connect with local worshipping communities</p> <p>4.8 Support the school's service to others in local, national and international contexts</p>
<b>5</b>	<p><b>Leading effective organisation and management</b></p> <p>5.1 Fulfil the normal administrative responsibilities of the position</p> <p>5.2 Develop an effective vision for ministry relevant to the local context</p> <p>5.3 Ability to work as a collaborative and effective team member of a learning community</p> <p>5.4 Coordinate and support the ministry team in the local context</p>