



# Position Description

## Chaplain Wesley Mission

Wesley Congregational Life  
May 2025

### Agreement

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Signed – Chaplain

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Signed – Supervisor

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Date

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Date



# Chaplain

## 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: "A Spirit-led disciple-making movement: doing all the good we can because every life matters".

With soft hearts, sharp minds, hard feet, and open hands, we seek to continue the work of Jesus Christ in Word and deed.

### 2. Overview of Wesley Congregational Life

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

- Vibrant congregations and faith communities congregations in Sydney
- Empowering our community service 'deed' ministry through Chaplaincy
- Establishing and growing the presence of the church across NSW

### 3. Overview of role

The focus of the role is to strengthen our Word and deed missional expression across all Wesley Mission. This will happen in a few ways: providing pastoral care and building close working relationships with staff and clients, connecting and facilitating local churches and communities to participate in the scope of our ministry, and being an active voice and influence that strengthens our Word and deed culture.

### 4. WCL Relationships and beyond

- **Reporting to:**
  - Head of Chaplaincy, Wesley Congregational Life
- **Working with:**
  - Wesley Mission staff including congregational life, 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

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| Church Presence and Pastoral Care         | <p>Provide pastoral care for the clients and staff of Wesley Mission's community service programs</p> <ul style="list-style-type: none"> <li>• Provide pastoral care to clients, staff and volunteers, ensuring the needs of persons from differing cultures and religious backgrounds are respected and met where possible</li> <li>• In collaboration with Wesley Mission leaders, provide pastoral support in crisis situations</li> <li>• Conduct worship services, preach and lead devotions, Bible study and other small groups when appropriate</li> <li>• Celebrate the Sacraments of Holy Communion and Baptism as appropriate</li> <li>• Conduct funerals and other rites of passage as appropriate.</li> </ul>                                                                                                          |
| Empowering the local church and community | <p>Nurture and grow chaplaincy support to Wesley Mission's community service programs through the connection and integration of local church communities</p> <ul style="list-style-type: none"> <li>• Develop and build relationships with Wesley Mission's congregations and Wesley Community Services staff to enable connection and integration</li> <li>• Identify and support opportunities for effective ministry collaboration between Wesley Congregational Life, Wesley Community Services, churches and organisations external to Wesley Mission</li> <li>• Provide support to Congregational Pastors and Ministers in encouraging and equipping the church to serve the community such as training workshops in pastoral care.</li> </ul>                                                                               |
| Wider Mission Connection                  | <p>Implement the wider pastoral management plan in line with Wesley Congregational Life strategies and initiatives</p> <ul style="list-style-type: none"> <li>• Embody a pastoral presence at significant social events as invited by the relevant Team Leaders and Managers within Wesley Community Services</li> <li>• Compile pastoral care reports for the Wesley Community Services Operational Management Teams, Wesley Mission Council, and others as required</li> <li>• 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 required by the WCL Senior Minister</li> <li>• Participate as appropriate in the development and outworking of the Wesley Congregational Life's Strategic Plan.</li> </ul> |



## 7. Professional Responsibilities

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| Values Driven Service Culture             | <ul style="list-style-type: none"> <li>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.</li> <li>Regularly meet with an approved and qualified person for regular supervision.</li> <li>Take responsibility for personal career development and training</li> <li>Participate on a quarterly basis in Wesley Mission's Employee contribution and development process</li> <li>To 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, Occupational Health &amp; Safety Act and other relevant legislation.</li> <li>Ensure the reputation and integrity of Wesley Mission is maintained at all times</li> </ul> |
| Positive Stakeholder Relationships        | <ul style="list-style-type: none"> <li>Work with other staff and teams across Wesley Mission as well as the wider work of the Uniting Church as required.</li> <li>Maximise missional engagement of the congregation with other congregations, Christian groups and communities, and Wesley Community Services.</li> <li>In relation to Wesley Mission and the Uniting Church in Australia, attend such functions, meetings, seminars, training courses as directed by your supervisor</li> </ul>                                                                                                                                                                                                                                                                                                                                                        |
| Financial Accountability & Sustainability | <ul style="list-style-type: none"> <li>Adhere to established financial policies and procedures relevant to Wesley Congregational Life and Wesley Community Services portfolios that this role works alongside with.</li> <li>Demonstrate responsible stewardship of all resources, and willingness to report impropriety in keeping with the values of Wesley Mission</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Effective WH&S & Risk Management          | <ul style="list-style-type: none"> <li>As an employee, be responsible under the Occupational Health and 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 Occupational Health, Safety and Rehabilitation Quality Management System and site procedures.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Validated Compliance Standards            | <ul style="list-style-type: none"> <li>Practices within the guidelines described in the Code of Conduct and Ethics and other Statutory requirements.</li> <li>Participates in the collection of information and data for quality improvement activities as required</li> <li>Participate in the review and maintenance of industry specific and internal audit processes, as per Wesley Mission's standard policy and procedures</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                              |
| Confidentiality and Privacy               | <ul style="list-style-type: none"> <li>Demonstrates an understanding and strict compliance with the protocols, policies and procedures concerning privacy, dignity and confidentiality.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |



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| Uniting Church | <ul style="list-style-type: none"><li>• Read and understand the Basis of Union and have a preparedness to work within the polity and ethos of the Uniting Church in Australia as described in the Basis of Union.</li><li>• Abide by the discipline processes as set out in the Constitution and Regulation of the Uniting Church and the Code of Ethics and Ministry Practice adopted by the National Assembly as they relate to ministerial practice.</li><li>• Abide by the requirements of the Uniting Church Regulations, policies and procedures</li><li>• Contribute to, implement and maintain policies, practices and standards that adhere to Wesley Mission, Uniting Church and Government legislative and regulatory standards and requirements for effective pastoral care.</li></ul> |
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## 8. Selection criteria

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

### Experience and Qualifications

- Pastoral care and chaplaincy experience especially among those who are hurt, disadvantaged, oppressed or marginalized
- 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
- 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

### Demonstrated Skills and Behaviours

- Able to provide pastoral care and support in crisis situations to clients and staff
- Ability to build missional networks and collaborative relationships in a diverse setting
- 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
- 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
- Demonstrated competence working in groups with people who lack interpersonal skills
- 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 including Microsoft Office, Microsoft Outlook and Teams.

### Knowledge

- Understanding and commitment to the vision, mission and Christian principles of Wesley Mission and its Word and Deed ministry
- Commitment to and trust in the Lord Jesus Christ together with suitable knowledge, understanding and formal training of the Christian faith;
- Strong grounding in the Word of God;



- Knowledge and understanding of safe work health and safety practices.

**Other Requirements**

- Hold and continue to hold a WWCC issued by the NSW Office of the Children's Guardian
- Hold and continue to hold an entitlement to work in Australia
- Holds a current NSW Driver's License

## 9. Role Details

This is a full-time role that primarily covers Gosford through to Maitland.