

# Position description

School Chaplain.

<b>Responsible to:</b>	Principal
<b>Functional relationship with:</b>	Principal Director of Wellbeing Deputy Principal (Director of Daily Operations) Wellbeing team Director of Music
<b>Purpose of the role:</b>	The Chaplain is responsible for preserving and enhancing the special character and spiritual wellbeing of Nga Tawa Diocesan School through leading the worship of the whole school community, encouraging spiritual formation, and giving spiritual direction and guidance to the students and wider school community.
<b>Key Accountabilities:</b>	<ol style="list-style-type: none"><li>1. Meet with Principal to guide spiritual direction of the school. <b><i>Weekly meeting.</i></b></li><li>2. Support the Head of Chapel and the Sacristans <b><i>Weekly meeting.</i></b></li><li>3. Lead worship every Friday. <b><i>Collaborate with Head of chapel, Sacristans and Director of Music to plan and lead regular chapel services.</i></b></li><li>4. Lead the worship of Anglican celebratory events and our calendared school special character events.</li><li>5. Continue the close relationship with St Stephen's church. <b><i>Boarders and staff will attend worship once a term.</i></b> <b><i>Meet with the Priest in Charge and invite him to events.</i></b></li><li>6. Provide special character professional development or workshops for staff and students. <b><i>Coordinate timetabled workshops for years 11-13.</i></b></li><li>7. Provide spiritual support for students and staff as and when required. <b><i>Liaise with the wellbeing team.</i></b> <b><i>Meet with students interested in baptism or confirmation.</i></b></li></ol>
<b>Time:</b>	8-10 hours per week, during term time. These hours are flexible, but Chapel services are held on Friday afternoons.  Potential for hours to be increased if role demands.