

Health & Community Chaplaincy Committee

Job Description

PCV Ministry Wives Chaplain

1. Objective:

To serve as Chaplain to wives of active Presbyterian Church of Victoria:

- ministers and licentiates,
- ministry candidates at Presbyterian Theological College, and
- home missionaries.

2. Employer:

The Health & Community Chaplaincy Committee of the Presbyterian Church of Victoria.

3. Terms and Conditions:

- The position is an 0.6 FTE (45 hours per fortnight) appointment for a fixed term of three years.
- The Industrial Instrument is the *Health Professionals and Support Services Award 2010*.
- The position is classified at Level 2 under that Award.
- A travel allowance of \$5,000 per annum is provided.

4. Accountability and Reporting:

- The position reports to the Committee Convener.
- The Chaplain will provide the Committee with twice-annual written reports.

5. Key Selection Criteria:

(a) Pre-requisites

- Christian, able to clearly articulate the gospel.
- Willing to work within, and support, the framework of the Westminster Confession of Faith and the applicable rules, regulations and policies of the PCV.
- Experience and/or qualification in Christian ministry.
- Proven active member of their home [reformed/evangelical/protestant] church.
- Holds a current driver's license and has access to a motor vehicle.
- Capacity and willingness to travel within Victoria and arrange own accommodation where needed.
- Willing to comply with Government vaccination requirements.

(b) Competencies

- Computer skills to meet the role expectations (eg zoom & social media).
- A high level of verbal and written communication skills.

- Able to facilitate small groups or meetings, in person and online.
- Ability to relate to women of all ages and provide appropriate emotional/spiritual support.
- Ability to refer wives to professional help as required.
- Committed to PCV Safe Church safety standards.

c) Personal Attributes

- Physical, emotional and spiritual resilience.
- Able to maintain confidentiality in relationships.
- Works independently/is organised.
- Friendly, caring, empathic, approachable and active listener.
- Godly and mature work attitude.
- Committed to a dependency on the Lord as demonstrated through prayer and Bible reading.

6.Key Responsibilities

- Develop supportive relationships with ministry wives through sharing the scriptures and praying together.
- Provide chaplaincy care to ministry wives in hardship, grief, isolation and stress.
- Engage with women, individually or in small groups, as appropriate i.e. visitations, Zoom, phone calls, social media (Travel may be a requirement for visitations around Victoria).
- Initiate a visit to each presbytery every two years (either for a group meeting or to meet with individual wives).
- Establish networks amongst ministry wives where appropriate.
- Establish and develop relationships with wives of candidates at PTC.
- Develop a resource base for encouraging and developing wives where helpful.
- Coordinate ministry wives annual calendar of proposed engagements with Women's Ministries Victoria.
- Encourage ministry wives to participate in training events within and external to PCV.
- Visit, where appropriate, PCV General Assembly to further develop relationships with ministry wives.
- Attend Ministry Family Camps.
- Warmly engage with the broader women's networks within the PCV.
- Maintain accurate contact details of ministry wives in conjunction with PCV office.
- Maintain confidential records of interactions with ministry wives.
- Set and maintain professional boundaries with recipients of care.
- Undertake regular professional supervision as budgeted by HCCC.
- Undertake regular professional development as recommended by HCCC and/or as self-initiated.