

GUIDELINES FOR THE APPOINTMENT AND WORK OF UNIVERSITY CHAPLAINS

1. The University is a community which, like any other human community, reflects needs in the personal, intellectual, social and spiritual dimensions of life. Chaplains, by including the spiritual dimension in their work, make it possible for an institution to cover one more vital area of human need in the help that it offers to students and staff.
2. We recognise the diversity of faiths within the University community. Chaplains recognise the need to give consideration to and be conversant with the needs and practices of the various faiths.

It is understood that no faith will proselytise, but will work in a wider spiritual and religious context. This is reflected in the chaplaincy facilities being available for use by members and societies of all faiths.

- a. At times a chaplain will participate in functions representing their own particular faith. On other occasions it is recognised that chaplains will be invited to participate in functions on a non-denominational basis.
3. In any tertiary institution, there is a significant number of students and staff who recognise the validity of the pastoral help offered by a professional ministry on the campus and who would be potential recipients of such ministry.
4. Chaplains by virtue of their services,
 - a. Assist students and staff in their personal growth and ability to cope effectively with their problems
 - b. Strengthen the sense of community within the institution, and
 - c. Enrich the quality of life within the institution.
5. The services rendered by chaplains are extensive. For example, chaplains endeavour
 - a. To be pastors to members of the University of Newcastle community using all the resources available and especially the spiritual resources of the Church, to attend to their needs and to assist in their personal development .
 - b. To proclaim and teach the Gospel, as and when appropriate, interpreting it for the intellectual mind and seeking to let it be heard in areas of intellectual discussion and debate.
 - c. To organise worship and the administration of the sacraments for the benefit of the Christian community at the University of Newcastle.
 - d. To care for those who come with problems and needs.
 - e. To nurture the Christian community at the University of Newcastle (including various religious societies) promoting its spiritual growth, unity and outreach.
 - f. To encourage Bible study, prayer and other small groups, camps and retreats, addresses by chaplains, and visiting speakers, films, debates and other activities.
 - g. To participate by any practicable means in debate on contemporary issues and to contribute to publications circulating in the tertiary world, according to interest and qualifications.

- h. To act as catalysts promoting all that contributes to the welfare of the University of Newcastle community and seeking by the timely word, encouragement, stimulation, example and any other practicable means, to activate the latent resources of the community.
 - i. To act as agents of reconciliation, helping to promote understanding between groups which are antipathetic to each other.
 - j. To inform the church at large on matters related to the University of Newcastle.
6. In rendering the services referred to above, chaplains work in conjunction with other helping services within the University of Newcastle, to maximise the range of resources available for problem solving and personal development.
7. Chaplains are appointed by the University on the nomination of the churches, Chaplains are to be seen as Chaplains to the University (as a whole) as well as specific pastors to the members of their own denomination within the University.
8. Chaplains are expected to be:
- a. Recognised by their own denomination as members in good standing; with relevant experience and competence to fulfil the role of chaplain, with the ability to relate their faith to the special needs of the University situation.
 - b. Normally tertiary graduates or diplomats who are intellectually open and at home in contemporary thought.
 - c. Capable of exercising initiative in establishing relations with members of the University community.
 - d. Willing to serve with other University chaplains on an ecumenical team.
 - e. Persons who have successfully integrated faith and intellect, so as to be able to present a convincing model of a Christian style of life which is intellectually honest.
 - f. Persons persuaded of the critical importance of the ministry being exercised by the Christian community on the campus, and called to help nurture such community.
9. Chaplains at the University of Newcastle are involved in the following administrative relationships:
- a. With the University
 - i. Chaplains are a recognised department within the university (Student Alumni and Community Services - as at May 2002).
 - ii. As far as possible the University will provide accommodation and facilities for their work,
 - iii. There is a Chaplaincy Committee that is broadly representative of the University Community and which has as its function to inform the chaplains on areas of need within the University and to support the Chaplains in their work. (See Appendix A)
 - b. With the churches (See Appendix B)
 - i. Chaplains are nominated by their denomination and appointed by the Vice chancellor of the University.
 - ii. In consequence of these principles, the criteria required by the University for the appointment of a chaplain are as follows: nominations will be accepted only from religious bodies (i.e. Churches) which:

- Indicate that the chaplain would have a significant pastoral role amongst members of that body within the University, and have general acceptance within the University as a whole.
- Have a significant involvement in tertiary education in Australia - indicated by the establishment of reputable tertiary institutions such as University colleges, theological colleges and seminaries etc. It is hoped that chaplains would provide an appropriate link between the University of Newcastle and the academic resources of such institutions, which in many cases are considerable.
- Have been declared to be a religious body and recognised denomination by proclamation of the Governor-General in accordance with the provisions of S.26 of the Commonwealth Marriage Act, 1961 (as amended).

10. Inclusion of new nominating Churches in Chaplaincy: Criteria to be followed:

We are very open to proposals for widening the representation within chaplaincy. The procedure that must be followed is for each case to be considered by the chaplains monthly meeting, who will then make an appropriate recommendation to the appropriate university authority. The basis for recommendation to the Secretary for the inclusion of a chaplain in the ecumenical team of chaplains within the Chaplaincy centre of the University, depends on both the nominating church and the proposed chaplain being able to accept the following criteria as the basis for their work within the Chaplaincy Centre.

- a. That Chaplaincy Services are ecumenical in approach, and that where several chaplains representing different major branches of the Christian church are appointed to the University Chaplaincy Service they will agree to work ecumenically.
Note: This means, for example, a chaplain within the Centre being available for team meetings and for some student and staff activities of an ecumenical nature, as well as acting pastorally to students and staff of the chaplain's own faith.
- b. That chaplains do not proselytise, but work in a wider religious and spiritual context which does not actively promote one branch or denomination of the church over another.
Note: The practical corollary of this is that the 'duty chaplain' in a team may deal with students, staff of any (or no) denomination in relation to their general pastoral or personal needs or crises, but will refer- them to the chaplain of their own denomination if their needs or problems or advice sought, appear to relate to matters idiosyncratic to their particular faith.
- c. The services of the chaplains are not limited to those practising or attached to a Faith, but are open to all 'seekers'.
Note: this means, for example, being available for student and staff contact not necessarily focussed on matters of Christianity or religion, but of a spiritual/welfare nature.

11. Minimum expectations required of chaplains.

The acceptance and agreement of each chaplain to clauses 1-10 of the Guidelines for the Appointment and Work of University Chaplains.

In respect of the University requirement that "Chaplains are to be seen as Chaplains to the University (as a whole) as well as specific pastors to the members of their own church within the University," certain minimum participation in University life and programs apart from particular individual ministries is expected.

Minimum requirements include that chaplains:

- a. Attend a minimum 6 monthly Chaplaincy team meetings during the calendar year, and forward apology if unable to attend others.
- b. Attend a minimum of half the number of annual regional Chaplaincy training days.
- c. Be present on campus: Chaplains are expected to be on campus for a minimum of six hours per week during the Academic year. Part of this time (i.e. a minimum of 2 hours per week) is to be spent in the Chaplaincy Centre.

Each member of the Chaplaincy team is responsible for the smooth and efficient running of the Chaplaincy centre, not just those persons who are able to spend more hours in the centre.

- d. It is recognized that some chaplaincy ministries may not fit neatly into these requirements (i.e. ministries on other campuses). In such special cases flexibility regarding the rostered time is possible with the approval of the Chaplaincy team.
- e. Make themselves available for some specific University functions (e.g. beginning of the year functions, graduations, Autonomy day, ethics committees etc.)

12. We recommended to the appropriate university authority the following guidelines for the time appointment and review of chaplains.

- a. Initial one-year appointment.
- b. After review, a three-year appointment with further three-year extensions available on review.
- c. The AGM of the chaplains team shall elect a 4 member Review Committee (quorum of 3) to assess each chaplain's observance of the above guidelines. The review committee would then recommend to the monthly chaplaincy team meeting that the Vice-chancellor be asked to continue or terminate a chaplain's appointment.

APPENDIX A

CHAPLAINCY COMMITTEE

The Chaplaincy Committee which is broadly representative of the University community has as its function to support the chaplains in their work.

One objective of the Committee is to inform the chaplains of areas where their role and expertise may be utilised in functions and to persons hitherto unknown to the chaplaincy centre.

The members of the Chaplaincy Committee shall be appointed by the Executive members of the Chaplaincy in consultation with the University Secretary and Registrar.

Members of the Chaplaincy Committee shall be appointed for a period of 2 years.

Members of the chaplaincy committee shall comprise of the following people:

1. Two Academic Deans
2. One University Residence member
3. One Union staff member
4. One General staff member
5. Two students including one member of NUSA

6. Two chaplains

A quorum shall comprise of 5 persons. The chairperson shall be appointed by the Committee. The chairperson should be a member other than the chaplains.

The committee shall meet twice a year.

The committee shall report to the secretary of the Chaplaincy Team.

APPENDIX B

PROCEDURE FOR APPOINTMENT OF CHAPLAINS

Two important principles have been identified in relation to the appointment of Chaplains:

1. Chaplains are to be seen as Chaplains to the University (as a whole) as well as specific pastors to the members of their own Church within the University.
2. Chaplains are therefore (a) nominated by their church, but (b) appointed by the University.

In consequence of these principles, the criteria required by the University for the appointment of a chaplain are as follows: Nominations will be accepted ONLY from religious bodies (i.e. churches) which:

- a. Indicate that the chaplain would have a significant pastoral role amongst members of that body within the University, and have general acceptance within the University as a whole.
- b. Have a significant involvement in tertiary education in Australia -- indicated by the establishment reputable tertiary institutions such as university colleges, theological colleges and seminaries etc. It is hoped that chaplains would provide an appropriate link between the University of Newcastle and the academic resources of such institutions, which in many cases are considerable.
- c. Have been declared to be a religious body and recognised denomination by Proclamation of the Governor-General in accordance with the provisions of S.26 of the Commonwealth Marriage Act, 1961 (as amended).

The Chaplaincy is seen as a recognised body with members working together as an ecumenical team.