

Job Title

A Diocesan Ministry Enabler and Chaplain for Older People, Whangārei.

Role Purpose

This is a combined role, comprised of two, part-time positions. It is a fully stipended position, with housing allowance. The Diocesan Ministry Enabler role is a diocesan representative that works alongside the members of a Parish with a Covenant of Ministry and Governance and offers them guidance, resources and ongoing ministry training in their local context. You will also be Chaplain to the most vulnerable older people in the Whangārei Community as well as offering chaplaincy to Whangārei Park Metlifecare facility under The Selwyn Foundation Chaplaincy model.

Role Skills

A Diocesan Ministry Enabler is required to have a friendly collaborative ministry style approach, have highly developed training, resourcing and equipping skills with prompt and clear communication and IT skills, have a good working knowledge of the Anglican Church in Aotearoa, New Zealand and Polynesia, adhere to its ministry standards, accountability and responsibilities, and is able to encourage, support and affirm spiritual and theological ministry to others. As Chaplain for older people you will respect the beliefs of all Whangārei park residents and community-based older people and at all times maintain professional standards of pastoral care practice and confidentiality. Where appropriate you will be an advocate for residents, staff and older people in the community and ensure residents and older people in the community are supported to find meaning, purpose and connectedness as they transition through the different stages associated with ageing.

Role Responsibilities – (Two Ministry Units.5 and Chaplaincy.5)

A. The Diocesan Ministry Enabler is to be prepared to provide:

- Quiet Day / Retreat
- Visioning and Planning event
- Training for additional members to the Ministry Support Team
- Liturgy / Worship workshop
- Pastoral Care workshop
- Preaching workshop
- Music training
- Te Reo Māori training
- Ordained (priests and deacons) meetings

B. As Chaplain to older people

- Work alongside the Whangārei Park multi-disciplinary team to ensure that the spiritual and pastoral needs of residents are met, including spiritual assessments as required.
- Offer, and work with others in local faith communities, to provide Chapel-based worship services and activities including festivals, national days and end of life and other times of transition.
- Liaise with organisations focused on supporting older people in the Whangareia community including local Anglican parishes and pastorates.
- Advocate for the most vulnerable older people.
- Provide staff and community education as required (particularly on death, loss and grief).
- Promote the social impact work of The Selwyn Foundation
- You will assist with staff and community education when required.

A. The Diocesan Ministry Enabler is required:

- to have a car, current licence, and prepared to travel to the Parish
- to attend one Sunday service per month (rotating monthly between churches that have more than one church).
- to facilitate the Ministry Support Team leadership monthly meetings
- to provide regular, one on one, supervision sessions and pastoral support to all the Ministry Support Team, Ordained and Lay Licenced members
- to attend at least one vestry meeting a year
- to be the chairperson for the Annual General Meeting
- to encourage a joint Ministry Support Team and Vestry members leadership meeting at least once a year
- to preach up to three times a year
- to meet regularly with the churchwarden
- to regularly attend the archdeaconry cluster meetings
- to develop the understanding and modelling of shared team ministry and collaborative leadership
- to be supportive and understanding of the other enablers and attend regular enabler meetings

- to attend Professional Development, a retreat and other Diocesan events and training
- to continue to explore and read new resources to share with the enabler team and the Parish

B. A Diocesan Ministry Enabler is to understand and fulfil these roles when necessary:

- Mentor / Spiritual Director
- Consultant / Adviser / Teacher / Coach
- Maintainer of Diocesan standards of ministry
- Active encourager, supporter and empowerer
- Backstop / trouble-shooter for initial concerns and conflict
- A link with the Bishop, Archdeacon, and Diocesan Office Staff
- Resource of spiritual and theological ministry education

C. As Chaplain to older people

- Self-directed, able to critically analyse issues, identify potential solutions
- Collaborative style, with well-honed pastoral and community relationships skills
- Effective communication.

Reporting

Diocesan Ministry Enabler will report regularly (written and/or verbal) at a meeting with the Co-ordinator and other Enablers. As Chaplain, there will be bimonthly reporting to GM Spirituality (or equivalent) and participation with bi-monthly Chaplains' meetings at the Selwyn Foundation.

Remuneration

The Diocesan Ministry Enabler and expenses are processed from the Enabler Budget and according to the Diocesan Clergy Remuneration Guide. The Selwyn Foundation expenses will be submitted on a monthly basis.

Bishop's Appointment

The Diocesan Ministry Enabler and Chaplain for Older People role is a full-time Bishop's appointment.

Diocesan Enabler Responsibilities for a 0.25 role

<i>Monthly</i>	<i>Occasional</i>	<i>Yearly</i>	<i>Out of unit/Diocese</i>
MST meeting facilitate	Preach up to three times a year	A retreat	Synod
Regular Supervision of MST members, ordained off MST and Lay Licenced *Churchwarden	Provide Training Meetings ie Priests, preachers, worship, pastoral care and church roles ie education, Te Reo, ministry standards, vision for year etc	Chair AGM	Supervision Professional Development Retreat Phone/emails availability Reading Enabler meetings February planning day Archdeaconry cluster meetings Spiritual Direction
Attend one Sunday a month	Preside (if invited)	Work with MST and vestry in the process of additional MST member nominations for March AGM	Archdeaconry cluster meetings Licensed Ministry Conference Ordination service Other Diocese commitments & training
Share new resources that are available to plan ahead	Support Regional Training sessions	Arrange a MST and Council joint gathering	
	Attend at least one vestry meeting a year		

Chaplain for Whangarei Park and community facing older people

<i>Monthly</i>	<i>Bi-Monthly</i>	<i>Yearly</i>	<i>Out of unit/Diocese</i>
Meeting with GM Spirituality	Meeting with TSF Chaplains	A face to face meeting/retreat with Chaplains	Synod
	Meeting with Village Manager or designated person at Whangarei Prak Village		