

APPOINTMENT AND CONDUCT OF VISITING CHAPLAINS POLICY AND PROCEDURE



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1 PURPOSE

- 1.1 To recognise the diverse nature and uniqueness of each of the communities in which the University operates and to improve its connection with these communities, the University welcomes the participation and appointment of Visiting Chaplains to complement the University's chaplaincy service to support the faith based and spiritual work undertaken by the Chaplains.
- 1.2 The purpose of these procedures is to:
 - provide opportunities for the University to strengthen its engagement with the communities in which it operates specifically in building spirituality and multi-faith representation at all CQUniversity campuses
 - provide a clear and objective process for appointing Visiting Chaplains and establishing clear management frameworks to specify the approved involvement and conduct of such Chaplains within the University.

2 SCOPE

The University Chaplaincy service provides pastoral care, spiritual formation and other faith services to students and staff. All University appointed Chaplains must be supportive and sensitive to diversity and respectful of cultural and faith differences that exist within the University communities. The work of a University appointed Chaplain demands the ability to be respectful and sensitive to religious diversity, including non-faith and spiritually related beliefs.

3 POLICY STATEMENT

3.1 The purpose of this document and the associated procedures is to:

- provide opportunities for the University to strengthen its engagement with the communities in which it operates specifically in supporting and empowering spirituality and multi-faith representation at all of the CQUniversity campuses; and
- provide clear and objective processes for appointing Visiting Chaplains and establish clear management frameworks to specify the approved involvement and conduct of such Chaplains within the University.

CQUniversity multi-cultural multi-faith community

- 3.2 CQUniversity is strategically committed to the local communities in which it operates. The increasing diversity and changing nature of these communities along with the ever changing political, social, legal and economic contexts, in which these communities operate, significantly contribute towards the shaping of the University and all of the individual CQUniversity communities.
- 3.3 In such a pluralistic, multi-cultural, multi-faith context, it is essential that the Visiting Chaplain be able to offer a style of pastoral and spiritual care that demonstrates respect and sensitivity to people's different views and beliefs.

4 PROCEDURE

Appointment of visiting chaplains

- 4.1 All Visiting Chaplains must have the support of a recognised religious organisation operating in Australia. Any religious organisation wishing to establish a Visiting Chaplaincy arrangement with the University at any of its campuses must apply in writing to the Coordinator, Counselling, in the Student Life and Wellbeing Centre.
- 4.2 This application should include the following information:
- full name, title, role, qualifications and contact details of the most senior leader within the religious organisation within their relevant state
 - full name, title, role, qualifications and contact details of religious organisation's local religious leader, and supervisor of the chosen representative
 - full name, title, role, qualifications and contact details of the religious organisation's chosen representative
 - the religious organisation's commitment to meet any costs associated with the arrangement
 - the intended campus for the appointment of a Visiting Chaplain and the intended period of appointment. Appointments will be for a period of two years. However appointments may be renewed following a review conducted by the Coordinator, Counselling towards the completion of an appointment
 - number of contact hours the appointee is to be available, and
 - outline of experience and competence of their chosen representative and address the specified appointment criteria used by the University for appointing Visiting Chaplains.
- 4.3 Criteria for the Appointment of Visiting Chaplains:
- Recognised professional standing within the religious organisation
 - Experience within a tertiary environment and/or an understanding of Universities and their communities and the pluralist nature of university culture
 - Commitment to working as part of a multi-faith chaplaincy service
 - Demonstrated level of interpersonal effectiveness and sensitivity to the different views and beliefs held by people within a diverse community and an understanding of relevant State anti-discrimination legislation
 - General counselling skills with an ability to deal with people in all situations including those people experiencing grief and trauma and ethical and moral dilemmas

- Willingness to abide by the operational and conduct standards established for Visiting Chaplains by the University
 - Queensland Blue Card Clearance – Working with Children Check.
- 4.4 Upon receipt of the application the Coordinator, Counselling will convene an appointment committee to give consideration to the application on a merit basis against the above criteria.
- 4.5 This committee would normally consist of:
- Director, Student Experience
 - Associate Vice-Chancellor (based on campus location)
 - Deputy Director, Student Life and Wellbeing Centre
 - University Multi Faith Chaplaincy Reference group representative
 - Church/Faith representative
 - CQUniversity Student Representative Council representative or local Campus Life Committee representative.
- 4.6 As part of the appointment process, the above committee would normally meet with the religious/faith organisation representative to discuss their suitability to be appointed as a Visiting Chaplain.
- 4.7 Should the University be satisfied that the applicant meets the criteria for appointment the University, via the Director, Student Experience, will make an offer of appointment as Visiting Chaplain.
- 4.8 Appointments will normally be made for the period specified in the application. The terms of appointment will include:
- the University designated Supervisor and their contact details
 - the intended number of contact hours
 - details about the role and conduct of appointed Chaplains and collaboration within the Counselling team.
- 4.9 Prior to the finalisation of the appointment, the Visiting Chaplain appointee will be required to agree in writing to the specified conditions of appointment.
- 4.10 The agreement between the University and the Visiting Chaplain appointee will form the basis of the agreement between the University and the religious/faith organisation.
- 4.11 All appointed Visiting Chaplains will be required to undertake the standard University induction process and participate in an orientation program to the University Chaplaincy Service. The orientation process is to be delivered by the Coordinator, Counselling (or nominee) in consultation with the relevant Associate Vice-Chancellor/Deputy Director, Student Life and Wellbeing Centre and Multi-faith Reference Group.
- 4.12 The University respects the right of the religious organisation to assign and reassign their representative at will. However should a religious organisation wish to remove an appointed Chaplain and reassign another visiting Chaplain, the religious organisation through the religious leader should advise the University in writing of its intent and submit an application for appointment following the procedures outlined above.

Role and conduct of a visiting chaplain

- 4.13 Although a Visiting Chaplain is not an employee of the University, the University requires the appointed Visiting Chaplain to operate within the parameters of the role of a Visiting Chaplain in the Counselling team and demonstrate an acceptable level of conduct at all times during the term of appointment.
- 4.14 The appointed Visiting Chaplain is to respect the diverse needs and views of University communities, show respect and sensitivity to those needs, and demonstrate tact at all times while operating within the University. The Visiting Chaplain is not permitted to proselytise and provide faith centred services that are primarily aimed at converting people to a specific faith.

- 4.15 The appointed Visiting Chaplain is welcome to provide faith centred services to any student or staff member or groups, who request such services as discussed and agreed with the Coordinator, Counselling (or nominee) and relevant Associate Vice-Chancellor. The University will provide access to information about these services to those who seek this information.
- 4.16 The Visiting Chaplain may be invited by the University to address students and staff at meetings, ceremonies and other events. It is expected that in such a capacity a Visiting Chaplain will operate on a spiritual and multi-faith basis.
- 4.17 The Visiting Chaplain is also required to observe the conduct requirements as outlined within the University's Code of Conduct for staff.

Chaplaincy services

- 4.18 A Visiting Chaplain has an agreed number of contact hours and should negotiate visitation times with the relevant Associate Vice-Chancellor and/or Coordinator, Counselling (or nominee).
- 4.19 Such services may include but are not limited to:
- social contact and meeting for meal breaks and other such informal occasions with staff and students
 - visiting Departments of the University to meet academic and administrative staff, visiting the residential college and networking with student groups and bodies. Unless otherwise agreed, the Visiting Chaplain will seek the approval of the Department Head prior to visiting a Department. Meetings with staff will not interfere with the performance of duties of employees and will, unless otherwise agreed to by a Department Head, be held in non-work time. Meetings with students will not interfere with student related operations (i.e. teaching and research activities)
 - facilitating the settling in of overseas students into Australian lifestyle and culture
 - seek involvement in official University functions as appropriate and with the approval of the relevant Associate Vice-Chancellor
 - provision of opportunities for worship
 - facilitating interfaith activities both on-campus and in the wider community
 - offering formal and informal opportunities for spiritual/personal education and development
 - visiting the sick if requested, and/or
 - co-ordinating and leading memorial services.

Working with the Student Life and Wellbeing Centre

- 4.20 Visiting Chaplains are expected to operate as part of a multi-faith chaplaincy service which is centrally coordinated by the Counselling team within the Student Life and Wellbeing Centre. Visiting Chaplains are to work collaboratively and cooperatively with the Coordinator, Counselling and be available for consultation with staff across campuses as required.

Use of university facilities

- 4.21 Subject to availability and the approval of the relevant Associate Vice-Chancellor or Coordinator, Counselling, the University will endeavour to make available facilities suitable for the conducting of faith and spiritual related services and activities.

Reporting and keeping of statistical records

- 4.22 While respecting the privacy of individuals, all Visiting Chaplains are required to retain a record about the type of services provided whilst on campus, to be reported to the Coordinator, Counselling on a quarterly basis. Visiting Chaplaincy arrangements will be reviewed every two years in accordance with University Policy.
- 4.23 No personal details are to be recorded and the Visiting Chaplain must respect individual confidentiality at all times, subject to all legal requirements.

Termination of agreement

- 4.24 If the Coordinator, Counselling in conjunction with the Deputy Director, Student Life and Wellbeing form a view that an appointed Visiting Chaplain has failed to observe the role and conduct of Visiting Chaplain requirements, the Coordinator, Counselling and Wellbeing will initially discuss these concerns with the Visiting Chaplain. If resolution does not occur, the University will formally write to the relevant religious organisation requesting a written response as to why the agreement should not be terminated. Following consideration of this response the University will terminate the agreement with the religious organisation, continue with the agreement or review the terms of the agreement.

5 RESPONSIBILITIES

Compliance, monitoring and review

- 5.1 The Director, Student Experience is responsible for ensuring these procedures are followed.

Implementation

- 5.2 The operational management of these principles is the responsibility of the Coordinator, Counselling in the Student Life and Wellbeing Centre.
- 5.3 The relevant Associate Vice-Chancellor (or nominee) will be actively involved in the appointment of Visiting Chaplains for respective campuses.
- 5.4 The Coordinator, Counselling and relevant Associate Vice-Chancellor will oversee the conduct and on campus involvement of the appointed Visiting Chaplains.

Reporting

- 5.5 No additional reporting is required.

Records management

- 5.6 Staff must maintain all records relevant to administering this policy and procedure in a recognised University recordkeeping system.

6 DEFINITIONS

- 6.1 Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

University Chaplaincy Service: A pastoral/spiritual service officially sponsored by a University.

University Chaplaincy Reference Group: voluntary representatives from the university with specific interest in supporting the university chaplaincy service working in conjunction with Coordinator, Counselling or nominee.

Multi-faith Chaplaincy Reference Group: Volunteer representatives from the university with specific interest in supporting the university chaplaincy service working in conjunction with Coordinator, Counselling or nominee

Chaplain: An appropriately pastorally trained member of a recognised religious/faith organisation who has been authorised to officiate on behalf of that religious organisation.

Visiting Chaplain: A Chaplain authorised by the University to officiate on behalf of their religious organisation within the University.

Religious Leader: The publicly accepted leader of a religious organisation.

7 RELATED LEGISLATION AND DOCUMENTS

[Central Queensland University Act 1998](#)

8 FEEDBACK

8.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Vice-Chancellor's Advisory Committee
Administrator	Director, Student Experience
Next Review Date	12/04/2020

Approval and Amendment History	Details
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Notes	This document consolidates and replaces the existing Appointment and Conduct of Visiting Chaplains Procedure and related Principles.