

Fact Sheet 1: Why choose SU CHAPLAINCY?



SU CHAPLAINCY is the largest employing authority for state school chaplains in Queensland employing chaplains across more than 850 schools.

SU CHAPLAINCY has prioritised the development of quality chaplaincy services in Queensland. No other organisation has our level of experience and expertise in this area.

Tried and Tested

With a history of School Chaplaincy experience dating back to 1990, SU CHAPLAINCY has built a strong reputation of trust in hundreds of communities and with state and federal governments.

The Chaplaincy Network

Working with children and young people can be incredibly demanding and our chaplains appreciate being part of the largest not-for-profit youth and children's network in Australia. SU CHAPLAINCY has formed strong connections with a number of counselling, welfare, and support groups, and our chaplains are trained in the best processes for referring struggling youth and children to appropriate care when necessary.

Rigorous Employment Processes

We are committed to finding the very best chaplain for your school. SU CHAPLAINCY employs a multi-stage recruitment and screening process, and includes the Principal and Local Chaplaincy Committee (LCC) in the appointment process to ensure that your chaplain is a good fit for your school.

Extensive Support

With 20 Regional and Field Development Managers throughout the state and a professional back office support team accessible to you at any time, our people are on the ground to support you and our chaplains every step of the way.

Hassle-Free Financial Management

SU CHAPLAINCY takes the hassle out of employing chaplains. We take care of Payroll, Insurance, Leave, Work Cover, Superannuation etc, leaving you free to work with your chaplain on the things that really matter — how best to support students and their families in your school.



Fact Sheet 2: Choosing a Chaplain



Process

SU CHAPLAINCY is the largest Accredited Employing Authority (AEA) in Australia employing chaplains in over 850 schools. Schools must employ a chaplain using an Accredited Employing Authority (AEA). Once a school has selected SU CHAPLAINCY as their AEA, the steps are:

1. Complete a Schedule A: Contract Schedule. Both schools and AEAs are required to retain a copy on file. The Schedule A: Contract Schedule contains the terms and conditions of your arrangement and must be referenced on the Purchase Order for these conditions to be upheld.
2. Raise a Purchase Order containing all service delivery arrangements by school term and send to support@suqld.org.au.
3. SU CHAPLAINCY provides an invoice at the beginning of each school term for payment within 30 days.

We suggest you talk to our support team about these steps, to save time and make the process as smooth as possible.

Recruitment

When a school is ready to employ a chaplain, the SU CHAPLAINCY Field Development Manager (FDM) will support the Principal through the selection and appointment process.

- **SU CHAPLAINCY will assist the School and Local Chaplaincy Committee (LCC) to determine the financial capacity of the chaplaincy service** which will establish the number of hours a Chaplain can be employed. (Financial capacity is based on funds generated through grants, donations and local fundraising).
- **SU CHAPLAINCY advertises all School Chaplaincy positions** through their online application website suqld.org.au/morehands.
- **Chaplaincy applicants** nominate schools for which they wish to be considered.
- **SU CHAPLAINCY Field Development Managers screen all applicants.** Approved applicants are shortlisted for school-based interviews at their nominated schools.
- **School Principals (or delegate) and LCC chairs are involved in school-based interviews** to make the final selection and appointment.

The successful chaplaincy candidate must be endorsed by the Principal before employment is initiated.

Chaplaincy Qualifications

The Department of Education (DOE) Minimum Qualifications for chaplaincy are as follows:

National School Chaplaincy Programme (NSCP) Minimum Qualification:

- Prior to commencing in schools, all chaplains must have competency in the Australian Qualifications Framework (AQF) nationally accredited Community Services Training Package Certificate IV in Pastoral Care or Youth Work, or an equivalent qualification.
- The certificate or equivalent qualification must contain units of competency in 'making appropriate referrals' and 'mental health'. As an example, the two units of competency may be equivalent to or higher than the following:
 - CHCCCS016
(Respond to client needs)
 - CHCMHS001
(Work with people with mental health issues).

Waivers

The Department of Education (DoE) may approve a qualifications waiver for rural/remote vacancies where reasonable attempts have failed to attract and recruit a suitably qualified person.

Additional Requirements

Applicants for SU CHAPLAINCY positions must hold a current **"Blue Card"** from Queensland Government Blue Card Services for the purposes of child-related employment.

SU CHAPLAINCY requires all chaplains to exhibit competencies in the provision of spiritual support within a Christian framework.

All chaplains are to hold or be working towards a Diploma of Youth Work (or equivalent relevant qualification). Chaplains working towards the qualification must complete it within the first 3 years of employment.



Fact Sheet 3: Pursuing Excellence



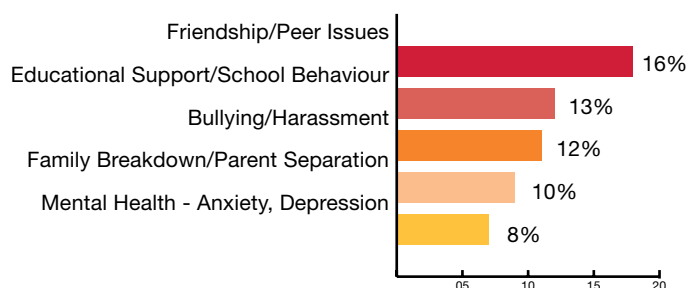
Coordinated and Evidenced Based Programs

SU CHAPLAINCY is dedicated to excellence in the provision of Chaplaincy services.

SU CHAPLAINCY Services offer a coordinated and evidenced based system which is constantly developing to provide the highest quality of support and service to school communities.

An annual chaplaincy survey program allows current information and emerging needs to be identified. This information allows our Training and Development Department to address the prevailing social issues and trends and the macro issues of child wellbeing. It provides direction for the development of professional skills and self-care.

Top 5 issues for students seeking pastoral support



Developing the Professional

SU CHAPLAINCY is constantly developing the professional skills and knowledge of our chaplains so they are equipped to address the emerging needs within their communities. SU CHAPLAINCY provides one free chaplain professional development day per term (Term 1, 2 and 4) and a fully subsidised Staff Conference (PD) in the winter school holidays.

Annual DoE Workplan Development

Every chaplaincy service operates within the terms of an annually established workplan. Chaplains in collaboration with their school Principal and Local Chaplaincy Committee develop a workplan to ensure the chaplaincy service meets the needs of the school they are working in.

The DoE Workplan outlines the following:

- Designated days and times of chaplaincy service operation.
- Tasks and areas of focus for the chaplaincy service
- Required training for chaplain to complete

Chaplain Development Planning (CDP)

Chaplains participate in an annual review process. The review takes place mid year, inviting responses from the school Principal or Line Manager, and the LCC. The review allows for areas of success and deficiency to be identified.

Professional Development and Support

SU CHAPLAINCY provides regular professional development and support to all Chaplains.

Every chaplain is placed within a local chaplaincy cluster with an SU CHAPLAINCY Field Development Manager. The cluster model provides regular collegial support and positive peer learning.

The SU CHAPLAINCY Training and Development Team provides professional development opportunities covering a diverse array of topics relevant to School Chaplaincy.

These include, supporting LGBTIQ students, bullying (including cyber bullying), friendship issues, inclusivity, building volunteer teams, pastoral record keeping and strategic planning for chaplaincy.

SU CHAPLAINCY partners with Government and Wellbeing Organisations to train chaplains in specific programs that they can facilitate within their school communities:

- The office of the eSafety Commissioner delivers a professional learning package (PLP) in responding to and preventing bullying and cyber bullying.
- All NSCP funded Chaplains will complete the above training.
- Friends Resilience Program, a suite of programs for all ages including Fun Friends, Friends for Life and My Friends for Youth, strengthening relationships.
- Seasons for Growth, an innovative, evidence based loss and grief program that draws on the metaphor of seasons to understand the experience of grief. Many of our chaplains are trained facilitators.
- Positive Parenting Program (PPP).
- A2B, an initiative of SU CHAPLAINCY designed to support the development of core values some children and young people may struggle to develop. These core values include teamwork, growing healthy relationships, respect, forgiveness, trust and consideration.
- Ausidentities is a uniquely Australian approach to personality profiling with a proven track record of improving student performance, awakening students to their full potential.

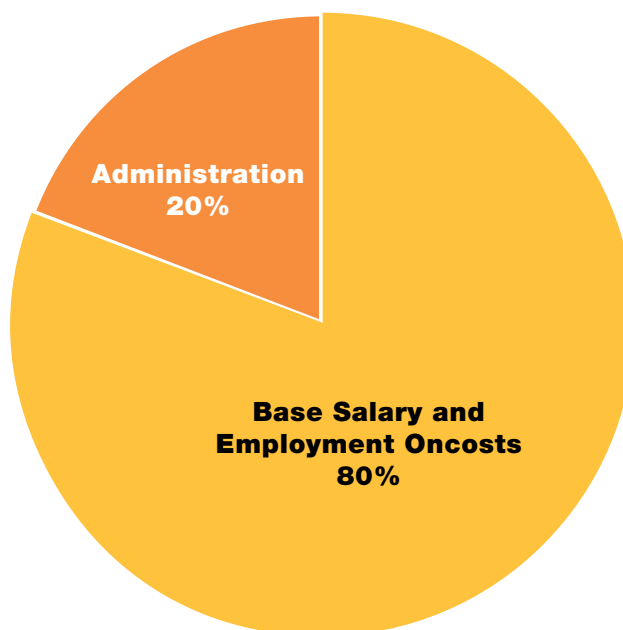
Professional Supervision Requirements

SU CHAPLAINCY is committed to providing all chaplains with professional supervision to ensure they remain energised and professionally developed. Chaplains are able to draw on an allowance (up to \$100/term) paid by SU CHAPLAINCY for this professional support.

Fact Sheet 4: Service and Value



Service Fee breakdown**



Chaplaincy Pricing Schedule

The Service Fees listed below include the base salary component, the employment on-costs and the essential administration costs. The Service Fee covers hours provided during the 40 week school term. The chaplain's base salary varies due to qualifications and experience

In 2018, more than 182 000 (school term only) additional hours were provided to Queensland Schools through our network of generous community, business and individual donors, Schools and P&Cs who believe in this worthwhile service.

Service Fees for a Chaplaincy Service in 2019 (commencing Term 2) are as follows:

	Hourly Service Fee Rate*	5 days/38 hours
BAND A	\$42.36	\$64,378.08
BAND B	\$44.17	\$67,144.48
BAND C	\$45.99	\$69,891.12
BAND D	\$47.88	\$72,776.08
BAND E1	\$49.52	\$75,265.84
BAND E2	\$51.24	\$77,874.16
BAND E3	\$53.03	\$80,620.80

*This hourly rate includes the SU CHAPLAINCY support fee calculated as a 40 week charge, which covers all on-costs and administration as shown opposite.

**This is a representation of the average breakdown across salary bands.

Employment On-costs Include:

- Superannuation
- WorkCover
- Leave Entitlements (personal leave, sick leave, long service leave, annual leave and other contractual leave entitlements)
- Professional Supervision Allowance
- In-Service and Professional Development

Administration Fees:

Under the DOE Standing Offer Arrangement for the Provision of Chaplaincy Services in State Schools, the AEA is permitted to apply an administration fee in their pricing schedule.

This fee covers:

- Field Support services
- Local Field Management
- Payroll processing
- HR Management
- Insurances
- Compliance services
- Financial services
- Audit
- Systems Development
- Resources Development