

# The Presbyterian Church in Ireland

## JOB DESCRIPTION

Job Title: Chaplain in Residence (Queen's University)

Council: The Council for Mission in Ireland

Salary Scale: Scale E2

Responsible to: Secretary of the Council for Mission in Ireland

### **Main functions of job:**

To contribute to the Christian ministry and mission of the Presbyterian Church in Ireland through the delivery of the duties outlined.

To be an active member of the General Assembly's staff team, contributing to the effective administration of its functions and assisting in the development of strategies and plans for the delivery of its agreed objective in a manner in keeping with the Christian ethos of the Presbyterian Church in Ireland.

Under the Leadership of the Secretary of the Council for Mission in Ireland to assist with the implementation of decisions of the General Assembly relevant to the Council and to carry forward its delegated responsibilities.

To provide a chaplaincy service to the staff and students of Queen's University Belfast, Stranmillis University College and Union Theological College.

### **Responsibilities and duties**

#### **Queen's University Belfast / Stranmillis / Union College**

1. To maintain the witness of the Presbyterian Church in Ireland in the Queen's University of Belfast, Stranmillis University College and Union Theological College.
2. To provide the service of pastoral care to staff and students and to provide support for student Christian groups.
3. To provide spiritual activities including worship, discipleship, small groups, etc., as appropriate.
4. To encourage and engage in appropriate evangelistic outreach.
5. To provide individual counselling for students and staff as appropriate.
6. To attend meetings within the University/Colleges, including graduation ceremonies.
7. To build relationships with senior staff at the Colleges and contribute at a senior level on ethical and moral issues where appropriate.
8. To operate as part of the wider ecumenical, multi-faith group that promotes tolerance, understanding, and mutual respect within the University and its campuses.

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9. To abide by Queen's University's Honorary Agreement for Chaplains and Religious Representatives.

## **General**

10. To lead the chaplaincy team, and work as an effective team member.
11. To supervise the work of the Assistant Chaplain, Administrator, interns and volunteers.
12. To ensure that the training and personal development needs of all staff and volunteers are assessed and met, within available resources.
13. To report to meetings of the Universities and Colleges Chaplaincy Committee on all aspects of Chaplaincy work, and implement policies as agreed by the Committee.
14. To ensure that expenditure is kept within agreed budgets and to report promptly any financial anomalies or difficulties.
15. To oversee the facilities management and marketing of Chaplaincy properties.
16. To liaise with other Chaplains and external agencies as appropriate.
17. To engage in deputations for the purpose of informing congregations about the work, as agreed with the relevant Committees.
18. To contribute to the overall organisational effectiveness and to perform any other duties as deemed appropriate by the Secretary in line with the requirements of the General Assembly or the Clerk of the General Assembly.