



POLICY

Policy Title: **Multifaith Chaplaincy Service**

Policy Owner: Director Student Services Centre

Keywords: Chaplaincy, Multifaith, Spiritual, Religious, Pastoral Care

Policy Code: PL100 [ci004]

- [Intent](#)
 - [Organisational Scope](#)
 - [Definitions](#)
 - [Policy Content](#)
 - [Accountabilities and Responsibilities](#)
 - [Related Documents](#)
 - [Contact Information](#)
 - [Approval History](#)
-

1. INTENT

This policy provides clarity and consistency for the delivery, human resource management, administration and management of the ECU Multifaith Chaplaincy Service.

Edith Cowan University is a dynamic and diverse multicultural community valuing the richness of our various faith traditions. The Multifaith Chaplaincy Service affirms spirituality as an integral part of life and seeks to create an inclusive environment in which staff and students can create an environment and opportunities for mediation and similar activities within the context of work and study.

2. ORGANISATIONAL SCOPE

All ECU Students and Staff

3. DEFINITIONS

TERM	DEFINITION
Visiting Chaplain	An ordained or credentialed minister or accredited

	religious person who serves the ECU community. A Visiting Chaplain is not employed by ECU but given standing by ECU to represent their own religious body, as well as being available to serve the ECU community, working within the parameters of the Multifaith Chaplaincy Service.
Ordained or credentialed minister or accredited religious person	Individuals who preferably have an undergraduate degree or equivalent, recognised theological training within their religious body, appropriate and proven pastoral experience, accredited within their religious body and the ability to work cooperatively with people of varying religious backgrounds in a tertiary environment.

4. POLICY CONTENT

4.1 The Multifaith Chaplaincy Service operates according to the following principles:

- 4.1.1. The vision is one of *'supporting spirituality, providing care and creating community'* to help build an inclusive community by respecting and valuing all religious and cultural traditions.
- 4.1.2. The Director SSC or nominee coordinates and manages the Multifaith Chaplaincy Service and Visiting Chaplains.
- 4.1.3. The Multifaith Chaplaincy Service is ecumenical and interfaith in approach, and where there are several visiting chaplains representing different religions and/or branches of one religion, they will agree to work cooperatively with each other and with the ECU community.
- 4.1.4. Chaplains do not proselytise, but work in a wider religious and spiritual context.
- 4.1.5. The service is free, confidential and available to the ECU community for members of all faiths; and
- 4.1.6. ECU reserves the right to grant, or revoke, standing for Visiting Chaplains.

4.2 The Multifaith Chaplaincy Service's role and functions are:

- 4.2.1. Creating an environment of cooperation and respect in a world of many faiths.
- 4.2.2. Welcoming diversity and promoting understanding of the variety of faith traditions.
- 4.2.3. Providing opportunities to live and share one's faith.
- 4.2.4. Offering advice, encouragement, support and assistance at times of celebration, transition and mourning.
- 4.2.5. Offering a network of contacts.
- 4.2.6. Referring people to other support services in the University as required; and

4.2.7. Nurturing and developing a sense of community within the University.

4.3 Multifaith Chaplaincy Service team members

4.3.1 Visiting Chaplains

Visiting Chaplains are not employed by ECU but are given standing by ECU to work within the Multifaith Chaplaincy service and in accordance with the *Position Description - Visiting Chaplain*.

- Serve the whole community and should not act as a Visiting Chaplain for just one particular religious group.
- Are persons who have extensive pastoral experience and the ability to work in a diverse multicultural environment within a framework that respects other religious traditions.
- Have been endorsed by their religious body to serve at ECU in the capacity as Visiting Chaplain.
- Have received their standing with ECU through an interview process coordinated by the Director Student Services Centre and approved by the Deputy Vice-Chancellor (Academic).
- Must comply with relevant ECU rules, policies and procedures.

4.4 Recruitment, Selection, Appointment and Standing

4.4.1 Visiting Chaplains

Visiting Chaplains are given standing at ECU to serve within the Multifaith Chaplaincy Service under the direction of the Director Student Services Centre or nominee through the following process:

- Visiting Chaplains must be nominated by the relevant religious body or ECU may approach religious bodies to nominate suitable candidates as a Visiting Chaplain.
- Nominated Visiting Chaplains must satisfy the requirements contained in the *Position Description – Visiting Chaplains* and undergo an interview process under the coordination of the Director, Student Services Centre or nominee.
- A recommendation is made for the nominee's standing for an initial period of a maximum of one year. Upon successful review of the first year a Visiting Chaplain's standing can be recommended for a subsequent period of up to three years, for approval by the Deputy Vice-Chancellor (Academic); and
- All Visiting Chaplains must provide a current Police Clearance (not more than twelve months old) and proof they are covered by appropriate professional liability and indemnity insurance.

4.4.2 Standing

Visiting Chaplains will undergo a review process in the first twelve months of standing and then once every three years. Standing may be terminated by either party by giving one month's written notice. The Deputy Vice-Chancellor (Academic) on behalf of the University, reserves the right to grant or revoke standing.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following

Policy Owner

The Policy Owner, the Director Student Services Centre has overall responsibility for the content of this policy and its operation in ECU.

6. RELATED DOCUMENTS:

6.1 The policy is supported by the following Guidelines:

- Multifaith Chaplaincy Guidelines

6.2 Other documents which are relevant to the operation of this policy are as follows:

- HR013 Harassment – Policy on Prevention of Harassment and Guidelines for the Resolution of Reported Complaints
- Staff Code of Conduct

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Director Student Services Centre
All Enquiries Contact:	Glenda Jackson
Telephone:	08 63043881
Email address:	g.jackson@ecu.edu.au

8. APPROVAL HISTORY

Policy Approved by:	Vice-Chancellor
Date Policy First Approved:	5 June 2005
Date last modified:	July 2015
Revision History:	August 2008; August 2010; July 2015
Next Revision Due:	July 2018
TRIM File Reference	SUB/29799

Edith Cowan University Multifaith Chaplaincy Service

Guidelines

1. Management of Multifaith Chaplaincy Service

Members of the Multifaith Chaplaincy Service report to the Director Student Services Centre (SSC) or nominee and agree to meet twice a year as a group to discuss relevant matters concerning the service. Additional meetings may be called by the Director SSC or nominee as required. Visiting Chaplains may also request additional meetings.

2. Funding

The Multifaith Chaplaincy Service is located within SSC. SSC funding and budget management processes are the primary source of income for the service.

Funding to support Visiting Chaplains may include:

- Access to information technology;
- Parking;
- Shared office space.

3. Procedure for granting standing as a Visiting Chaplain at ECU

3.1 Initial approach by candidate or religious body or the University

- Candidate informed to have head (or nominee) of religious body contact the Director SSC or nominee;
- The Director SSC or nominee discusses the role of Visiting Chaplain and provides the following documentation to the religious body:
 - *Multifaith Chaplaincy Service Policy;*
 - *Position Description Visiting Chaplain; and*
 - *Code of Conduct.*
- Discussion to include:
 - the program within the framework of the above documents;
 - expectations of the role;
 - organisational requirements; and
 - answer any questions.
- The candidate is advised to apply in writing with nomination from head of religious body to ECU for standing as a Visiting Chaplain.

3.2 The candidate's application must include the following:

- Written application addressing the Capabilities in the document Position Description - Visiting Chaplain. Where possible, to provide an example of experience in that area;
- Curriculum Vitae – including photocopies of tertiary qualifications or other documents deemed to be relevant;
- Documentation from religious body
 - Letter recommending and nominating candidate as a suitably qualified person to represent their religious body as a Visiting Chaplain at ECU;
 - Evidence/statement of candidate's registration, accreditation or ordination within that religious body.

- Police Clearance – not more than 12 months old

3.3 Interview with the Director SSC

- The candidate is offered an interview with the Director SSC to discuss their application;
- The Director SSC makes recommendation to the Deputy Vice-Chancellor (Academic) concerning the candidate's application for standing as an ECU Visiting Chaplain.

3.4 University contacts religious body and candidate

- The Director SSC writes to religious body and candidate to inform them of the acceptance or rejection of their application for standing as a Visiting Chaplain at ECU for an initial period of one year.

3.5 Candidate accepts in writing their standing as a Visiting Chaplain at ECU

- The Visiting Chaplain is required to complete and return the relevant forms to the Director SSC or nominee.
- Upon completion of these forms Director SSC or nominee establishes a commencement date and a date for induction and orientation with the Visiting Chaplain.

3.6 Director SSC or nominee monitors the appointment

- Director SSC or nominee monitors and reviews the position;
- Upon successful completion of the initial one year period, and receiving a letter of endorsement from the religious body nominating the Visiting Chaplain for continued appointment the Director SSC recommends to the Deputy-Vice Chancellor (Academic) a further three year period of standing for the Visiting Chaplain;
- Visiting Chaplain is informed of further period of standing in writing.

4. Access to Information Technology

Members of the Multifaith Chaplaincy Service may have access to ECU's information technology. At the discretion of the Director SSC or nominee and where resources are available, Visiting Chaplains may be allocated telephone and computer access and may have a profile created on the ECU staff directory.

5. Accountability and Reporting

5.1 Adherence to policies

- Members of the Multifaith Chaplaincy Service are subject to the requirements of ECU statutes, rules and policies as would any staff member of the university.

5.2 Visiting Chaplains

- Report regularly to the Director SSC or nominee;
- Attend two meetings of the Multifaith Chaplaincy Service per year.

6. Standing of Chaplains

6.1 If a Chaplain is thought to be unsatisfactory, for unforeseen doctrines or practices of the religious body or the Chaplain or for any other reason, the Director SSC will refer the matter to the relevant religious body for action.

6.2 If there is unsatisfactory resolution of the difficulties pertaining to 6.1 the Director SSC may recommend to the Deputy Vice-Chancellor (Academic) that the standing of the Chaplain be suspended or revoked.