

# ORDAINED MINISTERS, CAMPUS MINISTERS AND STUDENT WELFARE WORKERS IN CATHOLIC SCHOOLS AND COLLEGES

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**Scope:** This policy applies to all Catholic schools and colleges conducted by Catholic Education, Diocese of Rockhampton (referred to as Catholic Education in the document).

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## 1. POLICY STATEMENT

There are distinct processes and procedures for the approval and appointment to Catholic schools and colleges of ordained ministers, campus ministers and student welfare workers.

## 2. DESCRIPTION

The appointment of an ordained minister to Catholic schools and colleges is made by the Bishop.

The appointment of a Campus Minister is made by the Diocesan Director of Catholic Education with the Bishop's approval. The appointment of a Student Welfare Worker (SWW) is made by the Diocesan Director of Catholic Education.

Schools and students can participate in the Commonwealth Government's National School Chaplaincy Programme and Student Welfare. Such participation is voluntary.

Funding for a Campus Minister or Student Welfare Worker may be provided by the Commonwealth government program.

All individuals funded under this program must satisfy the following requirements:

- i. They may be from any faith;
- ii. They must not proselytise;
- iii. They must respect, accept and be sensitive to other people's views, values and beliefs;

- iv. They must comply with Queensland laws and policies in relation to child protection matters;
- v. They must meet the Minimum Qualification Requirements;

### 3. IMPLEMENTATION ISSUES

1. When the Bishop appoints an ordained minister to a Catholic school or college, the Bishop informs the Diocesan Director of Catholic Education who advises the respective principal.
2. Before a Campus Minister is employed, the principal consults the Parish Priest or school's or college's ordained minister and the relevant Assistant Director: Schools.
3. When considering the possible employment of a Student Welfare Worker (SWW), the principal first consults the relevant Assistant Director: Schools.
4. Ordained ministers, Campus Ministers and Student Welfare Workers in Catholic schools and colleges must have a valid *Working with Children* (blue) card **prior to** commencing services.
5. The principal may then apply for funding from the Federal government through the National School Chaplaincy funding 2016 - 2018 through the Department of Education and Training (DET).
6. The principal develops a role description for a Campus Minister or SWW from available templates before advertising the position and arranging interviews.
7. After this process, the principal makes a recommendation to the Diocesan Director of Catholic Education.
8. After the approval of the appointment by the Diocesan Director of Catholic Education the principal advises the Parish Priest or the college's ordained minister and other members of the school community.
9. The principal arranges an induction program for the Campus Minister or SWW to familiarize her/him with the charism and ethos of the school community and the specifics of the role.
10. The principal clarifies with the Campus Minister or SWW reporting and accountability processes to ensure all requirements are met.

### 4. REFLECTION MATERIAL

#### WEBSITES

- Queensland Government [National School Chaplaincy Program \(NSCP\) and Student Welfare Worker Services Programme 2016-2018](#)

#### RESOURCES

- Queensland Catholic Education Commission *Circular 2015/113 Chaplaincy Application 2016 – 2018* 2015