



Local Instruction - Appointments – Visiting Spiritual Advisers

1. This local instruction supports the Appointments Policy and Appointments Procedure – Visiting and Adjunct Positions, by setting out the requirements for:
 - a. nominating a visiting spiritual adviser, and
 - b. conditions of the appointment.
2. Changes to this document may be approved by the Executive Director, Security, Safety and Wellbeing.

Appointment

3. The University does not engage official religious representatives of any specific religion or faith to the University but encourages the religious communities in the cities and towns where campuses are located to nominate a representative.
4. Where there is limited local support for a particular religious group, it may not be possible to provide a VSA even where the group is well represented on campus.
5. Religious communities seeking to nominate a member of that community to provide spiritual support and pastoral care to students and staff at Charles Sturt University must do so in accordance with this procedure.
6. Seeking to actively convert others to a particular belief, faith or religion (proselytise) is not permitted on campus.

Nomination requirements

7. For all visiting spiritual adviser appointments, the nominator must follow the Appointments Procedure - Visiting and Adjunct Positions and, when submitting the Recommendation to Offer a Visiting or Adjunct Appointment form, must include:
 - a. a comprehensive curriculum vitae,
 - b. an expression of interest addressing the following:
 - i. Demonstrated ability to relate within a higher education environment, including an understanding of contemporary issues affecting students from diverse backgrounds of life experience, ethnicity and age.
 - ii. Demonstrated interpersonal skills and relevant counselling skills with the ability to refer to relevant professional services within the University as needed and to maintain confidentiality as outlined by University policy.
 - iii. A commitment to fulfilling the role as described and compliance with University policies, procedures and guidelines.
 - iv. A demonstrated association with an affiliated Charles Sturt University spiritual student club.
 - c. the following documents:
 - i. A letter of endorsement from a minister, pastor, senior cleric or other accountable religious person/organisation registered under section 26 of the Commonwealth Marriages Act.

- ii. Formal evidence of long term commitment and growth within a religious community.
 - iii. A current National Police Certificate, Working with Children Check and Vulnerable Person Check.
 - iv. Evidence of relevant qualifications (e.g. possession of appropriate degree, award or completion of relevant and accredited study/pastoral care program).
 - v. Documented evidence of pastoral experience (e.g. already holding a pastoral position within a religious community would be advantageous).
8. Nominations will be considered on the basis of the criteria at clause 7 and the need and interest demonstrated by University community members. Once granted, appointments will be reviewed annually by the Director, Student Safety and Wellbeing and the Director, Culture, Capability and Wellbeing.

Conditions of appointment

9. In addition to obligations stated in the Appointments Procedure - Visiting and Adjunct Appointments, individuals appointed as a visiting spiritual adviser must:
 - a. respect the privacy of all students and staff. The role of the visiting spiritual adviser is to support and nurture the spiritual needs of students and staff, providing opportunities for reflection for those who seek it,
 - b. participate in an appropriate manner in debate on contemporary issues while helping to promote understanding between the diverse groups represented within the University community,
 - c. be aware of and comply with all relevant University policies, procedures and guidelines,
 - d. work collegially with and respect other visiting spiritual advisers from across all faith traditions,
 - e. work cooperatively with other University staff in the delivery of services to students and staff,
 - f. participate in meetings as requested by the University,
 - g. identify as a visiting spiritual adviser (from the nominated religious community), and
 - h. provide spiritual support and pastoral care to students via affiliated religious and Christian student clubs on each campus and online.



AMENDMENTS

Date	Approved by	Nature of Amendment
10.05.21	Acting Executive Director, Safety, Security and Wellbeing	This is the first version of this document to be published in the policy library.

