

SAMPLE CHAPLAIN'S REPORT

MINISTRY REPORT

2A | SCHOOL SPIRITUAL HEALTH

DEPENDENCE ON GOD / ENGAGEMENT IN PRAYER

COMMENT ON HOW YOUR TEACHERS/LEADERS/STAFF DEPEND ON GOD IN PRAYER

INITIATIVE	ACTIVITY THIS TERM	EFFECTIVENESS	ADJUSTMENTS PLANNED
Staff Worship	Staff come together each morning for worship and prayer, exploring the Word, sharing God's action in their lives, and seeking the anointing of God over staff, students, and school families throughout the day.	★★★★★	Staff look forward to this time at the start of the school day. Valued and appreciated. No adjustment needed.
Prayer with Staff	Informal catch ups and prayer with staff through the day. Intentional prayer with staff who are struggling with personal or professional challenges. Practicing the presence of God in our lives.	★★★★☆	This is a bit hit and miss. Be more intentional about the "informal" catchups, using the staff list to make sure we connect with every staff member at least once each term.
Weekly visits with the School Principal and Heads of Schools	Specific prayer time with our school leaders. Being their advocates and spiritual champions, knowing their heart, practically supporting their work and lending a hand as needed.	★★★★★	This has become a highly valued catch-up each week by both Principal/Head of School and Chaplain.
The Red Chair	Staff are invited to spend time in the Red Chair to read the Word and to spend quiet time with God as they are able through the day, seeing God as their source of strength and wisdom.	★★★☆☆	A great idea, but with the busyness of school few staff or teachers have the time to sit quietly through the day. Need to rethink how to best utilize this opportunity in a more practical way.

ENGAGEMENT IN STRENGTHENING THE SPIRITUAL HEARTBEAT OF YOUR SCHOOL

INITIATIVE	ACTIVITY THIS TERM	EFFECTIVENESS	ADJUSTMENTS PLANNED
Chapels	Our weekly chapels are the only "church" many of our students experience. We make worship fun, the Word exciting and real, and relationship with Jesus something to be desired. We also use chapels to develop the spiritual gifts and talents of our students, and aim for maximum involvement.	★★★★☆	Need to continually find ways to engage students. If students are involved, they buy-in. Will look to roster classes on to host chapels as a class next term to give opportunity for the whole class to be engaged.
Week of Worship	This is always a spiritual high point, and many students make decisions for Jesus here. A guest speaker, great worship, and lots of student involvement make for an exciting week.	★★★★★	Great Week of Worship. Excellent speaker, included food and activities this year. Stacks of decisions for bible studies and baptism.
Primary & Secondary Student Chaplains	Our Student Chaplains look for practical ways to be Jesus eyes, hands and heart in our school. T		Very exciting new thing we are doing. Need to spend more time mentoring the student chaplain

	hey are actively involved in our spiritual programs - commencement, worships, chapels, Week of Worships.	★★★★★	s and investing in them as spiritual leaders of their peers.
School Baptisms	We have two students being baptised at the end of our Week of Worship this term. The baptism will be on Friday night at the end of WOW, at the school in our outdoor font. The local church pastors will be involved. These are always high times of celebration.	★★★★★	School baptism nights are a highlight. We are planning at least two school baptism nights this year. Great coming together of church and school to celebrate this important faith-step by our students.

WHAT DOES YOUR CAMPUS MINISTRY LEADERSHIP TEAM CURRENTLY SEE AS THE MOST IMPORTANT THING YOU CAN DO TO BUILD PARTNERSHIP AND MISSIONAL ALIGNMENT WITH YOUR CAMPUS OR SUPPORTING CHURCHES, IN BEING "THE BRIDGE" TO JESUS AND BUILDING HIS KINGDOM?

INITIATIVE	ACTIVITY THIS TERM	EFFECTIVENESS	ADJUSTMENTS PLANNED
Invite our local Pastors to be a part of the life of the school - attending/ taking worships, chapels, Bible studies with students from their church, Big events on campus.	Commencement, Staff worships, Chapels, Week of Worship, Baptism event	★★★★★	Some are great, some we rarely see. Screen pastors for chapel speakers re their ability to communicate with teenagers and kids. Some find it easier than others. Involve those who don't in other ways.
Be an active part of the pastors cluster meetings for our area. Share what is happening in the school, build relationships.	Cluster meetings happen once a month, and we make it a priority to be there. The chance to share together, worship together, pray together and for each other is powerful in building our team as one.	★★★★★	
My Faith Project	Continue to develop the My Faith Project, where chaplains and church pastors have a framework to effectively collaborate in growing the faith of the young people from local churches who attend our school.	★★★★★	Making good progress.
School choir visiting local churches to take all or some of the church service once a year.	Visiting two of our supporting local churches this term, one for a special item, one to take the whole service. Our visits are always appreciated by local congregations. Good for school, good for church. Grows strong connection between the two.	★★★★★	Need to try and do this more
	NB: THIS QUESTION ASKS FOR ONE THING for you to be focusing on this term. There are several examples above or what your one thing might be.	★★★★★	

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SAMPLE CHAPLAIN'S REPORT

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2B | CHAPLAINCY VISION + GOAL

COMPLETED BY THE MOST SENIOR CHAPLAIN

NAME: LEAD CHAPLAIN

Ensure alignment with ASA Master Plan: The mission of Adventist Education is to create an educational environment that makes it more likely that each student will accept Jesus Christ as Saviour and Friend.

HORIZON	LONG RANGE VISION (5-10 YEARS) - OUR CALLING. WHAT DO WE SEE GOD CALLING OUR SCHOOL TO BECOME IN THE FUTURE?			
	We see a thriving, Christ-centred learning community where staff, students and school families feel important, significant, and loved. A school that partners with families in the growth, learning and development of their children. A school that introduces unchurched students and families to Jesus through loving relationships and invites them to join our community of faith. A school that is passionate about developing active disciples who serve and lead others to Jesus. A school and church that works together as one in mission.			
BACKGROUND	3 YR SMART GOAL 1 OF 4	3 YR SMART GOAL 2 OF 4	3 YR SMART GOAL 3 OF 4	3 YR SMART GOAL 4 OF 4
	<p>**REMEMBER what a SMART Goal is. Hover over the word SMART to check. PLEASE MAKE SURE your SMART Goals are Smart Goals. They need to be measurable and time specific!</p> <p>Sample 3 yr Goal #1: THRIVING. By 2023 we want to increase the wellbeing score of staff and students by 15% (5% each year)</p>	<p>Use the TRAFFIC LIGHTS (small square bottom right) to indicate progress. Click on the square to select the correct colour status of your goal.</p> <p>Sample 3 yr Goal # 2: CHRIST CENTRED. By 2023 we want to see our staff grow a deeper love for God and personal walk with him as measured by a self-reflection scale, and we want to see a 15% increase in the free choice faith based activities engaged in by students. (5% each year)</p>	<p>Sample 3 yr Goal # 3: COMMUNITY. By 2023 we want to see an increase in school/ family/local church engagement as measured by the number of staff, students and school families engaged in small and large interest groups</p>	<p>Sample 3 yr Goal # 4: SERVING OUR WORLD. We want to see a 15% increase in the number of students and staff engaged in serving their community (5% each year)</p>
MIDGROUND	THIS YEAR VISION. WHAT WE PLAN TO SEE FULLFILLED BY DECEMBER?			
	By the end of 2020 we want to be emerging from Covid-19 stronger and better, with staff, students and families feeling supported and equipped to step into 2021 with confidence. We want them to have excelled in their teaching, learning and living, to have developed new skills, to have built resilience, and to have felt a part of a faith community that has given them confidence, strength, and hope for the future. We want them to have experienced both the giving and the receiving of help and encouragement. We want them to feel proud and grateful to be a part of our school community.			
FOREGROUND	THIS SEASON SMART GOAL 1 OF 4	THIS SEASON SMART GOAL 2 OF 4	THIS SEASON SMART GOAL 3 OF 4	THIS SEASON SMART GOAL 4 OF 4
	<p>THRIVING</p> <p>1. Increase our focus on staff wellbeing</p> <p>2. Initiate Three Live-More-Happy online cohorts: Staff, Students, Families.</p> <p>3. Upskill via the Generation Next Wellbeing PD and resource available for students and staff in preparation for launching targeted interventions next term.</p>	<p>CHRIST CENTRED</p> <p>1. Develop stage two of the My Faith project for church-school collaboration</p> <p>2. Start bible study groups as a follow up to Week of Worship</p> <p>3. Source and make available personal spiritual growth opportunities for staff</p>	<p>COMMUNITY</p> <p>1. Celebrate the return to school for all students after lockdown. Brainstorm and implement best ways to do this.</p> <p>2. Plan and run two events where pastors and chaplains bring joy to school staff</p> <p>3. Send a "well done" gift pack home to every family for getting through lockdown and for stepping in to support learning from home.</p>	<p>SERVING OUR WORLD</p> <p>Have each class come up with one way they can bring joy to the elderly in our community and those who have suffered most during lockdown, and then to action it.</p>

OPTIONAL

TASK	TASK	TASK	TASK
Specific task list to effect the Smart Goal above	Specific task list to effect the Smart Goal above	Specific task list to effect the Smart Goal above	Specific task list to effect the Smart Goal above

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3A | SCHOOL DISCIPLESHIP PLAN



NEW (CONNECTING WITH STUDENTS AND FAMILIES)

INITIATIVE	ACTIVITY THIS TERM INITIATIVE	EFFECTIVENESS	ADJUSTMENTS PLANNED
Welcome Packs for new families to our school	Chaplains visit each home with a welcome pack and a personal welcome from the chaplain to the school.	★★★★★	Get purpose printed bags with school logo next year.
New families breakfast on first day at school.	Great way to meet a number of the new families of your school, and to treat them to a nice hosted breakfast. Building great first impressions of care and community.	★★★★★	Get this budgeted in and catered for next year so the pastoral care team can mix and mingle with new families more.
Mothers Day (Term 2) and Fathers Day (Term 3) breakfasts	Another great way to connect families and school staff and to love on them.	★★★★★	Yet to be done
Pizza lunch for all the new students.	Chance to welcome them and have them see who the other new students to the school are.	★★★★★	Get more staff to drop in. Add in a welcome mini-speech by the principal.
Bus line in morning, car line in afternoon	Greeting students as they arrive for the day, and meeting with parents at car line as they collect their children. Great opportunity to connect and talk longer with parents who wish to.	★★★★★	Make this a priority. Easy to let this slip.
Live More Project	Offer for parents and families to join the Live More project online. Lots of fun, get healthy, make friends.	★★★★★	Being offered free this Term, \$75 per participant next term. May need to source funding.

FAMILY (BUILDING BELONGING THROUGH COMMUNITY/CHURCH FAMILY)

INITIATIVE	ACTIVITY THIS TERM	EFFECTIVENESS	ADJUSTMENTS PLANNED
Kids Church	Kids Church run by the church youth for the Kids of the school, church and community.	★★★★★	
Family Games Night	Run by the church for the school, church and community families	★★★★★	
Family Picnic	Invite school families to join church family picnic held monthly at a local park or beach after church on Sabbath.	★★★★★	Families are more likely to attend if personally invited. Make the effort to personally invite all families rather than just sending them an invite. Recruit school staff

			aff to help with this.
Lunch with the chaplain	Lunch appointments with different friendship clusters three lunchtimes a week just to hang out, have lunch together (bring your own), get to know each other better.	★★★★★	
Friday Night High School Worship once a month	Great way for High School students to connect and hang out together while building into their spiritual lives.	★★★★★	



SMALL (GROWING DISCIPLES THROUGH SMALL GROUPS)

FIRST NAMES/GROUP NAME (NO.)	WITH YOU/OTH	DISCIPLESHP STAGE					NOTES
		1	2	3	4	5	
Year 5/6 Girls	<input type="radio"/> <input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Run by some Year 9 girls with chaplain support using the World Changer booklet
Year 5 Boys	<input checked="" type="radio"/> <input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Year 6 Boys	<input type="radio"/> <input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Local Pastor #1
Year 8/9 Boys	<input type="radio"/> <input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Local Pastor #2
Year 9 Girls	<input checked="" type="radio"/> <input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Two of these girls are getting baptised at our school baptism night this term and the rest are preparing for baptism.
Year 9/10 Boys	<input type="radio"/> <input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Teacher #1
Year 11/12 Girls	<input type="radio"/> <input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Teacher #2
Year 11/12 Boys	<input checked="" type="radio"/> <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

DISCIPLESHP STAGE KEY |

1. Contact exploring Christianity 2. Prep for baptism/Prof. of faith 3. New member 5. Service Team leader

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3B | DISCIPLESHIP PLAN CONT...

LARGE (CHAPELS)

PRIMARY SCHOOL

NOTES ON THEMES/INITIATIVES THIS TERM	EFFECTIVENESS	ADJUSTMENTS PLANNED
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Theme: I Choose...

Focused on values and what it looks like to live these out in action. Had a variety of speakers present and mentored the Year 6 class to run all aspects of Chapel. The other grades were each rostered on to take one Chapel during the first semester. We are using Proclaim as our worship software for the first time and that's working well. Saves a lot of time with song lyrics etc and looks professional.



GENERAL COMMENTS

The Primary kids love Chapel. A huge focus for me has been to relieve the pressure from teachers who in the past have carried the load of running Primary Chapel, particularly Year 6 teachers. That has been greatly appreciated and I've been able to mentor Year 6 students into their leadership roles. They are a vibrant class so it's been a joy to see them step up into leadership and enthusiastically lead their peers in worship.

HIGH SCHOOL

NOTES ON THEMES/INITIATIVES THIS TERM	EFFECTIVENESS	ADJUSTMENTS PLANNED
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The theme for the year is "Taste and See that the Lord is Good". We've had a variety of speakers take Chapel and our WOW speaker was excellent. We have 5 Chapel Teams with 12+ students involved from Years 7-12. Two senior students are team leaders. This has been brilliant as the students have taken ownership. I've provided a range of support from just a sounding board to helping them pull the programs together, but it's been great to see the buy-in by almost half of the High School students. The Chapel teams have appreciated the introduction of Proclaim as our worship software as it has allowed us to have professional presentations with easy access to song lyrics.



GENERAL COMMENTS

It's sometimes hard to get a 'buzz' happening in High School Chapel. Students are more reserved and staff have more stringent expectations for behaviour in Chapel so it can be difficult to get engagement. The Chapel Band is lacking a bit of leadership and commitment from both staff and students, largely due to the workload everyone is experiencing.

EMPOWER - GROWING A CULTURE OF DISCIPLE-MAKING




PRIMARY SCHOOL - FOUNDATIONS FOR DISCIPLESHIP

GRADES	ACTIVITY THIS TERM	EFFECTIVENESS	ADJUSTMENTS PLANNED
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Prep-Grade 2	Visit each class once a week for class worship at the st		
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	art of the day. Introduce Jesus to students through action songs, personal stories of God in my life, and Bible stories.	★★★★★	
Grade 3	Our Campus church buys Children's Bibles to give to every Grade 3 student. We start with a treasure hunt and the treasure is a Treasure Chest full of Bibles. The campus pastor writes a message in the front of every bible, and the chaplain and campus pastor visit each Grade 3 class each week to share one of their favourite bible promises. Students learn how to find the promises in their own bible, can highlight the promise, and pray it into their lives (claim it for themselves). We teach them to pray using an echo prayer.	★★★★★	
Grades 4-6	Free choice Bible study groups	★★★★★	
Grade 6 - invitation to be baptised	One-on-one catch up with every Grade 6 student early in the year talking about their hopes and plans for next year, praying over them, and inviting them to be baptised some time this year if they are not already. Follow-through with those who choose to be baptised before leaving Primary School.	★★★★★	

HIGH SCHOOL - DISCIPLING/SERVING/LEADING			
ACTIVITY THIS TERM	DETAILS	EFFECTIVENESS	ADJUSTMENTS PLANNED
Grades 7-12	Free Choice Bible study groups focussing on what it means to be a disciple in every year level, run by chaplains, local pastors, teachers and staff as available, taking students the next step in their faith journey.	★★★★★	Finding times that suit everyone in the group is always a challenge. Would be good to have one bible study slot in the timetable rather than doing studies over lunch when students need to get out and run and socialise.
Grades 10-12	Opportunity for senior students to run bible study groups for younger students with Chaplain support. Their next step in discipleship - discipling others.	★★★★★	
Grades 7-12	Opportunities to be a Student Chaplain or join the Chapel Team	★★★★★	
Grades 9-12	Service Chapels. Work in small groups to organise a service project. There are 3 dedicated chapels each year to run these	★★★★★	

	chapels each year to run these projects - both on and off campus.		
Breakfast Club	Bible studies over breakfast. Church members involved in facilitating this. Staff form their own group or volunteer to facilitate a group.		
Grades 10-12	STORM CO Trips. Our school runs 2 trips to two different communities. This is a free choice service adventure that builds leaders and changes lives.		
Year 12	A free-choice overseas mission trip is the last thing our students can do before they leave school. We visit an orphanage in Cambodia and help with building projects and classroom teaching. Our version of "Schoolies Week," we celebrate the witness in action the values embedded in our students over their time in our school.	