

**A. JOB IDENTIFICATION:**

**TITLE: CHAPLAINCY LEADER**

**DEPARTMENT: DIRECTOR OF EDUCATION**

**IMMEDIATE SUPERVISORS: School Principal  
Principal of Religious and Family Life Education  
Superintendent of School Effectiveness  
(Religious and Family Life Education)**

**B. JOB SUMMARY:**

The Chaplaincy Leader works in partnership with administration, teachers, support staff and students to promote Gospel values throughout the school. The successful candidate will be required to coordinate liturgical celebrations throughout the school year, including Liturgies of the Eucharist, Liturgies of the Word, and reconciliation services. In addition, the Chaplaincy Leader must provide pastoral care to students and foster and maintain good relationships with all members of the Catholic High School community, including parish priests, parents and the wider community.

**C. DUTIES AND RESPONSIBILITIES:**

- Provide Pastoral Leadership; plan, coordinate, implement and evaluate all school celebrations and many special events.
- Create and maintain a youth ministry training program for students.
- Provide resources and/or input to student based committees regarding decision and content of activities.
- Staff the pastoral team (coordinate and facilitate), nurturing staff through prayer, retreat, theological reflection and staff celebrations.
- Provide constant support to administration on daily events and crisis.
- Coordinate class visits, a minimum of 60 minutes for each class during each semester.
- Address issues relating to staff morale.
- Act as a Resource person; provide and create resources and opportunities for staff, students and families to network with local services and churches with regards to catholic education.
- Assist teachers/students with controversial subject matters by gaining knowledge of religious education curriculum.
- Remain up-to-date and aware of current church doctrine, policy, controversy and change, so as to provide data to teaching staff.
- Respond to parental inquiries with respect to curriculum, which may be viewed as offensive.
- Assist teachers in dealing with students who refuse to participate in religious education.
- Provide counseling services to students, staff and families.
- Provide referrals to in-school or board resource people or outside agencies as needed.
- Perform other duties as assigned which are unplanned and of a transient nature and are consistent with the above job summary and duties.

**D. QUALIFICATIONS:**

- University degree in pastoral Studies and/or Theology.
- Working experience in a school setting will be an asset.
- Previous experience in providing pastoral leadership and counseling to youth in a school environment would be an asset.
- Knowledge of the Education Act and associated regulations, and have the ability to follow established Board procedures.
- Excellent oral and written communication skills.
- Excellent interpersonal and organization skills.
- Current Pastoral Letter of Reference from a Roman Catholic Priest.

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Incumbent Signature

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Supervisor Signatures