

POLICY: Chaplaincy Leaders # 707

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APPROVAL/REVISION EFFECTIVE REVIEW
DATE: March 8, 2021 DATE: March 9, 2021 DATE: March 9, 2026

CROSS REFERENCE:

A: POLICY

1. Policy Statement

- 1.1 The Thunder Bay Catholic District School Board believes that under the direction of the Principal, purpose of chaplaincy service for schools, is to promote the spiritual and human development of students, staff and Catholic School Councils by providing a ministry of presence through which the caring and compassionate face of Jesus Christ is evident in the faith life of the school.
- 1.2 The Board recognizes the pastoral role of the school chaplaincy service. It understands that the role requires a person to contribute their expertise and talents to the enhancement of not only the spiritual nature of the school, but the educational setting itself.

B: GUIDELINES

2. General

- 2.1 The Board will provide chaplaincy service in each secondary school and senior elementary school as appropriate and as resources permit.
- 2.2 While it may be ideal that clergy or religious perform this role, the chaplaincy services may also be provided by a lay person.
- 2.3 Where possible each school shall have a chapel. At the discretion of the Principal, the responsibility for the care and direction of the chapel can be delegated to the school Chaplain.

3. Characteristics of Chaplaincy Service

- 3.1 Under the direction of the Principal and the System Faith Leader, and in cooperation with the Religious/Family life Education Instructional Lead, the Chaplain has the responsibility to:
- affirm the traditions and practices of the Church within the school community;
 - promote equity, inclusivity and social justice;
 - coordinate Eucharistic celebrations and prayer services
 - organize student and staff retreats
 - provide pastoral counseling and support
 - initiate social action projects within the school and the community
 - participate in school events and perform other duties as assigned by the Principal
- 3.2 The Chaplain will offer a ministry of presence, while being visible and available in the everyday life of the school.

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3.3 Since the chaplaincy is a ministry of the Church, regular consultation with the bishop is essential as he is responsible for the quality and acceptability of all services and programs offered in the diocese.

4. Protocol for the Chaplaincy Leaders(s) within the School Environment

4.1 The Chaplain(s) will function as an active staff member and will attend staff meetings and otherwise perform their role according to the procedures established at the school.

4.2 The Chaplain(s) will submit for approval a Pastoral Plan to the School Principal and the System Faith Leader on or before September 30th of each school year. The Principal, System Faith Leader and the Chaplain(s) will discuss the Pastoral Plan and arrive at a course of action to meet the objectives.

4.3 The Chaplain(s) will, when counseling students on a spiritual and personal basis, maintain close cooperation and communication with the school principal, guidance personnel, and parents.

4.4 The Chaplain(s) will visit classrooms regularly in conjunction with the Religious/Family Life curriculum program and also be available as a resource to staff for classroom visits. The teacher will remain in the classroom during the visit of the Chaplain(s).

4.5 The Chaplain(s) will maintain a liaison with the parishes served by the school and will be responsible for communicating with them regularly.

5. Selection of the Chaplain(s)

5.1 Recommendation to the Board for appointment to the position of Chaplain will require the prior approval of the Director of Education and the Bishop of Diocese of Thunder Bay.

5.2 In an open competition for a Chaplaincy position, specific criteria for hiring will be included in the posting.