



Hamilton-Wentworth Catholic District School Board  
*Believing. Achieving. Serving*

## **Career Opportunity**

### **S 24-25-08 SECONDARY SCHOOL CHAPLAINCY LEADER (0.5 FTE Temporary)**

Internal / External

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**Date of Appointment:** Immediate – June 27, 2025

#### **Core Function:**

The Chaplaincy Leader provides a Ministry of Presence, builds community and celebrates faith by being visibly involved in school functions and informal student gatherings. The Chaplaincy Leader collaborates with students, staff and the school community to support their spiritual growth and brings an ethical, doctrinal, liturgical, theological, and pastoral background to the role.

**Immediate Supervisor:** Superintendent of Education - Religion and Family Life

#### **Qualifications: (Applicants must possess the following as of date of posting)**

- Masters of Divinity or equivalent
- University degree in Theology or directly related studies acceptable to the Board with related post-graduate studies, courses or programs of study
- Experience working with adolescents
- High comfort level relating with educators/adolescents
- Mature sensitive appreciation of the role of the clergy and the participation of the laity.

**Location:** Wilma's Place (Cathedral High School)

**Salary:** According to the Terms and Conditions established for Chaplaincy Leaders.

**Last date for consideration: Thursday, September 5, 2024 at 4:00 pm.**

#### **Applicants shall include the following:**

- An updated resume
- Academic qualifications
- Pastoral letter of reference
- A vision statement

Please note: Only candidates having the above stated qualifications shall be interviewed. Incomplete packages shall be returned.

Schools and administrative sites within the Hamilton-Wentworth Catholic District School Board (HWCD SB) give witness to the truth that Jesus Christ is the foundation and the heart of Catholic Education and the centre of its community. Central to this vibrant and student focused system is a vision of students as uniquely created in the image of God. This commitment is expressed and realized in the Board's Mission which is:

*"In union with our Bishop, to enable all learners to realize the fullness of humanity of which our Lord Jesus Christ is the model"*

Hamilton-Wentworth Catholic District School Board (HWCD SB) is committed to equity and inclusion in the recruitment and hiring of qualified staff who reflect the diversity of students and our community. We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples;
- members of groups that commonly experience discrimination due to race, ancestry, colour or place of origin;
- persons with visible and/or invisible (physical and/or mental) disabilities.

In our efforts to ensure an inclusive, diverse and representative workforce, HWCD SB will:

- value, promote and encourage the hiring of staff from under-represented communities;
- value applicants' additional experiences, lived experience, skills, backgrounds and perspectives
- collect voluntary self-identification data from applicants in accordance with the Ontario Human Rights Code, HWCD SB's Teacher Hiring Practices Administrative Procedures, and Ontario's Anti - Racism Data Standards.

Where the required skills, ability and qualifications of candidates are relatively equal, candidates who self-identity as a member of one or more under-represented groups may be selected.

The HWCD SB is also an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. We also recognize our duty to accommodate and foster a culture of inclusion. We will provide accommodations during the hiring process. If an accommodation is required, please inform the Human Resources Team or Hiring Manager in advance of any part of the process. All information received relating to a candidate's required accommodation will be addressed confidentially.

Please include the full posting title within the subject line. Applicants shall submit a resume/CV that outlines skills, abilities, qualifications, course documentation, letter of application, and letters of recommendation from immediate supervisor and/or past supervisor. Submit your resume/CV and other required documentation to [careers@hwcdsb.ca](mailto:careers@hwcdsb.ca). **Please include the full posting title within the subject line and attach your submission (one attachment).**

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Please see full position description on the following pages.

## **POSITION DESCRIPTION**

**POSITION TITLE:       CHAPLAINCY LEADER**

### **CORE FUNCTION:**

The new code of Canon Law refers to chaplaincy leaders as persons responsible for a certain “community or special group of Christ’s faithful” (Canon 564). The role has changed from one which was primarily a sacramental ministry to that of overall responsibility for the particular community to which the chaplaincy leader is assigned. The school chaplaincy leader is, therefore, responsible, in a special way, for the staff and students in the secondary school.

The Ontario Conference of Catholic Bishops states that Secondary school chaplaincy leaders must always see their ministry as embedded in the Church’s ministry and understand themselves as sharing in the Church’s responsibilities. Their convictions and commitments should reflect the Church’s own convictions and commitments. They should be active members of their parish: their words, actions and their whole life should be consistent with Catholic faith and teaching.

The central goal of this chaplaincy is to serve the staff and students of the Catholic secondary school. Thus, the secondary school lives and grows as a unique Catholic Christian community to which staff and students belong. The chaplaincy leader provides support for those who believe and practice, and evangelization for those who are less committed.

The school chaplaincy leader is available to help those who suffer or who need support in times of crisis in their lives. By being present and visible, the school chaplaincy leader shares in the life of the school through all kinds of activities providing witness of the caring Church.

### **Specific Responsibilities:**

The role of the chaplaincy leader is to provide a Ministry of Presence, to build community and to celebrate faith. Understanding the uniqueness of each school community and the talents of each chaplaincy leader, the role description includes the following:

- 1) The chaplaincy leader is to be visibly involved in school functions and informal student gatherings. This can be achieved through participation in the preparation of such events and attendance at such.
  
- 2) The chaplaincy leader will assume responsibility (in co-operation with Administration and Religion Department) for the provision of Mass, as well as major liturgical celebrations throughout the year and other para-liturgical events.

- 3) The chaplaincy leader will be available as a resource or counsellor to students and staff who wish support in their spiritual lives or who need comfort and direction because of some personal crisis.
- 4) The chaplaincy leader will be available to act as advisor in any academic subject area where there are issues of spiritual and moral significance and where the Catholic Christian perspective is needed.
- 5) The chaplaincy leader is to act as liaison between the parishes and the school community. Both the chaplaincy leader and the parish priest must attempt to work together to provide the links between the school and the parishes of the students.
- 6) The chaplaincy leader will be responsible for community development in the following ways:
  - Encourage students to visit the sick and make condolence calls at time of death of a member of the school community;
  - Organizing events which will provide awareness of special needs of foreign students, the alienated, the lonely, the handicapped and those who are experiencing social and emotional problems; and
  - Assist the staff in raising awareness about the people in the third world countries.
- 7) The chaplaincy leader will organize and plan reflection days, renewal times or retreats for both students and staff.
- 8) The chaplaincy leader will initiate and plan prayer groups.
- 9) The chaplaincy leader will set up opportunities for service to others, e.g. mission club, community service projects for the elderly, special needs projects etc.

**Report Requirements:**

The chaplaincy leader will be responsible for the development of plans for the year which will delineate both long- and short-term objectives. These plans will also include:

- the ordering of priorities;
- a description of the services to be provided;
- the use of time;
- a description of the coordinating activities to be attempted;
- an indication of the resources required;
- make these plans in conjunction with the Principal;
- present these plans to the Principal and to the Board (through the Superintendent of Education) and to the Bishop or his designate in September;

- present an evaluative report on the year's activities to the Principal, the Board, through the Superintendent responsible for Religion and the Bishop or his designate in June.

**Accommodation:**

A chapel or prayer room should be available for the purpose of personal prayer, quiet mediation and liturgical celebrations. The facility should be under the direction and care of the chaplaincy team.

An office or equivalent work area would also be required for counseling and personal interviews, as well as storage space for materials, professional resources and texts.

**Accountability:**

- 1) As an official minister of the Church, the chaplaincy leader is accountable to the Bishop for the performance of his/her duties and fulfilling the mandate granted by the Bishop.
- 2) As a member of a school staff, the chaplaincy leader is accountable to the Principal for his/her day to day activities.
- 3) As an employee of the Board, the chaplaincy leader is accountable to the Board through the Superintendent responsible for Religion and Family Life.

**Relationships:**

1) Internal

ii) Students

The chaplaincy leader shall be open and accessible to students in order to provide support and counseling consistent with his/her mandate.

ii) Staff

The chaplaincy leader shall be open and accessible to staff in order to provide support and counseling consistent with his/her mandate.

The chaplaincy leader shall maintain appropriate relationships with the individual responsible for guidance counseling and religious education in order to more effectively the objectives of his/her mandate.

iii) Principal

1. The chaplaincy leader shall be open and accessible to the Principal in order to provide support and counseling consistent with his/her mandate.

2. The chaplaincy leader shall maintain effective communication with the Principal in order to assure appropriate arrangements for sacramental, Eucharistic, religious celebrations and personal arrangements for his/her accommodation and functions.
3. The chaplaincy leader shall maintain a relationship with the Principal which will facilitate consultation with and advice of the Principal on matters pertaining to the relationships and patterns within the school which affect its religious and pastoral care dimensions.

## External

### Parents

The chaplaincy leader is expected to maintain communications with individual parents and groups of parents when the welfare of the individuals or groups requires such communications.

### ii) Pastors

The chaplaincy leader is expected to maintain effective communications and relations with pastors on matters relating to the spiritual care of parishioners who are enrolled in the school and on expediting arrangements for the sacramental, Eucharistic, religious celebration activities within the schools.

### iii) Bishop

The chaplaincy leader shall maintain effective communications and relations with the Bishop or his designate on matters pertaining to the chaplaincy leader's role.

### iv) Board

The chaplaincy leader shall maintain effective communications and relations with the Board through its designate, the Superintendent in charge of Religion and Family Life.