

NU-192 – BO2023

Position: **Chaplaincy Leader – Temporary**

Location: **St. Francis Xavier CHS, Hammond**

Hours of work: **35 hours/week**

Salary: **As per Terms and Conditions**

Effective: **February 2, 2023 – June 28, 2023**

Note

Please refer to the attached job description for further information.

Qualifications

- University degree in Religious Education or Pastoral Theology or Human Relations and Spirituality or equivalent from a Catholic Institution.
- Current involvement in a Catholic parish.
- Five (5) years in Chaplaincy or Youth Ministry preferred
- Parish Priest pastoral letter dated within the past year
- Excellent oral and written communication skills.
- Excellent interpersonal and organization skills. Ability to follow established Board procedures and protocols.
- Pastoral counselling skills an asset.

Send a Resume and Cover Letter along with a Vision Statement on “The Role of the Catholic Chaplaincy Leader” from a personal perspective. Include a Parish Priest pastoral letter dated within the past year, as well as three (3) references from the applicant’s current or previous work environment no later than:

Thursday, January 26th, 2023 by 4:00pm

e-mail: hr@cdsbeo.on.ca | fax: (613) 258-3610

CDSBEO is committed to providing an inclusive, accessible and barrier-free workplace. If you will require an accommodation during the job selection process, please let us know and we will work to meet your needs.

A. Job Identification:

Title: **Chaplaincy Leader**

Immediate Supervisor: **Director of Education, School Principal, Principal of Religious and Family Life**

B. Job Summary:

The Chaplaincy Leader works in partnership with administration, teachers, support staff, students, and local parishes to promote Gospel values throughout the school. The successful candidate will be required to coordinate liturgical celebrations through the school year, including eucharistic celebrations, liturgies of the word, and reconciliation services. In addition, the Chaplaincy Leader must provide pastoral care to students, lead grade-level retreats, and foster positive relationships with all members of the Catholic school community, including feeder schools and the wider community.

C. Duties and Responsibilities:

- Provide Catholic pastoral leadership.
- Plan and coordinate school liturgical celebrations and special events.
- Create and maintain a youth ministry outreach for students.
- Provide resources and support for student-based committees and groups.
- Nurture staff and students through daily prayer, grade-level retreats, and staff and student liturgical celebrations.
- Provide support to administration through daily communication.
- Coordinate class and chapel pastoral visits.
- Provide and create resources and opportunities for students and staff to support the local community and local parishes.
- Assist teachers and students, as needed, with the religious education and health curricula.
- Provide pastoral counseling to students and staff within a chaplain's competency.
- Provide referrals to in-school or board resource people or outside agencies when the needs are beyond a chaplain's competency.
- Perform other duties as assigned by the school administration.

D. Qualifications:

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