

Board Chaplain



INTERNAL & EXTERNAL POSTING EO 09

Salary Range: \$81,363 - \$95,721

The Peterborough Victoria Northumberland and Clarington Catholic District School Board (PVNCCDSB) is seeking a Board Chaplain.

Reporting to the Superintendent of Learning responsible for Religious Education and Family Life, this full-time, ten-month position is one of leadership in the spiritual direction and faith formation of all staff and students of the PVNC Catholic District School Board.

The Board Chaplain is responsible for providing a system pastoral role within the Catholic educational community through leadership and support that promotes the tenets of our Catholic faith, by creating an environment of belonging and inclusion for all. The Board Chaplain supports administration in advancing the goals outlined in the Board's Multi-year Strategic Plan, Pastoral Plan and the Board Improvement Plan and will be expected to enhance the presence of the Board's strategic vision at each school and within the Catholic Education Centre. This individual acts as the liaison between PVNC Catholic and the Roman Catholic Diocese of Peterborough.

The successful candidate will be expected to support faith formation of all staff by providing opportunities to develop their roles as faith leaders in their school communities; mentoring and professional development to school-based Chaplains; coordinating system level liturgical celebrations and services at the Catholic Education Centre; establishing and maintaining effective faith-based relationships with Board staff, Trustees, the Diocese of Peterborough, community parishes, the Catholic Curriculum Corporation, and related outside agencies; leading the Faith Ambassador program for schools and Board work sites; offering pastoral counselling and bereavement support to staff; developing and implementing professional development programs for all staff based on inclusive faith-based principles for events such as Faith Day, professional in-service days for individual employee groups, etc. in collaboration with other board staff; and utilizing current spiritual resources.

In addition, this position will be required to provide chaplaincy services to students and staff at St. Thomas Aquinas Catholic Secondary School, Lindsay.

Key Responsibilities

- Models Gospel values, Catholic Social Teachings and the New Evangelization while supporting the Ontario Catholic School Graduate Expectations and the Pastoral Letter for Catholic Education: Renewing the Promise.
- Provides pastoral leadership to the school board community by creating opportunities for students and staff to participate and lead in prayer through retreats, community worship, masses, daily prayer, scripture reading, peer ministry, peer mediation, music ministry, Eucharistic ministry and other spiritual activities.
- Offers Adult Faith Formation programs for trustees, administration and staff and supports students in the development of their faith formation, aligning practices with Catholic teachings and the board's mission.
- Liaises with parishes, diocesan staff, Board chaplain, other Chaplaincy Team Leaders, parent councils, and board committees (including the Family Life Committee and Jubilee Committee), reminding our communities that we participate in the larger church.
- Collaborates and communicates with various third parties, including but not limited to the Roman Catholic Diocese of Peterborough, the Institute for Catholic Education (ICE), and the Ontario Catholic School Trustees Association (OCSTA).
- Develops, implements and coordinates programs for students and staff to engage in service in the wider local and global community, including but not limited to, St. Vincent de Paul, Development and Peace, and Share Lent to encourage the practice of faith in action.
- Provides pastoral care through visits to students, staff and parents who are seriously ill in the hospital; attends wakes and funerals;

sends mass cards and cards of sympathy on behalf of the Board to ensure that communal care and concern is witnessed.

- As part of the Student Success team, acts as a point of contact for students and staff in difficult situations; cultivates a dialogue to identify the issues and determine how to proceed; refers the student or staff member, and their family, to a member of the clergy, certified health care professional, (EFAP), or an outside social or community agency, as deemed appropriate for the situation.
- Provides pastoral leadership at occasional evening meetings of the school or Board community.
- Participates as a member of the Board Crisis Intervention Team to ensure the safety and well-being of students and staff. As an integral member of the school board community, provides assistance and support during times of crises.
- Assumes other responsibilities as assigned

Supervision

This position has supervisory responsibility for Chaplaincy Team Leaders in Coordination with school Principals and the Superintendent of Learning, Religious Education and Family Life.

Qualifications

The following are the minimum requirements of this job. An equivalent combination of education and experience may also apply.

Education:

- Bachelor's Degree from an accredited university in a role-related discipline.
- A Master's Degree in Theology, Divinity, or Religious Education from an accredited university is considered an asset.

Experience:

- A practicing Roman Catholic Confidential Catholic Pastoral Reference for Leadership (available on the Careers section of the Board website)
- One to two years of experience working with adults and youth in diocesan, parish or school ministry preferred.
- Successful completion of courses in Pastoral Care and Counselling of Adults is preferred.
- Training in adult faith and spiritual formation, as well as experience in facilitating the formation of small faith communities, is preferred.

Related Qualifications:

- Proven commitment to Catholic faith traditions and active involvement in local parish.
- Expertise in scripture and contemporary theology with an ability to apply these to both the lives of people employed by the Board and to students.
- Strong background in Catholic theology, pastoral education, adolescent psychology, sociology and community building.
- Demonstrated pastoral understanding of the theological and spiritual needs of employees to embrace their vocation in a Catholic School Board with competence, confidence, and compassion.
- Excellent leadership, written and oral communication, collaboration and organization skills, with the expertise to deal professionally and with confidence with all internal and external partners.
- As travel within the Board's jurisdiction is required, candidates must possess a valid Ontario Driver's License

Please submit your application electronically, either through [ApplytoEducation](#) to Job Code: 3985321 , no later than 9:00 a.m. Friday, October 24, 2025, to:

PVNCCDSB is committed to creating an accessible and inclusive workplace. We leverage our inclusive organizational culture to further build upon our dynamic and diverse workforce, reflective of the communities we serve. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code (OHRC), we will work collaboratively and respectfully with you in all stages of the recruitment process and throughout your employment. For further information about what accommodation and accessibility look like at PVNCCDSB please refer to our website.

If you require accommodation at any stage of the hiring process, please contact Hilary Howran at 705-748-4861 ext. 1193 or email hhowran@pvnccdsb.on.ca

Only those candidates selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the personal information provided is collected under the Education Act and will be used to determine employment eligibility.

