



## POSITION DESCRIPTION

Title	Chaplain	
Location/Department	Secondary School as Assigned by Superintendent of Faith Formation	
Reports to	School Principal	
Affiliation	Chaplains / Association of Professional Student Services Personnel	
Date	October 2024	Page 1 of 2

### POSITION SUMMARY

The Chaplain will be responsible for developing, focusing and articulating programs within secondary schools that foster the Ministries of Christ, fulfilling a pastoral role in nurturing the spiritual and human development of the members of the school community. The incumbent will report to and be directly responsible to the respective Principal(s) of the school(s), in which they will be located, and will work closely with staff, students, priests, parents, the System Faith Animator and the Superintendent of Education of Faith Formation, to foster Catholic community life, to worship and celebrate together, and to undertake positive Christian works at the school, parish and community level.

### DUTIES AND RESPONSIBILITIES

- Demonstrates a strong commitment to Durham Catholic District School Board’s Mission, Vision, Values and strategic priorities;
- 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;
- Supports the development of the Annual School Pastoral Plan as a member of the pastoral planning team;
- Advocates for students and ministers to their needs, pathways and student success while respecting the dignity and worth of all persons in their care and service;
- Promotes and leads youth ministry and leadership opportunities;
- Acts as a role model through a visible presence, sharing, witness and celebration;
- Provides pastoral leadership through the co-development, implementation and coordination of a comprehensive Pastoral Plan including, but not limited to, the organization of school masses, daily prayer, liturgical celebrations, and retreats;
- Collaborates with the local priest(s) and diocese to support the sacramental and prayer life of the students and school community;
- Works with the parishes to establish and support youth activities and involvements, providing a link between students, families and the parishes;
- Works with associate Catholic elementary school administrators and staff to promote transition activities that support faith formation and student well-being;
- Leads staff and students in the implementation of social justice initiatives;
- Collaborates with the Curriculum Chairs and the Guidance Department to provide opportunities for staff and students to deepen their knowledge and understanding of faith;
- Serves as a resource to staff to integrate a Catholic worldview and religious activities across all curriculum disciplines;
- Serves as a resource to staff with respect to classroom prayer, liturgy and religious education;



## POSITION DESCRIPTION

(continued)

Title: Chaplain	
Date: October 2024	Page: 2 of 2

### DUTIES AND RESPONSIBILITIES continued

- Encourages personal growth of staff members in their faith and vocation as they live as witness to their faith;
- Facilitates and encourages staff participation in religious retreats and celebrations;
- Communicates with the Catholic School Council and maintains communication with Board administration and the Faith Formation Department;
- Facilitates and coordinates faith formation activities for staff and prayer at staff meetings;
- Collaborates with the System Faith Animator, Religion Consultant and Chaplaincy colleagues to support system initiatives, e.g., DCDSB Pastoral Plan, Durham Catholic Children’s Foundation, Board-wide liturgical celebrations, system responses to local and global outreach, etc.;
- Takes an active role in diocesan and provincial chaplaincy organizations, engaging in and contributing to continuous professional learning;
- Utilizes resources to inform learning and pastoral leadership developed by Catholic partners (e.g., Institute for Catholic Education, Catholic Curriculum Corporation, Assembly of Catholic Bishops of Ontario, Catholic Association of Religious and Family Life Educators of Ontario, Ontario Catholic School Trustees’ Association, etc.); and
- Other duties as assigned.

### QUALIFICATIONS

#### Education

- Bachelor’s Degree from an accredited university in a role-related discipline.
- Master’s in theology, Divinity, Religious Education from an accredited university considered an asset.

#### Experience

- Experience working with youth in diocesan, parish or school ministry preferred.

#### Other related qualifications

- Proven commitment to Catholic faith traditions and active involvement in local parish;
- Excellent leadership, communication, collaboration and organization skills; and
- Strong background in Catholic theology, pastoral education, adolescent psychology, sociology and community building.

Pursuant to the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), if you require accommodation at any time throughout the application process, please contact Human Resource Services at [hr@dcdsb.ca](mailto:hr@dcdsb.ca) prior to the posting closing date so that accommodations can be made.