

APPENDIX A



POLICY SECTION: HUMAN RESOURCES
 SUB-SECTION: SUPPORT
 POLICY NAME: CHAPLAINCY PROGRAM
 POLICY NO: H.S.-09

Date Approved: April 15, 1987	Date of Next Review: 2029	Dates of Amendments: April 26, 2017 May 7, 2024
Department Responsible: Human Resources Cross References: <u>TCDSB Policy /Procedure</u> Catholic Equity and Inclusive Education Policy Catholicity and School Support		
Appendix		

Purpose:

Policy:

Each Catholic secondary school shall establish a chaplaincy program under the direction of a chaplain or chaplaincy team leader **members in consultation with the Principal.**

The Toronto Catholic District School Board (TCDSB) recognizes the importance of the Chaplaincy Program in enhancing the Catholic faith formation of our students. The Chaplaincy team endeavors to serve the diverse needs of all members of the Catholic secondary school community. The team works in harmony with the Archdiocese and embraces the partnership of the parish, home, school and the broader community in helping students live out gospel values, contribute to social justice, and fulfill the Catholic Graduate Expectations.

The policy is in alignment with the TCDSB's Multi-Year Strategic Plan (MYSP) and reflects Catholic values rooted in the love of Christ.

Scope and Responsibility:

The chaplaincy team assists the school community in their faith development and affirms the traditions and practices of the Catholic Church. Chaplaincy team members seek the support of their local parish. They also have the support of the Principal, Religion Department, and the TCDSB Catholic Teacher's Centre in their pastoral ministry to staff, students and parents. The Director of Education is responsible for the implementation of this program.

Regulations:

- 1. The work of the chaplaincy team shall be carried out according to the guidelines and expectations of the Assembly of Catholic Bishops of Ontario, Archdiocese of Toronto, and the Toronto Catholic District School Board.**
- 2. The TCDSB model of delivery is a teaching Chaplaincy program.**
- 3. Chaplaincy teams in TCDSB provide spiritual guidance and support for students and staff designed to nurture faith formation and provide opportunities for outreach and volunteering to the broader community.**
4. Every chaplaincy team shall seek to include in the pastoral and liturgical life of the school a parish Priest **and/or Pastoral/Youth Minister**, at least on a part-time; **or** voluntary ~~or honorary~~ basis.
- 5. The Principal will consult with the Chaplaincy Team to help articulate the spiritual plan for the school.**
6. The qualifications of chaplain and **chaplaincy team members** leader are as follows:

- a) **At least one member of the Chaplaincy Team must be a member of the permanent teaching staff.**
- b) The applicant **member** must have an interest and demonstrated ability in working with young people ~~and accept the fact that many are coping with faith crises.~~ **The applicant must be willing to immerse in the daily life of the school in order to engage students in courageous conversations.**
- c) **Preferred consideration in the selection of the chaplaincy team member will be given to:**
 - i. **Individuals who have undertaken additional studies in pastoral ministry and/or theology; or**
 - ii. **Members with direct involvement in the parish and community; or**
 - iii. **Individuals who provide evidence of course work in adolescent psychology or successful experience working with adolescents in different settings.**

The applicant must have the capacity to be empathetic and compassionate. Special attention must be directed to the spiritual life of the candidate.

- ~~d) The applicant must hold a basic university degree with a minimum of five courses in scripture, moral theology, systematic theology liturgy, or certification in Chaplaincy service from an accredited educational institution ; and~~
- ~~e) The applicant must provide evidence of course work in adolescent psychology or successful experience working with adolescents in different settings.~~

7. A confidential recommendation will be required:

- a) from the appropriate Bishop for applicants who are diocesan priests, or
- b) from the Superior or Director for applicants of religious communities, or

- c) from the parish Priest attesting to community and/or parish involvement.
8. Prior to the appointment of a chaplain ~~and/or chaplaincy team leaders and members~~, approval of the Ordinary will be obtained:
- a) through the Office of the Director of Clergy Personnel for priest chaplains, **or**
 - b) through the office of the Permanent Diaconate for deacon personnel, and
 - c) through the office of the ~~Catholic High School Commission~~ **Vicar for Christian Education** for other than priest and deacon personnel.

Priests and deacons in chaplaincy that belong to various Eastern Catholic Churches would require their own Diocesan Eparch's permission. The same would apply to Roman Catholic clergy from other dioceses.

9. The staffing level parameters for Chaplaincy **is determined by teams** shall be based on the student **enrolment** population of the **individual** school, but is not to exceed the following: **The staff allocation will be represented on the annual Staff Allocation Form and informed by Local School Staffing Advisory Committees (LSSAC).**

- ~~— 0—300 students 1 day per week~~
- ~~— 301—600 students 2 days per week~~
- ~~— 601—900 students 3 days per week~~
- ~~— 901—1200 students 4 days per week~~
- ~~— over 1200 students 5 days per week~~

~~b) The service of volunteer members of the chaplaincy team would be in addition to paid service set out herein.~~

~~10. All positions related to the chaplaincy program will be offered on a yearly basis, subject to an annual review.~~

~~11. The salary range for the chaplain and the chaplaincy team leader/member will be reviewed on an annual basis.~~

10. Within TCDSB collective agreements and hiring practices, Chaplaincy positions are posted internally by the Principal in a timely fashion and applicants are interviewed by the Principal.

11. A chapel/prayer room ~~should~~ **will** be available for the purpose of personal prayer, quiet meditation and liturgical celebrations.

Definitions:

The title of "chaplain" will be reserved for priests.

~~The title of "chaplaincy team leader" will be reserved for other than priest personnel, when the priest is not the team leader.~~

The title of "chaplaincy team member" will be reserved for other than priest personnel.

Evaluation and Metrics:

~~The effectiveness of the policy will be determined by measuring the following:~~

- 1. Qualitative feedback provided by chaplaincy team representatives at an annual plenary session scheduled early in the academic year as well as through their active participation in school-based dialogue and planning.**
- 2. Annual review of staffing allocations conducted by the Human Resources Department to ensure the proper allocation of Chaplaincy sections.**
- 3. The Policy will be reviewed every five years.**