



<b>POLICY NAME:</b>	<b>CHAPLAINCY PROGRAM</b>
POLICY SECTION:	Human Resources
DATE APPROVED:	April 15, 1987
DATE OF NEXT REVIEW:	2029
DATES OF AMENDMENTS:	April 26, 2017; May 7, 2024
RESPONSIBLE DEPARTMENT:	Human Resources

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**Policy:**

Each Catholic secondary school shall establish a chaplaincy program under the direction of a chaplain or chaplaincy team 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 basis.
5. The Principal will consult with the Chaplaincy Team to help articulate the spiritual plan for the school.
6. The qualifications of chaplaincy team members are as follows:
  - a. At least one member of the Chaplaincy Team must be a member of the permanent teaching staff.
  - b. The member must have an interest and demonstrated ability in working with young people. 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.

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 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 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 for Chaplaincy is determined by student enrolment of the individual school. The staff allocation will be represented on the annual Staff Allocation Form and informed by Local School Staffing Advisory Committees (LSSAC).
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 will be available for the purpose of personal prayer, quiet meditation and liturgical celebrations.

## **Cross References:**

### TCDSB Policy /Procedure

- Catholic Equity and Inclusive Education Policy
- Catholicity and School Support

## **Definitions:**

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

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

## **Evaluation and Metrics:**

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.