

NU-253 – BO2024

Position: **Chaplaincy Leader – Permanent**

Location: **St. Matthew CSS, Cornwall**

Hours of work: **7 hours/week**

Salary: **As per Terms and Conditions**

Effective: **September 3, 2024**

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:

Wednesday, July 3, 2024 by 4:00pm

e-mail: hr@cdsbeo.on.ca

We thank all applicants in advance for their interest; however, only those candidates selected for an interview will be contacted.

The CDSBEO adheres to equitable hiring, employment and promotion practices and is committed to an inclusive workforce. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, people from gender diverse communities and/or people with intersectional identities, as well as others who may contribute to the further diversification of ideas.

The Catholic District School Board acknowledges that our schools are located on the unceded, traditional Algonquin territory of the Anishinaabe people as well as the land of the Mohawk territory of the Haudenosaunee/Rotinohsho’n:ni people. We respect both the land and the people of this land including all Indigenous people who have walked in this place.

Pursuant to the Accessibility for Ontarians with Disabilities Act, (AODA), if applicants require accommodations at any time throughout the application process, please reach prior to the posting closing date so that appropriate arrangements can be made.

Susan Wilson
Chair of the Board

Laurie Corrigan
Director of Education

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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