



Diocesan Board of Proprietors

CATHOLIC SECONDARY SCHOOL PASTORAL AND PRIEST CHAPLAINCY SERVICES

GUIDELINES FOR THE CATHOLIC DIOCESE OF CHRISTCHURCH

Pastoral Chaplaincy Service Guidelines: Pages 3 - 6
Priest Chaplaincy Service Guidelines: Pages 7 - 9

Page #	Contents
1	Introduction
2	Preamble – The Background to Finding Appropriate and Acceptable Terminology
3	Areas for Inclusion in a Pastoral Chaplain’s Job/Position Description
4	Qualifications, Qualities and Expectations Required of a Pastoral Chaplain
5	Employing Body for the Position of Pastoral Chaplain
5	Funding the Position of Pastoral Chaplain
5	Relationships between the Work of the Pastoral Chaplain and that of the Priest Chaplain
6	Relationships between Pastoral Chaplaincy and the School’s Pastoral/Guidance Network
6	Pastoral Chaplaincy Services - Conclusion
7	Memorandum of Understanding for Catholic Secondary School Priest Chaplaincy Services

1. Introduction

These guidelines are the result of a series of meetings and consultation documents on the matter of “chaplaincy” within the Catholic secondary school setting. This document has been prepared in response to a perceived need for greater clarity regarding terminology and the various roles carried out by those involved in secondary school “chaplaincy” - a work of pastoral ministry carried out primarily within the school community.

These guidelines have been approved by Bishop John Cunneen, Bishop of the Catholic Diocese of Christchurch. Each school is urged to commit themselves to the contents of this document and give them due consideration as they develop and implement their own job/position descriptions, policies and procedures on school “Chaplaincy”.

The members of the Advisory Group which drafted the initial documents and coordinated the various consultation processes, on behalf of the Diocesan Board of Proprietors, were:

Rev Msgr Gerard O'Connor *representing* Bishop John Cunneen;
Rev John Fitzmaurice *representing* the Catholic Diocese of Christchurch;
Sr Mary Hanrahan RSM *representing* the Villa Maria College Christchurch Ltd;
Sr Raylene Dwyer RSM *representing* the Pastoral Chaplains;
Br Joe Lauren CFC *representing* the Christian Brothers of New Zealand;
Alan Dalton *representing* the St Bede's College Trust Board;
Mike Stopforth *representing* the National Council for Young Catholics & the Catholic Youth Team;
Mike Nolan (Catholic Education Office) - Facilitator & Secretary to the Advisory Group.

“Chaplaincy” is a ministry of the Catholic Church, and as such it requires the blessing/mandate of the Bishop of the Diocese. Each school is urged to commit themselves to the contents of this document and give them due consideration as they develop and implement their own job/position descriptions, policies and procedures on school “chaplaincy”.

2. Preamble – The Background to Finding Appropriate and Acceptable Terminology

In the 1983 Code of Canon Law, Canon 564 describes a Chaplain as “a priest to whom is entrusted in a stable manner the pastoral care, at least in part, of some community or special group of Christ’s faithful”. This would appear to restrict the title of “Chaplain” to one who is ordained. However, in practice, the pastoral care of Catholic secondary school communities has been largely entrusted to people other than priests – to lay people and to women and men religious.

Thus the term “Chaplain” has often been used in a very broad way. However, taking due consideration of the spirit of Canon 564, it is clear that those receiving pastoral care ought know whether or not a particular “Chaplain” is a priest, since by virtue of priestly ordination a priest has faculties unique to the priesthood, e.g. celebration of the sacraments of Eucharist, Reconciliation and Anointing of the Sick.

With the above in mind, and to highlight the major nature and the major focus of a particular person’s work in the pastoral field of “chaplaincy” within a Catholic secondary school, the advisory group consulted Catholic secondary schools and the Council of Priests for their views on such terminology as Sacramental Chaplain, Priest Chaplain, Chaplain, Campus Chaplain, Lay Chaplain, Pastoral Chaplain.

After receiving and considering the feedback on this matter it was agreed that the following terminology and titles be adopted for use by all Catholic secondary schools in the Catholic Diocese of Christchurch:

- Priest Chaplain
- Pastoral Chaplain

Each Catholic secondary school is urged to commit to using these terms in their school communications.

3. Areas for Inclusion in a Pastoral Chaplain's Job/Position Description

The writing of a job/position description for a Pastoral Chaplain is a matter for each school Board of Trustees to address and develop, in the light of the needs of their particular school community.

The following areas would normally be included in the job/position description of a person whose position held the title of Pastoral Chaplain:

- Liturgy preparation.
- Retreat involvement, possibly including coordination and/or delivery.
- Promoting and developing the particular charism of the founder(s) of the school (*if necessary, a precursor to this would be learning and understanding the charism of the founder(s) of the school*).
- Being one of the Catholic Special Character advocates within the school – including advocating for Catholic Special Character matters within the school's management team.
- Providing Catholic Special Character resources for the school in general (e.g. *assisting with the Bishop Lyons Shield team, social justice action groups*) and the religious education teachers in particular.
- Providing a link between the Catholic school and Catholic parishes and the wider institutional Church (e.g. *if requested, preparing students for the reception of particular sacraments and then ensuring a link is made with each child and her/his family, her/his home parish priest and her/his home parish community*).
- Visiting and supporting families (*as possible*) in times of family crisis and/or bereavement.
- Supporting the wider prayer life of the school (e.g. *leading a school prayer group; ensuring appropriate symbols and prayer is available during the various liturgical seasons throughout the year; providing appropriate prayer resources as particular school, staff, student needs arise; leading and sustaining prayer, as appropriate, in times of need/crisis; etc.*).

4. Qualifications, Qualities and Expectations Required of a Pastoral Chaplain

The following qualifications, qualities and expectations would normally be required of a person whose position held the title of Pastoral Chaplain:

- A person in a Pastoral Chaplain's position is representing the Catholic community in a ministry role. **The person appointed to a Pastoral Chaplain's position must be a Catholic who is baptised, active and in full communion with a Catholic parish/faith community** – this must be endorsed by the applicant's parish priest, ethnic chaplain or authorised member of the pastoral area team.
- Ideally one would desire a first/bachelor degree (preferably including Theology or Religious Studies as a component subject) or an equivalent professional qualification. It is, however, acknowledged that as neither the University of Canterbury nor Lincoln University has a Faculty of Theology, persons with Theology or appropriate Religious Studies components to their degrees may well be the exception in the Catholic Diocese of Christchurch.
- A recognised qualification in Religious Education and/or Pastoral Ministry.

It is accepted that a person appointed to a position as Pastoral Chaplain may well have sound experience in working with students of secondary school age but might not yet have an appropriate qualification in Religious Education or Pastoral Ministry.

If a Board of Trustees believes the most suitable person for the position is in this category they are asked to contact the NZQA Coordinator at the Catholic Education Office (currently Charles Shaw) in order that the Pastoral Chaplain might be enrolled in the Diploma of Religious Studies (Stream: Pastoral Ministry *or* Stream: Religious Education, as appropriate).

There will be no fee charged for a Pastoral Chaplain enrolling in any of the papers of the Diploma of Religious Studies. The commitment to completing the Diploma in Religious Studies, over a 3-4 year period, ought to be included in her/his annual performance appraisal objectives until completed.

- Experience in working with students of secondary school age.
- A minimum age of 23 years in the year of application.
- A successful interview with the Proprietor's Appointees and the Principal, followed by ratification of the appointment by the full Board of Trustees.
- A commitment to ongoing study in areas relevant to Pastoral Chaplaincy services, e.g. Diploma in Religious Studies, MRE, etc. – again, it is strongly recommended that such a commitment ought to be recorded in the person's annual performance appraisal. If a Pastoral Chaplain wishes to study for a MRE then s/he is strongly encouraged to apply for a diocesan study award (as, and when, they become available).

Schools are encouraged to take special care to ensure that if a part-time Pastoral Chaplain is also engaged in part-time teaching of religious education (or indeed any subject), the teaching component (with all its attendant responsibilities) does not dominate the Pastoral chaplaincy role that the person is also engaged in at the school.

5. Employing Body for the Position of Pastoral Chaplain

The employing body for the position of Pastoral Chaplain will be the school Board of Trustees.

6. Funding the Position of Pastoral Chaplain

Funding for the position of Pastoral Chaplain must come from parental donations or other sources of funding (other than monies appropriated by Parliament) available to the school Board of Trustees.

7. Relationships between the Work of the Pastoral Chaplain and that of the Priest Chaplain

Each school ministry team will address this matter, in a spirit of collaboration, according to the ethos and needs of their school's ministry system and structure.

Please note that when talking of a "school ministry team", we are, in this context, referring to the Priest Chaplain, the Pastoral Chaplain, and the DRS (*it is acknowledged that in any one situation there may well be others who are considered to be part of the school's ministry team, e.g. the Principal, Assistant DRS, HOD Music, etc.*).

Whilst it is acknowledged that this is a matter for each school ministry team to address according to the ethos and needs of their school's ministry system and structure, the following would be minimum points of connection and intersection. Such points of connection and intersection provide opportunities for the "school ministry team" to meet in a spirit of collaboration in order to find a common and agreed approach to their work:

- Beginning of the year meeting to plan, agree on dates, etc.
- End of year review meeting.
- Sacramental Liturgy – communication on matters such as who prepares what; what roles will the various people play; etc.
- Sacramental Preparation - communication on matters such as who prepares the candidates; where will the candidates receive the Sacrament, what roles will the various people play; etc.
- Retreats - communication on matters such as who prepares what; what roles will the various people play; is the Sacrament of Reconciliation required for a particular retreat, etc.
- School Crisis Policy – communication of the school's crisis policy, understanding and review of the roles the various people will play in the event of a crisis at the school – e.g. on the death of a student, etc.

Thus one sees the Pastoral Chaplain working in various collaborative partnerships to perform her/his role, in order to empower others and to enhance the level of pastoral and spiritual support to students (and staff).

8. Relationships between Pastoral Chaplaincy and the School's Pastoral/Guidance Network

This is a matter for each school to address according to the ethos and needs of their school's pastoral/guidance system and structure.

9. Conclusion

The position of Pastoral Chaplain has the potential to make a significant contribution, by way of engaging in collaborative partnerships, to the development of faith and the religious life of the school (c.f. classroom teaching of religious education). Further, one of the most powerful contributions that a Pastoral Chaplain makes to the faith life of the school is through the witness of their life and approach to their role. The impact of a person who takes a passionate interest in faith and its lived expression as well as in the well-being of individual students cannot be overstated.

Whilst the leadership of the Catholic school as a community of faith remains the responsibility of the Principal, the DRS and other members of the school leadership team, the position of Pastoral Chaplain also has the potential to make a significant contribution. The role of the Pastoral Chaplain is not intended to replace the leadership of the faith community provided by the Principal and the DRS in a school community, but rather, to support and complement it.



Catholic Diocese of Christchurch

MEMORANDUM of UNDERSTANDING for:
CATHOLIC SECONDARY SCHOOL PRIEST CHAPLAINCY SERVICES
at
(NAME OF SCHOOL)

SERVICE OBJECTIVES:

To foster and enhance the Catholic Community aspect of life in this Catholic Secondary School by:

- Contributing to the provision of those aspects that are integral to Catholic life, i.e. by the regular celebration of the Sacraments of Eucharist and Reconciliation.
- Supporting, when appropriate, any work (*as one's time permits*) the school undertakes in preparing students who request the Sacraments of Initiation.
- Supporting the work (*as one's time permits*) of the Director of Religious Studies and the Pastoral Chaplain and/or the School Ministry Team through regular liaison and ascertaining of how their work (*excluding Religious Education teaching and curriculum delivery in Religious Education classrooms*) might best be enhanced through the exercising of the particular talents and gifts of the Priest Chaplain – this includes the possibility of a priest accepting (*as his time permits*) an invitation from a teacher to visit and talk with the teacher's (Religious Education) class of students.
- Being informally present (*as one's time permits*) to staff in the staffroom and at staff social gatherings.

PRINCIPAL TO THE CONTRACT:

- The Proprietor of the College (in consultation/conjunction with the Board of Trustees and Principal *and, in the case of non-diocesan schools, the Bishop of the Catholic Diocese of Christchurch*).

KEY POINTS OF LIAISON:

- The Bishop of the Catholic Diocese of Christchurch and/or the Proprietor
- Board of Trustees
- Principal
- Director of Religious Studies (DRS)
- Pastoral Chaplain and/or the School Ministry Team
- Local Parish Priests
- Diocesan Special Character Review and Development Services Provider for Secondary Schools
- Diocesan Religious Education Adviser for Secondary Schools
- Diocesan Youth Team

TERM OF APPOINTMENT:

- *To be negotiated with the Bishop of the Catholic Diocese of Christchurch.*

KEY RESULT AREAS	MEASUREMENT
1. Regular celebration of the Sacraments of Eucharist and Reconciliation.	<ul style="list-style-type: none"> ▪ Mass is celebrated for the whole school community at least once per term (there would normally be: an opening Mass for the academic year; a closing Mass for the academic year; a Mass for the Patronal Feast Day; and one other whole-school Mass) ▪ An opportunity is organised and provided for each student to receive the Sacrament of Reconciliation on at least one occasion each year. ▪ <i>By negotiation</i>, the celebration of Mass may be provided (<i>as possible</i>) for individual class (or Year level) groups. ▪ By negotiation, the celebration of Reconciliation and Eucharist be provided (<i>as possible</i>) for Year level Retreats.
2. Support, when appropriate, for the Sacraments of Initiation.	<ul style="list-style-type: none"> ▪ Guidance is provided to staff who may be engaged in the work of preparing students who request the Sacraments of Initiation – <i>this work would only be undertaken if it was not appropriate to do so within the student's Parish setting.</i> ▪ The particular Sacrament of Initiation is celebrated for the student(s) within the class/whole-school setting.
3. Support for the work of the DRS and the Pastoral Chaplain and/or the School Ministry Team (<i>excluding Religious Education teaching and curriculum delivery in Religious Education classrooms</i>) – this includes the possibility of a priest accepting (<i>as his time permits</i>) an invitation from a teacher to visit and talk with the teacher's (Religious Education) class of students.	<ul style="list-style-type: none"> ▪ Assistance is provided (<i>as one's time permits</i>) with: <ul style="list-style-type: none"> ▪ the preparation of liturgical celebrations; ▪ pastoral care in times of bereavement; ▪ linking with local parishes when appropriate; ▪ accepting an invitation to talk with a teacher's (Religious Education) class of students.
4. Support for the wider staff of the school.	<ul style="list-style-type: none"> ▪ The Priest Chaplain is a member of the wider staff community and is invited to join (<i>as one's time permits</i>) in informal staff (social) gatherings. ▪ Spiritual and Pastoral Guidance is provided for those staff members who would (confidentially) seek such support.

OTHER MATTERS:

APPOINTMENT MECHANISM	MEASUREMENT
<p>The appointment of a Priest to the position of Priest Chaplain to a Catholic Secondary School in the Catholic Diocese of Christchurch will be made by the Bishop of the Catholic Diocese of Christchurch in consultation with the Priest, the Board of Trustees and Principal (and, in the case of non-diocesan schools, the Proprietor of the College)</p>	<p>When a vacancy arises for the position of Priest Chaplain at a Catholic secondary school the school Board of Trustees may:</p> <ul style="list-style-type: none"> ▪ Approach a Priest to enquire if he would be available, willing and interested in taking up the role of Priest Chaplain at their school - if the answer is yes, then the Board of Trustees is able to forward the name of this Priest to the Bishop of the Diocese and request that the Bishop give consideration to appointing this Priest to the position of Priest Chaplain at their school; <i>or</i> ▪ Approach the Bishop to ask if he would provide the school with a Priest Chaplain. ▪ Appropriate consultation is initiated by the Bishop of the Catholic Diocese of Christchurch. The Bishop is appraised of the results of appropriate consultation between the priest and the school's Board of Trustees and Senior Management Team regarding the proposed appointment. ▪ The term of appointment is by negotiation with the Bishop of the Catholic Diocese of Christchurch. The agreed term of appointment will be conveyed, by the Bishop, to the school Board of Trustees (and, in the case of non-diocesan schools, the Proprietor of the College). ▪ Both the Priest Chaplain and the school Board of Trustees (and, in the case of non-diocesan schools, the Proprietor of the College) have the option of consulting with the Bishop should circumstances change or difficulties arise during the term of appointment of the Priest Chaplain.
FINANCIAL CONSIDERATIONS	MEASUREMENT
<p>The Priest Chaplain will be reimbursed for all travel expenses incurred in the provision of sacramental services to the school. The rate of reimbursement will be as per that provided for under Diocesan policy.</p> <p>A school is not in any way obliged to pay for the services of a Priest Chaplain.</p>	<ul style="list-style-type: none"> ▪ Agreed travel invoice(s) is/are provided to the school and the invoice is paid to the Priest Chaplain in a timely manner, i.e. within 30 days of the receipt of the invoice. ▪ However, should a school Board of Trustees decide to offer a koha to the Priest Chaplain any such financial consideration will be forwarded, by the Priest Chaplain, to the Clergy Trust Fund.