



DIOCESE OF SIOUX CITY

August 2016

JOB DESCRIPTION FOR HIGH SCHOOL CHAPLAINS AND VOCATIONS AWARENESS TEAM

Canonical Statutes for Chaplains:

Canon 564 – A chaplain is a priest to whom is entrusted in a stable manner the pastoral care, at least in part, of some community or particular group of the Christian faithful, to be exercised in accord with universal and particular law.

Canon 565 – Unless the law provides otherwise or special rights belong legitimately to someone, a chaplain is appointed by the local ordinary, who is also competent to install one who is presented or to confirm one who is elected.

Canon 566 – 1. A chaplain ought to be given all the faculties which proper pastoral care requires. Besides those which are granted by particular law or special delegation, a chaplain in virtue of his office enjoys the faculty to hear the confessions of the faithful entrusted to his care, to preach the word of God to them, to administer Viaticum and the anointing of the sick, and to confer the sacrament of confirmation on those who are in danger of death.

Canon 571 – In exercising his pastoral office a chaplain is to maintain an appropriately close relationship with the pastor.

Chaplains according to their appointments:

Within the Diocese of Sioux City, chaplains typically have other pastoral duties assigned by the Bishop, such as parochial vicar, sacramental minister, administrator, or pastor of a parish(es). If a chaplain is a parochial vicar or sacramental minister, it is the responsibility of the Bishop to communicate to the local pastor the expected ratio of work that the priest is to dedicate to the parish as parochial vicar and to the school as chaplain. A chaplain and his pastor are to determine if his day-off is to be on a weekday or a Saturday.

A priest appointed by the Bishop as chaplain to a parochial school is accountable to the Bishop. Yet a chaplain who is a parochial vicar or sacramental minister must see his

school work as supportive of the overall vision of the local pastor(s), under whose auspices falls the parochial or regional school. That vision must realize that schools of the Diocese of Sioux City have not existed as private schools. Therefore, their mission is in service to the local parish(es).

Because of his unique role in the life of the school, the chaplain cooperates with the president and/or principal of the school in matters of pastoral care to be provided to the students, parents and families, faculty, staff, president, principal, and other constituents.

It is not presumed that chaplains are voting members of the school board, and the board is not expected to change its charter document to incorporate a standing seat for chaplain. However, a chaplain can be effective in attending school board meetings regardless of voting privileges. As chaplains are not voting board members, they presumably will not serve as the chairman of board subcommittees. However, their participation in Catholic Identity/Spiritual Life subcommittees is imperative. Through such subcommittee reports a chaplain can report to the board at large, if the board does not already request a specific chaplain's monthly report.

Based on the existent parochial/corporate school system, it is a local decision as to who will provide a chaplain's salary, benefits, mileage, and housing. A chaplain who is not assigned to a local parish may be compensated by the Diocese and/or a corporate school system.

In assigned school duties, the chaplain is accountable to the appropriate administrator (department chair, principal, president) as would a lay person in the same role(s), though without any additional stipend. While a school may already have a director of curriculum, the chaplain is to exercise oversight on the materials and methods used in religious education. The chaplain is also to serve on hiring subcommittees that interview religion/theology teaching applicants.

A chaplain should exercise prudence in scheduling vacation/retreat times so as not cause hardship for his parish or school. In scheduling time away, if a chaplain is a parochial vicar, he should first consult his pastor and the parish calendar, and then the school calendar. Thus vacation/retreat time should avoid important parish and school events, such as:

- First Communion, Confirmation, Pastor's Vacation/Retreats
- Faculty In-Service days, Catholic Schools Week, Graduation, and annual
- Catholic youth trips/retreats/conferences

A chaplain should first engage his pastor and school administrators in a discussion prior to scheduling any time away so as to avoid conflicts of schedules. He should also recognize that the summer is the ideal time to be away from the school.

Overview of the Duties of a School Chaplain:

The responsibilities of the chaplain vary according to the particular school. In general the following pastoral care areas/activities are under the auspices of a chaplain:

A chaplain avails himself to the spiritual needs of the students, faculty, parents, and administrators, with the intention of supporting the mission of the school. Therefore his duties do not include the administration of staff and faculty or the administrative discipline of students (unless such a responsibility is appointed).

While a chaplain is always concerned with the overall education of the students, he shows particular solicitude for their religious formation. As such, his duties may include, but not be limited, to four principal categories, which may vary in importance based on the ability of the chaplain, his available time, and the needs of the local school. The four categories include the following:

Catholic Identity Oversight

- Serving as the school's promoter of Catholic identity, in union with the local pastor(s)
- Promoting all vocations, but in particular to the priesthood and religious life
- Assist in the oversight of curriculum and textbooks
- Assist in the hiring of new theology teachers
- Serve on Catholic Identity/Catholic Life subcommittee of the school board
- Vetting of all outside speakers invited to speak to the students about religious or spiritual topics

Spirituality

- Presiding at Masses (which may or may not be in rotation with other local priests)
(Holy Days, All-School, monthly, weekly, daily, special groups)
- Coordination and Instructing ministers at Mass
(Extraordinary Ministers of Holy Communion, servers, lectors, musicians)
- Leading in the planning of large religious celebrations
(Baccalaureate, All-School Masses, event Masses)
- Providing the Sacrament of Penance
(Both in regularly scheduled hours and communal celebrations)
- Serving as the Spiritual Advisor/Coordinator of class retreats, faculty retreats, and the promoter of diocesan retreats
- Leading of prayers for group events, dinners, etc.
- Coordinating pilgrimages and vocation awareness trips

Teaching

- Visit classrooms and serve as a guest teacher in all grade levels to supplement the theology teacher's materials and offer a priestly presence in the classroom
- Serve as a referral resource to theology teachers

Relationship Building / Counseling

- Provide pastoral counseling for students and faculty
- Offer a visible and available priestly presence in the school and at students' extra-curricular events
- Attending, if possible, youth events such as the Diocesan Youth Rally, Youth 2000, and the Steubenville Conference.

The chaplain is to exercise his spiritual care of the school with a certain sense of freedom. However, he is not 'above' the administrators in the operation of the school and must be solicitous of broad communication and collaboration.

The chaplain governs all liturgical celebrations on campus. While he must collaborate with others for the successful completion of these celebrations, he is not to be governed in liturgical matters by a campus ministry team. If school liturgies occur in a local parish, the chaplain should collaborate with the pastor.

It is critical that liturgical celebrations and homilies are properly ordered to specific age groups for the sake of effective evangelization. Thus chaplains, in collaboration with the local pastor(s), should identify how school liturgies can best serve specific age groups, while still recognizing the limitations of available priests, liturgical space, and parish needs.

Chaplains are generally not available on weekends. If a special event requires the presence of the chaplain, he is to be asked if he is available. If he is not available, he retains the option to find another local priest to assist with the request. Special Mass requests are not to conflict with local parish(es) responsibilities.

A ministry of presence is necessary for chaplains, which may include the following:

- Greeting students as they arrive and depart school each day
- Visiting classrooms
- Interacting with students during the lunch period
- Attending extra-circular events
- Offering office-hours during student's free periods
- Socializing with faculty members
- Visiting hospitalized students and faculty members

Chaplains must understand the necessity of building relationships with students and faculty members for the sake of the greater good of evangelization within the Church. Social interaction with students and their families, not only provides fatherly support, but also entry points for deeper conversations about the Faith and a student's future vocation.

Attending "away games" are not required of chaplains, particularly when considering other parish duties. Should a priest attend "away games" and want mileage reimbursement, the approval of such mileage requests must be made to the school administrators. Yet the chaplain should be aware that other faculty members are not granted mileage reimbursement for their presence at "away games".

Chaplains, as priests of the Diocese, are required to attend diocesan meetings, convocations, retreats, and continuing education events.

Overview of the Duties of Chaplains in the Promotion of Vocations:

By virtue of their interaction with students, school chaplains will be in a position to assist our youth in their vocational discernment. As such, chaplains will collaborate with the Vocations Director to help students understand their God-given vocation and in

particular, to help promote vocations to the priesthood and religious life. Such efforts will include, but not be limited, to the following:

- Encouraging promising young men and women in one's local school and parish to consider a religious vocation through active dialogue
- Speaking to youth groups and elementary/high schools about religious vocations
- Keeping the Vocation Director updated on the discernment progress of perspective candidates
- Serve as the chaplain to the local Serra Club
- Recruiting guests for Project Andrew dinners and other diocesan events.
- Being available to serve as a spiritual director for candidates from one's deanery who are seriously interested in a religious vocation, until such candidates enter a house of formation (Though candidates have the freedom to choose another priest or religious of their choosing)
- Coordinating, if helpful, local discernment groups, which should be advertised to all priests within the deanery.
- Serving as a chaperone with the Vocations Director for seminary, convent, and monastery visits for perspective candidates (Ideally each chaplain will not be asked to attend more than one event a year, which should not be counted as his day-off)
- Attend occasional meetings called by the Vocations Director, though most meetings can be held via teleconferencing

It is the primary duty of the Vocation Director to encourage young men and women to consider their vocational calling, recognizing that chaplains have their own assignments in their respective school and parish(es). Therefore, chaplains are to assist the Vocations Director, not replace him. Yet chaplains will have a better understanding of the potential candidates on the local level, both in the Catholic and public schools, and should actively encourage them in the initial stages of their discernment. Once a candidate would like to declare his/her interest to the Diocese and actively pursue entrance into a house of formation, the Vocation Director will conduct all formal interviews for seminary admission or assist a candidate in reaching a religious community for an interview.

Chaplains do not replace the privileged role that pastors have in fostering vocations in their respective congregations. A chaplain should never interfere with the spiritual fatherhood relationship that may develop between a pastor and a perspective candidate. Yet presuming chaplains work with students in a local school or youth group, a helpful collaboration should exist between pastors and the local chaplain.

All chaplains will serve together on a Team, which will be coordinated by the Vocations Director, functioning according to the norms governing all diocesan committees. As such, an additional stipend and mileage reimbursement are not available for Team members.

Should a Team member's ministry as a school chaplain conclude and he wants to continue serving on the Team, an extension of his term will be granted by permission of the Bishop.

Should a Team member's assignment change while he is serving as a spiritual director of a perspective candidate, he and the candidate will decide if their relationship will continue or if other arrangements will be made with a new director.