

2.A. CHAPLAINCY

The concern of the Church for her children and for all is shown clearly through her pastoral care for all the baptised, for those preparing for baptism (catechumens) and for all who are part of or connected to our communities. In our schools while the pastoral care of students and staff is an integral part of the work of management, governors, and all teaching and non teaching staff, there remains a special place for Chaplaincy. While in Canon Law (c.564) it states that the Chaplain is a priest, there is a growing sense that in our schools and colleges this ministry is exercised collaboratively by clergy, religious and laity, without prejudice to the prescription of Canon Law, and in the spirit of the reforms of the Second Vatican Council (cf. Lumen Gentium Chapter 2). In this way members of the Body of Christ work with all others in providing pastoral care to demonstrate the care of Christ for those who need him.

It is essential that each school defines the role of Chaplaincy for itself. Local clergy will exercise their liturgical role, particularly in terms of sacramental life. This needs to be clearly defined and organised. Proper liaison is essential. Clergy will also be involved in other areas of pastoral and educational provision. In larger schools, particularly in the secondary years, many others may be nominated to work within the Chaplaincy. Here religious sisters and brothers, and other lay people will greatly enrich the work by their specific contribution. The development of chaplaincy teams, with chaplaincy co-ordinators is a very positive move. It is important, however, that we state clearly how chaplaincy is provided, organised and resourced in each of our schools. It is recommended that schools develop a Chaplaincy Team and encourage the Chaplain (or Chaplaincy Co-ordinator for those who are unable to provide a part-time or full-time Chaplain) to see their role as leading and co-ordinating the activities of the Chaplaincy Team.

The Chaplaincy Team will work with staff and students, with parents and governors, with the local community. This demands that all involved in the school community know about, accept and work with the Chaplaincy. To this end it is important to articulate the purpose of the Chaplaincy Team and the contribution it makes to the life of the school community, as well as its contribution to community cohesion.

Clerical chaplains will always be appointed by the Bishop. Any other full-time members of chaplaincy teams would need the approval of the Bishop prior to appointment. All those involved in chaplaincy work would necessarily have the approbation of diocesan authorities and follow safeguarding and other necessary protocols.

A Chaplaincy policy is a necessary requirement for all schools. It must outline the work of the Chaplaincy and also detail all aspects of its provision and support. The expectations of the Governors for the work of the Chaplain/Chaplaincy Team need to be negotiated with those involved in the work. It is then the responsibility of the Governors and Senior Management of the school to ensure that proper provision is made for this work to be done well. Time and resources must be allocated appropriately and those involved in the work of Chaplaincy should be provided with opportunities for ongoing professional development. This has financial implications and may affect accommodation in some schools. Demands such as these should be met because the work of Chaplaincy is so important. An annual report detailing the work of the Chaplain/Chaplaincy to be presented by those involved to the Governors, and a copy sent to NORES.

Resources

-ACCE *Chaplaincy - the Change and the Challenge* 1996

-A Guide to the Employment of Lay Chaplains in Schools and Colleges 2004 (CES)

(available from the Association of Catholic Chaplains in Education)

NORES GUIDANCE

3.7 - SCHOOL CHAPLAINCY

MISSION STATEMENT

In the light of the School's Mission Statement
the Chaplaincy seeks
to nourish and foster the human and spiritual potential
of the whole community
and of each individual within it.

The Chaplains aim to work in partnership
with all in the school and the wider Church community
so that God's Kingdom may be realised in our midst.

(Agreed July 1994 Consultation)

Each school should have a recognised Chaplaincy,
distinct from structures for religious education and pastoral care,
and with the equivalent status and provision of a department within the school.

Chaplaincy may be supplied by an individual or a team. A priest chaplain will be formally appointed to a school by the Bishop, with a letter of appointment. Lay chaplains and Chaplaincy Coordinators will usually be designated by the Governors of a school. They must be in good standing with the Church. It will be normally the case that the Bishop is consulted prior to any such appointment within the diocese.

All formal Chaplaincy appointments will be published in the Diocesan Directory.

Diocesan and local induction should be provided.

Professional systems of monitoring, evaluation and accountability are to be established.

It is the primary responsibility of the Chaplaincy to :

- ensure the celebration of the Sacraments
- to promote the spiritual and personal development of staff and pupils
- to foster the spirit and practice of public and private prayer
- to seek to evangelise
- to resource and support pupils and other members of staff in the same work
- to build and maintain links with contributory schools, local parishes, and the wider diocesan community
- to develop the ministry by regularly sharing good practice with chaplains from other schools

Chaplains should be provided with

- appropriate training and induction
- the opportunity to plan and prioritise with the Senior Management Team
- an annual meeting with the Governing Body to report on Chaplaincy in the school
- clear lines of communication with staff, pupils, and local parishes and as far as is possible within financial constraints
- a designated office and space for private consultation
- an annual budget
- personal remuneration, at minimum covering necessary expenses

(Agreed July 1995 Consultation)

NORES GUIDANCE

3.1 - WRITING YOUR CHAPLAINCY POLICY

Useful background references are:

OUR CATHOLIC SCHOOLS – the Diocesan vision
EVALUATING THE DISTINCTIVE NATURE OF A CATHOLIC SCHOOL 1999 (Section E),
OUR SCHOOLS AND OUR FAITH (pp. 42,43)
ACCE CHAPLAINCY - THE CHANGE AND THE CHALLENGE 1996

Listed below are the required elements for your policy. The order is just a suggestion. While some of the elements may seem rather detailed for smaller schools it is important to indicate how your school responds to what is being described.

1. NAME OF SCHOOL - TITLE OF POLICY - DATE OF WRITING - DATE FOR REVIEW

2. PHILOSOPHY OF THE POLICY: beginning with *SCHOOL MISSION STATEMENT* - in full or resume/précis, and then stating: "In the light of our school mission statement Chaplaincy is understood as

3. STATEMENT OF PURPOSE OF CHAPLAINCY IN YOUR SCHOOL

Some chaplaincies may have their own specific Mission Statement, otherwise we need a general statement of the aims and objective by which chaplaincy is directed

4. PEOPLE

Those directly involved in the work Chaplaincy, i.e. those on the Chaplaincy Team, should be defined clearly and also how anyone is approved and appointed to the work. The specific role of each person on the team and their length of service should also be defined clearly. These include:

- a. The Coordinator(s) of the work throughout the school. This will be the Chaplain or the Chaplaincy Co-coordinator for those schools who are unable to provide a dedicated member of staff either full or part time to the role of Chaplain.
- b. The Clergy involved (priests/deacons) and the liturgical role they fulfill
- c. Other people involved - staff, religious, parents, governors, other clergy, parishioners.
- d. It is also good to include any one who helps in the work on an occasional/ad hoc basis.

5. RESPONSIBILITIES

- Specific regular activities organised by the Chaplaincy - e.g. liturgy, (Eucharist, reconciliation, other sacramental celebrations), prayer groups, formation groups, catechesis, regular social/spiritual meetings, specific interest groups - (e.g. Amnesty, SVP)
- Specific services organised by the Chaplaincy at particular times of the liturgical year
- Ongoing work sponsored by the Chaplaincy - being available to see students/staff, counselling etc.
- Occasional activities coordinated through the Chaplaincy - e.g. retreats, charities, formation, events such as Christmas parties for senior citizens.
- Contribution to community cohesion.
- There may be some areas of activity that whilst not being specifically run by the Chaplaincy Team may be supported and connected to the work of the Chaplaincy Team. In these cases it is helpful to articulate the support given to these initiatives and the connection to the Chaplaincy.

6. PLANNING AND ORGANISATION

- How the work of the chaplaincy is planned, and documented
- Meetings and forms of communication for this purpose
- How often the work of the chaplaincy is discussed and reviewed
- Who is responsible for this

7. ACCOMMODATION AND RESOURCES

- Where the Chaplaincy functions
- Use of a chapel or local church
- Website or notice board or how news of chaplaincy work of communicated
- What financial provision is made for the material needs of chaplaincy work, resources, professional development funding those who come in to help (e.g. Speakers or celebrants travel expenses, stipends etc.)

8. ANNUAL REPORT TO GOVERNORS

While Chaplaincy may feature in all Governors' Meetings an annual report should be tabled at a fixed meeting each year, and the Chaplain/Coordinator invited to present this and respond to questions. A copy is also to be sent to NORES.

NORES GUIDANCE

<p style="text-align: center;">3.18 - RELIGIOUS EDUCATION AND CHAPLAINCY ANNUAL REPORTS TO GOVERNORS AND DIOCESE</p>

1. It is a statutory requirement that reports on Religious Education and Chaplaincy be presented to the Governors each year, and a copy be sent to this Office.¹ The Reports should be circulated to the Governors prior to the meeting where they are, if possible, presented by those responsible for the work. The Reports are important since these elements of any Catholic school must be to the forefront of the thinking of all who have responsibility for the governance of such a school. This is enshrined in the thinking of the Canon Law of the Church.²

3. The Chaplaincy Report should detail

- the major activities undertaken by the Chaplaincy over the previous year
- the person(s) responsible for chaplaincy provision and their employment status
- persons involved in the Chaplaincy team, their roles and their level of involvement
- the resources made available
- the home/school/parish liaison that is possible
- an outline of the prayer and liturgical life of the school
- how Chaplaincy views spiritual, moral, social and cultural development within the school and how the work of Chaplaincy contributes to community cohesion.
- any significant events or developments within chaplaincy in the previous year
- the report should conclude with any recommendations for future action to promote Chaplaincy in the school from the Chaplain/Chaplaincy Co-ordinator.
- how any key issues concerning Chaplaincy from the last S48 Report or Diocesan Review have been/are being met

¹ These reports are meant to be succinct and informative. Our recommendation is that one sentence should suffice (within reason) for each bullet point

² We ask that Governors implement this by September 2008.