



THE CATHOLIC DIOCESE OF  
**ARUNDEL & BRIGHTON**  
EDUCATION SERVICE

# GUIDANCE FOR GOVERNING BODIES & HEADTEACHERS

## On The appointment of school Chaplains

## FOREWORD

Dear brother and sisters in Christ,

Effective Chaplaincy is essential for all our schools. The Chaplain holds a very special place in the faith development and pastoral care of all in a school community. Students of all ages, staff and families benefit from this important ministry and the demands on chaplains grows ever greater in the context of our present society.

I am grateful to the Education Service, to Father Stephen Ortiger OSB and the chaplains to have worked to develop this document, which will assist in the appointment of chaplains.

A handwritten signature in black ink, appearing to read "Richard", with a cross at the beginning.

Bishop of Arundel & Brighton

# Diocesan Guidelines

## For The Appointment Of School Chaplains

‘The Spirit of the Lord is upon me, because he has anointed me to preach the gospel to the poor; he has sent me to heal the broken hearted, to proclaim liberty to the captives and recovery of sight to the blind, to set liberty to those who are oppressed.’ Luke 4:18

### 1. Introduction

Chaplaincy needs and arrangements to satisfy them, vary widely across schools. Other documents, particularly from the CES and Bishops’ Conference, deal with these aspects more comprehensively. This document primarily describes the process for the appointment of Chaplains. The appointment of Chaplains is sometimes a complex area, and this guidance is designed to help schools through the process and so prevent them getting into difficulty.

### 2. Preparation For The Appointment Of Chaplains

Whenever a school has a chaplaincy need, the school must inform the Diocese so that appropriate advice can be given **before** the school embarks on the process. This must happen well in advance of the drawing up of job descriptions and the placing of advertisements. The initial approach should be to the Diocesan Education Service. They will liaise with the Diocesan Coordinator of School Chaplains who, in the light of

the facts presented to him, will advise how best the school's specific needs can be addressed. This will include assisting the school to discern the best structure for chaplaincy and draw up job descriptions etc. It will also include advice on which of the two possible appointment processes is required, depending on the nature of the posts (see below).

### **3. Appointment Of Chaplains**

The Bishop may freely appoint a Priest or Deacon as a Chaplain of a school.

In most circumstances however, the school will engage in an appointment process for a chaplain, in which case the following procedure is followed:

- i) Whenever a school has a chaplaincy need, the school must inform the Diocesan Education Service so that appropriate advice can be given **before** the school embarks on the process.
- ii) The Education Service will then approach the Diocesan Coordinator of School Chaplains who will contact the school to discuss the school's specific needs. In light of the facts presented, the Diocesan Coordinator of School Chaplains will advise how best the school's specific needs can be addressed. This will include assisting the school to discern the best structure for chaplaincy and draw up job descriptions etc.
- iii) The post is then advertised. Under no circumstances may the school approach a priest or deacon about such a post without prior approval of the Bishop. If the applicant is a member of a Religious Congregation or Society of Apostolic Life, the permission of the legitimate superior will be needed before the candidate is invited for interview.
- iv) The process of selection should involve formal interview under arrangements determined by the governing body. For the purposes of appointment, the procedure shall be the same as for those of other reserved post appointments in Catholic schools. This includes the representation of the Bishop by an officer appointed by the Diocesan Director of Education. Chaplains may be appointed as employees of the governing body under a contract of employment.

- v) In the event of a priest or deacon being selected for the post, the name of the candidate will be presented to the Bishop, since the appointments of priests or deacons can only be made by the Bishop.

#### **4. Contracts Of Employment**

All chaplains will be accountable to the governing body through the headteacher. Contracts will be made in accord with the CES (Catholic Education Service) and Diocesan Guidance in respect of reserved posts.

#### **5. Special Circumstances**

In the appointment process for a Lay Chaplain it must be ascertained whether at any time a candidate has ever been either ordained or a member of a religious community. If this be the case, the appointment process must stop while the matter is referred to the Bishop or his delegate. No further steps may be taken until the canonical status of the candidate is confirmed. The timetable for the appointment process must be planned with sufficient time for these steps to be taken should the need arise.

#### **6. Precautions Relating To All Appointments**

Appointments of chaplains must meet all the normal requirements of safer recruitment, (including the inclusion of at least one governor trained in safer recruitment as part of the interviewing process), satisfactory references and DBS clearance as appropriate. All newly appointed chaplains should undergo a period of induction conducted by an experienced chaplain or by the Diocesan Coordinator of School Chaplains. For those chaplains not employed by the governing body, governors will need to ensure that appropriate insurance cover is taken out.

#### **7. In-Service Training And Support**

As part of the conditions of appointment schools must provide chaplains with the opportunity to attend the annual programme of CPD; this includes termly meetings, spiritual direction and an annual retreat.

## **8. Appraisal Of Performance**

In monitoring the performance of chaplains, the headteacher may call upon the Diocesan Coordinator of School Chaplains to assist in the evaluation of performance and to give further advice on how chaplains can be supported.

## **9. Remuneration**

Remuneration shall be determined by the governing body in accordance with the terms of the contract. In the case of clergy, the governing body is advised to contact the Diocesan Financial Secretary as there could be income tax implications arising for the cleric directly from his employment.