



## LAY CHAPLAIN JOB DESCRIPTION

### Purpose of Role:

To support the school in maintaining its distinctive nature as a faith community rooted in Christ and inspired by the Gospel, as expressed in the school's mission statement. The Lay Chaplain is called to highlight the presence of God in the school community and to call the community to live as God wills. Therefore, their work will raise awareness and appreciation for the religious and spiritual life of the school community and will affect all areas of school life. The Lay Chaplain has a caring, supportive and affirming role for young people and staff.

### Main Responsibilities:

1. To help to maintain and further develop the Catholic ethos of the school as expressed in the school's mission statement.
2. To be welcoming and available to all; to offer counsel and advice and to create a chaplaincy where all feel welcome and supported.
3. Actively contribute towards the pastoral life of the school through accompaniment, intervention, assemblies, retreats and RSE days.
4. To be a witness of faith and to give an example of servant leadership, thereby seeking to make a significant contribution to the spiritual, moral, social and cultural development of pupils and staff.
5. To coordinate and help to resource the liturgical and spiritual life of the school taking account of the liturgical year, major feasts and significant times in the life of the school and its members, and to encourage and support the involvement of pupils and staff .
6. To model best practice and be confident and creative in the manner in which he/she plans, prepares and leads prayer, liturgy and other celebrations.
7. To provide input into the INSET, training and induction programmes for all staff and pupils particularly concerning spirituality and the distinctive nature of a Catholic school.
8. To maintain the Chapel and to ensure that it is used appropriately and regularly.
9. To help to maintain the physical environment of the school as one that reminds all members of the community of its Catholic ethos and mission.
10. To take a lead on social action by encouraging pupils and staff to take the initiative in seeking opportunities for fund-raising, volunteering, charitable actions and social justice projects.
11. To continue to nurture links with outside agencies and especially our associated schools, local clergy and parishes; to continue to develop the schools' engagement with Diocesan events and to promote national events such as FLAME Youth Congress and facilitate pupils' attendance by accompanying them.
12. To arrange trips and visits including retreats, pilgrimages and other events and ensure all paperwork is completed in line with school and LA requirements.
13. To manage chaplaincy resources appropriately and contribute to school processes e.g. to meet with his/her Line Manager regularly, to report to Governors, to prepare and recommend an annual Chaplaincy Development Plan that will be integrated into the School Development Plan.

14. To engage in continuing professional development by attending relevant meetings and training sessions, in school or externally, including the Diocesan provision for Chaplains.
15. To ensure awareness and compliance with relevant legislation and school policies, particularly those relating to health and safety, equal opportunities, data protection and safeguarding and to comply with requirements to safeguard and protect the welfare of children, young people and vulnerable adults.
16. To be involved in other responsibilities as discussed and agreed with the Headteacher.

