



## Post of Lay Chaplain at St Jeanne Antide College

- 1.0 The College Principal invites applications for the post of a full-time Lay Chaplain for St Jeanne Antide College: St Joan Antide school at Gudja and Immaculate Conception school at Tarxien.
- 2.0 The selected candidate is expected to report to and be directly responsible to the College Principal and respective Heads of school and appointed Assistant Heads in charge of Pastoral Care and Chaplaincy, and will work closely with the Service Manager for Pastoral Care within the Secretariat for Catholic Education.

### 3.0 Position summary

Chaplaincy is a ministry that gives a faith service to the school community. The Lay Chaplain is an ambassador of the Roman Catholic Faith and Tradition. As Chaplaincy is intertwined and supports the Religious Education in Catholic Schools, the Chaplain must be a practicing Roman Catholic in full communion with the Church.

The Lay Chaplain has a central role in implementing the Catholic Schools Ethos, the school's vision, mission and the distinctive charism and works with the College Principal and Heads of School in leading and developing the Catholic life of the school community.

He/she is to have a sound, strong background in Catholic theology, pastoral education, adolescent psychology, sociology and community building. Treats all members of the community with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the Chaplain's professional position; shows tolerance of and respect for the rights of others, and demonstrates a commitment to Catholic Moral and Social Teaching.

Is expected to promote the charism and spirituality of St Jeanne Antide Thouret, foundress of the Sisters of Charity, at the same time, must have a wide vision and knowledge of different spiritualities, for the holistic spiritual wellbeing of every individual within the educational community.

He/she is to nurture the faith formation and liturgical life of the school community and may also work to enhance the Religious Education curriculum where appropriate.



Must adhere by the Guidelines issued by the Safeguarding Commission of the Episcopal Conference of Malta and Gozo<sup>1</sup> and other applicable legislations.

#### 4.0 Core responsibilities and duties

##### 4.1 The lay Chaplain as witness

- Helps people to recognize God's love for them and their need of God in their life.
- Leads by example
- Encourages the school community to live out their faith and religious beliefs in daily life; respects and be sensitive to other people's views, values, and beliefs.

##### 4.2 The Lay Chaplain as pastor

- Supports the Heads of both schools in the role as faith leader in the school
- Be approachable to all members of the College community and schools
- Develops good professional relationships with the staff and works closely with all educators, thus enabling the development of a community of faith and hope.
- Has a good knowledge and understanding of the Catholic faith to support the formal and informal learning that takes place across the school life.
- Engages, supports, and encourages children and young people in prayer, worship, and the sacramental life of the church, particularly the Eucharist and the sacrament of reconciliation.
- Leads the Pastoral Care and Chaplaincy team and supports various school projects throughout the year.
- Accompanies students on a one-to-one basis at a pastoral level, whilst being aware of the limits and boundaries of such a role.
- Makes use of an appropriate referral system when dealing with minors and keeps adequate records in full compliance with Data Protection Legislation.
- Respects full confidentiality when encountering individuals and abides with the Mandatory reporting guidelines for professionals in terms of the Minor Protection (Alternative care) Act, Cap 602 of the laws of Malta.
- Serves as a resource regarding issues of moral, spiritual, and pastoral nature.
- Ensures that the resources used for the religious / socio-religious, and spiritual activities adhere to Catholic beliefs and teachings.

<sup>1</sup> [www.safeguarding.mt](http://www.safeguarding.mt)



- Liaises with the psychosocial team of professionals where required and be available to them when they require to liaise/ consult with him/her.
- It is highly recommended that the lay Chaplain liaises with the College Principal who is a member of the community of Sisters of Charity.

#### 4.3 The Lay Chaplain as a Leader

- Observes professional standards in terms of appearance, punctuality, and full participation in the working life of the school
- Maintains regular self-evaluation regarding the service given to the whole College community and the upholding of the school ethos. A one-to-one meeting with the College Principal must take place at least once a term.
- Attends all staff meetings, particularly when Pastoral Care issues are discussed. Together with the Pastoral Care and Chaplaincy team plans and implements the school development plan in matters related to this ministry.
- Plans, and participates in the preparation and coordination of retreat programmes / seminars / live ins / days of reflection for students and educators and supports the professional development of staff in terms of the school ethos, charism of St Jeanne Antide and spirituality.
- Provides, supports, and offers opportunities for liturgy, prayer / worship, socio-religious and spiritual activities for the school community including that of parents.
- Supports students and staff to participate in the sacramental life of the Church where appropriate.
- Supports class and whole school-based worship and liturgy by providing appropriate worship resources; helps learners and educators to develop confidence in leading prayer and worship independently.
- Plans and coordinates the sacramental services – the mass and reconciliation with the Ordained Chaplains.
- Maintains the Chaplaincy rooms (known as youth room and chapel) as a clean and proper place of encounter and prayer. Ensures that it is used appropriately so that it fully supports the aims and objectives of Pastoral Care and Chaplaincy.
- Ensures that the school environment as well as visual and performance displays reflect the school Catholic Ethos.
- Be flexible, establishes and maintains his / her presence in school and other venues, including during events held outside normal school hours / days.
- At least once a term to have a one-to-one meeting with the Service Manager for Pastoral Care within the Secretariat for Catholic Education.
- At the end of each scholastic year, the Lay Chaplain is expected to present an annual report of his /her ministry in the college, to the College Principal.



- The selected candidate is required to attend short courses including CPDs / seminars and meetings, locally, those organized by the Secretariat for Catholic Education and others, even abroad if necessary but at the discretion of the College Principal.
- At least twice per academic year he/she is expected to evaluate together with the Pastoral Care team their service in line with the demands of the Ministry itself and according to the objectives set in the school development plan, in order to make sure that they will continue to promote, support and encourage the schools' chaplaincy and pastoral care for all the school community.

5.0 The starting salary for an average of 40 hour-week for the post of the Lay Chaplain is scale 7, 8 or 9 according to qualifications and experience (see No.8). The candidate will have the freedom and willingness to work flexibly, including in the evenings, weekends and school holidays (including Christmas, Easter and Summer holidays) and to arrange his/her working days and hours to ensure s/he has entitlement time off but is available for College events and activities as needed.

6.0 The appointment of the Lay Chaplain is subject to a probationary period of one year.

## Eligibility requirements

### 7.0 Education and Experience

-Have sound knowledge of St Jeanne Antide College Ethos, basic knowledge of St Jeanne Antide and her charism.<sup>2</sup>

By the closing time and date of this call for application, applicants must be:

Able to communicate in both English and Maltese. The knowledge of Italian and/or French is desired.

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<sup>2</sup> suoredellacarita.org



- in possession of:

**a) A full qualification at MQF level 7 (Masters) in one of the following:** Religious Studies, Youth Ministry, Spiritual Accompaniment, Religion and Education, Pastoral Theology; or in a recognized, appropriate and comparable area, **and** a minimum of **2 years experience** working with youth on a diocesan level, and/ or within a church approved organization and/or in school Chaplaincy/Pastoral Care ministry. (starting salary scale 7).

or

**b) A full qualification at MQF level 6 (Degree) in one of the following:** Degree in Theology, Theology and Communication, Theology and Human Studies, Theology and Philosophy, or in a recognized, appropriate and comparable area, **and** a minimum of **3 years experience** working with youth on a diocesan level, and/ or within a church approved organization and/or in school Chaplaincy/Pastoral Care ministry. (Starting salary Scale 8).

or

**c) A full qualification at MQF level 5 (diploma) in Theology or Spiritual Accompaniment or in a recognized, appropriate and comparable area, and a minimum of 5 years experience** working with youth on a diocesan level, and/or within a church approved organization and/or in school Chaplaincy/Pastoral Care ministry. (starting salary Scale 9).

## 7.2 Other Related Qualifications:

- The course offered by the Pastoral Formation Institute in Higher Education Award in Pastoral Care/Chaplaincy in Schools, (MQF level 6) is a must (highly commendable) for the chaplaincy role.
- The selected candidate is to undertake the commendable course issued by the Safe Guarding Commission of the Episcopal Conference of Malta and Gozo, during his/her first 3 yrs of employment,
- The selected candidate is to undertake the commendable course in Mental Health First Aid – dealing with Youth issued by the Richmond Foundation, during his/her first 3 yrs of employment.



- If these courses are not available, the selected candidate commits oneself to undertake them at the first possible opportunity. Failure to do this will lead to termination of employment for breach of contract.

## 8.0 Submission and supporting documentation

8.1 Qualifications and experience claimed must be supported by certificates during the selection interview, copies of which should then be presented by the selected candidate to the College Principal.

8.2 Applicants must provide transcripts of their qualifications. Diploma/Degree Certificates must be accompanied by a transcript, in English, showing the Award obtained and final classification. Original certificates and/or testimonials are to be invariably produced for verification at the interview.

8.3 The selected candidate should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable.

8.4 With respect to qualifications produced in response to this call for applications, applicants are required to produce a recognition statement by the Malta Qualifications Recognition Information Centre (MQRIC) based within the Malta Qualifications Council, or by any other designated authority, as applicable. Such statement should be attached to the application and the original presented at the interview.

8.5 Applicants who are not in possession of such a statement may still apply, provided that they submit a copy of the statement to the College Principal as soon as it is available and, in any case, by not later than one week from the closing date of the call for applications.

8.6 Applicants are exempt from the above requirements in respect of qualifications obtained from accredited universities or other accredited institutions that are listed and available for download from the MQRIC page of the Malta Qualifications Council website ([www.mqc.gov.mt/mqric](http://www.mqc.gov.mt/mqric)).

8.7 Letter of application together with the Curriculum Vitae are to reach the College Principal by post at 50, Tarxien Rd. Tarxien or by email at [srteresa.tonna@sja.edu.mt](mailto:srteresa.tonna@sja.edu.mt) by not later than the 17<sup>th</sup> July 2022. The CV should also present 3 referees and their contact numbers. These applications will be acknowledged in writing within seven (7) days.

8.8 The selected candidate is to present a recent clean Police Conduct Certificate.



8.9 Persons registered with the National Commission for Persons with a Disability (NCPD) may be given reasonable accommodation in terms of Article 7 of the Equal Opportunities (Persons with Disability) Act, (CAP. 413), even if they do not satisfy in full the eligibility requirements for this post, provided they can carry out, in full, the duties related to the post and subject to the concurrence and approval of the Secretariat for Catholic Education.

8.10 Representations in terms of the previous clause should be attached to the application form and supported with relevant document which must also include documentary evidence of registration with the NCPD. Reasoned justifications should be given to substantiate the lack of full eligibility requirements and why reasoned considerations are merited.

### 9.0 Selection Criteria

9.1 Eligible applicants are to sit for an interview and be assessed by a selection board to determine the suitability for the post.

9.2 The result will be communicated to the applicants by the College Principal.

Date issued: 10<sup>th</sup> July 2022

Sr Teresa Tonna

College Principal

