

# High School Priest Chaplain Job Description Guidelines

## General Description

For high schools with a priest chaplain the following job description is provided. All priest chaplains must have current faculties with the Archdiocese of Los Angeles. Under the auspices of the archbishop and in collaboration with the principal, campus minister, and faculty, the high school chaplain communicates regularly with the administration, campus minister, religion teachers and parish priests; and does the following:

## Essential Job Functions

- Strives to achieve the goals of Catholic education; works toward achieving the spiritual mission of the school and that the Catholic identity of the school is a focus; shows evidence of knowledge of the Catholic philosophy of education; promotes gospel values and Catholic moral teaching; upholds the doctrinal teachings of the Catholic Church
- Provides for the sacramental life of the entire school community, involved in the planning and celebrates daily Mass when possible and school liturgies, following the General Instruction of the Roman Missal (GIRM); individual Confessions and communal reconciliation services and para-liturgical services; acts as a resource to liturgy planners at the school
- Provides opportunities for members of the community to deepen their understanding and commitment to Jesus and His message; helps foster the total, personal and spiritual growth of each person; raises consciousness and encourages action regarding contemporary moral and social programs, provides spiritual direction and pastoral counseling, provides opportunities for the students to be prepared for life in today's Church and society
- Assists the campus minister with the training of extraordinary ministers of Holy Communion, and lectors and liturgical musicians for all school liturgical celebrations
- Acts as a resource for the prayer and devotional life of the school
- Assists with the retreat program for all members of the community
- Provides information and literature on priestly and religious vocations, supports vocation awareness and the promotion of vocations as well as helps students discern their response to God's call
- Attends archdiocesan and deanery meetings as requested; works with neighboring parishes, pastors and key staff; promotes student participation in parish life and archdiocesan programs and events; keeps abreast of current developments in the school
- May serve on interview committee for hiring of religion teachers and works with religion teachers in presenting materials to students in accord with the USCCB curriculum. Available as a guest lecturer in classes as appropriate
- Maintains a ministry of presence for all; students, parents, faculty and staff. Knowledgeable and supportive of the school community and its mission
- Available for emergency situations as part of the school crisis response team
- Performs any other job-related tasks deemed necessary and/or assigned by the archbishop in collaboration with the principal

