

## **PASTORAL REFERENCES**

### **Background**

One of the critical components of the Division's strategic plan is to increase Catholicity. Hiring practicing Catholic and Catholic Teachers is one strategy which will help the division achieve this goal. Circumstance may arise that necessitate the hiring of a non-Catholic teacher. In such cases the division needs to ensure that the non-Catholic is a practicing Christian. All teachers new to the Division sign a contract which contains a Catholicity Clause.

### **Procedures**

1. All teaching candidates who are offered a probationary contract will receive a letter informing them of the contents of this administrative procedure by September 1.
2. By April 1 of their probationary year all Catholic Teachers on probationary contracts will provide Human Resources with an updated pastoral reference from a parish priest. This will be one of the conditions to be met before an offer is made for a continuous contract.
3. By April 1 of their probationary year all non-Catholic Teachers on probationary contract will provide Human Resources with an updated pastoral reference from their minister. This will be one of the conditions to be met before an offer is made for a continuous contract.
4. When the Division has a competition for an administrative position, candidates must include an up to date pastoral reference as part of the application package, in order to be eligible for short listing.

References:

Board Strategic Plan

