


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 Catholic priest. The pastoral references must be dated after January 1 of the current year. 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 a Christian* minister. The pastoral references must be dated after January 1 of the current year. 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. The pastoral reference must be dated after January 1 of the current year or within six months of the start date of the competition; whichever is shortest.

**Should there be any doubt as to whether the reference is from a Christian faith the Diocesan Office will be consulted.*

<p>Reference:</p> <ul style="list-style-type: none"> • Board Strategic Plan • Motion 3890 – Public Board Meeting June 14, 2022 	<p>Approved:</p> 
	<p>Date Approved: August 2006</p>
	<p>Reviewed or Revised: June 2011 September 2022</p>

Note: References shall be updated as required and do not require additional approval