

# Chaplain and Faculty Mentor (CFM)

November 2017

## Values

Along with upholding the School's Vision, Mission, and Pillars, the role of Chaplain and Faculty Mentor is guided by four ethical principles:

**Confidential:** specific, identifiable information about individuals is not shared without permission, except where imminent and serious harm is at stake.

**Neutral:** the role does not involve taking sides, but strives to find ways forward for whomever is involved.

**Independent:** the role is separate from other staff and departments, reporting directly to the Head of School and, if necessary, the Chair of the Board.

**Informal:** although sometimes involved in serious issues, the role acts as neither a formal point of report nor an adjudicator of outcomes.

## Functions

The Chaplain and Faculty Mentor is available to current and former students and members of staff, prioritizing the present community. In the case of Sodexo staff, employees are redirected to their organization's protocols.

In terms of role, the CFM holds eight primary responsibilities:

**Chapel** - The CFM is responsible for the content and structure of the school's Chapel and Carol Service gatherings. A supportive role is taken in other events, such as Remembrance Day, Community Meals, and Closing Ceremonies. When it comes to Chapel, the school's approach does not centre on a single world view or particular tradition. Rather, it reflects the community's diversity and global context by basing gatherings on values that are true to the school's aspirations and upheld within most cultures: Service, Honesty, Respect, and Courage.

**Pastoral Care** – The CFM is available to staff and students year round. Although not able to accept all invitations to meet or preside at events, every effort will be extended in situations of crisis or loss. A small portion of this commitment extends to SMUS community members beyond the staff and students.

**Personal Coaching** – The CFM is available by request to students and staff for life coaching. A formal mentorship relationship exists with students who join us from St. Andrew Nativity School in Oregon.

**Conversation Coaching** – When challenging situations arise, the CFM is available to individuals who wish to explore their options in the hopes of finding effective and appropriate paths to resolution. An ideal outcome centres on the individual feeling equipped to pursue a direct conversation with those involved. Whether or not the individual chooses to act is entirely at his or her own discretion. In some circumstances, if both parties are willing, the CFM serves as a mediator or conciliator in a difficult conversation. The guidelines here are that people speak for themselves and that the CFM helps the conversation come to a resolution. As outlined in the four ethical principles, the CFM's role precludes the incumbent from taking sides or dictating outcomes. This role is specifically referenced in our Personnel Policy Guidebook.

**Facilitation** – The CFM is available to advise on group process or directly facilitate meetings and retreats, particularly when discussion centres on contentious issues.

**First Nations** – As the school builds broader and deeper relationships with local First Nations' communities, the CFM works closely with our First Nations' Guide to ensure that we maintain our long-term focus on building enduring, authentic connections.

**New Faculty** – In cooperation with the Director of Academics, the CFM ensures that new faculty are offered an initial orientation, along with ongoing support within the Mentor system. The specifics of this role are outlined in the Mentor Program Handbook.

**Staff Culture** – Although all staff have a role in building our collective culture, the CFM is expected to be a solid and consistent advocate for the values of the school, ensuring that questions of ‘who we are’ remain foremost in our decision-making.

### **Reporting Relationship**

In this senior leadership role, the Chaplain and Faculty Mentor reports directly and independently to the Head of School. In order to maintain the appearance and reality of the four ethical principles, the CFM works cooperatively with both the Senior Leadership Team and the Faculty Association, but is a member of neither group. When appropriate, the CFM reports on wider trends in a manner that does not identify the individuals involved.