

Thank You & Welcome



***‘Come away by yourselves to a deserted place and rest a while’
(Mark 6:30)***

Thank you for applying to Dufferin-Peel Catholic District School Board as a Retreat Facilitator provider. Dufferin-Peel retreats are an integral part of the catechetical program and life for students in Dufferin-Peel’s elementary and secondary school communities (General Administrative Policy 404). We value the work of retreat facilitation and welcome all applications so as to support our students and provide them with opportunities for spiritual reflection and repose.

Throughout scripture, Jesus reminds His apostles of the importance of retreating. He reminds us of the moments Jesus Himself needed to retreat from the crowds and the “busy-ness” of His life. Mark (1:35) tells us, “In the morning, while it was still very dark, He got up and went out to a deserted place, and there He prayed.” As Teacher, Jesus encouraged His apostles to “Come away by yourselves to a deserted place and rest a while” (Mark 6:30). His apostles listened. As human beings made in God’s image, we too need to retreat, to rest, and to reflect, and Dufferin-Peel students are clearly no different. They need opportunities to withdraw from the stressful high-paced pressures that they experience – peer pressure, exams, familial obligations – to name only a few. They need moments to go inward and to think about their relationships with God, others, and themselves. Supporting them in this journey is the role of retreat facilitators and retreat opportunities.

The Application Process

In keeping with Dufferin-Peel’s hiring policy, and to ensure Dufferin-Peel students are safe, the Retreat Facilitators’ application process requires ALL applicants to submit the following items and take part in the following processes:

- ✓ Provide a valid and original copy of your Criminal Reference Check (CRC),
- ✓ Provide a completed Dufferin-Peel’s Retreat Facilitator application,
- ✓ Provide a copy of a pastoral letter dated within the last year,
- ✓ Provide a resume reflecting evidence of pastoral education and/or training (i.e., Youth Ministry, Introductory Course to Theology, etc.), and
- ✓ Participate in an interview.

Upon successful completion of the process, candidates will be required to accept Dufferin-Peel’s Retreat Facilitator’s contract.

Section A: Criminal Reference Checks (CRC) & Criminal Offence Declarations (COD)

Criminal record checks are critical in providing safe school communities for all – especially Dufferin-Peel students. As a Retreat Facilitator for Dufferin-Peel, it the board's policy, in accordance with the *Education Act, Regulation 521/01, Collection of Personal Information*, that service providers, volunteers, and new hires submit a valid Criminal Reference Check (CRC) upon application.

What is a CRC?

CRCs contain information concerning an individual's personal criminal history. This information informs school boards about any criminal offenses for which person has been convicted under the Criminal Records Act (Canada) and for which a pardon has not been issued or granted.

How do I Obtain a CRC?

CRCs are obtained from an individual's local or regional police services department in the area in which one resides. Police services usually require applicants to complete a form and provide one or two pieces of photo identification before accessing the Canadian Police Information Centre – and electronic database. The cost for this service varies with each police force and is the sole responsibility of the applicant.

What is a Valid CRC?

A valid CRC is one that is dated six (6) months prior to employment start date. All offers of employment with Dufferin-Peel will be conditional upon receipt of an acceptable CRC and will be collected before the day the individual commences employment with Dufferin-Peel.

What is a COD?

Upon confirmation of employment and receipt of an acceptable CRC, retreat facilitators wishing to continue employment with Dufferin-Peel will be required to submit an annual Criminal Offense Declaration (COD). This will require retreat facilitators to sign a written declaration listing all convictions for offences under the Criminal Records Act (Canada) up to the date of the declaration. They are offenses for which a pardon has not been issued or granted.

How will CRCs and CODs be Secured?

CRCs and CODs will be housed in a secure location in the employee's personnel file and will be accessible only to the Superintendent of Human Resources.

If I Have Questions, Whom Do I Contact?

For more information about CRCs and/or CODs, please contact Human Resources at Dufferin-Peel.

Section B: Retreat Facilitator Application

**This application will be kept on file in Dufferin-Peel's Human Resources Department for one year from the date of application. Please complete the following application in FULL.*

PERSONAL INFORMATION

First Name: _____ Last Name: _____

Name of Organization (If applies): _____

Your Address OR Address of Organization:

Your Phone No. OR Phone No. of Organization: _____

Your Email Address OR Email Address of Organization: _____

QUESTIONNAIRE

Please check mark (✓) one of the following responses within each statement presented.

1. I have applied for a Criminal Reference Check (CRC) and am awaiting receipt.

Yes No

2. I am submitting a valid and original copy of my CRC in this package.

Yes No

3. My organization adheres to Dufferin-Peel's mission statement.

Yes No

4. I was previously employed by Dufferin-Peel Catholic District School Board.

Yes No

5. I have CPR/First Aid training.

Yes No

6. I have applied for an opportunity as a retreat facilitator in the past:

Yes If yes, please indicate the year: _____

No

Section C: Interview Process

The interview process is included as part of the Retreat Facilitation application process. Only applicants who submit a completed package will be offered an interview.

When Do Interviews Take Place?

Interviews will take place twice a year: December and June.

How Will I be Contacted?

Applicants will be contacted by Dufferin-Peel personnel by telephone to inform them of the date, time, and location of the interview, and whether they will be required to bring with them any additional documentation and/or information.

How Will I Know if I am a Successful Candidate?

Successful candidates will be notified by telephone within approximately two weeks of the interview date. They will be required to sign a Retreat Facilitator's Contract and will be invited to submit a brief descriptor about their retreat facility and programs to be provided to Dufferin-Peel school administrators and chaplaincy leaders.

Will I Have to Re-Apply as a Retreat Facilitator After a Period of Time?

Retreat Facilitator providers will be placed on a list of approved retreat facilitators for a three (3) year period. After this time, facilitators will be required to re-apply.

Under What Conditions May My Services be Subject to Removal?

Retreat facilitators failing to uphold Dufferin-Peel's mission statement will be subject to removal.

Section D: Pastoral Letter

A pastoral letter is a letter written by your local pastor in whose congregation you are an active member.

How Current Does the Letter Have to Be?

A copy dated within the last year is required.

RETREAT FACILITATOR'S CHECKLIST



'Come away by yourselves to a deserted place and rest a while'
(Mark 6:30-32)

Please be sure to include the following item in your application package:

- A valid and original copy of your Criminal Reference Check (CRC) enclosed in a sealed envelope with the following written on the front:
Confidential
CRC: First and Last Name
- A completed Dufferin-Peel's Retreat Facilitator application
- A copy of a pastoral letter dated within the last year
- A resume providing evidence of pastoral education and/or training (i.e., Youth Ministry, Introductory Course to Theology, etc.)

*Please note that applications missing any one or more of these items will **NOT** be considered.*

SUBMISSION OF APPLICATION

What are the Dates for Submission?

Please submit your application by the first week of May and/or November.

Where do I Submit My Application?

Re: 'Retreat Facilitation Application'

Religious Education & Faith Formation Department
DUFFERIN-PEEL Catholic District School Board
40 Matheson Boulevard East
Mississauga, Ontario
L5R 1C5

Who Do I Contact if I Have Any Questions?

You may contact the Religious Education and Faith Formation Department at Dufferin-Peel should you have any questions about the Retreat Facilitator application process.

Thank you for your application.