



## CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS DIOCESE

### GOVERNANCE

#### ROLE OF THE PASTOR OR PAROCHIAL ADMINISTRATOR -206

##### **Rationale**

By virtue of the by-laws of CISKD, the Pastor or Parochial Administrator of every parish with a school as well as the Bishop's Representative to the school are members of the CISKD Society. The Pastor/Parochial Administrator is an ex-officio member of the Local School Committee as well as any sub-committees that may be formed. The Pastor/Parochial Administrator/Bishop's Representative, along with the Local School Committee, receives his mandate from the CISKD Board of Directors.

##### **Policy**

Since the School is part of the Parish, the Pastor's/Parochial Administrator's role in the School flows from his canonical role (Canon 519) along with the mandate from the CISKD Board of Directors. In the case of a Diocesan-supported school, the Bishop's Representative fulfills the same role. By their office, Pastors, Parochial Administrators, and Bishop's Representatives hold particular areas of responsibility in each School of the CISKD.

##### **Regulation**

The Pastor's, Parochial Administrator's and Bishop's Representative's responsibilities concerning the Catholic School community focus on, but are not limited to, ten key areas:

##### **1. Temporal Administration of School Building**

With due regard to Diocesan-owned property, school facilities are temporal goods of the parish. The Pastor/Parochial Administrator, assisted by the Parish Finance Committee, has the responsibility of maintaining these facilities.

*The pastor represents the parish in all juridic affairs in accord with the norm of law; he is to see to it that the goods of the parish are administered in accord with the norms of Canons 1281-1288 (Can. 532).*

In each parish there is to be a Finance Committee to help the Pastor/Parochial Administrator in the administration of the goods of the Parish, without prejudice to Canon 532. The Parish Finance Committee is ruled by the universal law and by the norms laid down by the diocesan Bishop and is comprised of members of the faithful selected according to these norms (Can. 537).

In the case of a diocesan-owned school building, the Bishop of Kamloops is assisted by the Diocesan Finance Committee in accord with the norm of law.

##### **2. Catholic Formation of Students**

Flowing from the Pastor's/Parochial Administrator's obligation that the Word of God be "proclaimed in its entirety to those living in the parish", he has an important responsibility for the spiritual formation of the young. "He is to have special care for the Catholic education of children and young adults" (Can. 528,1). "The parish priest is to recognize and promote the specific role which lay members of Christ's faithful have in the mission of the Church" (Can. 529, 2).



The Bishop's Representative by analogy, fulfills the above in a manner consistent with his role.

### **3. The School as part of the Parish**

Since the School is part of the parish community, it is essential that it play an active role in the life of the Parish. As shepherd, the Pastor/Parochial Administrator must take special care that the School does not become a separate community, but is fully integrated into the liturgical, apostolic and social life of the Parish. This priority is not only of benefit to the School community, but the Parish as a whole.

By analogy, diocesan-supported schools are part of the Christian faithful from the parishes where the students belong.

### **4. Faith Commitment of Staff**

Since the quality of a Catholic school as a faith community depends in large measure on the faith commitment and witness of its staff, the Pastor/Parochial Administrator **or** Bishop's Representative should provide special pastoral care for them. As their leader and inspiration, he supports their growth in faith and leads them to an integration of faith and life so that their witness will radiate in the classroom and their parish community.

### **5. Religious Education Program**

The most important aspect of the School is the religious education program. Through this formal and informal curriculum, the Church's teaching on faith and morals are articulated. The actual presence of the Pastor/Parochial Administrator or Bishop's Representative himself in the School is a sign that religious education is at the centre of the School's life and curriculum, but his active role in the religious formation of the students is of paramount importance. This active role requires that the Pastor/Parochial Administrator or Bishop's Representative take a keen interest in the program, participating in it and ensuring that the instruction given is faithful to the Magisterium of the Church. He should encourage the teaching staff to participate in professional development so that they are better formed in the spiritual life and in understanding the Church's teaching in areas of faith and morality. At all times, it is the Pastor/Parochial Administrator who has the responsibility for the implementation of the diocesan-approved religious education program and activities of the school in accordance with the directives of the Bishop of Kamloops. The Pastor/Parochial Administrator or Bishop's Representative should also provide celebrations of the Eucharist and the Sacrament of Reconciliation on a frequent and regular basis.

### **6. Recommendations for the Hiring & Dismissal of Personnel**

By virtue of his Office, the Pastor/Parochial Administrator plays an important and singular role in contributing to the recommended selection and recommended dismissal of staff. By analogy, the same role applies to the Bishop's Representative for diocesan-supported schools.

All recommendations for hiring made by Principals to the Superintendent require the support of the Pastor/Parochial Administrator or Bishop's Representative, as he must ensure the faith commitment of the teaching and support staff. Due to the Pastor's/Parochial Administrator's unique position in relation to the School, the superintendent will discuss the potential dismissal of any staff with the Pastor's/Parochial Administrator.



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When considering candidates, the Pastor's/Parochial Administrator's and Bishop's Representative's specific role is to assess the applicant from a viewpoint of religion and religious practice in comparative alignment with the Catholic context of the Catholic School environment and how well the candidate might contribute to the mission of Catholic education in the Diocese of Kamloops. This responsibility of the Pastor/Parochial Administrator or Bishop's Representative should be practiced prudently, and occasions may arise when he may have to exercise his authority independently. In his role, he will observe all CISKD Board of Directors policies and the Administrative Applications of Board policies. Likewise, he must ensure that the Local School Committee abides by the same.

As per the teaching of religion:

*"In his own diocese, the local Ordinary has the right to appoint or to approve teachers of religion, and if religious or moral considerations require it, the right to remove them or to demand that they be removed" (Can.805).*

The Pastor/Parochial Administrator must further approve the annual appointment of teachers of religion within the School. By analogy, the same role applies to the Bishop's Representative for Diocesan-supported schools.

#### **7. Promotion of the School**

The School has a significant role in fulfilling the Church's mission to educate and form the young. Therefore, the Pastor/Parochial Administrator must always promote the School, encourage enrolment, and cultivate parishioners' spiritual, financial, and volunteer support for the School, and similarly, the School members' involvement in the life of the parish.

The Bishop's Representative by analogy, fulfills the above in a manner consistent with his role.

#### **8. Relationship with the Local School Committee**

In keeping with the principle of subsidiarity, the Pastor/Parochial Administrator should work together with other members of the Local School Committee to support the ordinary day-to-day operation of the School.

However, the Pastor's canonical role and his position of trust and subsequent confidentiality may require that there be occasions when he has to exercise his authority outside the confidence of the Committee.

The work of the Pastor, Parochial Administrator, or Bishop's Representative and the Local School Committee members is a participation in the Church's evangelizing mission.

#### **9. Budget and Finances**

The Pastor/Parochial Administrator/Bishop's Representative ensures the budget preparation procedures established by the CISKD Board of Directors are followed and implemented as referenced in the *CISKD Budget Preparation Guidelines (May 2021)* along with any other further directives or guidelines from the CISKD Board of Directors that may arise from time to time.



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##### 10. Admission or Dismissal of Students

The Pastor/Parochial Administrator or Bishop's Representative has a unique position in the acceptance or dismissal of students. His input is exercised in a collaborative role with the Principal.

Based on religious, moral and/or charitable grounds, the Pastor/Parochial Administrator or Bishop's Representative has the right and responsibility, and in certain cases, the duty, to recommend the admission or non-admission of students.

In the event the Pastor/Parochial Administrator or Bishop's Representative and Principal cannot reach a consensus regarding the admission of student(s), the review will be submitted to the Superintendent for the consideration of the CISKD Board of Directors.

The dismissal of students will almost always be a consideration of discipline with the concern for the safe and effective operation of the School so decisions as to dismissal of students will always be determined by the Principal with due regard to any appeal process.

By virtue of his canonical role as Pastor and the unique position he holds regarding confidential information, his recommendations will always be considered.

##### 11. Specific Responsibilities of CISKD Pastors, Parochial Administrators, and/or Bishop's Representative:

From the Pastoral Letter on Catholic Education: *"The **pastor** is an integral member of the **school** community, with a specific **role** in overseeing the religious education curriculum and leading the liturgical life. He has a **responsibility** to support the formation of teachers in their **role** as **Catholic** educators."*

###### a) Faith

- i) Regularly contribute to the ongoing faith formation of the School community: staff, students, and parents.
- ii) Mentor staff in matters of faith, as appropriate.
- iii) Participate in student admission meetings with Principal and family.
- iv) Meet with candidates for employment regarding their Pastoral Reference.
- v) Participate in School Selection Committee interviews for selection of new personnel.

###### b) Governance

- i) Attend and actively participate in all Local School Committee meetings.
- ii) Attend and actively participate in CISKD Clergy meetings.
- iii) Serve on Local School Committee Subcommittees (ex., Tuition, Appeals, Catholic Schools Week, etc.).

Note: All Pastors, Parochial Administrators, and Bishop's Representatives shall have one vote as a Member of the Local School Committee, notwithstanding the specific areas of responsibilities entrusted to him by the Board of Directors.

###### c) Accountability



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- i. Perform functions required by governing Board Policy, Administrative Applications, regulations, directives, and guidelines of the CISKD Board of Directors; and where relevant, the direction of the Bishop of Kamloops.
- ii. Contribute to meeting agendas in consultation with the Principal and Local School Committee Chair or designate.
- iii. Support and encourage the established School Learning Improvement Plan.

#### d) Relations with Communities

- i. Communicate and promote the School within the Parish community.
- ii. Be a visible, regular presence in the School leading masses, supporting school liturgies, visiting classrooms, engaging with students and staff in faith-based and non-faith-based activities.
- iii. Attend school and CISKD functions/events (ie., Society meetings, staff and student retreats, Christmas concerts, etc).
- iv. Ongoing promotion of the School in the Parish.
- v. Ongoing invitations to join the Parish in its faith/worship life
- vi. Support the development of local procedures for local appeals as required by policy.
- vii. Model the CISKD's Standard of Conduct and guiding principles.

#### e) Relations with the Principal and Committee

- i. Interact with the Principal and Local School Committee in an open, honest, proactive, professional and faith-based manner.
- ii. Respect the authority of the Principal to carry out administrative action and support the Principal's actions which are exercised within the delegated discretionary powers of the position.
- iii. Participate in the CISKD Board of Directors Selection Committee for the selection of the School Principal.
- iv. Participate in the School Selection Committee for the selection of contracted staff and the recommendation for their hire.
- v. Provide feedback to the Superintendent regarding the formative and summative appraisal of the Principal's responsibilities and performance as requested by the Superintendent.

#### f) Fiscal Accountability

- i. Ensures the genuine, collaborative process between the School and the Parish regarding the School's budgetary preparation procedures with due regard to his unique role and singular position.
- ii. Reviews/considers requests for Parish tuition support of Catholic families.
- iii. Participates in the presentation of the proposed School budget to the CISKD Board of Directors for final approval.
- iv. Review school operational expenditures at Local School Committee regular meetings.
- v. To observe social justice principles in decision-making.

#### g) Personnel Matters

- i. To ensure the requirements of a Catholic or Non-Catholic applicant's pastoral reference for employment is fulfilled.



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- ii.To actively participate in the Local Selection Committee personnel interviews for school positions.
- iii.To support the identified candidate for recommended hire to the Superintendent from the perspective of the Local School Committee Selection Committee.
- iv.To provide additional information to the Superintendent when advised of a school personnel issue or concern.
- v.To provide written opinion to the Superintendent regarding the dismissal of a staff member.

#### h) Selected Responsibilities:

- i.Ensure nominations of parishioners to the Local School Committee meet the criteria established by the CISKD Board of Directors.
- ii.Ensure nominations of parishioners to the CISKD Board of Directors meet the criteria established by the CISKD Board of Directors.
- iii.Recognize staff and alumni.
- iv.Review and support the annual teaching assignments for the teaching of religion.
- v.Provide input regarding changes in staffing (new or additional positions).
- vi.Comply with any CISKD Board of Director requirements for lease/rental of facilities regarding third party rental or lease requests; with due regard to the role of the Bishop's Representative for diocesan-supported schools.
- vii.Ensure that a position not on the CISKD Salary or Wage Schedules, complies with any CISKD Board of Director requirements.

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