



Section: **Roles and Responsibilities**  
Policy #: **1402**  
Policy: **Election/Appointment of School Council**

Date Approved:  
Revision Dates: November-20-2004

### **ELECTION / APPOINTMENT OF THE COUNCIL:**

1. By April 15th parishes shall be notified from the Superintendent's office of the names of the School Council members who have completed two consecutive terms. These members must step down. cf. Item 4.
2. Pastors will receive a copy of the Code of Ethics and Qualifications for School Council Members as well as nomination information and nomination form (see attached).  
  
Pastors are to ensure that their congregations are aware of the vacancies to be filled and actively encourage parishioners to serve in this important ministry. The Pastor shall decide whether selection shall be made by election or appointment.
3. The Pastor is to ensure that the timing of elections/appointments is such that new members can attend the final School Council meeting of the year in June.
4. Council members shall serve for a three-year term. Terms should be staggered to provide continuity on School Council. No member shall serve more than two (2) consecutive terms.
5. In the event of a vacancy on the Council during the course of the year, the Pastor may appoint a parishioner to sit on the Council for a portion of the term remaining until the next election.

#### **NOTE:See below**

- **Cover letter for perspective School Council Members**
- **Code of Ethics for School Council Members**
- **Nomination Form**

## **Catholic Independent Schools Of Nelson Diocese**

3665 Benvoulin Road, Kelowna BC V1W 4M7

Phone: 250-762-2905 Fax: 1-866-964-3858

[superintendent@cisnd.ca](mailto:superintendent@cisnd.ca)

To all Nominees for \_\_\_\_\_ School Council

### **Governance of Catholic Schools**

Catholic schools come under the jurisdiction of the Bishop of Nelson Diocese and therefore the pastors play a very important role in the operation of their parish, or their regional school.

The pastor and principal (who is hired to carry out the day-to-day operation of the school) are assisted in their task by an elected school council.

The role of the council is to assist in:

- a) Safeguarding the Catholicity of the school.
- b) Implementing CIS(ND) policy
- c) Developing local school policy
- d) Setting funding levels for school operating budget.
- e) Assisting the pastor and principal in promoting the school within the parish and community

### **Qualifications of Council Members**

Nominee of the council or those seeking election to the council must:

- a) Be a practising Catholic.
- b) Have attained the age of nineteen (19) years.
- c) Be an active supporter of the Catholic school.
- d) Be a member of the parish or parishes served by the school.
- e) Not be employees of the council

PLEASE HAVE A NOMINATION FORM COMPLETED AND RETURNED TO THE  
NOMINATIONS COMMITTEE

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### **CODE OF ETHICS FOR SCHOOL COUNCIL MEMBERS**

Our Catholic schools are strong and effective institutions when the clergy and lay people work together with faith and commitment for the education of our young people. Therefore, it is imperative that those who accept the call to serve on school councils understand the expectations of this important ministry within the Church and conduct themselves in a manner which will foster collaboration and Christian community. They will be expected to support and put into practice the philosophy of education for Catholic schools as decreed by the Bishops of British Columbia.

Members of school councils in the Catholic Independent Schools of Nelson Diocese are expected to:

- acknowledge that schools are a significant expression of the teaching mission of the Catholic Church and function within its structure.
- acknowledge the office of the Bishop as the recognized authority of the Catholic Independent Schools of Nelson Diocese and understand that he delegates some of this authority for the governance of schools to the locally elected school councils.
- endeavour to become more knowledgeable about Catholic education, its mission, and educational and religious formation goals.
- promote Catholic education, its values and benefits to the community.
- attend regular and committee meetings and participate in the discussions and decision-making to the best of their ability.
- be fully and carefully prepared for each meeting by completing the necessary tasks for committee work and reports.
- utilize their knowledge and expertise for the betterment of the school council's work and the school as a whole.
- be loyal and supportive of the school council's decisions.
- respect at all times the confidential nature of matters so identified.
- support and recognize the principal as the chief administrator in the school.
- recognize the need for continuing education about their responsibilities and know that they do not officially represent the school council unless explicitly authorized to do so.
- work in harmony with the pastor and parish organizations.
- provide support, encouragement, and prayer for other members of school council, Catholic schools and the community they serve.

I have read and agree to abide by the above expectations if I am elected to the School Council.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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**SCHOOL COUNCIL NOMINATION FORM**

Nominee: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Parish member for \_\_\_\_\_ years

Nomination for School Council three (3) year term.

\_\_\_\_\_  
Signature of Nominator

\_\_\_\_\_  
Signature of Nominee

\_\_\_\_\_  
\*Signature of Eligible Voter (1)

\_\_\_\_\_  
\*Signature of Eligible Voter (2)

\_\_\_\_\_  
Signature of Pastor

- \* Must be persons other than nominator or nominee.
- \* "Eligible voter" means a person who is a "practicing" Catholic and is at least nineteen (19).
- \* "practicing" Catholic means a member of the parish and attends weekly.