

OUR LADY OF SORROWS
105 E. WASHINGTON AVE.
LADYSMITH, WI 54848

Our Lady of Sorrows Catholic School provides a Catholic Christian environment fostering academic, spiritual, moral, social and physical growth in children.

ARTICLE I: Name of Organization

NAME OF ORGANIZATION: Committee of Education

ARTICLE II: Purpose and Functions

PURPOSE

The Committee of Education is responsible for developing awareness that the entire parish community has the responsibility for promoting the educational and formational aspects of the Church's mission.

The Committee of Education, under the direction of and in collaboration with the Parish Pastoral Council, coordinates and integrates all aspects of Catholic education and formation. The Committee of Education is to foster cooperation, coordination and communication among all groups and individuals involved in the educational and formational ministries of the parish. At the same time the Committee respects the roles and responsibilities of the parish employees as defined in their job descriptions.

The committee of Education ensures that those responsible for responding to the various educational needs of the parishioners accomplish their ministry well, are provided the necessary tools and resources and that they carry out the overall purpose of education and formation.

FUNCTION

The function of the Committee of Education is to:

1. Carry out responsibilities delegated to it by the pastor and pastoral council.
2. Assist the pastor, school principal, and religious education director in carrying out their leadership roles in the parish education and formation programs.

Enactment of policy is the responsibility of the pastor. Just as the pastoral council is a consultative body, so too, the Committee of Education is consultative. Neither the pastoral council and its committees nor the Committee of Education can make decisions binding for the education and formation programs without the approval of the pastor and the principal or the religious education director. A consultative committee is one which collaborates with the pastor, the school administrator, the religious education director and the pastoral council in the planning process. This is in keeping with the shared decision making modeled at the diocesan level of the Catholic Church through the

consultative status of the Diocesan Presbyterial Council, Diocesan Pastoral Council and the Diocesan Finance Council. Consultation also means that decisions will not be made in major matters related to the education and formation programs until and unless the Committee of Education has been consulted.

The Committee of Education will likely be consulted in the following areas concerning the parish school:

A. Planning - Establishment, formulation and review of the school Mission Statement and Wisconsin Religious and Independent School Accreditation (WRISA) strategic plan.

B. Finances - Developing long and short range plans and means to finance ongoing educational programs including tuition, parish subsidy, development, fundraising, to develop the annual school budget and monthly advice in allocation of resources in the school budgets.

C. Development, including Public Relations and Marketing - Includes understanding the school's mission, a commitment to that vision, the involvement of people, the development and presentation of case statement to the public, and finally the acquisition of funds to bring the WRISA plan to fruition.

D. Evaluation - Determining whether WRISA long-range strategic plans are being met; determination of the school committee's own effectiveness (not involved in evaluating individual staff members, administrators or students).

E. Selection and Appointment of the Principal - Participating in a consultative role according to the policies of the diocese and parish in determining the principal.

ARTICLE III: Relationships with Other Groups

RELATION TO PARISH PASTORAL COUNCIL

The parish Committee of Education is a standing committee of the pastoral council. The responsibilities of the committee are reviewed at the beginning of each school year. Before implementation, all recommended actions developed by the parish Committee of Education are to be conveyed to the pastoral council for review, unless otherwise directed by the pastor and the parish pastoral council.

RELATION TO PARISH FINANCE COUNCIL

The parish Committee of Education should convey recommendations for the annual school budget in a timely fashion to the pastoral council. The principal, in collaboration with the pastor prepares the proposed school budget. The budget proposal shall ultimately be incorporated into the budget submitted by the parish pastoral council to the parish finance council. The budget is reviewed monthly by the Committee of Education.

RELATION TO HOME AND SCHOOL ORGANIZATION

The Home and School Association reports monthly to the Committee of Education.

RELATION TO THE DIOCESE OF SUPERIOR

The programs and actions of the parish school, parish religious education program and parish Committee of Education should, at all times, be in accord with diocesan policy.

ARTICLE IV: Membership

MEMBERSHIP

Members of the Committee of Education are appointed with approval of the pastor. Names are submitted to the Committee of Education and then given to the pastor for approval. The pastor may also share the names with the pastoral council before approval.

Members of the parish Committee of Education are to meet the following criteria:

A. Interest in the commitment of parish faith formation - schools and religious education - and to the education missions and Catholic identity as a part of total Christian formation.

B. Available to attend meetings and periodic in-service programs and to participate in committee work. Missing three meetings in a year, rather excused or unexcused, will result in forfeiture of your committee membership.

C. Maintain high levels of integrity and confidentiality.

D. Able to deal with situations as they relate to the good of the entire school and parish community.

E. Be a credible witness to the Catholic faith to the school and parish community and beyond.

F. Not be employed by the school or parish (due to conflict of interest).

ARTICLE V: Nominations and Selection of Members

VACANCIES

If a vacancy on the parish Committee of Education develops, the pastor is to make the appointment of a replacement after due consultation with the principal and pastoral council. The appointment should be made within one month of the vacancy's occurrence.

INSERVICE

All new members of the parish Committee of Education are encouraged to attend the Committee of Education meeting prior to the beginning of their term. All members of the parish Committee of Education are to receive annual inservice at the first meeting held after July 1 of each fiscal year. This would typically be held in August.

In the event that a person is appointed to fill a parish Committee of Education vacancy during the year, appropriate inservice shall be provided by the pastor or his designee prior to the person becoming a member of the parish Committee of Education.

ARTICLE VI: Officers

OFFICERS

The chair of the parish Committee of Education is to ensure that an accurate recording of minutes of each committee meeting is prepared.

The chair is responsible for making sure the agenda and minutes are:

- A. Transmitted to the parish council
- B. Filed in the parish office
- C. Filed in the school office
- D. Submitted to the Superintendent of Schools

ARTICLE VII: Meetings

MEETINGS

The parish Committee of Education should meet monthly beginning in August. Task forces of the committee meet as necessary. Special parish Committee of Education meetings can be called by the pastor, principal, or committee chair.

The agenda for regular meetings is to be prepared jointly with the pastor, principal, and chair of the committee. The agenda should be available to members at least one week prior to the regularly scheduled committee meetings.

ARTICLE VIII: Standing and Ad Hoc Task Forces

TASK FORCES

The parish Committee of Education may choose to operate with task forces which could include:

Planning Task Force: The functions of this task force are to establish and annually review the school mission statement and to inaugurate and monitor the WRISA long-range strategic planning process for the school.

Finance Task Force: The functions of this task force are to work with the principal and pastor to develop and review the annual long and short-range plans, develop the budget and find the means to finance same, and present regular monthly school financial reports to the full parish Committee of Education.

Physical Facilities and Grounds Task Force: The functions of this task force are to assist in developing and monitoring a maintenance plan.

Development and Public Relations Task Force: The function of this task force is to develop and work the overall development plan of the school: case statement, marketing, recruitment, retention, and public relations.

ARTICLE IX: Rules of Order

RULES OF ORDER

Consensus building is the appropriate mode of decision making for the Committee of Education. Consensus means that all committee members agree to support the

decision which appears to be the best, under the present circumstances, for the greatest number of people.

In order to provide the best consultation, the consensus method of decision making is recommended. When the parish Committee of Education is unable to reach a consensus, the minutes should report the different positions and appropriate reasons to the parish pastoral council.

When the pastor is present at the meeting and concurs with decisions that are reached, the parish Committee of Education minutes should indicate his concurrence when they are conveyed to the parish pastoral council.

When the pastor is unable to attend a parish Committee of Education meeting, he should receive the minutes and have the opportunity to comment on issues prior to the minutes' distribution. His signature on the minutes constitutes concurrence. The minutes are then conveyed to the parish pastoral council.