

**St. Anne's School**  
**Advisory Committee of Education**

**May 2021**

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## **A Committee Member's Prayer**

*I have been asked to serve, Lord, and I have agreed.*

*Help me to know my fellow committee members;  
their gifts, their concerns, their lives.*

*I am doing your work, Lord,  
and your love for me and for them is, above all, personal.*

*Help me to welcome conflicts as a sign of diversity on this committee,  
as an opportunity to reach for creative solutions.*

*Help me to recognize this diversity as a sign of your capacity  
to love us all and help me to cherish it as a great strength.*

*Help me to approach issues with an open, inquiring mind,  
free from prejudice, with my spirit depending  
on yours for the strength to make hard decisions.*

*Help me to listen, to know when and to whom I should listen.  
help me to learn to use my own gifts to promote thorough,  
thoughtful discussion of important concerns in our Catholic communities.*

*Help me to develop my skills as a peace-maker,  
to know how and when to mediate, to conciliate, to negotiate.*

*Help me to enjoy doing your work and to remember your promise:  
"Whenever two of us are gathered in your name, you are with us."*

*Be with us now and always. Amen.*

## Our Mission:

*St. Anne's School exists to pass on our Catholic Faith and an excellent education. We "Enter to learn **Christ**, and exit to serve **Christ**."*

## Our Vision:

- *To keep God at the center of all we do*
- *To encourage a love for learning in which each child can realize their potential, spiritually and academically*
- *To foster supportive and respectful relationships with students, parents, staff, parish, and community*
- *To empower our students to be morally responsible individuals serving God, the Church and all people*

## INTRODUCTION

The Diocese of New Ulm recognizes three types of Committees of Education:

- Diocesan Committees of Evangelization and Catechesis
- Parish Committees of Education
- Area Faith Community Committees of Education – The Word Committee.

The St. Anne's School Advisory Committee is a Parish Committee of Education. Each parish, which operates a school or has employed staff for direction of its religious education, youth ministry, or adult education programs, must have an education committee (Diocesan Policy #s 123, 123.1, 123.12 and 123.2). In such parishes, the education committee oversees policy formation of the various evangelization and catechesis programs. Members on the committee have limited jurisdiction and serve in a consultative capacity.

## ROLE OF THIS PARISH COMMITTEE OF EDUCATION

It is the role of this education committee to provide direction in establishment and revision of policies, which will enable the stated mission of the educational program to be accomplished. Activities undertaken by this committee include:

- Development of policy consistent with Canon Law, diocesan policies, and civil law
- Assistance with program budgeting to be presented to parish administrative council
- Provision of assessment of programs and policy implementation
- Leadership of public relations effort for all educational programs

## COMMITTEE MEMBERSHIP

Committee members must possess the following characteristics:

### Personal

- a willingness to give the time to serve conscientiously
- a willingness to attend committee functions regularly
- the highest level of honesty, integrity, and prudence
- The ability to act without bias toward any members on the committee
- an inquiring mind - open to both sides of an issue
- the courage to face unpleasant tasks and decisions
- the ability to be objective and to set aside personal interest
- a willingness to disclose any existing or potential conflicts of interest
- a sense of humor

## **Professional**

- a commitment to the importance of service to the community
- the ability to influence public opinion favorably in areas of importance to the educational programs
- a willingness to balance a prudent concern for fiscal stability with a spirit of creative risk taking
- a willingness to learn while preparing for and serving as a committee member
- a demonstrated competence in her/her chosen field

## **Commitment**

- a commitment to understand and support the mission of the educational programs
- a commitment to support the teachings of the Church on education and directives of the bishop and diocesan offices
- a willingness to exercise the delegated authority of the committee for conducting business related to the educational programs
- an appreciation for and commitment to maintenance of confidentiality in matters pertaining to the committee, parish, and educational program
- a willingness to support committee decisions even if he/she does not fully agree

## **RESPONSIBILITIES**

Active participation in all aspects of the committee functions is the responsibility of each member. The most productive education committee will be one in which each member:

1. prepares for meetings by reading and reflecting on reports and other materials received with the Agenda prior to the meeting
2. Arrives on time and remains for the entirety of the meeting
3. Actively participates in the discussion of the meetings
4. Is an active member of committees and is willing to serve as committee chair or an officer of the committee
5. supports the recommendations that are made by the group.
6. supports administrators of the educational programs without becoming involved in administration
7. serves as an ambassador for all aspects of Catholic education presenting a positive image to the parish and local community

It is critical that the committee members understand that, individually, they have absolutely no power or authority. It is only the committee as a whole, which can function with authority. Respect of confidential information must be maintained by all committee members at all times. Inability to maintain confidences violates stated eligibility requirements and is sufficient reason to request a resignation.

It is also important to develop and maintain a vision of TOTAL EDUCATION. Each member must maintain a conviction about this vision so that it can permeate the entire parish. Members cannot be “one issue” people.

## **MEMBERSHIP TERMS AND PROCESS**

The committee consists of a minimum of 6 members and maximum of 12 members. Membership on the committee is not open to the immediate family - spouse, parent, son/daughter - of employees of the educational programs. Members will serve a 2-year term, and may extend term if/when positions remain unfilled. The selection process will involve open invitations, inquiries by interested individuals, and/or member recommendations.

## **OFFICERS OF THE COMMITTEE**

Election of officers for the committee should occur each year in either June or August in order they can assume their roles for the new fiscal year. Selected officers are Chairperson, Vice-Chairperson, and Secretary.

## **AGENDA**

Preparation of the Agenda is the responsibility of the chair and secretary, with input from the administrator or principal. The Agenda, accompanied by minutes of the previous meeting, administrators' and committee reports, and any other material pertinent to specific agenda items must be in the hands of each committee member five to seven days prior to the meeting. Is it the responsibility of each member to carefully study the agenda and accompanying materials in preparation of the meeting.

## **COMMITTEE ACTION**

Committee action is decided by reaching a consensus on discussions. All committee members may not agree but once a consensus is reached all members are to support the position takers.

## **MINUTES**

The elected secretary of the committee is responsible for complete minutes of committee meetings. A permanent file of all committee minutes is to be maintained by the executive secretary of the committee. Copies of all committee meeting minutes must also be sent to the Education Offices of the Diocese of New Ulm.

## **PROCESS FOR ADDRESSING COMPLAINTS**

Individuals or groups, may on occasion, approach a member of the committee with issues, which should be addressed by the educational program administrator. Committee members must know the process and direct the concerned person to the administrator for appropriate action.

The following procedure shall be followed by the committee and its individual members. Neither the committee as a whole nor any individual member will invite or consider concerns or complaints from staff, parents, or patrons until they have first been referred to the proper administrators. Only in cases where policy concerns have not been addressed by the administrator and/or staff shall concerns or complaints be referred to the committee. It is important that committee members only hear complaints in regards to policy issues. Committee members should withhold comment about an issue until that matter has been addressed through proper channels. It is also wise for committee members to postpone formulation of a judgment in the matter. If the matter is serious and remains unresolved after being addressed through administrative channels, committee members will have the benefit of hearing the issue discussed in a setting where all aspects are considered. Discussion would focus on changing or creating a policy if needed.

## **EVALUATION**

### **Committee**

Committee members should evaluate their work as committee members individually and collectively at least once each year.

### **Administrators**

The education committee participates in the formal evaluation of its administrator(s) through the process outlined by the diocesan office(s), which relate to the administrator(s). This evaluation is only regards to the administrator's work in relation to the committee and the business of the committee.

### **Staff**

Administrators are responsible for the evaluation of staff employed in each educational program. Written evaluation reports for an employee's file are confidential documents and must not be given to the committee.

### **Programs**

The committee evaluates programs through the administrator. This can be accomplished through administrative reports, staff reports, local assessment, or an "outside" evaluation process.

## **Policies**

The effectiveness of committee policies will be evaluated especially through process and product reports. All policies must be reviewed at least on a five-year cycle.

## **WELCOME VISITORS**

Visitors are always welcome at meetings. Meetings are open to all. In an effort to make the visit beneficial and for the official business to be transacted, visitors may be present to observe the meeting processes, procedures, and discussions. As an observer, the person is not typically allowed to participate in the deliberations or to indicate approval or disapproval of any discussions or actions taken. Typically only policy-related matters previously discussed with those in staff leadership positions are taken under consideration by the committee. If the visitor has a concern(s), the proper procedure should be found in a local policy handbook. Those needing guidance in establishing a local policy should contact the diocesan Office of Evangelization and Catechesis.

Visitors should be advised that the committee may or may not take any action on their concern/issue at the meeting or at any future meeting. The committee is advisory to the leadership.