

Role of the Archbishop's Representative to Regional Elementary and Secondary Schools

A. Rationale

By virtue of the Bylaws of the Catholic Independent Schools of Vancouver Archdiocese (CISVA), the Archbishop's Representative of every regional elementary or secondary school is a member of the CISVA. The Representative is an *ex officio* member of the Regional Education Committee as well as any sub-committees that it may establish. The Representative is appointed by the Archbishop, but as with the Regional Education Committee, he receives his mandate from the CISVA Society.

B. Policy

The Archbishop's Representative is a Roman Catholic cleric, usually, but not necessarily, a pastor of one of the designated parishes, receives his authority by delegation from the Archbishop. His responsibilities are similar, but not identical, to those belonging to the pastor in a Parish Educational Committee.

C. Procedure

1. Temporal Administration of School Property

Since school facilities are Church property belonging to the Archdiocese of Vancouver, the Archbishop's Representative, assisted by the Regional Education Committee, has the responsibility of administering these temporal goods.

2. Spiritual Formation of Staff and Students

It is the special obligation of the Archbishop's Representative to ensure the spiritual formation of the staff and students.

Since the quality of a regional school as a faith community depends in large measure on the faith commitment and witness of its staff, the Archbishop's Representative should, in collaboration with the principal, provide them with diligent pastoral care. He supports their growth in faith and guides them to an integration of faith and life, so that their witness will radiate in the school community.

3. Christian Education Program

Integral to a regional school is its Christian education program. Through it the Church's mission of evangelization and her teaching on faith and morals is carried out. The presence of the Archbishop's Representative in the school is a sign that Catholic education is at the centre of its life and curriculum. His active guidance in the religious formation of the students is of paramount importance.

In consultation with the Superintendent of Catholic Schools, the Archbishop's Representative is responsible for implementing and supporting the school's Christian education program and spiritual activities, ensuring that the instruction given is faithful to the Magisterium of the Church.

Working with the Chaplain, Campus Ministry Coordinator and staff, he should also arrange for regular celebrations of the Eucharist and the Sacrament of Reconciliation.

He should encourage the educators to participate in professional development in this area, so that they are better formed in the spiritual life and in understanding the Church's teaching on faith and morals.

In matters that affect the Catholicity of the schools, the approval of the Archbishop's Representative is required.

4. *Promotion of the School*

The school plays a vital role in fulfilling the Church's mission to educate and form the young intellectually, psychologically, physically and spiritually. The Archbishop's Representative, therefore, must take every possible occasion to promote the school and cultivate parishioners' support for it.

5. *Relationship with the Regional Education Committee*

In even numbered years the pastors of the region with a secondary school will meet after July 15 to elect their three representatives to the Regional Education Committee, one of whom shall be named by the Archbishop to be the Archbishop's Representative. The Archbishop's Representative is *ex officio* a member of the Committee and of all its subcommittees.

In the case of a regional elementary school, the Archbishop will appoint an Archbishop's Representative after consulting with the pastors of the parishes involved.

The Archbishop's Representative and the Regional Education Committee must work together in an atmosphere of mutual trust and respect. In keeping with the principle of subsidiary, the ordinary operation of the school is overseen by the Regional Education Committee. An occasion may arise, however, when the Archbishop's Representative may exercise his authority independently of the Regional Education Committee.

The Archbishop's Representative will observe all policies and procedures as outlined in the CISVA's Policy Manual. Likewise, he must ensure that the Regional Education Committee abides by the same policies and procedures.

In the case of regional secondary or regional elementary schools, if in the carrying out of their responsibilities the Archbishop's Representative and the Regional Education Committee come to an impasse they cannot resolve, they may appeal to the Board of Directors of the CISVA.



6. *Budget and Finances*

The Regional Education Committee has the responsibility of preparing the school's annual operating budget. However, the Archbishop's Representative has the right of final approval. According to Archdiocesan guidelines and policies, all capital and extraordinary expenditures are the sole responsibility of the parishes.

7. *Hiring and Dismissal of Staff*

"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." (Code of Canon Law, c. 805).

As the representative of the local Ordinary, the Archbishop's Representative plays a unique role in the hiring and dismissal of staff, especially teachers of Christian education. Both he and the Regional Education Committee are responsible in the area of hiring and dismissal of staff require his approval, since he must ensure the faith commitment of the teaching and support staff. This responsibility of the Archbishop's Representative should be exercised prudently.

8. *Admission or Dismissal of Students*

Based on religious, moral and/or charitable grounds, the Archbishop's Representative, in consultation with the principal, has the right and responsibility, and in certain cases the duty, to admit and dismiss students. By virtue of his role as Archbishop's Representative and the unique position he holds with regard to confidential information, his decisions should be respected. Therefore, the Archbishop's Representative must be involved in processing admissions and dismissals of students in accordance with CISVA policy.

**Approved: Memorial of Saint Peter Canisius
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