



**DIOCESE OF LISMORE**

---

**DESIGNATED AUTHORITIES  
OF  
EMPLOYMENT  
WITHIN PARISH SCHOOLS  
OF  
THE DIOCESE OF LISMORE**

**Bishops Chancery  
Lismore  
17 November 2004**

**RECITALS:**

- A. The Bishop appoints the Parish Priest to whom is entrusted the pastoral care of the parish community under the authority of the Bishop.
- B. The Parish School forms part of the saving mission of the Church, especially for education in the faith, and is the privileged environment in which Christian education is carried out.
- C. Parish Priests and Principals shall work together in a spirit of trust and co-operation.
- D. The employing authority of personnel of Parish schools in the Diocese of Lismore is the Trustees of the Roman Catholic Church for the Diocese of Lismore.

**1. Employing Authority:**

The employing authority is the body corporate, The Trustees of the Roman Catholic Church for the Diocese of Lismore.

**2. Principals and Assistant Principals:**

- The Diocesan Director of Catholic Schools is authorized to sign employment contracts for Principals and Assistant Principals for and on behalf of the Trustees of the Roman Catholic Church for the Diocese of Lismore.
- The Diocesan Director of Catholic Schools may not sign such contracts unless he/she has first consulted and obtained the consent of the Parish Priest, such consent to be given in writing to the Diocesan Director of Catholic Schools.

**3. Co-ordinators in Promotion Positions:**

- Principals are authorized to sign employment contracts for Co-ordinators in Promotion Positions for and on behalf of the Trustees of the Roman Catholic Church for the Diocese of Lismore.
- Principals may not sign such contracts unless they have first consulted and obtained the consent of the Parish Priest, such consent to be given in writing to the Principal.

**4. Teachers and all Other Professional Staff:**

- Principals are authorized to sign employment contracts for Teachers and other Professional Staff for and on behalf of the Trustees of the Roman Catholic Church for the Diocese of Lismore.
- Principals may not sign such contracts unless they have first consulted and obtained the consent of the Parish Priest, such consent to be given in writing to the Principal.

**5. Additional Procedures:**

In all categories above (Principals, Assistant Principals, Co-ordinators in Promotion Positions, Teachers and all other Professional Staff) the written consent of the Vicar for Education is required should the Parish Priest be unavailable for a period in excess of seven (7) days.

All procedures set down by the Diocesan Board of Education for the employment of Principals, Assistant Principals, Co-ordinators in Promotion Positions, Teachers and all other Professional Staff are to be strictly adhered to.

**6. Disagreement:**

- In the event of the Parish Priest being unable to agree with the interviewing panel in relation to the appointment of a Principal or Assistant Principal, the matter will be placed before the Diocesan Board of Education which shall determine, with due regard for the authority of the Parish Priest, how the issue will be resolved.
- In the event of the Parish Priest being unable to agree with the Principal in relation to the appointment of a Co-ordinator, or a Teacher, or any other Professional Staff member, the matter will be placed before the Diocesan Board of Education which shall determine, with due regard for the authority of the Parish Priest, how the issue will be resolved.

**7. All other Employees of a Parish School:**

- Principals are authorized to sign such employment contracts for and on behalf of the Trustees of the Roman Catholic Church for the Diocese of Lismore.
- Principals may not sign such contracts unless they have first consulted and obtained the consent in writing of the Parish Priest.

### 8. Limitations:

While the law of the Church provides the Parish Priest with the authority necessary for his office, the authority of the Parish Priest is limited in the following circumstances:

- The Diocesan Board of Education and the Diocesan Director of Catholic Schools have obligations in areas which include Industrial Law, Privacy Law, Child Protection Legislation, Occupational Health and Safety Legislation and other legislation, including compliance with Commonwealth and State legislation and regulations binding the conduct of Schools.
- It is imperative Parish Priests realize that the law in these areas is complex and such law may impose obligations on others. The actions of the Parish Priest may be scrutinised by tribunals, commissions or courts, resulting in findings by these Authorities.
- Parish Priests are required to seek the services and counsel of the Diocesan Director of Catholic Schools and/or officers of the Catholic Education Office at the very first instance any potential difficulty is perceived.

### 9. Mutual Accountability:

- The pastoral care of a parish is entrusted to the Parish Priest as its proper pastor by the diocesan Bishop to whom he is accountable for his pastoral ministry (c. 515). By virtue of his office, the Parish Priest is bound to ensure the catechetical formation of adults, young people and children (c. 776) and to have a special care for the Catholic education of children and young people (c. 528).
- Principals of schools, who are accountable in the first instance to the Parish Priest, are entitled to perform their professional educational responsibilities in the leadership of their schools without undue intervention.
- Parish Priests and Principals are particularly called to witness to a spirit of service. Because of the trust they are given and the visibility of their witness and leadership, they are conscious of the unique power they have in pastoral relationships. Parish Priests and Principals are therefore required to abide by the behavioural standards with respect to their apostolates and all in their care in the following ways: <sup>[1]</sup>

[1] The standards listed have been adapted from *Integrity in Ministry: A Document of Principles and Standards for Catholic Clergy & Religious in Australia*, no. 2.1 (National Committee for Professional Standards, June 1999), p. 5.

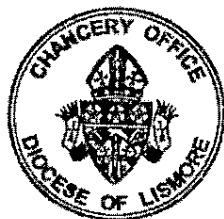
- Relating to all people in a spirit of humility, reverence and respect, with a commitment to the deepest well being of the other;
- Taking up leadership and service in a community with respect for the life, customs, history and vision of the persons who already make up that community;
- Creating co-operative and harmonious relationships in the community;
- Respecting the call to collaborative effort between women and men for the sake of the kingdom;
- Consulting widely and seeking consensus, where possible, before taking important decisions and sharing decision making where appropriate;
- Encouraging and supporting all members of the community in the fulfilment of their vocations;
- Exercising caution in the use of one's status or institutional power, never using these for one's own advantage;
- Discouraging the development of personality cults centred on oneself;
- Creating environments where others feel confident to express their views and offer constructive criticism.

Mindful of the Gospel precepts of justice and charity, Parish Priests and Principals in their professional conduct will strive in every circumstance to comply with those behavioural standards which bring the spirit of the law to its fulfilment.

**10. Enactment:**

The provisions set out above must be adhered to strictly.

Lismore, NSW, 17 November, 2004



*+ Geoffrey Jarrett.*

Most Revd G Jarrett, D.D.,  
Bishop of Lismore.

*P. Slack.*

Revd Peter Slack  
Chancellor.