

CONSTITUTION FOR THE EDUCATION COUNCIL OF THE CATHOLIC DIOCESE OF ROCKHAMPTON



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1. Name

The name of the Council shall be:

'THE EDUCATION COUNCIL OF THE CATHOLIC DIOCESE OF ROCKHAMPTON'

2. Purpose

The Catholic Education Council ("the Council") is responsible for providing advice to the local ordinary of the Diocese of Rockhampton ("the Bishop") in the exercise of his leadership, teaching and governance responsibilities in the area of Catholic education.

The role of the Council is to discern, provide advice and recommend to the Bishop broad educational policies and strategic priorities for Catholic education.

3. Aim

The Education Council assists and supports Catholic Education within the Diocese of Rockhampton by:

- i) reviewing and promoting a diocesan educational mission statement; and
- ii) developing and monitoring educational policies to fulfill the goals of the mission statement.¹

4. Responsibilities

- 4.1. The Education Council entrusts the task of implementing its policies to the Executive Officer, who will be appointed by the Bishop.
- 4.2. The Education Council develops a Policy Manual to contain Catholic Education policies. Where appropriate this manual contains the procedures (rules and regulations) designed by the Executive Officer for the implementation of the policies.
- 4.3. The Education Council monitors the implementation of its policies through regular reports from the Executive Officer. In addition, the Executive Officer presents to the Education Council comprehensive regular reports on the activities of the various educational agencies within the Diocese.
- 4.4. The Diocesan Finance Council approves the annual budgets of the agencies. Whenever requested, the educational components of these budgets will be presented to the Education Council to permit confirmation that Education Council policies (and the priorities within them) have been respected.
- 4.5. The Education Council gives a high priority to consultation and effective communication of its policy decisions to parents, schools, parishes and other educational agencies.

¹ a) Under the authority of the Bishop, the Education Council reflects the birth to death nature of Catholic Education (See Appendix One), operating within the general pastoral and educational goals of the Diocese.

b) The Education Council's role is visionary, developmental, co-ordinative and educative.

c) All Education Council members should be familiar with a structured policy process which guides them in their formulation and evaluation of diocesan educational policies. (See Appendix Two)



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5. Functions of the Council:

5.1. The Council:

- i) exists and functions at the discretion of the Bishop, whose office is the Council's jurisdictional authority for the purposes of canon law;
- ii) is neither a jurisdictional authority for the purposes of canon law nor a legal entity for the purposes of civil law;
- iii) can neither initiate nor respond to any civil litigation and any recourse to or action at civil law in connection with the Council will be addressed by the jurisdictional authority and its legally appointed agents;
- iv) is not an agent of either the Bishop personally or the Bishop's office.

5.2. The functions of the Council include:

- i) to participate in setting the vision and strategic directions for Catholic education in the Diocese;
- ii) to recommend to the Bishop the religious education curriculum for Catholic schools;
- iii) to develop, review and monitor broad educational policy within the Diocese;
- iv) to provide advice to the Bishop in accordance with canon law in matters relating to religious institute schools in the Diocese;
- v) to provide advice to the Bishop on the provision of new schools, restructuring or closure of schools in the Diocese;
- vi) as appropriate, to appoint standing committees and working parties to advise and assist the Council;
- vii) as appropriate, to commission research or initiate projects to assist the Council in its functions.

6. Membership

6.1. The Council is to comprise:

- i) Members appointed by the Bishop;
- ii) The Chair;
- iii) The Director of Catholic Education - Diocese of Rockhampton ("the Director") as ex officio and the Executive Officer of the Council.

6.2. The term of office of appointed members is normally three years. Each member may be appointed for one further consecutive term or as determined by the Bishop.

6.3 Formation of members is given a high priority, hence:

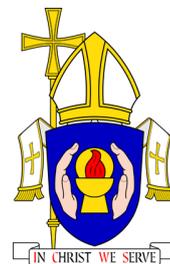
- i) new members must participate in an induction program;
- ii) members must be prepared to participate in ongoing in-service programs.

7. Authority

7.1. Education Council membership is a ministry of the Church and the Education Council will exercise its responsibilities in a spirit of service not power. The appointed members of the Education Council give advice only in the process of a formal meeting. (See Appendix 3)

7.2. The Bishop participates in the educational policy-making process at Diocesan level in his capacity as spiritual leader, chief teacher and local ordinary of the Diocese.

7.3. The wider responsibilities and role of the Bishop also confer on him the right of ratification of Education Council's policies and veto of any Education Council decisions he believes may not be in the best interest of the Diocese.



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- 7.4. The authority of the Education Council derives directly from the Bishop, who:
- i) approves its Constitution;
 - ii) presides over its meetings;
 - iii) formally appoints its members.

8. Relationships

8.1. The Bishop

- i) The role of the Bishop in relation to the Education Council is to share his pastoral responsibility as chief shepherd of the Diocese, appointed to teach, govern and sanctify.
- ii) The support and involvement of the Bishop is crucial to the effectiveness of the Education Council.

8.2. Other Councils of the Diocese of Rockhampton

- i) The Education Council cooperates with other Councils of the Diocese of Rockhampton (e.g. Priests Council and Finance Council). Common membership, exchange of minutes or occasional joint meetings may serve this purpose.
- ii) It is important that there are formal channels of communication between the Council of Priests and the Education Council. The priests of the Diocese have a unique spiritual and pastoral leadership role in the educational ministry.
- iii) Schools, Parishes and other educational agencies shall have direct access to the Education Council.
- iv) Matters raised by the Education Council will either be considered by the Education Council itself or be referred to other bodies for consideration such as the Priests Council, Diocesan Finance Council or other Councils convened by the Bishop.

9. Office bearers and duties

9.1. Chair

- i) The Chair is appointed for a period determined by the Bishop.
- ii) The agenda of Education Council meetings shall be prepared by the Chair in consultation with the Bishop and the Executive Officer.
- iii) The Chair will chair all regular and special meetings of the Education Council.

9.2. The Executive Officer

- i) The Executive Officer provides educational leadership to the Education Council and is required to maintain effective liaison with the Chair of the Council.
- ii) The Executive Officer has a dual role on the Education Council:
 - a leader, in terms of policy development;
 - a leader and follower, in terms of policy execution.

The Executive Officer provides the Education Council with reports, recommendations and information and in conjunction with the Directors and Coordinators of various Diocesan agencies implements its policies. In so doing the Executive Officer assists the Council to fulfil its responsibilities.

9.3. Secretary

- i) The Executive Officer of the Education Council shall be its Secretary. The Executive Officer may appoint an employee of Catholic Education to provide executive support for the positions of the Council.



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- ii) The Secretary ensures that Minutes of all Education Council meetings are taken. All written communications to and from the Education Council shall be effected through the Secretary. The Minutes of the previous meeting should be forwarded as soon as possible after that meeting. At least two week's prior to the next meeting, the agenda for that meeting, together with necessary documentation, should be forwarded to members.
- iii) The Education Council is provided with a secretariat (from the Catholic Education Office) as needed.

10. Meetings

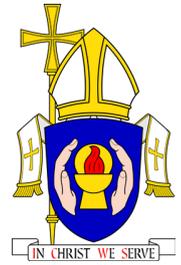
- 10.1. The Education Council will meet at least four (4) times a year to attend to Education Council business, in addition to such other special meetings for the in-servicing of members.
- 10.2. Extraordinary meetings and special meetings of the Education Council will be at the Bishop's discretion.

11. Standing committees/task forces

- 11.1. The Education Council is concerned with change, innovation, evaluation, and with the development and nurturing of our educational vision. It is not concerned with the ordinary day-to-day running of the Diocesan educational agencies.
- 11.2. The Education Council will be served by:
 - i) Standing committees as required.
 - ii) Temporary task forces. These will promote and protect the dynamism of the developmental role of the Education Council. Such task forces will be given highly specific Terms of Reference, a definite timetable and clearly stated reporting procedures. A task force will be dissolved when its task is completed.

12. Amendments to the Constitution

Amendments to this Constitution can be made only with the agreement of a two-third majority of members and the approval of the Bishop.



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APPENDIX ONE CHARTER FOR CATHOLIC EDUCATION DIOCESE OF ROCKHAMPTON

[Please find following a copy of the Charter for Catholic Education]

CHARTER FOR CATHOLIC EDUCATION DIOCESE OF ROCKHAMPTON



A LETTER FROM THE BISHOP

The original Charter for Catholic Education in the Diocese of Rockhampton was first published in 2000 as a result of an extensive consultation process and reviewed in 2006 and again in 2015.

I hope the Charter will continue to develop a common sense of purpose for Catholic Education throughout the Diocese.



Catholic Education in the Diocese of Rockhampton has three key areas of responsibility:

- Adult Education and Faith Formation
- Religion Instruction in State Schools
- Catholic Schools and Colleges

My vision for Catholic Education and its associated ministries is to provide in partnership with families, parishes and other diocesan agencies education and faith formation from birth to death.

I look to Catholic Education to provide:

- A living experience of Jesus Christ;
- A simple gospel message;
- The formation of Christian communities;
- Prayer as central to each person's life;
- The proclamation of God's presence in word and action.

This is a tremendous responsibility for all who share the mission of the Church. Everyone needs to be involved in a variety of ways. The achievement of this vision will only be possible through dialogue and collaboration with local communities.

I want Catholic Education to continue to work in partnership with priests, the local church community, with families and schools, Adult Faith Education and Formation groups, Youth groups and other diocesan entities such as Centacare to provide Catholic education and faith formation for all.

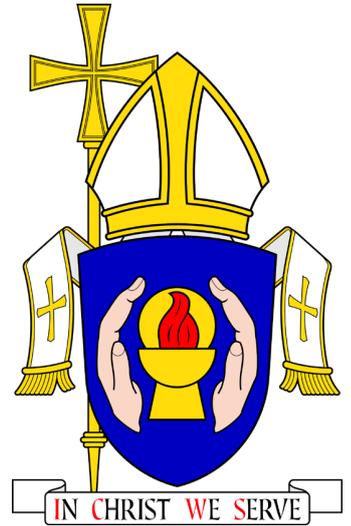
I offer you my prayers and whole-hearted support and I am confident that with God's grace this mission will truly be Good News in our world and will assist everyone to discover that "where there is love there is God".

Yours sincerely

Bishop Michael McCarthy DD

Bishop of Rockhampton

18/03/2016



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THE DIOCESAN VISION STATEMENT IS AS FOLLOWS:

**As a community of believers,
we live out the call to Baptism
through personal faith in Jesus,
witnessing together
to the Good News of the Kingdom**

It is important to note that the Diocese of Rockhampton covers an area of approximately 415,000 square kilometres. The Diocese stretches from Bundaberg in the south to Mackay in the north and then out to the Northern Territory border. Long distances and isolation are the hallmarks of many of our communities.

Given the unique and diverse nature of our Diocese, the challenge to be a faith-filled people who service the educational and faith formation needs of our communities is addressed by:

- utilising resources well in partnership with coastal and rural communities;
- forming, training and educating people, personally and spiritually to confidently take on leadership roles;
- offering adult education and faith formation through a network of regional and parish adult faith coordinators;
- drawing on technology to enable easier and faster access to resources and services;
- consciously supporting isolated communities and being aware of the unique social problems and economic difficulties facing rural communities dependent on commodity-based industries;
- providing children from state primary and secondary schools with religious education and catechesis.

The Diocese of Rockhampton, as a community of faith, is committed to a comprehensive educational ministry that embraces and promotes lifelong faith learning. Parishes play a fundamental role in education. The first educators in faith however will always be parents.

All involved in Catholic Education in the diocese will work in partnership with families, the local church community, state schools, and Religious communities, Adult Faith Education and Formation Communities, ministries and other diocesan entities, to promote faith education for all. The responsibility is enormous as we share the mission of all who work for, and within, the Church. All need to be involved in varied and appropriate ways. The achievement of our educational goals will only be as a result of dialogue with local communities.



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In accord with Canon Law,

“Catholic education is an expression of Christ’s mission entrusted to the Church to proclaim the Good News of Jesus Christ. Catholic education in the Diocese is united around the Bishop as leader and teacher. The Bishop has responsibility for developing policies regarding Catholic education in the Diocese, regulating it and watching over it.”
(Canon 804.1)

The Bishop appoints a Diocesan Education Council to provide advice in establishing the broad direction for Catholic education and faith formation. This Council assists the Bishop in his responsibility for approving policies regarding Catholic religious formation and education in the Diocese.

The Diocesan Director of Catholic Education has overall responsibility for three key areas of Educational Ministry:

- Adult Education and Faith Formation
- Religion Instruction in State Schools
- Catholic Schools and Colleges

Authority for leadership, administration and management of Catholic Education in the Diocese has been given to the Diocesan Director of Catholic Education. The Director has the authority to determine priorities and to appoint personnel. The Director is obliged to keep the Bishop fully informed on all aspects of the operations of Catholic Education.

The Diocesan Director of Catholic Education is vested with the responsibility to organise and coordinate the operations of Catholic Education in such a way as to ensure:

- Optimal use is made of all resources;
- Services are delivered efficiently and in the most effective way possible;
- Services are grouped together logically to ensure synergy and cost-effectiveness.

The role of the Catholic Education Office (CEO) is to serve and support the ministry of Catholic education across the Diocese. To assist in this the CEO provides Religious Education and curriculum services and support; financial and administration support and school and educational services to schools and colleges; as well as support to Adult Faith Education and Formation and the outreach Ministry of Religious Education in State Schools.



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As chief teacher of faith and shepherd of the Diocese of Rockhampton, the Bishop expects Catholic Education and faith formation to:

- give witness to the Good News of Jesus Christ through the way we relate and act with others;
- participate in the mission of the Catholic Church;
- nurture communities where an individual's giftedness and dignity are visibly respected;
- promote quality education and learning that is lifelong and life-giving;
- provide education that supports the holistic development of persons;
- serve all who seek our values and give special attention to those who are weakest;
- work together in a spirit of collegiality and partnership.

In enacting this mission across the Diocese, the following principles will guide our actions and endeavours.

The principle of witness:

- recognises that Christian witness is the first act of evangelisation;
- affirms and supports all who witness to the Gospel through their life and work;
- builds vibrant and life giving communities both within our Churches and beyond them;
- acknowledges that when we give witness to total dependence on a loving God through our presence, actions and words, this enables the Spirit to work through our efforts;
- brings the Gospel into personal and family relationships, communities, workplaces and schools;
- values people.

The principle of spirituality:

- acknowledges the role of the Holy Spirit as guide;
- helps each person see key moments in life as times of personal and spiritual growth;
- respects and nurtures each person's faith journey;
- allows people the freedom to explore all experience that speaks to them of their God;
- gives expression through signs, rituals and activities to God's Spirit which inspires and invigorates.



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The principle of reflection:

- allows space for all to be;
- allows for critical reflection in the identification, allocation and prioritising of agreed tasks;
- acknowledges where we have been and where we might go;
- engages in critical examination of our values, intentions and performance;
- exercises prudence in choosing the right course of action.

The principle of Christian leadership:

- is life giving;
- is creative and reconciling;
- makes for a group of vibrant people with a mission;
- unleashes the possibilities of each person;
- is characterised by service;
- devolves decisions to groups best able to make them;
- relies on mutual support.

The principle of partnership and co-responsibility:

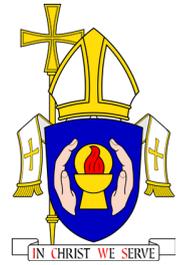
- recognises mutual dependence;
- encourages and recognises the gifts and talents within each person;
- gathers the wisdom of the group while drawing from the individual;
- seeks to involve others in decision-making;
- considers relationships to be “sacred ground” on which we stand with others;
- takes a humble and gentle approach to differences and seeks to discern rather than dominate;
- stands with those who are without influence and status;
- invites interaction between people which can be vulnerable yet life giving;
- calls people to levels of deep understanding and prophetic action.

The principle of transparent decision-making:

- is characterised by trust, honesty and openness;
- opens relevant information to all;
- plans processes which include those affected by decisions;
- gives adequate time for reflection;
- embraces diversity of opinion and vigorous debate;
- creates an environment which celebrates the right to speak out with honesty and integrity.

This Charter was recommended to the Bishop and approved by Bishop Michael McCarthy on 18 March 2016.

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APPENDIX TWO FLOW CHART FOR POLICY DEVELOPMENT

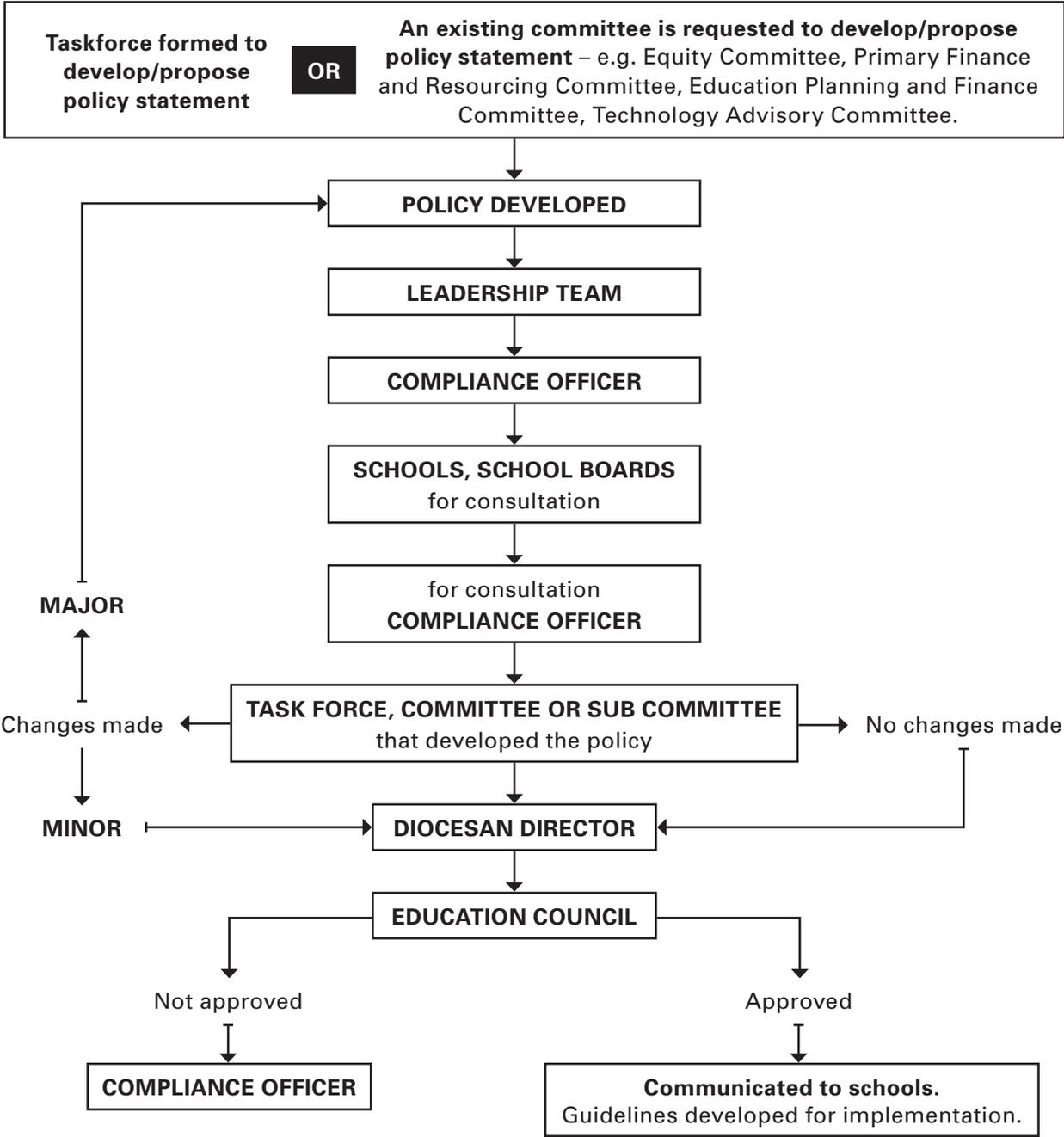
[Please find following a copy of the Flow Chart for Policy Development]



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PROPOSED PROCEDURE FOR TRACKING POLICY DEVELOPMENT WITHIN CATHOLIC EDUCATION - DIOCESE OF ROCKHAMPTON

When the possible need for a policy is identified reference must be made to the Catholic Education Leadership Team for a decision as to whether to proceed and direction as to the most appropriate person(s) and/or committee(s) to proceed with the policy development.





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APPENDIX THREE ETHICAL STANDARDS FOR EDUCATION COUNCIL MEMBERS

1. An Education Council member will understand his/her role first and foremost as a ministry of Christ-like service in the Church, and not as one of power or prestige.
2. An Education Council member's life will reflect Christian values and be consistent with the values, teaching and lifestyle of Jesus.
3. An Education Council member will invest the necessary time, thought and study to the work of the Education Council, so that he/she may render effective service.
4. Decisions will be based all available facts in each situation. The Education Council operates under a consensus decision making model.
5. An Education Council member will accept and uphold the final decision of the Education Council regardless of his or her personal position on the issue.
6. Education Council members will work with other Education Council members in a spirit of harmony and co-operation and manage conflict constructively.
7. Education Council members will keep in mind that, while the primary function of the Education Council is to establish the policies that give direction to total Catholic education in the Diocese, the implementation of these policies is the function of the various educational agencies in the Diocese.
8. Apart from the Executive Officer, members of the Education Council will realise that as individuals they have no status outside the meetings of the Education Council and must, therefore, conduct their relationships with all members of the Diocesan community on the basis of this reality.
9. Education Council members will maintain all confidences shared with him/her during meetings of the Education Council.
10. An Education Council member will uphold that the welfare of the Diocesan community served by the Education Council comes first in decisions.
11. An Education Council member will work for the good of all members of the community, rejecting bias or the conflicting interests of self or any other groups.
12. Education Council members will never use his or her position on the Education Council to benefit either him or herself or any other individual or agency as distinct from the total interest of the Diocesan community.
13. Education Council members will declare conflict of interest annually.
14. Education Council members will participate as fully as possible in prayer, reflection and the sharing activities at each meeting.
15. Education Council members will be committed to regular spiritual formation and self-education programs offered by the Catholic Education Office.