

ROLE OF THE CANONICAL ADMINISTRATOR OF MSGR. JOHN R. HACKETT CATHOLIC PREP

RESPONSIBILITIES OF THE CANONICAL ADMINISTRATOR IN MSGR. JOHN R. HACKETT CATHOLIC PREP

The Canonical Administrator, nominated by, from and among the pastors of the parishes¹ that participate in Catholic Schools of Greater Kalamazoo (“CSGK”) and appointed by the Bishop, will serve a three (3) year term, which may be renewed for one (1) additional consecutive term. If the pastor serving as the canonical administrator is transferred during his term, his replacement will be appointed by the bishop after consultation with the CSGK pastors. The Canonical Administrator will serve as the pastoral administrator of Msgr. John R. Hackett Catholic Prep (“HCP”), a public juridic person of the Roman Catholic Diocese of Kalamazoo, and will:

1. Serve, with the other sponsoring pastors, as shepherd and “first teacher” of the school (students and staff) in matters of Catholic faith and tradition;
2. In consultation with the other sponsoring pastors, local advisory council, and Diocesan Superintendent hire and replace the Principal, following the guidelines in the Diocesan Policy Manual for schools, as amended from time to time;
3. Support the principal, who in turn will hire the best qualified teachers and staff for the school, who are competent instructors in both secular and Catholic subjects;
4. Cooperate in the formal evaluation process of the principal as conducted by the Diocesan Superintendent and the local advisory council;
5. Help promote good relationships between the sponsoring parishes, pastors, parents, and the local community;
6. Serve as the arbiter at the local level in cases of disputes regarding school policies and disciplinary actions;
7. Approve recommendations by the local advisory council and the principal and support the policies of the Diocese as applied to HCP;
8. Meet semi-annually with the other sponsoring pastors and keep them informed of issues relating to the pastoral care of the school.

ROLE OF THE CANONICAL ADMINISTRATOR AND THE SPONSORING PASTORS IN MSGR. JOHN R. HACKETT CATHOLIC PREP

The Canonical Administrator, with the other sponsoring pastors of the school, supports and encourages the program and activities of HCP as an integral piece of the Church’s ministry. Pastors should be in regular contact with the principal of the school and provide specific assistance on projects as needed. Pastors should expect to receive regular communication regarding school issues, policies and needs from the Canonical Administrator at the semi-annual meeting referenced above.

¹ The following parishes support and participate in CSGK: St. Ann; St. Ambrose; St. Augustine Cathedral; St. Catherine of Siena; St. Joseph; St. Mary, St. Monica; and St. Thomas More.

RESPONSIBILITIES OF THE SPONSORING PASTORS IN MSGR. JOHN R. HACKETT CATHOLIC PREP

The responsibilities of the eight (8) pastors associated with the school are to:

1. Share with the Canonical Administrator in the role of the shepherd and first teacher of the school, especially in matters of Catholic faith and tradition;
2. Help promote good relations between the parishes, the parents, and the public;
3. Refer any disputes related to the school or its programs to the principal and the Canonical Administrator;
4. Participate in promoting family education, especially parent education, within their respective parishes;
5. Encourage and provide opportunities for students to serve in the parish community.
6. Stay in regular contact with the school and keep themselves informed on the programs and activities of the school;
7. Participate in the liturgical and prayer life of the school; share in the planning of prayer and Eucharistic celebrations throughout the school year;
8. Serve on and participate in the CSGK Board in accordance with its policies and procedures;
9. Meet semi-annually with the Canonical Administrator.

RELATIONSHIP OF THE CANONICAL ADMINISTRATOR TO THE SUPERINTENDENT

The Superintendent of schools is the chief executive officer for Catholic Schools in the Diocese according to the prescriptions of the Bishop and of the Revised Code of Canon Law. Appointed by the Bishop, the Superintendent is responsible to ensure that all parish, regional, diocesan and independent elementary and secondary schools maintain an effective and high level of education and religious formation; that schools meet the requirements of state educational and other appropriate accrediting agencies; that schools have qualified administrators and faculties and that they have an adequate system to evaluate curriculum, student performance and program development. The Superintendent is responsible to communicate and to interpret to the Canonical Administrator and principal the general policies, rules and regulations of the Diocese as they apply to the school. The Superintendent and the Canonical Administrator will participate as necessary in evaluating the principal and will work with the principal in the development of long-term strategic plans to market the school and provide for future needs.

RELATIONSHIP BETWEEN THE CANONICAL ADMINISTRATOR AND THE PRINCIPAL OF MSGR. JOHN R. HACKETT CATHOLIC PREP

Responsibilities to the Canonical Administrator:

- Work with the principal and the local advisory council to develop policies, which will facilitate the implementation of Diocesan policies in the light of the assessment of real

needs on the local level.

- Be apprised of reports to the Diocesan Office of Schools, the local advisory council, national and local organizations.
- Be involved in the establishment of the school budget and work with the principal in developing a fiscally responsible operation.
- Work with the principal in maintaining the school plant facilities efficiently so as to provide an appropriate environment and health and safety standards as required by the mission of the school and by state and local laws/standards.
- In conjunction with the other sponsoring pastors, support, promote and assist in coordinating the sacramental and liturgical life and expression of the school.
- Provide leadership in and support the principles contained in *TO TEACH AS JESUS DID; SHARING THE LIGHT OF FAITH; THE NATIONAL DIRECTORY FOR CATECHESIS;* and *LAY CATHOLICS IN SCHOOLS: WITNESSES TO FAITH.*
- Fulfill an appropriate role in the procedures in place for the resolving of disputes.

Responsibilities of the Principal

- Keep the Canonical Administrator informed as to the principal's efforts to hire qualified teachers and staff who are committed to the Catholic mission of the school.
- Work with faculty, parents and students to maintain high standards of student conduct and enforce discipline, according to the mission statement and policies.
- Provide in-services for staff members to ensure continued professional development.
- Supervise and assist all professional and non-professional staff.
- Develop, interpret and implement regulations which are in agreement with the policies of the Diocese and in compliance with state requirements.
- Devise, maintain, systematically evaluate and improve programs that enhance student learning in response to student and community needs.
- Supervise and evaluate the teaching-learning dynamic as a process for the improvement of instruction.
- Procure personnel, equipment and supplies necessary for the curriculum and activities of the school.
- Coordinate the services of resource personnel with the regular program so that all classroom teachers may receive effective assistance.
- Develop curriculum, including religious curriculum.
- Keep the CSGK board, the Canonical Administrator, and the Diocesan Office of Schools informed as to the operation of the school.

ADDRESSING COMPLAINTS

People who have a complaint against a school will often call the Office of the Superintendent. The complainants are always instructed to adhere to the following procedures, which are consistent with the grievance procedures and regulations in the Catholic Schools – Diocese of Kalamazoo Policy Manual:

- **Step 1** – Place the complaint with the appropriate party (teacher, principal, Canonical Administrator).
- **Step 2** – If one is not satisfied with the response from the appropriate party, then the matter should be brought to the next level of responsibility (teacher to principal; principal to Canonical Administrator).
- **Step 3** – The Canonical Administrator, as the leader in faith of the school, has the final say in resolving the grievance at the local level. Time should be given to ascertain the facts of the case. Once the Canonical Administrator has made his decision, then he should let the parties involved know the content and context of that decision. The final say at the local level rests with the Canonical Administrator. If the complainant remains dissatisfied with the decision, the complainant may appeal to the Diocesan Superintendent consistent with the Catholic Schools – Diocese of Kalamazoo Policy Manual.

The Canonical Administrator is not above policy and generally needs to support all policies. There may be pastoral considerations that require an adjustment of policy. This should be done in consultation with the other sponsoring pastors and the Superintendent of Schools.

When complaints become a question of performance by/of the school principal or impact the overall assessment of quality in the school, the Superintendent must be involved in the process to address these concerns. If the Canonical Administrator has concerns about the quality of the school or the performance of the principal, it is essential that a conversation with the Superintendent be initiated.

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