![Peterborough Victoria Northumberland and Clarington Catholic District School Board logo]

BOARD ADMINISTRATIVE PROCEDURE	
Administrative Procedure **School/Parish Accompaniment**	*Administrative Procedure Number* **201**
Directional Policy **Catholic Education**	

Title of Administrative Procedure:

School/Parish Accompaniment

Date Approved:

October 4, 2022

Projected Review Date:

October 2027

Directional Policy Alignment:

The Peterborough Victoria Northumberland and Clarington Catholic District School Board serves the common good by applying the teachings of the Roman Catholic Church in the context of a culturally, religiously, and regionally diverse society. This administrative procedure acknowledges that Catholic schools are an integral part of the Catholic Church's mission and as such parishes and the schools have a wonderful opportunity to work collaboratively to celebrate the faith with students and their families. For this collaborative effort to be successful, it is important to build a relationship based on trust, mutual respect, and shared responsibility for the pastoral care in Catholic schools.

Alignment with Multi-Year Strategic Plan:

The School/Parish Accompaniment Administrative Procedure focuses on *Building a Community that Accompanies in Faith*.   In this regard, enhancing connections between the school and parish communities helps with the priority of inspiring faith and valuing relationships to engage in Being Community.

PVNCCDSB Board Vision, Mission and Strategic Priorities

Action Required:

As a Board, we are committed to:

- Providing Pastoral Care in Catholic schools as further outlined in the document *Pastoral Care in Catholic Schools* which was jointly created by the Diocese of Peterborough and the Peterborough Victoria Northumberland and Clarington Catholic District School Board;
- Regular planning meetings between school leaders and priests and parish pastoral teams, including Priest, Principal & Chaplaincy Team Leader meetings and local planning meetings to reflect on the Animating Catholic Teaching (ACT) Plan and PVNC Pastoral Plan so that all involved in Catholic education may come to know the important link between the Catholic School and the parish community in supporting families;
- Supporting families in the religious education and faith development of their children by collaborating with priests and parish pastoral teams with respect to:
  - Catechesis of students through the *Growing in Faith, Growing in Christ* Religious Education program, the *Fully Alive* Family Life Education; program and elementary and secondary Religious education curriculum.
  - Sacramental preparation programs for First Eucharist, Frist Reconciliation, and Confirmation with care and attention given to the Diocesan Guidelines for Sacramental Preparation;
  - Prayerful faith experiences such as the Rosary Prayer Program, Christian Meditation, School Liturgies (as outlined further in AP 202) or school retreats.
  - Ensure alignment with the three-year Pastoral Plan

Responsibilities:

The Board of Trustees is responsible for:
- Ensuring alignment with Directional Policy 200, Catholic Education;
- Reviewing the School/Parish Accompaniment Administrative Procedure as part of its regular policy and procedure review cycle.

The Director of Education is responsible for:
- Ensuring that building relationships with priests and parish communities is prioritized in the PVNC multi-year strategic plan;

- Meeting regularly with the Bishop of the Diocese of Peterborough and coordinating bi-annual Priest-Principals-Chaplaincy Leader meetings.

The Bishop of the Diocese of Peterborough is responsible for:
- Ensuring that building relationships with Catholic school communities is prioritized in the Diocesan Pastoral Plan;
- Appointing a Spiritual Advisor from the clergy of the Diocese to support the mission of Catholic education;
- Meeting regularly with the Director of Education and coordinating bi-annual Priest-Principals-Chaplaincy Leader meetings.

Superintendents of Schools and System Portfolios are responsible for:
- Ensuring that the PVNC Pastoral Plan is embedded within the *Catholic Board Improvement Plan for Student Achievement and Well-Being* and in each school's Catholic School Improvement Plan for Student Achievement and Well-being;
- Supporting school leaders in creating opportunities to strengthen relationships with priests and parish communities;
- Inviting the bishop, parish teams and priests to board-sponsored events to socialize and learn together;
- Participating and exercising leadership in their parish faith community.

Manager of Communications is responsible for:
- Highlighting parish and school connections at various points during the liturgical year such as Advent, Lent, Easter, Pentecost as well as Catholic Education Week and Faith Day;
- Sharing information from the Diocese about events or resources that may be of interest to the PVNC community.

Principals and Vice-Principals are responsible for:
- Ensuring that regular meetings occur between the priest, parish catechists and administrative team, grade 2 & 7 teachers, faith ambassadors and chaplaincy team leaders in schools;
- Planning collaboratively with the parish team (using the ACT plan for liturgical planning as well as the PVNC Pastoral Plan and Diocesan Pastoral Plan as a guide);
- Coordinating liturgical celebrations as further detailed in the School Liturgy Administrative Procedure;
- Providing to parish leaders an updated reference guide that includes information regarding: school and board website addresses including the board and school calendars, school day start and end time, parent nights, Catholic school council

members, Professional Development Day information, Faith/Prayer Day date and theme, sign in procedures, etc.;
- Proposing a representative to sit on the Parish Councils where applicable;
- Participating and exercising leadership in their parish faith community.

Priests and Parish Pastoral Teams are responsible for:
- Offering words of encouragement and support as well as a ministry of presence whenever possible in school communities;
- Facilitating liturgical celebrations as further detailed in the School Liturgy Administrative Procedure;
- Recognizing publicly the important role of schools in the parish community with blessings for those who work in education on Sunday of Labour Day weekend, highlights during Catholic Education Week, references in the parish bulletin and website, etc.;
- Providing to school leaders an updated reference guide about the Parish that could include information regarding: the parish website, pastor and priests; contact information, Mass times; Celebration of the Sacraments, Rite of Christian Initiation of Adults, parish committees, ministries and events, etc.;
- Designating a representative on Catholic school councils.

Chaplaincy Team Leaders are responsible for:
- Offering spiritual direction, providing support for those who are struggling or bereaved and showing leadership in school retreats and social justice activities to bring the Gospel to life in the school community;
- Participating and exercising leadership in their parish faith community.

Faith Ambassadors are responsible for:
- Promoting and develop opportunities for adult faith formation;
- Collaborating with parish pastoral teams and school administration to enhance the school's expression of faith;
- Participating and exercising leadership in their parish community.

Staff are responsible for:
- Developing awareness and promoting the activities taking place in the parish as listed on the parish bulletin, calendar and website;
- Inviting and welcoming families to the practice of regular participation in the sacramental life of the Church;
- Ensuring that in elementary schools a 40-minute block of Religious Education or Family Life Education programming (*Growing in Faith, Growing in Christ* and *Fully Alive*) takes place each day.

Students are responsible for:
- Welcoming priests and pastoral ministers into classrooms and school communities;
- Recognizing our shared identity as beloved children of God, who is always at our side, encouraging and helping us to be the best that we can be as we offer service to the world as an instrument of peace and justice.

Parents are responsible for:
- Working with the school community to help their child realize the gifts they have been given by our Creator God;
- Engaging with school staff and parish teams to learn from each other, pray together, and work alongside each other to ensure all children have opportunities to grow in faith and in their learning.

Progress Indicators:
- Feeling of connection between school and parish community;
- Regular visits of parish leaders to schools and members of the school community to parishes;
- Implementation of and familiarity with the PVNC Pastoral Plan and the Diocesan Pastoral Plan throughout the school and parish communities;
- Meaningful collaboration in yearly liturgical planning (supported by the ACT plan).

References:
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