

PRIVATE CATHOLIC SCHOOLS

Summary of Final Recommendations Made to Archbishop Bernard Hebda
by the Private Catholic School Working Group
for the Archdiocese of Saint Paul and Minneapolis



Catholic Schools
OF THE ARCHDIOCESE OF
SAINT PAUL AND MINNEAPOLIS

Forming our future. Educating for life.

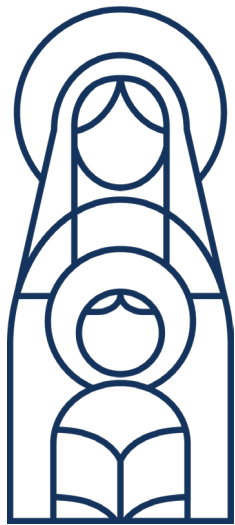


TABLE OF CONTENTS

LETTER FROM THE ARCHBISHOP	4
INTRODUCTION	6
RECOMMENDATIONS	12
I. RECOMMENDATIONS FOR EXISTING PRIVATE CATHOLIC SCHOOLS OF THE ARCHDIOCESE	13
RECOMMENDATION 1A	13
RECOMMENDATION 1B	13
RECOMMENDATION 1C	13
RECOMMENDATION 1D	13
RECOMMENDATION 1E	13
RECOMMENDATION 1F	13
II. RECOMMENDATIONS FOR EXISTING RELIGIOUS-OWNED SCHOOLS OR EQUIVALENT CANONICAL STRUCTURE	14
RECOMMENDATION 2A	14
RECOMMENDATION 2B	14
RECOMMENDATION 2C	14
RECOMMENDATION 2D	14
III. RECOMMENDATIONS TO UPDATE AND ENHANCE KEY EXPRESSIONS OF UNITY AND COMMUNION	15
RECOMMENDATION 3A	15
RECOMMENDATION 3B	15
RECOMMENDATION 3C	15
RECOMMENDATION 3D	16
RECOMMENDATION 3E	16
IV. RECOMMENDATIONS TO UPDATE INTERNAL PROCESSES IN SUPPORT OF THESE PROPOSALS	17
RECOMMENDATION 4A	17
RECOMMENDATION 4B	17
APPENDICES	18
APPENDIX A: EXISTING AGREEMENT RELATING TO RECOGNITION AS A CATHOLIC SCHOOL IN THE ARCHDIOCESE	19
APPENDIX B: PROPOSED/RECOMMENDED IMPLEMENTATION TIMELINE	22



ARCHDIOCESE
OF
SAINT PAUL &
MINNEAPOLIS

OFFICE OF THE ARCHBISHOP

December 3, 2025
Feast of Saint Francis Xavier, Baptizer

Dear Members of Governing Bodies of Private Catholic Schools in the Archdiocese,

At the core of the apostolic mission given to every diocesan bishop is the work of teaching about Jesus and His Church. That requires care for those directly involved in the leadership and governance of our Catholic schools. Parents are counting on us to assist them in educating their children. The Faith has always been just a generation away from being extinguished. By God’s grace, the light of faith has burned brightly in this region over the last 175 years since the founding of the Archdiocese of Saint Paul and Minneapolis.

Over the past ten years, I have repeatedly heard from heads of schools, teachers, staff, pastors, parents, and other stakeholders, a desire for greater collaboration and cooperation. I have listened with some frequency to those who have identified the challenges that emerge from the lack of a more unified vision among those participating in the governance of those schools, including those identified as “private.”

I am convinced that now is the moment to take tangible steps to strengthen the unity that already exists within and among Catholic schools of the Archdiocese. We must remember that our unity begins, ends, and finds its being in Jesus. I recognize that I need to do a better job of calling our leaders to that Christ-centered unity and ensuring that those involved in the governance of Catholic schools have adequate opportunities to explore and understand the mission, purpose, and organizational structures that make possible the relationships we need for achieving greater unity. It is a mistake to think of organizational structures as merely “neutral space”. Structure either provides a path for strong relationships, or it stands in the way.

I am grateful that the Holy See in 2022¹ provided an instruction on Catholic schools that includes a framework and foundational principles to help promote clear roles and responsibilities for the flourishing of Catholic schools.

You will recall that during the 2024-2025 academic year, I commissioned a Private Catholic School Working Group, supported by the Office for the Mission of Catholic Education, to study our past and existing operating environment and to provide a set of recommendations on how we could work to strengthen unity while respecting our observance of the Church’s teaching on subsidiarity and solidarity. The contribution of the talented women and men who assisted with that Working Group has been a great gift to me and to the Archdiocese, and their recommendations, summarized

¹ Congregation for Catholic Education. [The Identity of the Catholic School for a Culture of Dialogue](#). Vatican City, 2022.

December 3, 2025

Page 2

here, provide us with a path forward that will help order our steps over the next several years.

At their foundation, the recommendations:

- Promote greater organizational clarity and foster unity within the project of Catholic education across the Archdiocese, seeking to honor roles, responsibilities and gifts.
- Help foster among those assisting in the governance of a Catholic school a greater understanding of the basic principles that guide the mission, purpose, and work of Catholic schools.
- Unite the work of key institutions involved in the work of Catholic education (i.e. parishes, parish schools, regional schools, private schools, and the Archdiocese) allowing for clearer pathways for parents to understand how they can assume their role in the mission of Catholic education and how we can accompany them from the time their children are in preschool through their graduation from 12th grade.
- Help ensure, for the benefit of parents, that Catholic schools share essential structural characteristics in a way that minimizes problematic conflicts of interest.
- Reflect the seismic shift that has taken place over the course of decades with the fading of religious communities that once founded, staffed, and in some cases, owned Catholic schools. For some of our schools, these religious communities often anchored them in the Church's mission.
- Take the long view. Although some of the recommendations are intended to be realized over the next few years, others, particularly those related to the composition of boards, are a longer project with the goal of helping balance the potential for conflicts of interest, while still promoting the sharing of God-given gifts.

It is my prayer that you will receive this letter and these recommendations as a sign of the deep care the Archdiocese has for Catholic schools and as an exercise in good governance practices that reflect what the Church asks of all Catholic schools. I have asked the Office for the Mission of Catholic Education to reach out to you to discuss the recommendations and next steps. I am grateful that Mr. Steve Cunningham and Mrs. Alison Dahlman will be in contact with you in the months ahead.

I hasten to extend my prayers for the Catholic school you serve that the Lord will grant an abundant increase in faith and number. I consider your service to our Catholic schools a great blessing. Please be assured of my prayers this Advent.

Sincerely in Christ,

A handwritten signature in blue ink that reads "+ Bernard A. Hebda". The signature is written in a cursive style with a cross at the beginning.

Most Reverend Bernard A. Hebda
Archbishop of Saint Paul and Minneapolis

INTRODUCTION

“The Archdiocese approaches its relationships with its Catholic schools through the key Catholic social principles of solidarity, subsidiarity, and participation. When accompanied by the help of the Holy Spirit, these three principles promote organizational practices and strong governance relationships that foster excellence in Catholic education.”

Archdiocesan Manual for Catholic Schools, 211, 2023

WORKING TOWARD A CLEAR OPERATING ENVIRONMENT FIRMLY ROOTED IN THE MISSION OF CATHOLIC EDUCATION AND THE ARCHDIOCESAN PHILOSOPHY OF SCHOOL GOVERNANCE

In the Archdiocese of Saint Paul and Minneapolis, we have three structural expressions of Catholic schools: the parish school, the regional Catholic school, and the private Catholic school (AMCS, 222). In previous years, we worked to clarify the operating environment for both the parish school model and the regional Catholic school model. Following the 2022 publication of the Instruction of the Congregation for Catholic Education of the Holy See, “The Identity of the Catholic School for a Culture of Dialogue,” Archbishop Hebda, at the request of the Office for the Mission of Catholic Education, empaneled a Private Catholic School Working Group with the task of reviewing the approach of the Archdiocese to the private Catholic school operating environment.

BROAD COMMUNICATION WITH CATHOLIC SCHOOLS ON THE APPROACH AND GOALS OF THE PRIVATE CATHOLIC SCHOOL WORKING GROUP

The Archdiocese communicated the formation of the Private Catholic School Working Group in communications to Catholic schools in an email on March 12, 2024, in the March 18, 2024, Catholic School Update and hosted a discussion on April 25, 2024. An additional discussion on the efforts was held at the 2024 Archdiocesan Convocation of Catholic School Leaders. In May 2025, the Office for the Mission of Catholic Education hosted an update meeting with heads of private Catholic schools advising them that the Private Catholic School Working Group was concluding its efforts and formulating recommendations to the Archbishop on how the Archdiocese might clarify and improve the overall operating environment.

AN APPROACH ROOTED IN BEST PRACTICE AND RESEARCH METHODS

The method of the group’s work essentially followed three phases:

1. Review of existing Archdiocesan policies, practices, and governing documents for a cross section of private Catholic schools; and review of foundational sources of authority that the Church relies upon to frame and express consistent models of governance for Catholic schools;
2. Survey of the national landscape of private Catholic schools’ governance practices and diocesan practices;
3. Synthesis of recommendations that would best represent what the Catholic Church asks of a local Ordinary and how best to express this in a practical context among existing Catholic schools with their own unique histories and approaches.

ASSISTED BY THE WISDOM OF SEASONED PRACTITIONERS REPRESENTATIVE OF EXPERT PRACTICE IN CATHOLIC EDUCATION IN THE UNITED STATES

The Private Catholic School Working Group was composed of practitioners and scholars from a variety of institutions across the United States. Among the characteristics shared across the membership: a proven commitment to the mission and goals of a Catholic education, experience serving as a head of a Catholic school, contribution to the work of Catholic education in the United States, expert skill in serving on boards of Catholic institutions, and fluency in models of governance in the Catholic Church. The members are:

Mr. John DeJak, J.D., completed studies in Classics at Loyola University in Chicago and earned a law degree at Ave Maria School of Law. He presently serves as the Executive Director for the Secretariat of Catholic Education for the United States Conference of Catholic Bishops. Prior to his role at the USCCB, Mr. DeJak served as the head of school for Catholic high schools in Minnesota, Michigan and Virginia, most recently serving as President of Father Gabriel Richard High School in Ann Arbor, Michigan. He is a veteran of the United States Army where he served with distinction as an officer and as an Army Judge Advocate. He is an adjunct professor at the University of St. Thomas and The Saint Paul Seminary, where he teaches school law. Mr. DeJak serves as a board member for the Council for American Private Education, the National Catholic Educational Association, and leads the United States Conference of Catholic Bishops Committee on Catholic Education in the United States.

Ms. Mary Pat Donoghue, M.A., holds graduate degrees in Education Administration from Trinity University in Washington, D.C. She currently serves as Assistant General Secretary at the United States Conference of Catholic Bishops. Prior to this appointment, Ms. Donoghue served for seven years as the USCCB's Executive Director for the Secretariat of Catholic Education and notably helped guide policy and practice for Catholic schools in the United States through the difficult years of the pandemic. As a Catholic school principal, Ms. Donoghue renewed a Catholic school and implemented a curriculum rooted in the Catholic liberal arts tradition at St. Jerome Academy in Hyattsville, Maryland.

Mr. Sean Maltbie, J.D., earned a degree in law at Michigan State College of Law. He serves as the President of Sacred Heart Academy in Grand Rapids, Michigan. In addition to work as a head of school, Mr. Maltbie serves as the Director of Mission and Outreach at the St. John Henry Newman Institute in Grand Rapids. The St. John Henry Newman Institute works to help advance the renewal of Catholic education through faithful, entrepreneurial, and effective organizational strategies that are grounded in Catholic mission. Prior to service in Catholic education, he was the Assistant United States Attorney for the Western District of Michigan and worked in private legal practice. He is a veteran of the United States Air Force. Mr. Maltbie works extensively with Catholic schools of various models and dioceses on how to build and sustain an intentional culture of excellence for every student.

Merylann "Mimi" J. Schuttloffel, Ph.D., is Professor Emerita at The Catholic University of America, Washington, D.C. She received her undergraduate degree from the College of St. Teresa (Winona, Minnesota) majoring in French and K-12 education. She received her master of arts in School Counseling from the University of Tulsa. Her Ph.D. in Educational Administration and Research is also from the University of Tulsa, where she specialized in leadership and policy studies. Her dissertation was titled "The Technology Integrated Classroom: The Changing Role of the Teacher and Implications for Teacher Evaluation." At CUA, Professor Schuttloffel directed the Catholic leadership programs, including the doctoral program in Educational Leadership and Policy Studies (CELPS) for principal and superintendent preparation (1996-2018), an MA program for school principals, and a teacher education program. She served as Chair of the Department of Education from 2006-2016. She is

also Founding Director of the Institute for Catholic School Leadership at The Saint Paul Seminary School of Divinity/University of St. Thomas (Minnesota). She is currently a Senior Fellow at the Rumi Forum's Center for Faith, Identity and Globalization. Schuttloffel's most recent publication is "A Faith Internship Model: The Outcome of Contemplative Leadership" (2025). "International Explorations of Contemplative Leadership in Catholic Education" (2019, Routledge) explores her ethnographic studies based in national culture. She is the author of four NCEA publications, "Character and the Contemplative Principal" (1999), "Report on the Future of Catholic School Leadership" (2003), "Contemplative Leadership that Creates a Culture of Continuous Improvement" (2008), and "Report on Catholic School Leadership: Ten Years Later" (2014). And she co-authored "Weathering the Storm: Moving Catholic Schools Forward" (2009). She has numerous international publications including chapters in "Communicating the Faith" (2011), "The Culture of Catholicism in the United States" (2012) and in the "International Handbook of Catholic Education" (2007). She was a contributing author to the two volumes of "Catholic Schools in the United States: An Encyclopedia" (2004). OpenLight Media, operated by the Dominican Sisters of Mary, Mother of the Eucharist, produced a video series documenting Dr. Mimi's work developing contemplative leadership and its application for Catholic schools (2022). Professor Schuttloffel has written extensively on contemplative leadership practice including how Catholic identity formation and cultural influences impact leadership. She has presented at numerous national and international educational conferences. Her international research on Catholic schools includes Australia, Belgium, Chile, Netherlands, Poland, Singapore, Thailand, and the United Kingdom. In 2018, Schuttloffel received the C. Albert Koob Award from the National Catholic Educational Association for her contribution to leadership preparation and research. Schuttloffel was also the recipient of the College of St. Teresa Alumnae Award for her contributions to educational leadership and her demonstration of Teresan values. Dr. Schuttloffel has more than 50 years of experience as an educator in Catholic and government schools located in rural, urban and suburban settings. Before CUA, Dr. Schuttloffel's career included time as a teacher, a school counselor, and an elementary school (Pre-K-8) Catholic school principal.

Dr. Jason Slattery completed graduate studies at the University of St. Thomas and the University of Dayton before finishing a doctoral degree at Creighton University. For a decade he has worked at the service of the Archbishop as the Director of Catholic Education and Superintendent of Schools for the Archdiocese of Saint Paul and Minneapolis. Together with his staff in the Office for the Mission of Catholic Education, he helps provide vision, support and direction to those who lead and teach in the name of the Church within the Archdiocese. Immediately prior to service for the Archdiocese, Dr. Slattery served as the president of a private Catholic school for 10 years. For more than two decades, Dr. Slattery has served on numerous boards, committees, commissions, and organizations in the Archdiocese and beyond. His research background centers on effective models of leadership preparation and organizational effectiveness.

Reverend Father Peter Stravinskis holds a Master of Arts in School Administration from Seton Hall University, a Master of Arts in Biblical Theology from Immaculate Conception Seminary (Darlington), a doctorate in School Administration from Fordham University, and a licentiate of sacred theology from the Pontifical Faculty of the Immaculate Conception in Washington, D.C. He also has earned a doctorate in sacred theology from the Marian Institute at the University of Dayton and the Marianum in Rome. Father Stravinskis has taught in and administered Catholic educational institutions at elementary, secondary, university and seminary levels, including Seton Hall University, Gonzaga University, Pontifex University, and St. John's University. He is published extensively on the topic of Catholic education, the role of a priest in the apostolate of a Catholic school, and Catholic school administration. Among his seminole projects is a manual published by the National Catholic Educational Association and Newman House Press entitled, "The Mission of Catholic Schools: A Century of Reflection and Direction."

GOD PROVIDES THE HELP WE NEED AT THE MOMENTS WE NEED IT

We are grateful for the considerable efforts from each member throughout the 2024-2025 academic year and the time they were willing to lend in helping improve the operating environment for private Catholic schools in the Archdiocese of Saint Paul and Minneapolis.

CONSULTATION AND COOPERATION ON A WAY FORWARD TOGETHER

On June 30, 2025, the Private Catholic School Working Group presented its extensive findings and recommendations to Archbishop Hebda. The Archbishop requested that the full set of recommendations enter a period of consultation during the autumn of the 2025-2026 academic year that would commence with an in-person review with heads of private Catholic schools, followed by the Presbyteral Council, and the Archdiocesan Catholic School Leader Working Group.

Following these three initial consultations, we anticipate that the effort will turn to direct dialogue on a process of implementation with existing boards of private Catholic schools on the recommendations that will commence in the spring of 2026. Among schools grouped into the Private Catholic School Working Group are three schools that are owned and operated by religious orders: Bethlehem Academy (Dominican Veritas Ministries), Cretin-Derham Hall (Christian Brothers of the Midwest), and Cristo Rey Jesuit High School (Society of Jesus). When the Private Catholic School Working Group began its work, the intention was for these three religiously owned and operated Catholic schools to be reviewed following a separate effort, and as the work of the group progressed, it became clear that a recommendation was a natural step.

SERVING PARENTS AND THEIR CHILDREN

At the heart of these recommendations is a desire to create the best possible conditions for a strong relationship between the archbishop, parishes, and those private Catholic schools that teach in the name of the Church so that we might better serve parents and their children. Private Catholic schools are an integral part of the beautiful tapestry that is Catholic education in the Archdiocese, and like every tapestry, there is a need to strengthen our ties from time to time. Implementation will be carried out in a phased, multi-year process built to ensure stability and continuity. We urge a deliberate and gradual process of adoption of changes, which is captured in the proposed/recommended implementation timeline on page 22. These recommendations are anchored firmly in what the Church is asking of bishops and those who share in the prized work of providing a Catholic education in the Archdiocese of Saint Paul and Minneapolis.

CATHOLIC SCHOOLS: APOSTOLATES THAT RELY ON THE HELP OF GRACE

Some of what is recommended will be for most of our private Catholic schools and will require only minor adjustments and strong communications. For several years, schools seeking the Catholic title have been obliged to complete an Agreement to Operate as a Catholic School in the Archdiocese of Saint Paul and Minneapolis. For other private Catholic schools, some recommendations might be initially viewed as challenging to achieve. We are eager to work in close collaboration to assist every school in adopting these changes that will help ensure a strong foundation for the work of Catholic schools across the Archdiocese in the many years ahead.

Let's commend this effort to the help and care of Our Lady, Seat of Wisdom, patroness of the Catholic schools of the Archdiocese of Saint Paul and Minneapolis.



Prayer for the Intercession of
Our Lady, Seat of Wisdom

O God, infinitely wise,
in order to raise the fallen,
you decreed that the Virgin Mary
should be the dwelling place of your
Wisdom.

Through her intercession may we avoid
the spirit of pride and, following her example,
serve you with a true spirit of humility.
We ask this through Christ our Lord.

Amen.

RECOMMENDATIONS

I. Recommendations

"Therefore, it is necessary for every educational apostolate of Christian inspiration to obtain concrete recognition on the part of the competent ecclesiastical authority. In this way, the faithful are guaranteed that the school of their choice provides a Catholic education (cf. canons 794 § 2; 800 § 2 CIC and canons 628 § 2; 631 § 1 CCEO). In this, canon 803 § 3 CIC and canon 632 CCEO also state that no Institute, although in fact Catholic, is to bear the name of "Catholic school" without the consent of the competent ecclesiastical authority. Furthermore, canon 216 CIC and canon 19 CCEO recall that no initiative can claim the title "Catholic" without the consent of the competent ecclesiastical authority."

Instruction of the Congregation for Catholic Education, 2022

I.

RECOMMENDATIONS FOR EXISTING PRIVATE CATHOLIC SCHOOLS OF THE ARCHDIOCESE

RECOMMENDATION 1A

All schools pass a resolution and execute an updated Agreement to Operate as a Catholic School (cf. c. 803 § 1 CIC; CCE 59c) — enhancements explained in 3A — by the start of the 2026-2027 academic year.

RECOMMENDATION 1B

Ensure Archdiocesan Safe Environment Policy compliance of board members by September 1, 2026 (CCE 77; APMSSSE 106).

RECOMMENDATION 1C

Ensure board member training requirements for new members by September 1, 2026.

RECOMMENDATION 1D

As a tangible expression of episcopal oversight and communion, appoint to every private school board a local pastor selected by the Archbishop. Representative will ideally be a priest from the local deanery capable of representing the interests of parishes in the region sending students to the school, and the Archdiocese (CCE 60).

RECOMMENDATION 1E

Where there is a full-time diocesan priest chaplain assigned by the Archbishop, the priest will serve as a voting member of the board of directors (CCE 60).

RECOMMENDATION 1F

Assign a priest chaplain to every private Catholic school.

Code of Canon Law (CIC, 1983)

Instruction of the Congregation for Catholic Education, "The Identity of the Catholic School for a Culture of Dialogue" (CCE, 2022)

Archdiocesan Manual for Catholic Schools (AMCS, 2024)

Archdiocesan Policy for Ministerial Standards/Safe Environment (APMSSE, 2016)

Archdiocesan Policy for Sacraments (APS, 2016)

II.

RECOMMENDATIONS FOR EXISTING RELIGIOUS-OWNED SCHOOLS OR
EQUIVALENT CANONICAL STRUCTURE

RECOMMENDATION 2A

All schools in this category execute an updated Agreement to Operate as a Catholic School (cf. c 803 § 1 CIC; CCE 59c) — enhancements explained in 3A — by the start of the 2026-2027 academic year.

RECOMMENDATION 2B

Ensure Archdiocesan Safe Environment Policy compliance of board members by September 1, 2026 (CCE 77).

RECOMMENDATION 2C

Where there is a full-time archdiocesan priest chaplain assigned by the Archbishop, the priest will serve as a voting member of the board of directors.

RECOMMENDATION 2D

Where there is a religious priest assigned, the sponsoring congregation will make the appropriate arrangements for the priest to serve on the board of directors.

Code of Canon Law (CIC, 1983)

Instruction of the Congregation for Catholic Education, "The Identity of the Catholic School for a Culture of Dialogue" (CCE, 2022)

Archdiocesan Manual for Catholic Schools (AMCS, 2024)

Archdiocesan Policy for Ministerial Standards/Safe Environment (APMSSE, 2016)

Archdiocesan Policy for Sacraments (APS, 2016)

III.

RECOMMENDATIONS TO UPDATE AND ENHANCE KEY EXPRESSIONS OF UNITY AND COMMUNION

RECOMMENDATION 3A

OMCE will update the existing Agreement to Operate as a Catholic School with relevant sections from the Code of Canon Law (CIC), the Instruction of the Congregation on Catholic Education, “The Identity of the Catholic School for a Culture of Dialogue” (CCE, 2022), and the Archdiocesan Manual for Catholic Schools (AMCS, 2024) with enhanced emphasis on:

- Responsibility of the Bishop to visit and assess every five years (cf.c. 806 CIC; CCE 59f.; AMCS 242).
- Credentialing of Catholic School Leaders (CCE 50; AMCS 344a-h).
- Archdiocesan Manual for Catholic Schools (cf.c. 806 CIC; CCE 59 d-e).
- Annual Financial Audit by reputable firm (CIC 1282; AMCS 370).
- Policy on modifying grade levels and significant changes (AMCS 353; ARSPM 601).
- Assignment of priests as chaplains (full or part time) to every Catholic school (AMCS 356).
- Granting, maintenance, and revocation of a Mandate for Teachers of Religion (cf.c. 804 § 2, 805 CIC; CCE 14, 23, 45-47, 59h; AMCS 345-346).
- Relationship of all teachers and staff for flourishing of an Integrated Catholic Curriculum (cf.c. 803 § 2 CIC; CCE 14, 23, 45-47, 59h-l; AMCS 345, 347).
- Reservation of the Blessed Sacrament, the Sacraments, and Liturgical Norms (CIC 934-944, APS 501-509).

RECOMMENDATION 3B

OMCE will develop board member training requirements and content:

- All new board members will complete initial training by September 1, 2026.
- Develop and implement basic board member training:
 1. Three hours with delivery with the support of a capable Institute:
 - ♦ Mission and culture of a Catholic school
 - ♦ Roles and responsibilities
 - ♦ Policies, requirements and laws
 2. Track and certify completion of requirements.
 3. Make available to RO schools for board training — solidarity.

RECOMMENDATION 3C

OMCE will create and maintain a database solution for tracking board member background, service, training and requisite compliance.

Code of Canon Law (CIC, 1983)

Instruction of the Congregation for Catholic Education, “The Identity of the Catholic School for a Culture of Dialogue” (CCE, 2022)

Archdiocesan Manual for Catholic Schools (AMCS, 2024)

Archdiocesan Policy for Ministerial Standards/Safe Environment (APMSSE, 2016)

Archdiocesan Policy for Sacraments (APS, 2016)

RECOMMENDATION 3D

OMCE will coordinate an annual Archdiocesan Mass at the Cathedral of Saint Paul, commissioning of new board members, and reception with the Archbishop.

RECOMMENDATION 3E

OMCE will propose a draft template of required uniform language for inclusion in all Private Catholic School bylaws and articles of incorporation in several key areas that express the bonds of union and communion and in relationship with civil legal requirements:

1. The purpose and mission statement
 - ♦ Propose language
2. Board member qualifications
 - ♦ Propose language
3. Board composition (see Recommended Private Catholic School Board Requirements below).
4. Required language for bylaws changes and dissolution
 - ♦ Propose language
5. Evaluated additional minimal required language

RECOMMENDED PRIVATE CATHOLIC SCHOOL BOARD REQUIREMENTS

CHAIR OR CO-CHAIR OF A BOARD

- Must be a practicing Catholic involved in the life of a parish (letter for pastor-using document in IV.A.1a below).
- May not be an individual with dependents enrolled in the school.
- May not be an individual employed by or related to employees of the school.

BOARD COMPOSITION

- The board will have no more than 30% representation by members with dependents enrolled in the school achieved by 2028-2029.*
- No newly elected member will serve more than three consecutive terms achieved by 2028-2029.
- Boards will have no more than eleven (11) members, and schools will utilize robust committee structures where helpful to advancing the mission.
- While it is ideal that all members of the governing board of a Catholic school will share fully in the Catholic faith and live a credible witness, boards will minimally maintain a super majority (2/3) of Catholics in good standing and supportive of the mission of Catholic education.
- The Head of the Catholic School will serve as an ex-officio member of the board.

**Healey Education Foundation board recommendations*

IV.

RECOMMENDATIONS TO UPDATE INTERNAL PROCESSES
IN SUPPORT OF THESE PROPOSALS

RECOMMENDATION 4A

APPOINTMENT OR APPROVAL OF MEMBERS

- OMCE will propose a draft letter of good standing and a mission alignment checklist for pastors to use when completing attestations of good standing for prospective board members. The process will include an interview with the pastor.
- Cease offering appointment letters for individual board members (except for the Archdiocesan representative).
- Utilize an approval memo for board members issued after consultation with the Archbishop through OMCE.
- Streamline process for board member nominations:
 1. Annual intake process through an electronic portal
 - ♦ Require resume
 - ♦ Board member questionnaire
 - ♦ Letter of good standing from pastor
 - ♦ Certify Essential Three
 2. Process all members within 30-day timeframe starting in April.
 3. Complete the process by May 1.

RECOMMENDATION 4B

APPROVAL PROCESS FOR BYLAWS CHANGE REQUESTS

- Streamline process for requests to amend and approve bylaws changes:
 1. Annual intake process through an electronic portal maintained by OMCE and cooperating with the Office of the Chancellors:
 - ♦ Schools submit Word versions with red-lined proposed changes
 - ♦ Process all requested changes within a 60-day timeframe starting in May.
 - ♦ Complete the process by July 1.

THE SECOND VATICAN COUNCIL TAUGHT:

"All Christians — that is, all those who having been reborn in water and the Holy Spirit are called and in fact are children of God — have a right to a Christian education Accordingly the sacred Synod directs the attention of pastors of souls to their very grave obligation to do all in their power to ensure that this Christian education is enjoyed by all the faithful and especially by the young who are the hope of the Church."

— *Gravissimum Educationis*, 1965

APPENDICES

APPENDIX A

Existing version that has been used with newly created schools since 2018: starting point for revision consistent with working group recommendations



EXISTING AGREEMENT RELATING TO RECOGNITION AS A CATHOLIC SCHOOL IN THE ARCHDIOCESE OF SAINT PAUL AND MINNEAPOLIS

This Agreement is entered into this _____ day of _____, 202x, by and between the Archdiocese of Saint Paul and Minneapolis (Archdiocese) and (NAME) (School).

WHEREAS the Archdiocese and the School elect to enter into a relationship for the purpose of establishing a school to provide a Catholic education which strives for complete formation of the human person; and

WHEREAS a Catholic school is understood as one which a competent ecclesiastical authority or a public ecclesiastical juridic person directs or which ecclesiastical authority recognizes as such through a written document; and

WHEREAS the diocesan bishop has the right to watch over and visit the Catholic schools in his territory and to issue prescripts which pertain to the general regulation of Catholic schools.

NOW THEREFORE, in consideration of the mutual covenants and promises hereinafter recited the parties hereto agree as follows:

1. The Archdiocese will grant the School the status of a Catholic school and permission to bear the name "Catholic;"
2. The Archdiocese will include the School in the Official Catholic Directory with an asterisk, indicating its Catholicity but acknowledging its independent tax-exempt status;
3. The Archbishop or his designee has the duty and the right to ensure that:
 - a. Instruction and education in a Catholic school must be grounded in the principles of Catholic doctrine;
 - b. Teachers are to be outstanding in correct doctrine and integrity of life;
 - c. Those teachers who are given responsibility for religious instruction in the School are outstanding in correct doctrine, the witness of a Christian life, and teaching skill;
 - d. Teachers of religion are appropriately vetted and removed if a reason of religion or morals requires it.
4. The School will operate under the policies of the Archdiocese, in particular the Safe Environment policies and policies formulated by the Office for the Mission of Catholic Education, and will accept responsibility for understanding and implementing these policies;

5. Any additional locations, grade levels, or major changes to the operation of the School must have prior approval from the Archbishop and the affected territorial parish(es);
6. Any notice required or permitted herein shall be in writing and shall be either personally served, mailed or e-mailed as follows:

If to Archdiocese of Saint Paul and Minneapolis:

Archdiocese of Saint Paul and Minneapolis
Office for the Mission of Catholic Education
777 Forest Street
St. Paul, MN 55106
651-291-4400

If to (INSERT NAME OF SCHOOL):

7. This Agreement and the performance thereof will be governed, interpreted, construed and regulated by the laws of the State of Minnesota. Any dispute with respect to the terms hereof or any breach hereof shall first be attempted to be resolved by the parties. Any unresolved disputes or breaches shall be submitted to the Office of Conciliation of the Archdiocese.
8. In the event the School remains in default in any of the terms of this Agreement after 30 days written notice to the School, the school shall forthwith cease using or bearing the name Catholic, and cease being listed in the Official Catholic Directory.
9. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto. Neither party may assign their interest herein without the expressed written consent of the other party which consent may be withheld for any reason. This Agreement may be amended or modified only by a written instrument executed by both parties.
10. The parties acknowledge that this agreement does not create a joint venture, partnership, or any other legal relationship between the parties.

The parties hereto agree to all of the above terms and conditions as of the date first above written.

Archdiocese of Saint Paul and Minneapolis

By: _____

Date

Its: _____

(INSERT NAME OF SCHOOL)

By: _____

Date

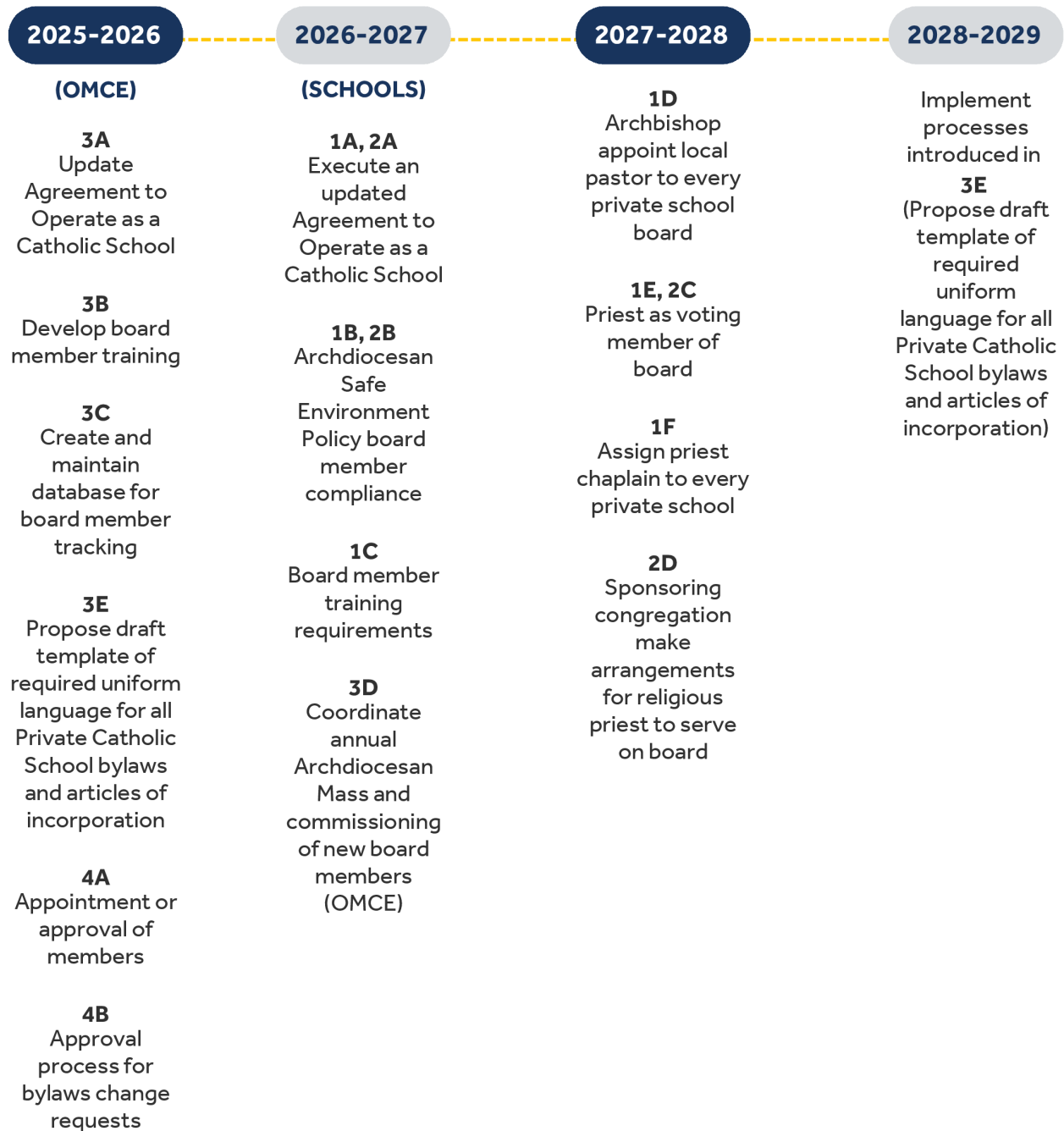
Its: _____

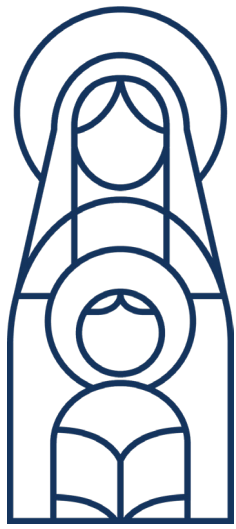
APPENDIX B

PROPOSED/RECOMMENDED IMPLEMENTATION TIMELINE

PHASE 1

This proposed/recommended implementation of adoption of changes will be carried out in a phased, multi-year process built to ensure stability and continuity for Catholic school communities. Some recommendations involve development in one school year for implementation in the following year or a future school year. Annual updates on process will be posted on the Catholic School Leader Board.







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spm catholic schools.org