



# **St. Joan of Arc School Board**

## **Prospective Discernment Candidate Information Packet**

\*Please note: The mandatory meeting for this year's candidates will be held in-person on **Monday April 20<sup>th</sup> at 7p.m.**

**ST. JOAN OF ARC SCHOOL BOARD**

Dear Prospective Discernment Candidate:

The process is now underway to discern new board members for the next school year. The St. Joan of Arc School Board, which is an advisory, consultative, non-governing board, includes members from St. Joan of Arc Parish, each of whom serves for terms of three years. Potential school board members must have been registered members of the parish for at least one year. We invite you to participate in this process at St. Joan of Arc School.

The Discernment process is used annually to fill positions on the School Board. Discernment is not an election, but rather a decision-making process that uses both prayer and dialogue. It requires each member of the parish interested in serving to first reflect upon their own talents, time and energy. Discernment is a very prayerful process in which each of us calls upon the Holy Spirit to guide us in our movement toward service.

Following a period of initial contemplation and prayer, those individuals who feel they may be called to school board service enter a process of dialogue and further self-consideration within the framework of a regular School Board Meeting. In a group setting with the other candidates, the Board Members and Discernment Facilitator, in the presence of the Holy Spirit, the discernment candidates:

1. Learn about specific responsibilities of the school board.
2. Share how they might be of service, and
3. Discover the qualifications, talents and motivations of other discernment candidates.

It is in this group setting that discernment candidate's move closer to an individual decision to discern themselves on the board or to participate in the selection of other candidates by discerning that it is not an appropriate time for personal service on the school board.

A second Discernment Candidate Meeting is held a few weeks later. Following prayerful consideration by the candidates, a final determination will be made by the candidates themselves, with help from the Discernment Committee, if necessary. The result will be the selection of the final candidates to serve on the board.

Thank you for your interest in serving on the St. Joan of Arc School Board. Your involvement in the process is very important, and will be guided by the Holy Spirit as we all work toward the growth and future of our children.

Sincerely,

Discernment Committee  
St. Joan of Arc School Board

## ST. JOAN OF ARC SCHOOL BOARD DISCERNMENT CANDIDATE APPLICATION

The role of the St. Joan of Arc School Board, in conformity with the policies and guidelines established by the Joliet Diocese, is to provide advice and assistance to the Pastor and Principal in such matters as strategic planning, public relations, budgeting, endowment development, recruiting, long-range planning and grants. The SJA School Board is consultative. It is not a governing organization that has oversight over the operations of the school. The Discernment Process used to select school board members relies upon the Holy Spirit to help guide the board and prospective candidates through prayer and dialogue to any final determination of appointment. School Advisory Board members are expected to attend the monthly meetings and to serve on subcommittees as necessary.

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Occupation: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

How many years have you been a parishioner of St. Joan of Arc? (One year minimum required) \_\_\_\_\_

Prior to the pandemic, have you been a practicing Catholic who attends Mass each Sunday at St. Joan of Arc: \_\_\_\_\_

Please identify any current or past Parish/School volunteer activities.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What knowledge or skills can you share with the SJA School Board?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please sign the statement below and **submit this application to the Discernment Committee via the school office or via email to Jimmy Shanahan at [jdshanahan@gmail.com](mailto:jdshanahan@gmail.com) by the end of the day, Monday, April 13<sup>th</sup>.**

I understand that the SJA School Board is consultative and not administrative. I understand that the SJA School Board operates under the principles of shared wisdom, which is based on prayer, respect, and listening to others. As a member of the St. Joan of Arc School Board, I will participate accordingly and I will promote and support the Parish and School.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **ROLE/PURPOSE OF A PAROCHIAL SCHOOL BOARD**

A public school board is constituted as regulatory, which enacts or uses existing rules and regulations to govern the operation of its institution. This type of board is considered administrative and differs significantly from the consultative board of a catholic school.

A parochial school board is a body whose members are selected to participate in decision-making in specific and designated areas of responsibility. A parish school is part of the educational mission of the parish for which the pastor is the canonical administrator. He delegates, according to the diocesan policy, administrative responsibilities to the school principal, who is accountable to him. In the Diocese of Joliet, school boards are consultative in nature. A consultative board operates in the policy-making process by formulating and adopting, but NEVER enacting policy. This very general responsibility resolves into six distinct functions:

1. To participate in and encourage strategic planning by establishing a mission statement, goals, objectives, long-range and short-range plans for the school.
2. To develop and defend policy by formulating policies in accord with diocesan policies which give general direction for administrative action.
3. To offer financial advice by developing plans/means to finance the educational programs including tuition, development and fundraising, allocating resources according to the budget and monitoring these plans.
4. To serve as a good public relations source.
5. To evaluate itself periodically, determining its own effectiveness in light of its mission and its responsibilities as outlined by diocesan policy and its own constitution.
6. To participate in the selection of the principal, who is the board's executive office, if and to the extent invited to do so by the pastor. The pastor hires the principal. At his discretion, he may invite the board members to serve on the search committee when a principal needs to be hired.

The parochial school board does **NOT** as a grievance committee. It does **NOT** hire, evaluate or terminate faculty members. It does **NOT** administer the school. It does **NOT** tell the principal how to administer the school. It does **NOT** regulate the instructional program or involve itself in matters of curriculum.

## **REFLECTIVE QUESTIONS for the DISCERNMENT CANDIDATE**

Are you a person who is:

Able to share prayer and dialogue?

Open-minded and respectful of others?

A good listener?

Able to communicate within a group?

Enthusiastic and positive in attitude?

Willing to accept the status quo?

Able to accept and promote decisions  
made contrary to your own point of  
view?

Do you have a commitment to Catholic Education? What is your long-term commitment to St. Joan of Arc's Parish/School?

Do you have a willingness to work toward the goals of the Parish? Do you have a Vatican II mentality?

How will being a member of the School Board affect your family life? Do you have enough time and energy to take on more responsibilities?

How do you handle conflict situations? Do you see them as difficult barriers or do you accept them as challenges to find alternatives?

How important is gossip to you? Are you able to keep certain matters confidential when asked or expected to do so?

How would you bring about positive changes?