



Catholic Education Board of Management

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The PARISH PRIEST MANAGER OF CATHOLIC PRIMARY SCHOOLS in the ARCHDIOCESE OF PORT OF SPAIN

ROLE OF PARISH PRIEST AS MANAGER OF A ROMAN CATHOLIC PRIMARY SCHOOL

With the expansion of the CEBM, the Parish Priest and Quality Assurance Managers share the management role. The CEBM through the Quality Assurance Manager shoulders most administrative duties and so frees the Parish priest to focus on those of a pastoral nature. The Parish Priest liaises with the Quality Assurance Manager to manage Catholic educational quality. He leads the Parish Ministry to Schools team that supports the Principal in developing and maintaining the school's Catholic identity.

Introduction

The goal that the Catholic school sets for itself is to lead children and youth to encounter the living Jesus Christ, Son of the Father, brother and friend, Master and merciful Shepherd, Hope, Way, Truth and Life, and thus to experience covenant with God and with human beings. It does so by aiding in building the personality of the students, having Christ as their reference point for mindset and life.

All those involved in Catholic education are called to build communities of faith and holiness. In partnership with the family and the parish, the Catholic School participates in the saving mission of the Church. By evangelization, catechesis and works of service, the Catholic school builds up both the family of faith and the human community. The school is called to become primarily a privileged place of comprehensive formation and development, through the systematic and critical assimilation of one's culture, which it achieves through a living and vital encounter with the cultural legacy.

The priest is a necessary and integral member of the school community. He has a specific role and responsibility, particularly in the religious instruction given and in all matters that affect the Catholic character of the school. Pastors should promote Catholic education, especially for those who are poor, those deprived of the benefits of family life and those weak in faith.



Role & Responsibilities:

1. The Manager/Parish Priest provides the ultimate leadership in creating and maintaining a relationship of mutual love and respect, and cooperation between the Principal and himself.
2. The Manager/Parish Priest and Principal collaboratively work to ensure that an atmosphere of mutual respect and cooperation permeates the relationship among principals, teachers, parents, students and the local community.
3. The Manager/Parish Priest and Principal develop a clear understanding of the professional capabilities and educational responsibility of the Principal to ensure an effective professional relationship which fosters quality Catholic education.
4. The Manager/ Parish Priest and Principal meet on a regular basis to establish effective lines of communication. This provides opportunities for the necessary interchange of information. Such a pattern of communication frequently prevents substantive misunderstandings.
5. In addition to the meetings/briefings at 4 above, it is also strongly recommended that the Manager/Parish Priest and the Principal formally meet at least three (3) times during the school year to assess the overall direction and operation of the school as well as the implementation of strategic goals.

Adopted from: The Pastoral Letter on Catholic Education in the territories of the Antilles Episcopal Conference CEBM March 2013

The under-mentioned duties/responsibilities are also required of the Manager/Parish Priest:

Main Duties or Functions:

6. *Spirituality:*
 - a. Helps to maintain and preserve the Catholic character of the school.
 - b. Shall be the Shepherd/Spiritual Director/Mentor to the Principal and staff including ancillary staff and students.
 - c. Shall hold regular Masses for the school, hear confessions and spearhead/participate in religious celebrations.
 - d. Ensures adherence to relevant Church policies.
7. *Relationship with School Administration:*
 - a. Shall be a frequent and welcome visitor to the school.



- b. Shall always be welcome to teach a Religion Class and may be a resource person for any other subject in which he is competent.
- c. Shall show a keen interest in **all** school activities (not only the religious aspects) e.g. Parents' and Sports Days.

8. *Plant Maintenance:*

- a. Shall oversee the *Parish Facilities team* that monitors/manages the state of the Church properties – church and school.
- b. Shall ensure that the *CEBM Maintenance Committee* guides school maintenance operations in accordance with the Maintenance Manual.
- c. Shall partner with the Principal to upkeep the school premises.
- d. Shall head the *Parish Ministry to Schools* (or appoint a delegate to do so).
- e. Together with the Principal will be responsible for hiring the school's cleaners.
- f. Shall meet the school's cleaners regularly but *at least* once a term.

9. *Linkages with CEBM:*

- a. Is directed by and accountable to the CEBM on general and specific issues that may arise periodically.
- b. Liaises with the Quality Assurance Manager
- c. Refers situations that are unresolved at the school level to the CEBM.
- d. Shall be involved in staff recruitment (including interviews, shortlisting and recommendations to the CEBM).
- e. Shall be a member of the interview panel for promotional appointments.
- f. Shall forge links with the Catholic secondary school in the parish/area.

The Manager/Parish Priest may delegate items 9.d. and e. to a competent appointee with expertise in interviewing and recruiting professional and non-professional staff in education. The Parish Priest is required to submit their nominations for an appointee to the CEBM for consideration and approval.



Excerpt from

LAWS OF TRINIDAD AND TOBAGO

EDUCATION ACT

CHAPTER 39:01

Chapter 1

General Powers and Duties of Board of Assisted Schools

17. (1) Subject to this Act and of any regulations made thereunder, a Board with regard to assisted schools under its management ----

(a) shall have the control and management of all matters relating to the establishment and maintenance of new schools, the making of applications for recognition of new schools, the maintenance of existing schools, the re-building or extension of schools and such other matters relating to the organisation of such schools as may from time to time be referred to them;

(b) shall receive, disburse and account for the expenditure of such grants-in-aid as may from time to time be allocated to them from public funds;

(c) shall be responsible to the Minister for the efficient maintenance of schools under its authority, for the provision of all requisite furniture and for keeping school buildings in a good state of repair and sanitation;

(d) shall furnish such returns as the Minister may from time to time require;

(e) may, from time to time as may be necessary, appoint or suspend or dismiss a Manager for a school or schools, and may delegate to such manager such of the powers and duties of the Board as it may think fit;

(f) may, pursuant to a resolution in that behalf, establish and maintain at a bank, in accordance with sub-sections (2) and (3), accounts, as respects money paid to the Board in accordance with section 20, for the purposes of the school or schools under its control in such manner and in such amount as may from time to time be determined by the Comptroller of Accounts;



(g) shall generally have and exercise all the powers duties and functions conferred on Boards of assisted schools by this Act or by any Regulations made thereunder.

(2) Any such account that is established by the Board of any assisted school may be held jointly in the names of, and be operated by, the secretary and one other person to be appointed in that behalf by the Board, or may, with the express approval in writing of the Comptroller of Accounts but not otherwise, be in the sole name of, and be operated by, the secretary or other approved officer of the Board.

(3) Money in any such account shall be available only for the payment of salaries, wages, emergency expenditure and such other expenditure as the Board and the Comptroller of Accounts may jointly approve. A statement of all payments made from the account shall be submitted to the Board for approval at its first ordinary meeting thereafter. The payment of money out of the account for any purpose not hereby authorised shall be deemed to be a misappropriation of the funds of the Board.

Duties of Managers of Assisted Schools

21. Every manager shall be responsible for the efficient performance of—

(a) such duties as may be delegated to him by a Board of Management;

(b) such duties as are delegated to him by the Minister including—

(i) the checking of attendance register at least once a month;

(ii) the furnishing of such reports as may be prescribed or required at any time by the Minister;

(iii) the protection of school premises and furniture against improper use.

Responsibilities of Principals

27. Subject to this Act and the Regulations, Principals of schools shall be responsible for the day to day management of their school including—

(a) the supervision of the physical safety of pupils;

(b) the suitable application of the syllabus in conformity with the needs of the pupils of the school, and the administration of the school's programme;



- (c) allocation and supervision of the duties and responsibilities of members of their staff;
- (d) the discipline of the school;
- (e) teaching;
- (f) the proper use of school equipment and stock;
- (g) the keeping of proper records;
- (h) the making of financial reports through the Manager and the Supervisor to the Minister containing a statement of accounts in the form approved as well as such information as is required by the Minister;
- (i) the furnishing of such returns as may-be prescribed or required at any time by the Minister or their respective Boards or Committees of Management;
- (j) ensuring the observance of the provisions of the Act and any Regulations made thereunder in their respective schools;
- (k) co-operation with parents and with approved authorities in the execution of authorised schemes

Excerpt from the Concordat of 1960

1. In relation to property, the ownership and right of direct control and management of all denominational primary and secondary schools will be assured to the denominations in whatever modification of the existing system that may subsequently be introduced in the New Education Ordinance and all existing rights, so far as property is concerned, will be respected.

Aspiration for Catholic Education

Our Catholic schools are led by Principals and teachers who are

- missionary disciples,
- steeped in the philosophy of Catholic education

who work with parents/guardians/families to ensure each child achieves his/her full potential as

- a child of God and
- citizen of Trinidad and Tobago and
- the world community

through excellence in faith, academic, physical, **emotional and character formation within excellent facilities.**

