



St Edmond Catholic School Board Catholic Identity Committee Charter

St. Edmond Catholic School partners with families in providing their children an excellent Catholic education, holistic formation, and a community in which Christian discipleship is our goal

Committee Name: Catholic Identity

Current Committee Chair: Jenny Condon/Fr. Ross Cangilia

Committee Mission

The purpose of the QWT for Catholic Identity Committee is to nurture and promote our faculty and students in their spiritual growth and support the Catholic identity of St. Edmond Catholic School. Special care is given for communication and collaboration between the pastoral staff of Holy Trinity Parish and the faculty/administration of St. Edmond School. The committee also supports St. Edmond religion teachers in a particular way, such that the lessons of the classroom also become realized in concrete celebrations of our Catholic Faith.

The Committee will discuss and advise the school board on the following topics:

- Liturgical Celebrations including weekly Masses, seasonal devotions and Reconciliation Services, All -School Masses for special occasions, First Friday Adoration, etc.
- Ways in which Catholic identity can be maintained and deepened at St. Edmond School
- The coordination of parish and school group activities, such as with Parish Youth Ministry, Respect for Life Group, Student Council, etc.
- The Planning and Implementing of Catholic Schools Week Activities
- The promotion of traditional prayers and devotions among faculty and students
- Organizing of Christian service projects, such as during Catholic Schools Week or the Service Learning Day
- Promoting Vocations awareness
- Advisors to religion curriculum coordinators

Saint Edmond Catholic School Board Responsibilities

- Provide specific objectives as identified in the Strategic Plan (to be determined with input from the committee chair and committee members) that are to be achieved by the committee annually.
- Monitoring and oversight of the committee's activities.
- Serve as a liaison between Administration and the Committee
- Offer a direction on any issue or activity considered
- Provide needed support necessary resources to meet the committee objectives

Committee Member Roles & Responsibilities

Committee members have the following major roles within the committee.

1. Attend meetings- The QWT for Catholic Identity committee will meet on the 2nd Thursday of each month at 4:15 pm at Holy Trinity Church conference room
2. Attendance and participation should be active to remain on the committee.
3. Provide suggestions for agenda items
4. Provide information and resources
5. Participate in the committee's discussion, analysis, and deliberation of issues, including specific assigned tasks.
6. Provide recommendations for improvement
7. Represent the committee at official functions and meetings
8. Accept committee appointments
9. Read and acceptance of committee appointment of roles and responsibilities
10. Annually evaluate and update the committee's achievements based upon the Strategic Plan.

Structure of the Committee

No fewer than ten (10) committee members, representing the following areas:

- St Edmond School Board (Chair)
- Chaplain/Campus Ministry
- St Edmond Staff, especially religion teachers
- Stakeholders
- Parents

All of the members of the committee are persons who are knowledgeable in the following areas of expertise:

- Catholic Faith and Identity
- Christian Service
- Evangelization to families and students

Nominations and Appointment of Committee Members

Nominations can come from any source, and will come to the Committee for consideration. When changes in membership are necessary, recommendations for replacement members should be solicited from the committee, Saint Edmond Catholic School Board, and School Administration.

The appointment of members (new or replacement) should be made by written notification of their appointment to the (appointed St Edmond Staff Member). A person can choose to exit a committee by turning in a resignation notice to the committee chair.

Committee Officer and Members

Chairperson

The primary function of the Chair is to provide leadership at all meetings. Responsibilities of the Chair will vary depending on the needs of the committee

1. Cooperate with the St Edmond Catholic School Board and Committee members in choosing meeting dates, and securing needed information and following up on activities.
2. Timely prepare and distribute an agenda and minutes for each meeting.
3. Preside at committee meetings.
4. Develop a desirable working relationship among committee members.
5. Give and encourage committee members an opportunity to express their opinions.
6. Obtain general agreement of the members and relay reports back to the Saint Edmond Catholic School Board.
7. Verify that committee recommendations appear correctly in the minutes.
8. Represent the committee at official functions and meetings including the monthly school board meeting.
9. Organize and appoint work groups within the committee.
10. Assist in identifying new committee members.
11. Assist in identifying the committee goals, objectives, agendas, calendar and dates in conjunction with committee members.
12. Submit electronically to the appointed St Edmond Staff member copies of agenda, minutes and attendance records after each meeting.

Committee Minutes

Committee minutes shall be taken at all meetings and be representative and produce high quality and accurate recording of the required action steps, timetables for action, decision-making and intended results. Committee minutes should also include:

1. Saint Edmond Catholic School Mission Statement
2. Use of the standard Strategic Planning reporting template for minutes
3. Record and track attendance

St Edmond Staff Liaison

Person responsible to represent and communicate between the committee and the St Edmond Administration

1. Represent St Edmond Administration at committee meetings

2. Communicate between St Edmond Administration and the Committee and share feedback from each organization
3. Provide staff support to the committee.
4. Assist with the direction of the committee.

St Edmond Catholic School Board Committee Roster

Committee Role	Name	Email	Phone	Address	City, St, Zip
Chair	Jenny Condon	jennyllyncondon@gmail.com	515-571-0544		
Co-Chair	Fr. Ross Caniglia				
Religion Department Chair	Hiedi Touney				
Faculty	Danielle Rathermel				
Campus Ministry	Brian McClain				
Parish Life Coordinator	Joel Mosier				
Faculty	Emily Boutin				
Faculty	Danny Zach				
Faith Formation (HTP)	Brenna Peters				
Faculty	Allie Flattery				
Parent	Kelley McGonegle				
Parent	Sheila & Nathan Stein				
Communications	Cheryl Sherry				