



ST. BERNADETTE PARISH EDUCATION COMMITTEE
13130 65B Avenue, Surrey, BC V3W 4L4
Telephone: 604.596.1101

Dear Intended Candidate,

Thank you for your interest in joining the St. Bernadette Parish Education Committee ("PEC").

The PEC is comprised of seven members: five members elected by their fellow parishioners and two members appointed by the Pastor. The Pastor serves as an *ex officio* member of the PEC and all sub-committees. Each non-clergy member serves a two-year term, with each such "year" being the period from July 1st in a calendar year through June 30th of the following calendar year.

This year, there will be four openings on the PEC for the two-year term from July 1, 2018 through June 30, 2020. Two of those openings will be filled by way of an election that will take place following the Masses on and in anticipation of Sunday, May 27, 2018. The remaining opening will be filled by appointment by the Pastor.

Those eligible to hold office as a member of the PEC are practicing Catholics, approved by the Pastor, who are eligible to vote in St. Bernadette Parish and who have reached the age of 21 years, with the following exceptions:

- teachers or principal at St. Bernadette School;
- employees of St. Bernadette School or St. Bernadette Parish;
- past employees of St. Bernadette School unless three full calendar years have passed since the termination of employment;
- spouses, children, parents, brothers and sisters of persons set out above; and
- teachers or principals at any other school within the Catholic Independent Schools of Vancouver Archdiocese.

If you meet the eligibility criteria outlined above, and wish to stand for election to the PEC, you must:

- complete, sign and date the enclosed Nomination Form and have that form signed and dated by at least two persons eligible to vote in the election indicating their nomination of you and by the Pastor authorizing your nomination;
- read, sign and date the enclosed "Expectations of Members of CISVA Education Committees" document;
- prepare a brief (no more than one 8½"x11" piece of paper) biography or personal overview describing yourself and why you are suited for a PEC position, which will be posted in the Church for review by eligible voters the week prior to and at the time of the election (you may wish to insert a photo of yourself into that document, but it is not required); and
- deliver the aforementioned items, fully completed, **in a sealed envelope** marked "P.E.C. Nominating Committee" to the St. Bernadette School office no later than **3:00 p.m. on Wednesday, May 16, 2018**.

Before submitting your nomination package, please ensure that you have included and properly completed the required documents set out above and that you are eligible to hold office in accordance with the criteria indicated on the previous page. Nominations will be screened by the PEC Nominating Committee to ensure compliance with the nomination requirements and eligibility criteria.

If you have any questions regarding the nomination or election process, or about completing the required documents, please feel free to contact me by email at pec@stbernadette.ca.

We look forward to receiving your nomination package and wish you the best of luck in the election!

Yours in Christ,

Angela Lew
Chair of the Parish Education Committee
Chair, PEC Nominating Committee

NOMINATION FORM

To nominate or be nominated a parishioner must meet the following eligibility pre-requisites:

ELIGIBLE TO NOMINATE: All persons eligible to hold office

ELIGIBLE FOR NOMINATION (HOLD OFFICE):

Those eligible to hold office as a member of a parish education committee or represent the parish on a regional education committee are practising Catholics, approved by the Pastor, who are eligible to vote in that parish and have reached the age of twenty-one (21), with the following exceptions:

- i. teachers and principal of the school;
- ii. past employees of the school until three full calendar years have passed since the termination of employment;
- iii. employees of the parish and/or school;
- iv. spouses, children, parents, brothers and sisters of persons covered in above;
- v. all other teachers/principals employed by CISVA.

CANDIDATE NOMINATED: _____

I hereby agree to stand for election to the Education Committee of _____
_____ School and confirm that I am eligible for nomination.

I also agree to attend the Education Committee Workshop that is held in the Fall.

Signed: _____

PASTORS AUTHORIZATION: _____

The above-named candidate has been nominated by the two undersigned nominators who confirm that they are eligible to nominate:

PRINT NAME SIGNATURE

PRINT NAME SIGNATURE

This nomination form received by _____ representing the Nominating
Committee of _____ School.

Signed Date

IMPORTANT NOTE: This form must be received by a representative of the Nominating Committee no later than 10 days before the election date.

EXPECTATIONS FOR MEMBERS OF CISVA EDUCATION COMMITTEES

The effectiveness of our Catholic schools is strengthened by clergy and lay people working together with faith and commitment for the education of our young people. It is very important, therefore, that those who accept the call to serve on education committees understand the expectations of office and conduct themselves in a way that will foster collaboration and Christian community and put into practice the philosophy of Catholic education as promulgated by the British Columbia Bishops.

Members of CISVA Education Committees, according to Policy Manual, **are expected to:**

- Acknowledge that Catholic schools function within the structure of the Catholic Church and are an expression of its mission.
- Endeavor to become more knowledgeable about Catholic education, its mission, and educational and religious goals.
- Promote Catholic education, its values and benefits to the community.
- Attend regular, extraordinary and sub-committee meetings and participate in discussion and decisions to the best of their ability.
- Be fully and thoroughly prepared for each meeting by completing the required committee work or reports.
- Share and utilize their knowledge and experience for the betterment of the Committee's work and the school as a whole.
- Be loyal and supportive of Committee decisions.
- Be open to stand for election to the executive of their committee and act as a member of a sub-committee as elected and/or assigned.
- Recognize that they do not officially represent the Committee unless explicitly authorized to do so.
- Ensure confidentiality of all matters dealt 'in confidence'.
- Disqualify themselves from discussion and voting on issues where there is a conflict of interest.
- Support and recognize the principal as chief administrator in the school.
- Work in harmony with the Pastor and parish organizations.
- Pray for other members of the Committee, Catholic schools and the communities they serve.

I have read the above expectations and agree to abide by these expectations if I am elected to the Education Committee.

Signed: _____ Date: _____