



TASMANIAN  
**CATHOLIC**  
education commission

# GUIDELINES (OPERATIONAL) CATHOLIC EDUCATION WEEK

RELATED POLICIES / PROTOCOLS / STATEMENTS

Systemic Catholic Schools Principal's Handbook  
Systemic Catholic School's Governance Constitution

**Guidelines No: 01:2013**

# CATHOLIC EDUCATION WEEK GUIDELINES

---

RELATED POLICIES  
Systemic Catholic Schools Principal's Handbook  
Systemic Catholic School's Governance Constitution

## RATIONALE

Catholic Education Week was established in 2004. It provides an opportunity to publicly proclaim and affirm the Catholic ethos and identity of Catholic Schools, and to showcase the accomplishments of Catholic School communities to the wider Tasmanian community. The Tasmanian Catholic Education Commission (TCEC) has developed these guidelines to assist schools and colleges to plan for the meaningful incorporation of Catholic Education Week liturgies and celebrations into their annual school calendars.

Catholic Education Week will happen annually and will be coordinated by the TCEO.

## DEFINITIONS

*Catholic Education Week* That week set aside each year to publicly proclaim and affirm the Catholic ethos and identity of Catholic schools and to showcase the accomplishments of Catholic school communities to the wider Tasmanian community.

## PRINCIPLES

As inherent in the following operational requirements / guidelines.

## REQUIREMENTS / GUIDELINES

### OPERATIONAL DETAILS

1. Catholic Education Week will be celebrated annually in the week corresponding with the Feast of the Assumption (August 15).
2. An inspirational theme for Catholic Education will be discerned each year by the TCEC, closely aligned to the Archdiocesan TCEC Vision and Mission Statement. The annual theme will receive special promotion during Catholic Education Week.
3. The Archbishop has indicated a desire and commitment to celebrate a significant liturgical event within each region during Catholic Education Week, with a special emphasis on connecting with students.
4. Whilst subject to the Archbishop's availability, it is proposed the Regional Celebrations correspond to the following pattern:
  - 4.1 North-West Region: Tuesday
  - 4.2 Northern Region: Wednesday

#### 4.3 Southern Region: Thursday

5. Whilst subject to local variation, the Archbishop's pastoral visit to the region would include:
  - 5.1 Major liturgical event (e.g. Mass, Prayer Ritual, March...) [approximately 11am].
  - 5.2 A pastoral visit to a nominated school, with a special focus on discussing/observing in action the Archbishop's Charter for Catholic Schools (including lunch/afternoon tea with the staff community).
  - 5.3 Presentation of TCEC Recognition Awards and Years of Service Awards [approximately 4pm].
6. The specific dates for regional Catholic Education Week celebrations would be decided and publicised twelve months in advance. Schools would be requested to especially note and reserve the date in their school calendars.
7. A member of the Mission and Religious Education Team would be formally delegated with the responsibility to co-ordinate (chair) the planning and celebrations of Catholic Education Week.
8. A Catholic Education Week Working Party would be established to attend to all planning and operational details. The Working Party would consist of:
  - 8.1 Mission and Religious Education Team Member – Chair
  - 8.2 Head of Mission, Religious Education and Primary Curriculum
  - 8.3 Representatives from each region (Principal and/or AP:RE)
  - 8.4 TCEO Promotions Officer
  - 8.5 Mission and Religious Education Administrative Officer
  - 8.6 Directorate Administrative Officer
9. Regional sub-committees would be formed under the direction of the Catholic Education Week Co-ordinator. The sub-committees would generally be comprised of AP:RE's/REC's of the Regional Area. If possible, the local Head of School Services and the Mission and Religious Education Regional Education Officer would be invited to attend the initial key planning meeting or, alternatively, be thoroughly briefed on the proposed planning outcomes.
10. The regional liturgical celebrations will be 'tailored' in accord with the key message of the Catholic Education Week celebrations. On some occasions, a Eucharistic Celebration could be most appropriate. In other instances, outdoor prayer liturgies/processions or a concert could be organised. A focus would be on ensuring the participation of students in a meaningful and memorable manner.
11. Notwithstanding the regional celebrations, every school would be encouraged to organise appropriate, local celebrations with a special focus on connecting with the parish and parents, and profiling the school within the local community.
12. The TCEC Recognition Awards will be conferred in Catholic Education Week or on a regional basis at a special Cocktail function (e.g. 4pm-5.30pm).
13. The Catholic Education Week Working Party will also organise:
  - 13.1 Advisory Note/General Intercessions to Parish Community.

- 13.2 Media press release for regional activities (the Archdiocesan Media Officer will also be available to assist with school based media releases).
- 13.3 Display or communication for parish community e.g. copies of Connections / Newsletters to showcase initiatives to all parishes.
- 13.4 The promotion of the Archbishop's Samaritan Fund as a major social justice fund raising activity for Catholic Education Week.

**REFERENCES**

Nil

**FORMS**

Nil

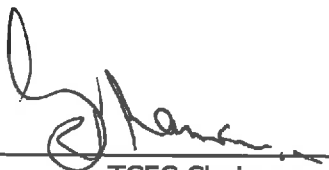
**APPENDICES**

Nil

**SUPPORTING DOCUMENTS**

Nil

**SIGNED:**

  
\_\_\_\_\_  
TCEC Chairperson

**DATE:**

\_\_\_\_\_  
8.03.2013

|                                 |   |
|---------------------------------|---|
| <b>Approved by:</b>             | Tasmanian Catholic Education Commission |
| <b>Issuing Group:</b>           | TCEO Directorate                        |
| <b>Implementation Date:</b>     | 8 March 2013                            |
| <b>Supersedes Policy Dated:</b> | 2009                                    |
| <b>Revision Date:</b>           | 1 January 2016                          |
| <b>TCEO Contact Officer:</b>    | Manager: Human Services                 |