

GUIDELINES



Catholic
Education
Commission
Tasmania

Catholic Education Week Guidelines

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1 AUTHORITY AND APPLICATION

Date of approval	8 December 2020
Source of approval	Executive Director: Catholic Education Tasmania
Start date	14 December 2020
Date of review	December 2023
Date of amendments	14 May 2020
Previous guidelines replaced by this guidelines	Catholic Education Week Operational Guidelines 2013

SIGNED:



Executive Director: CET

DATE:

09/12/2020

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2 RELATED DOCUMENTS

This Guideline should be considered in conjunction with the following related documents:

Policies and Procedures	<ul style="list-style-type: none">• Privacy Policy (03:2019)
Applicable Laws	All laws in connection with the carrying out of work or the Workplace including: <ul style="list-style-type: none">• <i>Privacy Act 1988 (Cth)</i>

3 PURPOSE

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 Catholic Education Commission Tasmania (CECT) 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 Catholic Education Week Working Party and the TCEO.

4 DEFINITIONS

For the purposes of this Guidelines:

- **AoH** means the Archdiocese of Hobart
- **CECT** means Catholic Education Commission Tasmania
- **Catholic Education Week** means the 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.
- **Catholic Education Week Working Party (CEWWP)** means the working party established by the Catholic Identity and Evangelisation Standing Committee in collaboration with the TCEO to oversee and plan Catholic Education Week in consultation with Catholic schools.
- **TCEO** means Tasmanian Catholic Education Office.

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5 COVERAGE

This Guideline covers and applies to all Catholic schools operating in the Archdiocese of Hobart.

6 OBLIGATIONS AND ACCOUNTABILITIES

The CEWWP will reports when necessary to the Catholic Identity and Evangelisation Standing Committee regarding Catholic Education Week and will provide recommendations regarding nominations for the CECT Recognition Awards for the Standing Committee to endorse and recommend to the CECT for approval.

7 GENERAL PRINCIPLES

- a) Catholic Education Week will be celebrated annually and be coordinated by the CEWWP and TCEO.
- b) An inspirational theme for Catholic Education Week will be discerned each year by the CEWWP and then provided to the Archbishop for approval. The annual theme will receive special promotion during Catholic Education Week.
- c) 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.
- d) Whilst subject to the Archbishop's availability, it is proposed the regional celebrations correspond to the following pattern:
 - North West – Tuesday
 - North – Wednesday
 - South – Thursday
- e) Whilst subject to local variation, the Archbishop's pastoral visit to the region would include:
 - A major liturgical event.
 - A pastoral visit to a nominated school, with a special focus on discussing/observing in action the Archbishop's Charter for Catholic Schools.
 - Presentation of CECT Recognition Awards and 25 Years of Service Awards.
- f) The specific dates for regional Catholic Education Week celebrations would be decided

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and publicised in accordance with the calendar planning process. Schools would be requested to especially note and reserve the date in their school calendars.

g) The TCEO Director: Catholic Identity and Evangelisation would be formally delegated with the responsibility to co-ordinate (chair) the planning and celebrations of Catholic Education Week.

h) A CEWWP would be established to attend to all planning and operational details. The Working Party would consist of:

- TCEO Director: Catholic Identity and Evangelisation (Chair)
- Administrative Officer: Catholic Identity and Evangelisation (Executive Secretary)
- Principal Nomination
- Administrative Officer: North West Regional Office
- Administrative Officer: North Regional Office
- Administrative Officer: Southern Regional Office
- Education Officer: Catholic Identity and Evangelisation (south)
- Education Officer: Catholic Identity and Evangelisation (north)
- Education Officer: Catholic Identity and Evangelisation (north west)
- Marketing and Communications Officer
- Executive Officer: Governance and Policy
- Manager: Communications and Marketing (AoH)

i) Regional sub-committees would be formed under the direction of the TCEO Director: Catholic Identity and Evangelisation. The sub-committees would generally be comprised of Principals, regional Education Officers, Primary and Secondary REC's of the regional area. The TCEO Director: North or Director: South and the Catholic Identity and Evangelisation regional Education Officer to be briefed and the Education Officers to facilitate those sessions.

j) The regional liturgical celebrations will be 'tailored' in accordance with the key message of the Catholic Education Week celebrations. On some occasions, a Eucharistic Celebration could be most appropriate and could incorporate music and dance in consultation with the Parish Priest. In other instances, outdoor prayer liturgies/processions or a concert could be organised. A focus would be on ensuring the

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participation of students in a meaningful and memorable manner.

- k) 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.
- l) The CECT Recognition Awards and the 25 Years of Service Awards will be conferred in Catholic Education Week or on a regional basis at a special function.
- m) The CEWWP will also organise:
 - Advisory Note/General Intercessions to Parish Community.
 - Media press release for regional activities (the Archdiocesan Media Officer will also be available to assist with school based media releases).
 - Display or communication for parish community e.g. Insert for Parish newsletter.
 - The presentation of the funds raised from the year prior, from the Catholic system for the Archbishop's Samaritan Fund promoting the funds raised from the Catholic system and presenting the amount to the Archbishop.

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