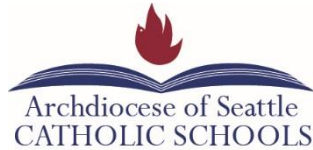


The Archdiocese of Seattle Office for Catholic Schools

**BOARD / COMMISSION / COUNCIL APPLICATION**



710 9<sup>th</sup> Ave  
Seattle, WA 98104  
[superintendent@seattlearch.org](mailto:superintendent@seattlearch.org)

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Greetings:

Enclosed in this Catholic School Board / Commission / Council application packet are the necessary forms for requesting an appointment to the Archdiocesan School's Governing body. It is our intent to provide the school with the appropriate materials for Archbishop Sartain to make the best decision possible in appointing all school board / commission / council members.

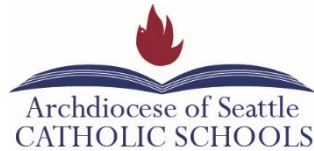
**Candidate Recommended for Review Form:** Please submit this form for any person the school administration / pastor / board may be considering for membership of the governing body. If there is a candidate that the school has not yet asked to be on their board / commission / council and would like to preliminarily vet this person for qualifications, it is recommended that this form is sent to the Office for Catholic Schools and we will conduct a confidential reference check on the possible candidate. OCS will reply to the school administration in a timely manner with any information discovered during the reference check.

**Candidate Application Form:** Any candidate who would like to serve on the School Board / Commission / Council should submit a completed form, along with a cover letter, C.V. / resume, and two letters of recommendation (school administrator and pastor) to the OCS. We will conduct a reference check (if one has not already been performed) and forward the application materials, as well as the results of the reference check to the Archbishop's Office. Depending on the Archbishop's schedule, it should take between 2 and 3 weeks for a final approval of the candidate's application.

If you have any questions regarding this process, please do not hesitate to contact my office for clarification. We are more than willing to support the candidacy process for your school governing body in every way possible.

Thank you,

Kristin Dixon, M.Ed.  
Superintendent



## **School Board / Commission / Council**

### ***Nomination and Selection of Members***

Recruitment of new members to the School Board / Commission / Council (governing body) is an ongoing process with members of the school's governing body and administration continually seeking out individuals whose philosophy, talents, and backgrounds make them ideal members of the governing body.

It is recommended that each governing body have a Nominations Committee, who is responsible to annually provide a list of potential candidates to the school administration and governing body for review. In consensus, the governing body and administration should select the best individuals and recommend them to the Pastor / Canonical Administrator / Archbishop for approval and appointment. However, it must also be understood that the Pastor / Canonical Administrator / Archbishop may or may not accept individuals on the recommended list. The Office for Catholic Schools will provide the forms and process an appointment to the governing body by the Archbishop, and suggests that all schools may use the forms and process for their governing body, as well.

New members of the governing body are usually selected in the spring and begin their term of office in the first fall meeting. The Office for Catholic Schools will provide an orientation to new members at the beginning of the school year. In order for a member of the school's governing body to function properly, it is recommended that all new members attend this orientation.

At the final meeting of the year, the governing body generally elects a member to serve as its chairperson. The governing body also elects officers at this time, including vice chair, secretary, committee chairs, and the executive committee.



## Candidate Name

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### The Candidate is:

1	<input type="checkbox"/> A Member of a Catholic Parish	Parish:
2	<input type="checkbox"/> A Non Catholic	Church:
3	<input type="checkbox"/> Related to a School / Parish Employee	Name:
4	<input type="checkbox"/> An alumni of the local Catholic School	Year:
5	<input type="checkbox"/> Parent of Student(s) in Catholic Schools	Grades:
6	<input type="checkbox"/> Attended a Catholic School	School (s):
7	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	

**How long have you known the applicant and in what relationship?**

**To your knowledge is the candidate a participating member of his/her religious community/parish?**

**Why do you recommend this person as a candidate for membership?**

Name: \_\_\_\_\_ Current Role at the Catholic School: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Scan and email this form to: [superintendent@seattlearch.org](mailto:superintendent@seattlearch.org)

OR

**Mail/Deliver to:** Superintendent of the Office for Catholic Schools  
Board / Commission / Council Candidate Review  
710 Ninth Avenue  
Seattle, WA 98104

Office for Catholic Schools

Ref Check \_\_\_\_\_

Ref Check \_\_\_\_\_



Name \_\_\_\_\_

**I am Active In**

(Offer Time, Talent, & Treasure):

		Outstanding	Above Average	Average	Less Than Average	None	Unknown
1	The Archdiocese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	The Local Civic Community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	The Local Faith Community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	My Parish Community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	The Catholic Schools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**I am:**

1	<input type="checkbox"/> A Member of a Catholic Parish	Parish:
	• <i>Include a letter of recommendation from Pastor / Parish Administrator with this application</i>	
2	<input type="checkbox"/> A Non Catholic	Church:
3	<input type="checkbox"/> Related to a School / Parish Employee	Name:
4	<input type="checkbox"/> An alumni of the local Catholic School	Year:
5	<input type="checkbox"/> Parent of Student(s) in Catholic Schools	Grades:
6	<input type="checkbox"/> Attended a Catholic School	School (s):
7	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CANDIDATES:**

**In addition to this form, please include:**

- 1) A cover letter expressing your interest to be a member of the Board/Commission/Council
- 2) A letter of recommendation from the school administrator
- 3) A letter of recommendation from your parish pastor (if Catholic)
- 4) Your most current C.V. or resume.

**Please Submit a completed Application packet to your Catholic School Administrator**

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# Building Consensus

## *Making Decisions as a People of Faith*

### I. What Is Consensus?

Consensual decision-making processes are intended to help groups “think and feel together.” In the context of Catholic school board/commission/council meetings *consensus* describes how the members work out a decision by thinking together as a group. It is a form of decision-making which enables a group to come to agreement without voting.

### II. Why Not Vote?

Sometimes voting is fine. It can be useful when a group is making simple decisions, uncomplicated by strong feelings or opinions one way or another. Sometimes it’s useful and time-saving simply to “take a straw vote” to get a sense of the group during a discussion. At other times, however, voting results in “winners” and “losers.” When a pending decision is highly emotional for some or all members, a vote can polarize the group and result in tension/conflict. In such instances a vote can prevent members from witnessing to solidarity, harmony and unity.

### III. What Are the Basic Guidelines for Consensual Decision-Making?

- A. Members should avoid blindly arguing for their own personal point of view. Instead, they should state your position as clearly and logically as possible.
- C. Members are asked to listen closely to others’ statements, observe their reactions carefully before pressing a supporting or counter point.
- D. Members should avoid changing their minds only to reach agreement or to avoid conflict with others. It recommended that members support only those solutions with which they are at least somewhat in agreement and that they yield only to positions that have objective, logical-sounding foundations.
- E. The chair should avoid resorting to “conflict reducing” measures like majority vote, coin toss, averaging, bargaining but instead, seek out differences of opinion (remember, it’s natural to differ and differences should be expected and can be growth-inducing).
- G. The chair should try to involve *everyone* in the process. Differences of opinion or disagreements reflecting a wide range of information and opinion can create a situation in which better solutions can be reached.
- H. All members should discuss underlying assumptions, listen carefully to one another and encourage all to express themselves, and understand that when a discussion reaches a stalemate, it is best to look for the next most acceptable alternative for all members.

***Please do not confuse consensus with unanimity. Consensus does not mean that everyone agrees with every single point or feels equally good about the final decision. It does mean that all agree this is the best decision for the faith community as a whole -- taking into account the wisdom of the group.***