

SECTION 1 : MISSION & ETHOS

1.4 SPIRITUAL FORMATION

RATIONALE

Daramalan College is an MSC school. The MSC Vision in Education states that “MSC schools exist to proclaim and witness to the love of God. They aim to make gospel values real in the lives of young people, their families and the staff who serve them.”

In order to maintain the spiritual vision in all MSC schools in Australia, a policy was developed by the MSC Education Committee in 2009 and later approved by the MSC Provincial, which provides MSC schools with a framework for enabling all staff and Board members to explore and develop their own spirituality within the context of the MSC charism. The Daramalan College Policy for Spiritual Formation of Staff and Board members is based on the principles and expectations of the policy established for all MSC colleges in Australia.

POLICY

1. The College will have a plan for the personal, spiritual and faith formation of all staff and Board members.
2. The development and implementation of the plan for staff will be the responsibility of the Principal and the College Executive. The plan for the Board will be managed by the Board Chair through the Governance Committee.
3. An electronic record will be maintained to track the formation programs undertaken by each staff member. This record will be kept by the Principal.
4. Special attention will be given to the quality of staff prayer and liturgical celebrations and to placing appropriate MSC, Catholic and Christian symbols within the College.
5. It is expected that all scheduled meetings of staff will begin with a prayer.

APPLICATION

1. New Staff

- 1.1 For staff who commence at the beginning of the school year there will be a brief introduction to the Spirituality of an MSC school on the New Staff day.
- 1.2 All new staff will be provided with a copy of the text “Now You’re Working for the Catholic Church” or a similar publication and asked to read this. An opportunity will be provided for them to share reflections on this several weeks after starting work at the College..
- 1.3 All new staff must attend a full day reflection, organised on a school day by the College. The day will focus on MSC charism and Spirituality of the Heart. These days will be arranged each term to accommodate staff who begin at any time in the school year.
- 1.4 New staff will be advised about other opportunities for participation such as the weekly Staff Prayer and the monthly Staff Mass.

2. All Staff

- 2.1 At the beginning of each school year all staff will be asked to write goals for their personal, professional and religious formation. This document will form the basis of a discussion between the staff member and his/her supervisor which will be held, if possible, during the first term.
- 2.2 One full day will be programmed each year for all staff to participate in a retreat/religious formation/spirituality experience.
- 2.3 Throughout the year the College will make available other opportunities for spiritual/religious development ranging from staff prayer to liturgical celebrations through to support for attending courses offered by the Chevalier Institute, the Diocese or other appropriate providers.
- 2.4 All staff are expected to attend major liturgical functions such as Sacred Heart Day, Chevalier Day and the annual Opening Mass.
- 2.5 Financial support will be offered to staff members undertaking or upgrading their qualifications in Religious Education, spiritual or theological studies.
- 2.6 All staff will be strongly encouraged to attend at least one retreat at Douglas Park during their time of employment at Daramalan College.
- 2.7 Staff will be encouraged to attend sessions offered by the Chevalier Institute team on their visits to the College.

3. Coordinators

- 3.1 As well as meeting the requirements for all staff, attendance at a Douglas Park Retreat or the Heart Centred Leadership course is a requirement for Coordinators. Generally this should be done either prior to starting their appointment or in the first year of their appointment.
- 3.2 During their period of appointment, Coordinators will be encouraged to develop their leadership skills and to participate in the Spirituality of the Heart course or other such courses.

4. Executive Team

- 4.1 In addition to the formation offered for Coordinators, members of the Executive will be expected to spend a substantial time reflecting on their leadership in the spirituality of the heart.
- 4.2 Each member of the Executive is expected to have his/her own formation plan which will include goals related to developing their spiritual and religious growth.
- 4.3 Members of the Executive may receive financial support to assist with improving their understanding of the charism of an MSC college.

5. Board Members

- 5.1 Members of the College Board will spend a significant time at the annual Board Retreat focussing on developing their understanding of an aspect of MSC spirituality.
- 5.2 Board meetings will begin with a prayer and should have, from time to time, an opportunity for reflection and/or sharing.

- 5.3 Board members will be invited to attend liturgical events held at the College throughout the year.
- 5.4 New Board members will undergo an induction procedure which will include helping them to understand better the spiritual and religious dimension of their role.
- 5.5 The Chair of the Board will be offered additional opportunities for continuing study of the spiritual dimensions of the Board Chair's role.

Reviewed and re-approved May 19, 2015