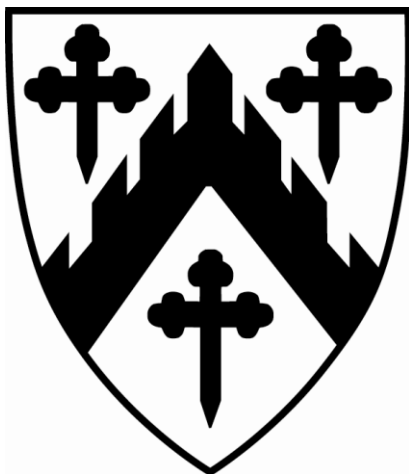


**BOARD OF EDUCATION  
Faith Formation Committee  
MANUAL**



**“We Invite Christ Into Each day and Each Opportunity”**

**Diocese of Davenport  
Davenport, Iowa  
2016**

## **NOTICE OF NONDISCRIMINATION**

It is the policy of the Diocese of Davenport to provide equal employment and educational opportunities and not to discriminate.

The educational system of the Diocese of Davenport is committed to equal opportunities to the extent required by law, and does not discriminate on the basis on age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status in educational programs or activities which it operates. As a religious institution, we affirm the right to consider creed a bona fide qualification in certain cases. The educational system policy is not to discriminate in educational programs and activities extends to the employment in, and admission to, such programs, activities, and services. It does not discriminate in the administration of its educational policies, employment policies, admission policies, scholarship and loan programs, athletic and other school and parish administered programs.

Further, the Board affirms the right of all persons to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment, thereby meeting the requirements of Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments and the Federal Rehabilitation Act of 1973 and the Code of Iowa.

Human Resources  
780 W Central Park Ave  
Davenport, Iowa 52804-1998  
Phone: (563) 324-1911  
FAX: (563) 324-5811

August, 2016

Dear Pastors, Board of Education Members and Administrators:

Since 1968 parishioners in the Diocese of Davenport have assisted pastors and administrators fulfill the sacred mission of Catholic school education. Talented and dedicated individuals from all walks of life have come forward, agreeing to serve on education boards and faith formation committees, in a cooperative effort of policy making for Catholic education.

Every parish and school must have a board of education or faith formation committee. Quoting the National Directory for Catechesis, “no single model will suit every parish or school. Members should represent diversity in age, ability and cultural, racial, social and economic conditions in the parish. They should receive appropriate training to help understand the Church’s universal mission, the overall goals of the parish and its catechetical priorities within the pastoral plan.”

It is hoped that this *Board of Education/Faith Formation Committee Manual* will serve as part of that “appropriate training” and as a resource as boards of education in-service themselves on their roles and responsibilities and as they implement policies and procedures of the Diocese of Davenport, the local school and the Church.

In order for your school to succeed, I am here to help and support you in this important work. Engaged board members continue to look for opportunities to learn and grow. Engaged board members are involved in the conversation to make our children’s faith formation and learning experience the best it can be. Engaged board members look for ways to actively support our schools and parishes so they can create the best possible opportunity for all our young people.

Thank you for agreeing to fulfill this Christian leadership opportunity, agreeing to witness the Faith with integrity and a commitment to collaboration with your fellow board members to help our schools soar to new heights with the help of the Lord.

Invite Christ into your discussions and into the hearts of our students and our Catholic school community! I hope and pray for a very successful board experience for each and every one of you.

May God bless you and your work,

Leland E. (Lee) Morrison  
Director of the Office of Catholic Schools  
Superintendent of Schools  
Diocese of Davenport

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**A BOARD MEMBER'S PRAYER**

I have been asked to serve, Lord, and I have agreed.  
Help me to know my fellow Board members; their gifts,  
Their concerns, their lives. I am doing your work,  
Lord, and your love for me and for them is, above all,  
Personal.

Help me to welcome conflicts as a sign of diversity  
On this board, as an opportunity to reach for creative  
Solutions. Help me to recognize this diversity  
As a sign of your capacity to love us all and help  
Me to cherish it as a great strength.

Help me to approach issues with an open, inquiring  
Mind, free from prejudice, with my spirit depending  
On yours for the strength to make hard decisions.

Help me to listen, to know when and to whom I should  
Listen. Help me to learn to use my own gifts to promote  
Thorough, thoughtful discussion of important concerns  
In our Catholic communities.

Help me to develop my skills as a peace-maker,  
To know how and when to mediate, to conciliate,  
To negotiate.

Help me to enjoy doing your work and to remember your  
Promise: "Whenever two of us are gathered in your  
Name, you are with us."

Be with us now and always. Amen