

Summary of roles

Priest and principal

The priest:*

- is the custodian of mission
- leads and is co-responsible with the principal for the religious life of the school
- celebrates liturgy and sacraments
- is spiritual guide and mentor to the principal, staff and community
- participates in primary school senior appointments by being a member of the appointment panel (principal, deputy principal and Religious Education leader)
- participates in the appointment panel for regional college principals and may participate in the panels for other senior appointments
- represents the parish as the beneficial owner of land and buildings
- is responsible for the patrimony and good name of the parish and school
- is an ex officio member of the school advisory council
- forms a collaborative relationship and works closely with the principal in promoting unity, common vision and mission, and purpose
- works together with the principal in promoting mutual support and respect
- meets frequently with the principal
- supports, encourages and guides the school's Religious Education program
- supports the school staff with religious retreats, and spiritual and theological formation

The principal:

- works together with the priest in nurturing the Catholic identity, religious dimension and faith formation of the school
- is responsible for the safety and wellbeing of all students in the school
- works with others to develop a vision for the school
- connects the school to the school's parish or association of parishes
- works collaboratively and closely with the priest, meeting regularly to promote unity, common vision and mission, and purpose
- collaborates with the priest in supporting the liturgical and sacramental life of the school
- is responsible for the Religious Education program in the school according to diocesan directives
- is the educational leader of the school
- is responsible for promoting a contemporary approach to teaching and learning, and overall educational outcomes of the students
- is responsible for the day-to-day managerial, administrative, compliance and statutory tasks of the school
- has overall stewardship for the people and resources of the school
- encourages outreach to the community, particularly in supporting parent engagement in the school and involvement in their child's education
- is an ex officio member of the school advisory council
- works together with the priest in promoting mutual support and respect

*For parish primary schools, the 'priest' is the parish priest of the school's parish and for regional colleges, the 'priest' is a parish priest who is a member of the college's association of canonical administrators.