

CATHOLIC EDUCATION OFFICE DIOCESE OF SALE



PROTOCOLS & PROCEDURES FOR VISITS TO SCHOOLS BY MOST REV PATRICK O'REGAN DD

Part A **Celebration of Mass**
General Formal / Informal Visits

Part B **Blessing and Opening of New or**
Refurbished Educational Facilities

PART A

Celebration of Mass – where the Bishop is the Principal Celebrant

General Formal / Informal Visits

Step 1

When schools have any functions i.e. Mass celebrations, or general formal / informal visits for the Bishop to be present at Diocesan schools, the following procedures and processes need to be **strictly adhered to**:

Schools are to outline **in writing** to the Director of Catholic Education, Diocese of Sale (Director) the following information:

1. Type of event / function
2. Suggested date(s). (Please provide options – if appropriate.)
3. Is the Director's attendance required?
4. Any requirement for the Bishop and/or Director to address the gathering
5. Outline of activities associated with the event i.e. classroom visits, etc.

Please send the above information, via a formal letter addressed to:

Director of Catholic Education
Catholic Education Office
PO Box 322
WARRAGUL VIC 3820

Step 2

When the above information is received, the Director will then be in a position to brief the Bishop on the function / event, to ascertain his availability.

Where the Bishop and / or the Director are available on the proposed date, a confirmation letter will be sent to the Principal of the relevant school.

Step 3

Liaison between the Director's Office and the Principal's Office is required in relation to the following:

1. If the Bishop is presiding at Mass

- a. Preparation of liturgy (booklet must be received by the Director's Office for endorsement by the Bishop at least two weeks prior to the event)
- b. Advice if other concelebrants are invited
- c. Provision of vestments / does the Bishop bring his own vestments?

2. General Requirements for all Visits

- a. The parking arrangements for the Bishop and / or the Director
- b. Arrangements to meet and accompany the Bishop and / or the Director
- c. A list of other invited guests (if any)
- d. Hospitality / refreshments details
- e. An outline of activities associated with the event i.e. classroom visits etc. (if any)

PART B

Blessing and Opening of New or Refurbished Educational Facilities

INTRODUCTION

Where a Capital Building Project of either a new or refurbished building(s) is over or equal to \$100,000, schools are required to hold an official Blessing and Opening Ceremony.

PURPOSE

Blessing and Opening Ceremonies provide opportunities to demonstrate the programs and outcomes that emerge from new and renovated facilities. These events should be primarily about what happens inside the buildings. It is a way to introduce and showcase the facility and in a public way, honour and thank those entities and individuals whose contributions have made a significant impact on the school. Such recognition should be an integral part of the program.

Principals are advised that a set of procedures must be followed when organising the Blessing and Opening of new and refurbished school buildings in order to:

- Comply with liturgical norms for the blessing of buildings.
- Accommodate the attendance of the Bishop of the Diocese of Sale, the Parish Priest, the Director and Politicians.
- Acknowledge the contribution of special guests including Politicians, Catholic Development Fund representatives, parents, staff, students, architects and builders.
- Comply with the requirements of Australian/Victorian Government Grants through Catholic Capital Grants (Vic) Ltd (Refer: Attachment 4 of the Initial Offer of Capital Grant, *Recognition of Australian/State Government Assistance for Non-Government Schools Capital Grant Projects and Guidelines for Openings*), if a Capital Grant has been received.

PROCEDURES

1. **Date and Time:**

All correspondence regarding an official Blessing and Opening Ceremony is to be sent via a formal letter addressed to:

Director of Catholic Education
Catholic Education Office
PO Box 322
Warragul VIC 3820.

Schools are to ensure that the Director is consulted regarding the following:

- (a) Type of event / function
- (b) Name and contact details of liaison person at the school
- (c) Suggested date(s). (Please provide options)
- (d) Any requirement for the Bishop and/or Director to speak
- (e) Outline of activities associated with the event ie. classroom visits etc.
- (f) Any other relevant information pertaining to the school / building project
- (g) Upon confirmation of the proposed date and if Commonwealth or State funds have been involved in the project, the relevant Government Minister or representative should be consulted as to the suitability of the proposed date and time for formal invitations to be sent.

2. Official Party:

The Official Party should always include the Bishop and the Director.

If funding has been provided by the Catholic Development Fund, the Chief Executive Officer should be invited.

Other members of the Official Party include Canonical Administrators, Board Chairperson, etc. All members of the Official Party must be invited with a formal invitation.

3. Invited Guests:

Well in advance of the proposed date, formal written invitations are to be sent to the following appropriate individuals:

- The Bishop of the Diocese of Sale via the Director of Catholic Education
- The Director of Catholic Education, Diocese of Sale
- Federal and/or State Government Ministers / Members
- Chair and Members of the School Board
- Civic representatives, as appropriate
- The Education Consultant
- Architect and members of the Enabling and Building Committee.

Staff, Parents and Students: As appropriate, a general invitation should be sent to staff, students and parents.

4. Invitations:

Invitations should include the reasons for the function, date, time, names of Bishop (or ecclesial authority officiating at the Blessing) and senior Government representative (responsible for opening the facility), parking arrangements (if necessary), refreshment arrangements, RSVP date and contact person.

5. Official Plaque:

A plaque acknowledging the Australian/State Government funding contribution and commemorating the official opening must be affixed to all new and refurbished buildings. Ensure that any official plaque contains the names of the relevant officiating personnel and, if appropriate, the official Commonwealth/State requirement regarding content.


The final wording of this plaque is to be confirmed by the Bishop of Sale.

6. Program:

In preparing the program it is important that the Bishop, the Director, the senior Government Minister/Member and the Principal have a prominent role in the proceedings. Consultation with all involved regarding appropriate speeches for the occasion is important.

It is essential that the program reflects well on the school community especially through the involvement of students, staff and parents.

ORGANISING A CEREMONY

- This is the responsibility of the Principal supported by the Catholic Education Office, Diocese of Sale through their Education Consultant.
 - The duration of the Ceremony should be no longer than 60 minutes.
 - Two weeks prior to the event, a Program, including the Liturgy must be provided to the Director's Office via email director@ceosale.catholic.edu.au for forwarding to the Bishop's Office for his endorsement. The program must indicate the Project Cost and a breakdown of the Grant and local contributions.
 - A list of the key politicians, clergy, and other special guests in attendance, must also be forwarded to the Director's Office via email director@ceosale.catholic.edu.au prior to the event.
 - The Education Officer: Learning Adjustment (Aboriginal and Torres Strait Islander) from the Catholic Education Office, is to be consulted regarding acknowledgment of the traditional custodians of the land.
 - The Opening Ceremony takes place immediately after the conclusion of the Blessing.
 - The singing of the National Anthem can be included in the program for the Opening Ceremony of the new facility.
 - The Government Minister/Member must be provided with an opportunity to address the gathering.
 - The unveiling of the plaque normally follows the speech by the Government Minister/Member. The plaque may be unveiled by the relevant Minister together with any other appropriate personages/dignitaries (e.g. the Bishop).
 - If there are several speeches, duration of same should be kept to the minimum.
 - The Concluding Address (e.g. by the Principal) should include thanks to the members of the Official Party, invited guests and members of the school community followed by an invitation to participate in refreshments.
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ORDER OF CEREMONY

Greeting and Announcement of Official Party

Welcome to Country/ Acknowledge of Country	Acknowledgement of the Traditional Custodians of the Land Acknowledge of Country
National Anthem	Advance Australia Fair
MC Welcome and outline of proceedings	Welcome, acknowledge those present, apologies
Rite of Blessing	Introduction, Readings, Intercessions, Prayer of Blessing, Address by the Bishop.
Procession through Building	The Bishop, Director, Principal and student representatives. Sprinkling with Holy Water. Musical interlude for remaining assembly.
Closing Prayer	The Bishop
Address	The Director of Catholic Education
Official Opening by Minister	The Minister or Representative
Unveiling of Plaque	The Minister, the Bishop and the Director
Other Formal Speeches	The Minister or representative speaks if they so wish. Parish Priest, School Principal (optional)
Concluding Rite	The Bishop
Closing and Vote of Thanks	The Principal or Representative Invitation to refreshments and inspection of buildings.

Principals are reminded of their responsibility to ensure that due consideration and planning in matters of etiquette and proper recognition of Office held by invited dignitaries in regard, but not limited to, to the following –

- Parking allocation
- Greeting and accompaniment
- Refreshments and hospitality service
- Sufficient information to speakers re: other invited guests, school information and prominent staff/personnel.

Please contact your school Education Consultant for advice and support.

Implementation Date: February 2017

Review Date: December 2018