

## **SPIRITUAL DEVELOPMENT - ADMINISTRATORS**

All administrators shall participate annually in spiritual development programs. The extent of such participation shall be in accord with diocesan requirements that recognize varying individual needs and differing local program goals.

## **SPIRITUAL DEVELOPMENT - ADMINISTRATORS**

The job description of administrators shall include the responsibility for their spiritual development. A minimum of five contact hours is required every year for each elementary and secondary administrator. Local schools may require more than the minimum five hours. An increase in the minimum is encouraged for administrators new to Catholic schools.

Two aspects of spiritual development, communal and personal, shall be kept in mind when planning each year's program:

**Communal aspect:** A local administrator shall meet with the staff to discuss and prioritize their spiritual development needs as a community of believers. The administrator provides a written spiritual development plan to meet these needs and determines the requirements for staff attendance and participation.

**Personal aspect:** An administrator's responsibility for personal spiritual formation may or may not be met by the school's common spiritual development activities. If not, the administrator is responsible for participating in additional activities to nurture his or her spiritual growth.

Spiritual development hours can be obtained in a variety of ways. Some of the possibilities include the following:

### **LOCAL FACULTY/STAFF MEETING OR WORKSHOP**

Periodically a school or group of schools will schedule a spiritual development activity offered by a qualified professional. A session must be at least one hour long in order to be used toward the five contact hour requirement.

### **OFFICE OF CATECHETICS**

Retreats and in-service programs are offered by the Office of Catechetics upon request. The Office of Catechetics also sponsors the annual Summer Catechetical Institute.

### **PROGRAMS OF SPIRITUAL RENEWAL**

An integral part of any Christian's life is opportunity for personal prayer and renewal. This is especially true for those who work in Catholic education. Programs of spiritual renewal sponsored by the school for the faculty and administration should encourage this personal reflection and growth.