

SAINT BRENDAN SCHOOL AND CHAPEL STRUCTURE

Governance

- Elementary School and Church (Chapel) would be incorporated as a new entity
- New entity would be governed by a Board of Limited Jurisdiction
- The Cardinal would be the Member of the board with the authority to delegate limited and specific powers and duties to the Board of Limited Jurisdiction, hereafter referred to as the School Board.
- The Member (Cardinal) would appoint the initial school board members for terms specified in the School Board's By-Laws. Successor school board members will be submitted to the Member for approval.
- A designate from the Catholic Schools Office (CSO) will be a voting member of the school board
- The CSO will participate in the selection of the Chief Education Officer (principal, head of school) in accordance with CSO Policies and the School Investment Fund Decree, as Amended. The Chief Education Officer will be an Ex-Officio non-voting member of the School Board.
- The School Board would have a priest from the Dorchester community as a voting member.

Organizational Structure (to be delineated in the Bylaws)

- Saint Brendan's school and church(Chapel) building will be alienated from St Martin de Porres parish to RCAB.
- The school will be leased for \$1 per year from RCAB to the new entity
- The Church building (Chapel) will be leased for \$1 per year from RCAB to the new entity
- The new entity will be responsible for all repairs, maintenance, upkeep, insurance, utilities and renovations of the school and church (chapel) building and must follow Archdiocesan Policies
- All renovations and repairs must be conducted in accordance with Archdiocesan policies.
- School building or portion thereof cannot be used by or subleased to another organization without the approval of the Archdiocese.
- Church (chapel) building or portion thereof cannot be subleased to another organization without the approval of the Archdiocese.
- If the church (Chapel) building is no longer being used as a chapel or the school board could no longer maintain it, the church (Chapel) building, remaining assets and obligations would revert back to RCAB. This will be a recommendation of the board to the Member (Cardinal). When the Chapel reverts to RCAB it will be closed.
- If the school were no longer sustainable and ceased operation, the school building would no longer be used as a school and the church building would no longer serve as a chapel. The school building, church building and remaining assets and obligations would revert to RCAB. This will be a recommendation of the board to the Member (Cardinal). When the school building and church building reverts to RCAB both will be closed.

Finances (to be delineated in the Bylaws)

- New entity will establish and pay for a finance function independent of St Martin de Porres Parish
- New entity finances must be maintained on the RCAB financial platform
 - Follow generally accepted accounting principles (GAAP)

- New entity will submit quarterly financial statements reviewed by the Board to CSO within 45 days of the end of the respective calendar quarter.
- New entity must submit an annual budget to CSO by March 31st each year
- Operating liabilities of the new entity cannot exceed \$1 million
 - If, in the judgement of the CSO, a) the new entity is at risk of operating liabilities in excess of \$1,000,000 or b) a fiscal year deficit in excess of \$50,000, then the CSO in consultation with the Member, may close the new entity.
- The new entity would not have the ability to obtain bank financing without the permission of the Board and the Archdiocese
- The new entity cannot apply for or receive general federal or state government assistance, grants or loans without the approval of the member or his designate
- The new entity must have an annual audit and receive an unqualified audit opinion
 - Auditor is to be approved by the member
 - A copy of the audit report must be submitted to the CSO within 120-days of the fiscal year-end
 - School assumes the cost of the audit.
- School must remain current with all bills
- New entity will be a subscribing employer in the RCAB benefits & insurance plans
- New entity payroll will be processed using the RCAB payroll system Paylocity
- Funding through the School Investment Fund will continue as long as the new entity is in compliance with the requirements specified in the School Investment Fund Decree, as Amended
- The vacant rectory will be sold, and the proceeds distributed between Saint Martin de Porres Parish and the new entity.
 - New entity funds from the property sale will be reserved for repairs and maintenance of St Brendan church (chapel) building

Sacramental Life

- Saint Brendan Church (Chapel) exists within the territory of Saint Martin de Porres Parish
- Sacraments of baptisms, first communions, confirmations, funerals, and weddings can occur at Saint Brendan Church (Chapel) in consultation with the priest on the Board.
 - The pastor of St Martin de Porres parish will need to be notified of baptisms, first communions, funerals and weddings held at Saint Brendan Chapel. All sacraments will be recorded in the registers of St Martin de Porres Parish.
- Primary faith formation of children in Saint Brendan School will take place in religion classes of school
 - Faith formation for children who do not attend Saint Brendan School will take place at Saint Martin de Porres Parish
- Weekend Masses will be celebrated at Saint Brendan Church (Chapel). The board is responsible for getting the priest for each Mass and compensating said priest in accordance with the Archdiocese's Clergy Remuneration Policy.
- Any priest who says Mass must be approved by the priest on the board and must be a priest in good standing
- The school principal is responsible for coordinating with the priest on the board in obtaining a priest for all school Masses
- Offertory collection from the weekly Masses at Saint Brendan Church (Chapel) will go to the upkeep of Saint Brendan Church (Chapel)
 - Offertory collection process must be consistent with Archdiocesan policy

- Donation records must be maintained using the Archdiocesan standard ParishSoft
- A stipend will be paid to all priests who celebrates Masses on the weekend and at school Masses

Sale of the Former Rectory

- The sale is subject to IFRM Property Sales Tax of 18%
- From the net sale proceeds, net of brokers fees, closing costs, \$400,000 will be setup in a restricted escrow account as security for the terms of the Preservation Grant for the period of 15 years. The funds cannot be used as collateral.
- At the end of the 15 years, the funds would be released to the New Entity.
- Any balance remaining, after IFRM tax and grant escrow will be shared between the New Entity 65% and St Martin de Porres 35%.

Documents Needed

- Lease agreement would need to be signed by RCAB, school board, CSO
- Decree from Br. Jim that creates the chapel
- Bylaws for the separately incorporated school
- Legal would have to establish documents for the Corporation
- Official Catholic Directory registration