

Ursuline Education Foundation
Process for Appointment of Canonical Stewards

Step 1: The Presidents/Heads of Schools and Current BOT Chairs are asked by the Chair of the Sponsors Council to suggest potential candidates to serve as Stewards. (No current Trustee of a School or a foundation may serve on the Sponsors Council.) There is a preference for individuals who have served on an Ursuline School Board in the past, although a past parent or an alumna may also be a good candidate.

These names, along with the information forms, should be submitted to the chair of the UEF no later than September 30 each year.

Step 2: The Chair of the Sponsors Council asks two current stewards to interview the nominee..

If the interviewers find the candidate to have the potential to serve on the UEF, the information form and interview summary is forwarded by the chair of the Sponsors Council to the Member.

These interviews should take place no later than mid-November each year.

Step 3: The Member provides the candidate with additional information about the expectations of a Canonical Steward, including a copy of the Canonical Statutes and Bylaws and sets up a second interview, either in person or by Zoom.

The appointment of new Canonical Stewards takes place by the end of the calendar year, for service beginning in January.

URSULINE EDUCATION FOUNDATION

Information Form for Potential Canonical Stewards

Name of Proposed Steward: Click or tap here to enter text.

Home Address: Click or tap here to enter text.

Home Phone: Click or tap here to enter text.

Work Address: Click or tap here to enter text.

Work Phone: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Work Background: Click or tap here to enter text.

Education: Click or tap here to enter text.

Your Faith Community: Click or tap here to enter text.

What is your connection with an Ursuline school: Click or tap here to enter text.

What excites you about the mission of Ursuline education? Click or tap here to enter text.

What experience or gifts do you bring to this service? Click or tap here to enter text.

What other experience have you had serving on governing boards or committees, particularly for non-profits?
Click or tap here to enter text.

Are you willing and able to serve a three-year term? Click or tap here to enter text.

Will it be possible for you to attend meetings virtually several times each year? Click or tap here to enter text.

Will it be possible for you to attend an annual one-day in-person meeting? Click or tap here to enter text.

Are you also able to serve on a committee? Click or tap here to enter text.

**Ursuline Education Foundation
Initial Interview with Potential Stewards**

The Member looks for Stewards who are:

- Committed to the Ursuline mission of schools sponsored by the Ursuline Education Foundation.
- Committed to sustaining the Catholic Identity of the schools sponsored by the Foundation.

The information from this interview will help the Member understand how the potential candidate will contribute to the Sponsors Council of the Ursuline Education Foundation.

Candidate Name: _____ Interview Date: _____

Interviewers: _____

1. Candidate understands and is interested in furthering the mission of UEF
Examples/Comments

2. Candidate has been actively engaged in local Ursuline school (e.g. served on board, participated in committees)
Examples/Comments

3. Candidate demonstrates leadership skills in service to Ursuline/workplace/community
Examples/Comments

4. Candidate is passionate about Ursuline education
Examples/Comments

5. Candidate has a skill set that would benefit the Sponsors Council
Examples/Comments

6. Candidate is knowledgeable about the benefits and challenges of Catholic education
Examples/Comments

Second Interview—interview with the Member to take place in person or by Zoom

Name of interviewer _____ Date _____

1. Your knowledge of Ursuline education is based on your relationship with the school in _____. The responsibility of a Steward is to care for all the sponsored schools. How will you demonstrate your willingness to learn about, support and commit to the stewardship of every school?
2. Why do you value Catholic education? Why do you value Ursuline education?
3. The responsibility of the Sponsors Council is to further the mission of Catholic/Ursuline education. Can you foresee any time when this might cause difficulty for you? For example, a school might be making policies that do not fit your understanding of Catholicism...How would you deal with that?
4. One of the commitments for a Canonical Steward is ongoing formation in the charism of St. Angela, and the mission of Ursuline education. At times, "formation" can seem like wasted time, as it is not productive. Will you commit to deepening in your understanding of the charism, and to spending part of each meeting in reflection and prayer as part of your service as a Steward?
5. You have received the canonical statutes and bylaws. What questions do you have?
6. *(By way of information)* Although the work of the UEF is detailed in the canonical documents, please understand that there is also a civil corporation, with the responsibility to meet annually and keep a record of the minutes of those meetings.
7. Do you have any other questions or concerns?