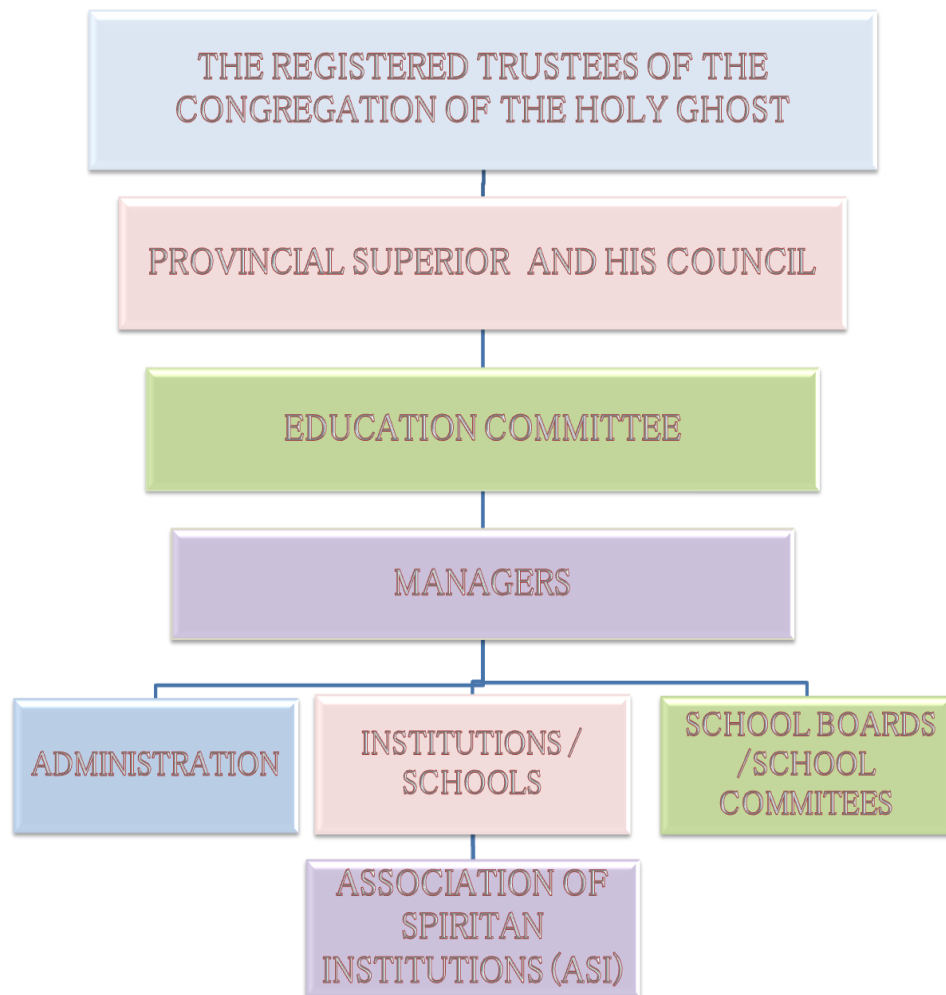


Annex

ORGANIZATION CHART




THE CONGREGATION OF THE HOLY GHOST UNDER THE PROTECTION OF THE IMMACULATE HEART OF MARY

EDUCATION POLICY



PROVINCE OF TANZANIA

**For and on behalf of the Provincial Council of the
Tanzania Province of The Congregation of the Holy Ghost
Under the Protection of the Immaculate Heart of Mary.**



Fr. Amandus Kapele, C.S.Sp

Provincial Superior



HOLY GHOST CONGREGATION

PROVINCIAL HOUSE

P.O. BOX 7590, TENGERU

- f) Quality education is offered at a level that exceeds the national standards;
 - g) Teaching and learning environment of each educational institution is good and welcoming;
- 8.02 The Councillor for Education will make at least yearly visitation of every educational institution.

9.0 CONCLUSION

This policy will be binding once approved by the Provincial Superior with the consent of his Council and officially promulgated to those in charge of schools/ educational institutions.

Table of Contents

-	PREAMBLE	3
1.0	INTRODUCTION	5
2.0	DEFINITION OF TERMS	7
3.0	INTENT, SCOPE AND IMPLEMENTATION	8
4.0	ESTABLISHMENT AND OWNERSHIP	10
5.0	EDUCATIONAL INSTITUTIONS AND FUNDS	11
6.0	EDUCATION MANAGEMENT	11
7.0	FINANCE	13
8.0	ACADEMICS	13
9.0	CONCLUSION	14
-	Organization Chart	16

Formal and informal education is not something on of our apostolate but is an integral part of our mission of evangelisation (Ecclesia in Africa no. 93, 102 & 115).

7.0 FINANCE

7.01 The educational institution Managers will be responsible to ensure compliance with the Province's Financial Policy and Procedures in all financial matters including:

- a) Compliance with the common system for financial management and reporting for educational institutions of the Congregation;
- b) Preparation of an annual budget and financial statements and furnish copies to the Provincial superior and his Council;
- c) Operation within the limits of the budget;
- d) Remittance of contributions to the Tanzania Provincial Cor Unum Fund;
- e) Advising the Board on opening and closing of bank accounts.

8.0 ACADEMICS

8.01 The Education Committee will ensure that procedures are put in place to ensure that:

- a) The selection of students will be non-discriminatory subject to provisions made below;
- b) The disadvantaged students get access to our educational institutions;
- c) All students will sit and pass an entrance examination as a condition to qualify for admission;
- d) All students will get equal opportunity and access to education in our educational institutions;
- e) Slow learners will be given a chance to improve academically without additional burden including extra tuition charges;

- b) Educational Institution Managers are responsible to:
- Put in place all necessary administrative structures except those structures that are reserved for higher authorities.
 - Prepare a Strategic Plan and Business Plan for the implementation of vision, mission and objectives of the educational institution for approval of the Board.
 - Prepare academic handbook which will include the history of the school/educational institution, organization chart, statement on child protection policy, academic policy, calendar, rules, subjects and any other useful information about the educational institution.
- c) Each educational institution will have a school board that will function in accordance with government regulations as a minimum
- d) Education Committee comprised of the educational institution Managers and Provincial Councillor for education will meet at least twice a year to monitor the implementation of this Policy. An external technical facilitator will be employed to assist the Education Committee to monitor the implementation of the Policy.

6.02 EMPLOYMENT

The Manager of each educational institution is responsible to:

- a) Recruit qualified staff.
- b) Sign a legal contract with each employee in order to safeguard the rights, duties and obligations of both parties.
- c) Inculcate Spiritan vision and ethos among students, faculty and staff.
- d) Monitor performance of employees which will include periods of probation in keeping with appropriate regulations.

PREAMBLE

Dear Confreres, Spiritan Associates and Co-workers,

The past two decades has witnessed the revival of the Spiritan interest in education as means of the mission of evangelization in the Province of Tanzania. Thanks to the ingenuity of some members of the Province who have worked hard to ensure that our Spiritan Schools (pre-primary, primary and secondary schools) are highly successful in the country and have remained an integral part of our mission of evangelization.

Most of our Spiritan Schools were born from personal initiatives of individual confreres responding to the education needs of the communities they were serving. Proactively, and responding to the needs arising from our expanding involvement in schools, the founding General Assembly of the Province of Tanzania that took place at Tengeru Provincialate in December, 2008 mandated the Provincial Administration to formulate a Provincial Guideline Document for the Province's educational institutions. As part of the implementation of the recommendations of the General Assembly, the education committee comprising of the School managers and the Provincial Councillor responsible for Education was formed in 2009 by the Provincial Administration. This committee was entrusted with the work of formulating the Provincial Education Guideline Document known as "Provincial Education Policy".

So, with the encouragement of the Provincial Council, the Committee worked tirelessly and came up with the first draft of the Education policy which was submitted to the Provincial Council in 2011. After the lengthy and attentive study of the proposed draft text, necessary amendments were made, agreed upon by our school managers and approved by the Provincial Council on 9th October, 2013 at Stella Maris Hostel, Bagamoyo, Tanzania.

This Provincial Education Policy gives principles and guidelines that the managers of the Spiritan schools and those who seek to begin new establishments shall bear in mind. It concerns above all our Commitment and obligation as a Province to adhere to principles of good governance and practice in running our schools in line with the directives of the General, Provincial Chapters directives and to the requirements of the Ministry of Education in Tanzania. The Concrete procedures for the common practices and regulations and management of our different schools can only be indicated in a general way in this Education Policy since much will depend on the local situation of each school. It is up to every School Manager to establish his own specific practical regulations but remain faithful to the Policy.

I would like to take this opportunity to give my sincere gratitude to all our School managers together with the Provincial Councillor for Education for the spirit of patriotism they have shown in ensuring that the Province gets this magnificent working and guiding document for our educational institutions. The content in the document is subject for revision and updating in accordance with the needs of the times.

Let us be faithful to the spirit of the policy and endeavour to put it into practice with “one heart and one soul”.

Fr Amandus Kapele CSSp
Provincial Superior, Province of Tanzania.

5.0 EDUCATIONAL INSTITUTIONS AND FUNDS

5.01 MINOR SEMINARIES

Spiritan Minor Seminaries will be run according to the directives and guidelines established by the Church and the Congregation with government regulations where applicable.

5.02 SPIRITAN EDUCATIONAL INSTITUTIONS AND RELATED ASSOCIATIONS

- a) All Spiritan educational institutions will function in conformity with government established curriculum and educational norms as a minimum requirement.
- b) Spiritan educational institutions will charge reasonable and realistic school fees with special concern for the economically disadvantaged.
- c) There will be a recruitment of qualified teachers for Spiritan educational institutions and that they will be introduced to Spiritan vision and ethos.

5.03 TANZANIA PROVINCE COR UNUM FUND (TPCF)

Each Spiritan educational institution will make a contribution of 10% of its total annual income from tuition and boarding fees to the Tanzania Province Cor Unum Fund (TPCF).

6.0 EDUCATION MANAGEMENT

6.01 ADMINISTRATION

- a) The Provincial Superior in consultation with his Council shall:
 - Appoint educational institution Managers.
 - Appoint a Chaplain for each educational institution in consultation with the Manager.

- i) Love: regarding every person as brother and sister with compassion and Christian affection.
- j) Charity: giving benevolently and with loving care that one can give under given circumstances.
- k) Service: exhibit volunteering spirit in all undertakings.

4.0 ESTABLISHMENT AND OWNERSHIP

- 4.01 The Registered Trustees of the Congregation of The Holy Ghost is the legal owner of all Spiritan properties – moveable and immovable.
- 4.02 There will be one Spiritan Educational Company offering education in line with Spiritan ethos, vision and values.
- 4.03 The Registered Trustees will entrust the necessary property to the Spiritan Educational Company to enable it to achieve its vision and mission.
- 4.04 The opening of, and all development plans of educational institutions, will be done in consultation and in agreement with the Provincial administration.
- 4.05 A master plan will be developed for every Spiritan educational institution.
- 4.06 All Spiritan educational institutions will have a Spiritan logo.
- 4.07 There will be a school flag common to all Spiritan educational institutions with the following symbols:

**The flame in red,
The eye in marine blue,
Cor Unum et Anima Una in marine blue.**
Words Congregation of the Holy Ghost Under the Protection of the Immaculate Heart of Mary – marine blue (as part of the logo).
The name of the institution on top.

1.0 INTRODUCTION

This document is the response to the mandate given to the Provincial Council by the founding General Assembly held at Tengeru Provincialate on December, 2008 to formulate a policy for the Province's Educational institutions.

Education ministry has a rich heritage in the Congregation as whole from its founding in 1703. The following quotations from selected documents form the basis of the statement of the vision and mission of education ministry included in this document.

- ◆ To abandon the schools is to destroy the future of the missions. (Liebermann N.D. 9, 50 & 44).
- ◆ This conviction is based on two considerations: on the one hand, this social ministry to the poor brings them freedom and promotes the dignity that is theirs as children of God; on the other, the contact it gives with the world of young people provides an opportunity for passing on the Good News, above all through the witness of the life of the educator. (Maynooth 2.12).
- ◆ We will make a point of making young people aware of the problems of poverty and unjust structures in their society and the world at large. (Maynooth 2.13).
- ◆ Where it is desirable, we will further involve lay people in the administration of our educational institutions, while retaining a Spiritan presence as a witness and a source of inspiration. In collaborating with lay people, we will try to share the spirit of our Spiritan tradition with them. (Maynooth 2.14).

- ◆ We will put greater emphasis on the training of some confreres as specialists in education, especially for the service of the poor. This presupposes a prior assessment of their needs and will take into account the resources available. (Maynooth 2.16).
- ◆ Each circumscription that has educational works will train members for that mission. (Bagamoyo 1.29).
- ◆ Through our personal witness and the provision of appropriate training, we will transmit the Spiritan vision and ethos to all those involved in our educational establishments (management, employees, teachers, parents, and students). (Bagamoyo 1.32).
- ◆ Engaging in social and educational work in line with our Spiritan calling. (SRL 18).

The purpose of this policy is thus:

- To give direction and guidelines to achieve integral evangelisation
- To ensure Spiritan vision and ethos are embedded in Spiritan owned education institutions
- To give directives in line with Spiritan Chapter Documents and current best practices
- To clarify roles and responsibilities among confreres

- a) To provide an integral education that is both liberating and empowering for people especially the children and the youth.
- b) To offer quality education in keeping with the highest standards.
- c) To promote human rights and respect for the environment.
- d) To share and promote Spiritan vision and ethos.
- e) To promote peace and living together.

3.04 VALUES

- a) Honesty: being truthful and sincere to all; avoiding and fighting all forms of corruption, deceit and fraud.
- b) Integrity: consistently embedding good human values in one's life while adhering steadfastly to envisaged morals and ethics.
- c) Respect for Human dignity: seeing God in the other person and caring for all under one's protection; realising that every individual has an innate right to be valued and receive ethical treatment.
- d) Diligence: earnestly caring for all resources for the common good of the community.
- e) Tolerance: accommodating differences especially those that one may disapprove – religious, cultural, political, social, influence and any.
- f) Transparency: having a visible conduct; being openly accountable.
- g) Excellence: aiming at achieving the best all the time - avoiding mediocrity and complacency.
- h) Openness: leading through communal or participative approach – avoiding dictatorship or centralised decision making.

"Trustees" mean the people appointed by the Provincial Superior with the consent of his Council in keeping with the laws of the Government of Tanzania who approve all significant financial investments, including property and financial obligations to be undertaken by the Provincial Administration.

- 2.10 "SRL" means Spiritan Rule of Life.
- 2.11 "GS" means *Gaudium et Spes* (Vatican II: Pastoral Constitution on the Church in the Modern World).
- 2.12 Spiritans will refer to members of the Congregation of the Holy Ghost.

3.0 INTENT, SCOPE AND IMPLEMENTATION

This policy gives guiding principles to help the Province to achieve its vision and mission for its education ministry. The Policy covers all the educational institutions of the Province. The Managers of the schools in collaboration with the Provincial Council are responsible for its implementation. In the exercise of its education ministry the Province also collaborates with the government of Tanzania whose responsibility is to provide formal education for its people.

3.01 VISION

Youth with enhanced self awareness as they enter adult life.

3.02 MISSION

To use education as a tool of evangelisation toward human dignity, liberation and empowerment of the youth in Tanzania especially the poor.

3.03 OBJECTIVES

The objectives of the Educational Policy are:

2.0 DEFINITION OF TERMS

- 2.01 "General Assembly" is an Assembly which includes all the members of the Province.
- 2.02 "Chapter" means the periodic meeting of the elected members of the province whether by origin or by work. The method of selection of the members of the Chapter and its frequency are decided in keeping with the Spiritan rule of Life. (SRL No. 177 to 181).
- 2.03 "Province" refers to the province of Tanzania.
- 2.04 "Education Policy" refers to education policy of the province of Tanzania.
- 2.05 "Council" refers to the Provincial Council of Tanzania which is headed by the Provincial different stake-holders.
- 2.06 "Community (ies)" means any community where a member of the Province of Tanzania whether by origin or appointment lives.
- 2.07 "Provincial administration" refers to the Provincial Superior and his Council.
- 2.08 The Congregation of the Holy Ghost is a religious congregation of the Catholic Church whose mission is evangelization of the poor. In this document the word Spiritan is also used interchangeably as a name for the Congregation.
- 2.9 "The Registered Trustees of the Congregation of the Holy Ghost" refers to legal representatives of the Congregation of the Holy Ghost in Tanzania in all significant matters including property and financial obligations to be undertaken by the Province.