



SPONSORSHIP & SERVICES AGREEMENT

By and Between the Marianist Province of the United States and [Institution Name]

The Marianist Province of the United States (the "Province") and [Institution Name] (a "Sponsored Ministry" of the Province) are parties to an existing agreement that outlines a mutually agreed upon set of responsibilities and expectations freely embraced for the achievement of a shared mission.

Both the Province and the Sponsored Ministry (including its appropriate governing board and diocesan partners, as applicable) desire to continue and strengthen their collaborative relationship and partnership in mission. Recognizing and affirming the relationship between the Province and the Sponsored Ministry, and their individual rights and responsibilities, the parties to this Sponsorship & Services Agreement (the "Agreement") agree to work together, in a spirit of trust and cooperation, to support the following understandings and expectations:

I. MARIANIST SPONSORSHIP

The Society of Mary (the "Marianists") is an international Catholic religious order of priests and brothers. As part of its mission, the Province sponsors various apostolic ministries, including universities, schools and retreat centers.

Marianist sponsorship, a ministry of service, animates apostolic works through relationship and partnership, and the sharing of governance power to:

1. Ensure fidelity to the mission of the Catholic Church and the Province.
2. Deepen and expand the charism of Blessed William Joseph Chaminade, founder of the Marianists, to assist Mary's mission of bringing Christ to the world.
3. Reflect the mission of the Province and the mission of the diocese, religious orders and other partners in mission where the Province shares the sponsorship relationship.

Marianist Sponsorship is a collaborative effort on the part of the Province with the boards, administrators, staffs and volunteers of Marianist-sponsored ministries. Each entity has a distinct role and responsibility in this collaborative effort to deepen and expand the Marianist tradition and charism within the ministry. This collaborative effort strengthens the relationship between the Province and the sponsored ministry, multiplying the effectiveness of both entities. Marianist Sponsorship also encompasses ongoing formation for boards, administrators, faculty, staff, parents, students, and volunteers, as well as members of the Province.

II. OFFICE OF SPONSORSHIP

The Office of Sponsorship (under the authority of the Provincial Council and the supervision of the Sponsorship Commission) is the entity designated by the Province to provide vision, leadership and support to sponsored ministries regarding mission and charism integration, coordination of ongoing formation, and administration of the requirements of this Agreement. Additionally, the Office of Sponsorship collaborates and partners with the sponsored ministries to build professional relationships with partners in mission (e.g., local bishops, diocesan offices and other religious orders).

III. MUTUAL UNDERSTANDINGS

The following outlines the mutual expectations of the Province, the Sponsored Ministry, its appropriate governing board and the diocese (if applicable) that oversee the work of the ministry:

A. What is expected of the Province

The Province, through its Office of Sponsorship, will:

1. Develop and provide Marianist charism orientation programs and other opportunities to aid in the ongoing formation of the constituencies of the Sponsored Ministry;
2. Collect and share policies, procedures and other “best practices” with the Sponsored Ministry to support the Ministry’s apostolic work and the requirements of this Agreement;
3. Offer guidance and training to the Sponsored Ministry in developing and implementing a four-year Mission Integration Plan;
4. Create opportunities for peer networking and collaboration with other Marianist-sponsored ministries, the Province and the entire Marianist Family;
5. Assist the Sponsored Ministry in identifying qualified individuals who live and articulate the Marianist charism – members of the Society of Mary (“SM”), Daughters of Mary Immaculate (“FMI”) or Marianist-formed laypersons – to serve as executive leaders, members of the ministry’s governing board, and (to the extent possible) faculty and staff.
6. To the extent possible, make available funds for need-based financial aid to students of the Sponsored Ministry; and
7. Allocate resources (personnel, financial, time, etc.) to support the Office of Sponsorship in achievement of its mission.

B. What is expected of the Sponsored Ministry

The Sponsored Ministry will:

1. Include the *Characteristics of Marianist Education* as a framework for reflection and action in its strategic planning. The five *Characteristics of Marianist Education* (CMEs) are:

- a) Educate for formation in faith
- b) Provide an integral, quality education
- c) Educate in family spirit
- d) Educate for service, justice and peace
- e) Educate for adaptation and change

Together, these characteristics provide a framework for reflection and action for the realization of the Marianist vision of education.

2. Include an explicit statement of its Catholic and Marianist nature and mission in all official documents and internal and external communications (including, but not limited to mission statements, employee handbooks, student handbooks, public relations and advertising materials, websites and other forms of social media);
3. Participate in programs designated by the Office of Sponsorship designed to deepen and expand the Marianist charism;
4. Conduct Marianist charism orientation programs for new ministry partners (i.e., students, parents, administrators, faculty, teachers, staff, board members, volunteers, etc.) and ongoing charism formation programs with all ministry partners;
5. Establish and support a Mission Integration Team to work collaboratively with the leadership of the Sponsored Ministry to deepen the expression of the Marianist charism;
6. Develop and implement – in collaboration with the Mission Integration Team – a comprehensive Mission Integration Plan and conduct regular evaluations of the progress of the plan in cooperation with the Office of Sponsorship;
7. Appoint a faculty or staff moderator and provide the resources and support necessary to implement an effective Marianist LIFE (Living in Faith Experience) program for students. This includes conducting regular meetings and annual participation in one of the Province-sponsored summer LIFE programs; and

8. Engage in ongoing communication with the Office of Sponsorship to:
 - a) Inform the director of the Office of Sponsorship on a timely basis of significant events or challenges that may impact the Sponsored Ministry, the Sponsorship relationship, or the Province; and
 - b) Inform the director of the Office of Sponsorship of open positions in the ministry where qualified laypersons or qualified members of SM or FMI could be included in the candidate pool.

C. What is expected of the Governing Entity/Board of the Sponsored Ministry

Unless precluded by other agreements or authorities, the governing entity of the Sponsored Ministry (e.g., the board of directors, board of trustees, board of limited authority, advisory board, etc.) will:

1. Fully comply with its organizational bylaws and applicable canonical and civil obligations as pertains to governance and control;
2. Include at least one Marianist (SM, FMI or Marianist-formed layperson) approved by the Province as a voting member on the organization's governing board;
3. Establish and support a standing committee at the board level (e.g., Mission Effectiveness Committee or Mission Integration Committee) to help form and focus decisions and actions of the board to foster and reflect a Catholic and Marianist identity;
4. Ensure that the Sponsored Ministry meets its obligations under Section IV.B. above;
5. Conduct an annual Sponsorship review and report on the performance and progress of the Sponsored Ministry to:
 - a) Assess progress made in fulfilling the expectations of the Agreement; and
 - b) Identify future plans to support the school in strengthening and promoting the Marianist charism

The Office of Sponsorship will develop a process and timeline for this annual review and will provide instruction to assist the board in fulfilling this requirement. The board chair will report the results of the review to the board and to the director of the Office of Sponsorship.

6. When hiring a new CEO (president, head of school, etc.), the governing entity is expected to consult with the director of the Office of Sponsorship to:
 - a) Identify qualified candidates (SM, FMI or laypersons);

- b) Identify characteristics and competencies of qualified candidates to support the collaborative nature of the Sponsorship relationship;
 - c) Permit the director of the Office of Sponsorship to appoint a representative of the Province to serve on the institution's search committee to assist in selecting a qualified candidate who is capable of living and articulating the Marianist charism; and
 - d) Keep the director of the Office of Sponsorship apprised of the progress in hiring a new CEO.
7. Upon hiring or promoting either a new principal or a CEO, work with the Office of Sponsorship, which will provide opportunities for orientation, formation and mentoring to assist these key administrators with initial orientation to Marianist administration and to integrating the Marianist charism.

IV. SPONSORSHIP FEES AND PROGRAM FEES

A. Sponsorship Fees

Marianist Sponsorship provides many benefits, including the availability of formation programs and membership in a network of ministries dedicated to a common vision.

- 1. Each sponsored ministry will pay an annual Sponsorship Fee to help offset the cost of formation and mission-related programming for Sponsored Ministries.
- 2. The sponsorship fee amount and structure will be reviewed periodically by the Office of Sponsorship in consultation with the sponsored ministries. Any changes involving sponsorship fees will be approved by the Province and announced in a timely manner to allow Sponsored Ministries to make provisions in their budgeting cycle.

B. Program Fees

Sponsored ministries are expected to participate in formation programs and projects offered, endorsed and designated by the Office of Sponsorship to deepen and expand the Marianist charism.

- 1. To the extent possible, the Province will offer financial support to offset the cost of participating in Marianist-sponsored formation programs and projects.
- 2. Where financial support is not possible, sponsored ministries are expected to participate in Marianist-sponsored programs and projects at their own expense.

V. TERM OF AGREEMENT

The initial term of this Agreement is ___ years from the date of acceptance indicated in Section IX below and, upon mutual agreement, can be renewed for an additional five-years.

VI. CONTINUATION OF SPONSORSHIP

The continuation of sponsoring an institution is a contingent upon many factors including, but not limited to:

1. The clear commitment by the Sponsored Ministry to embrace and support the requirements of this Agreement;
2. The participation by the Sponsored Ministry in charism orientation and formation programs sponsored by the Office of Sponsorship and the Province;
3. The engagement of the Sponsored Ministry in effective collaboration with the Office of Sponsorship to deepen the expression of the charism within the sponsored ministry; and
4. The continuing, strong collaboration and partnership with the diocese, religious orders and other partners in mission where the Province is a co-partner in the sponsorship relationship.

VII. CANCELLATION

Sponsorship is an ongoing and developing relationship that requires trust and commitment by both parties. The Agreement represents a mutually agreed upon set of responsibilities and expectations freely embraced for the achievement of a shared mission. However, in this context, either the Province or the Sponsored Ministry may cancel this agreement with a minimum of one hundred and eighty (180) days written notice to the other party, working collaboratively to carry out a transition in the best interests of the Sponsored Ministry and the Province.

VIII. NOTIFICATIONS AND CORRESPONDENCE

Any questions or other forms of notification or correspondence regarding this Agreement should be addressed to:

Director of the Office of Sponsorship
Marianist Province of the United States
4425 West Pine Boulevard
St. Louis, Missouri 63108-2301
(314) 533-1207
(314) 533-0778 (fax)

IX. ACCEPTANCE OF AGREEMENT

As parties to this Agreement we understand and affirm the deep concern and amicable spirit with which we carry out our mutual commitments. The following indicate their agreement with this Sponsorship & Services Agreement.

Accepted and agreed to this _____ day of _____, 20_____

Fr. Martin Solma, SM
Provincial
Marianist Province of the United States

Name
CEO Title
Institution Name

Daniel R. Donnelly
Director – Office of Sponsorship
Marianist Province of the United States

Name
Chairperson Title
Institution Name

Name
Superintendent (or appropriate title)
Diocese Name (if applicable)