

# Diocese of La Crosse Unified Catholic School Systems Accounting Policies and Procedures Manual

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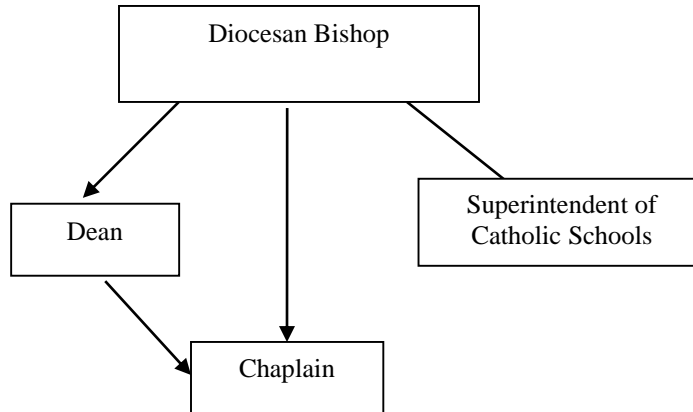
## Chapter Two: Organization Charts

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### A. Overall

#### UNIFIED SCHOOL SYSTEM GOVERNANCE

##### The Authority of the Diocesan Bishop



“The Bishop of La Crosse, as the canonically appointed head and teacher of the Church in the diocese, is responsible for the entire educational program in the diocese.

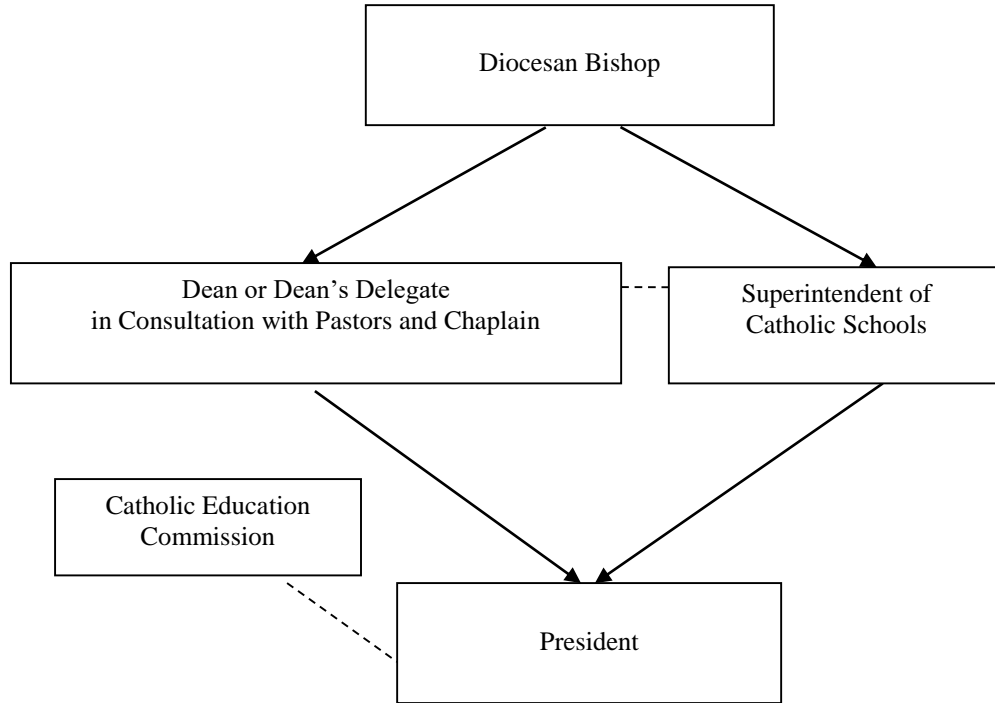
“All policies in the Diocese of La Crosse need the approval of the Bishop. The Bishop delegates the responsibility of implementing the policies related to Catholic schools in the diocese and issues appropriate directions for carrying out these policies to the diocesan director of the Office of Catholic Schools” (Diocesan School Policy) DSP 1101.

Can. 806§1. The diocesan bishop has the right to watch over and visit the Catholic schools in his territory, even those which members of religious institutes have founded or direct. He also issues prescripts which pertain to the general regulation of Catholic schools; these prescripts are valid also for schools which these religious direct without prejudice, however, to their autonomy regarding the internal direction of their schools.

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## **Pastoral Authority**

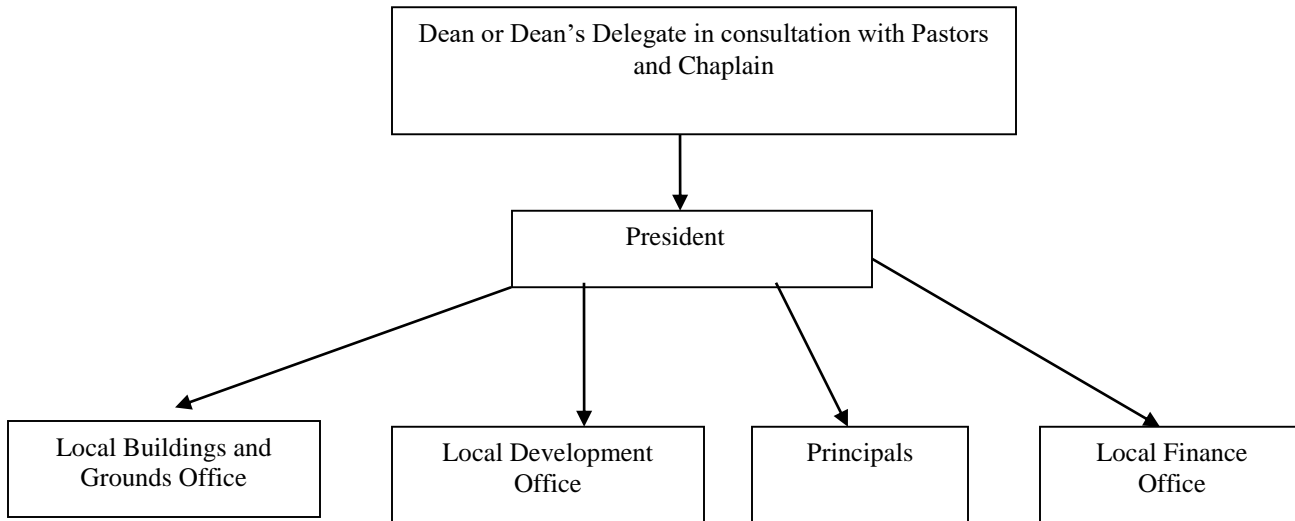


Pastoral Authority Issues: These issues should be decided by consensus between the pastors and dean. When there is not a consensus, then in matters of finance, personnel, and issues that are time-sensitive, the dean may make a final decision for the system; but this should be an exception to the rule and not regular practice. If the dean or a priest feels that canon law has not been followed, or that civil law is being broken, it should be immediately reported to the Diocesan Bishop.

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## President's Authority



- For the primary qualifications and responsibilities of the president, see the job description (pp. 6-8)

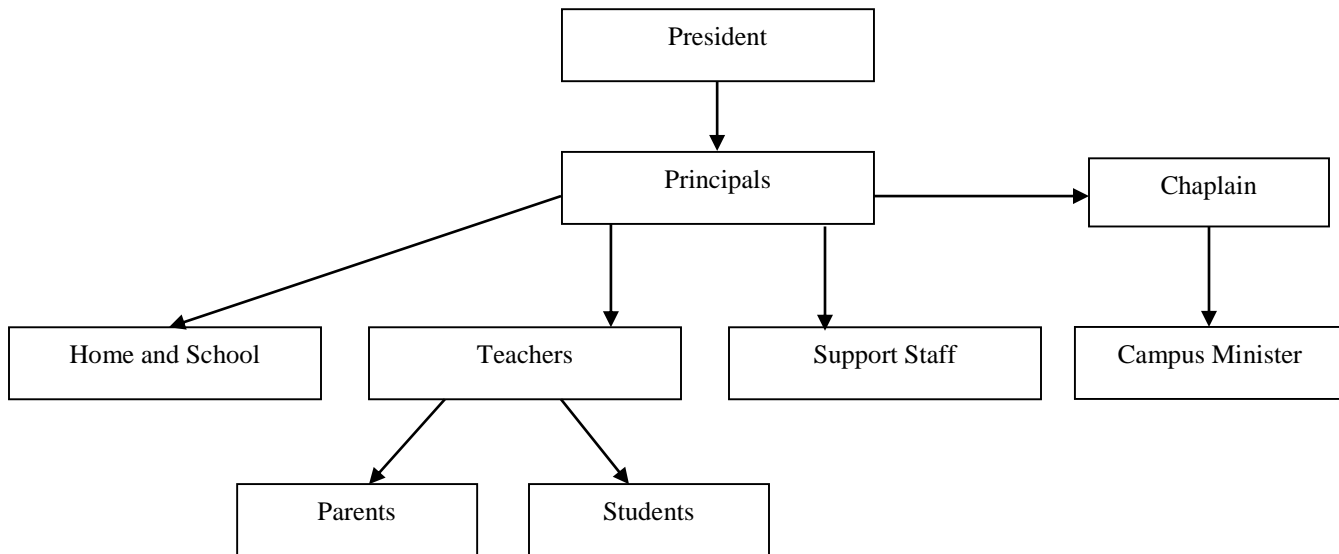
### School System Budget

- The school system budget is proposed by the system president in coordination with the system's Finance Committee.
- The president presents the proposed budget to the dean (Pastoral Authority) for approval at the local level.
- The president sends the system budget to the Coordinator of Finance for Unified Catholic School Systems for approval.
- The Coordinator of Finance for Unified Catholic School Systems will present the budget to the diocesan bishop for final approval.

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## Building Principal Authority



- For the primary qualifications and responsibilities of the principal, see the job description (pp. 9-11)..

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**APPENDIX 1: ADMINISTRATIVE RECOURSE – DSR 5901**

Outline of the chain of authority to be followed in resolving disputes:

1. Teacher or other school employee
2. Principal
3. President (if there is one)
4. Pastoral Authority
5. Dean
6. Diocese

Procedure in the Diocese of La Crosse:

When one of Christ's faithful judges himself or herself injured by the decision or action of a person exercising pastoral or administrative authority in the Diocese of La Crosse, he or she first is to confront the person in question with the grievance and seek reconciliation with the person.

If the party who judges himself or herself injured is not able to achieve reconciliation by conversation with the authority involved, he or she may present the grievance to the pastor of the Church within thirty calendar days of the time of the alleged injury. The recourse is to be made in writing and is to state the facts of the conflict and the reason or reasons why the party judges himself or herself injured. The response to the recourse also is to be made in writing and is to state the reasons for the response given.

If the grievance is against an authority in the parish, the appeal first is to be made to the pastor who is to seek to reconcile the two parties. At this level and at the successive levels, the pastor may seek the assistance of others, especially those respected for their ability to reconcile; but in the end the pastoral authority remains responsible for seeking the resolution of the conflict. No consultative body as such or members of consultative bodies, in virtue of their membership, should be given the pastoral responsibility of resolving such conflicts. The consultative body, e.g., the parish pastoral council, has responsibility for assisting the pastor in drawing up good policies for the pastoral activity of the parish and for assisting the pastor in clarifying policies in cases of conflict or interpretation. It does not, however, engage in the administration of the policies. The pastor is obliged to respond to the recourse within fifteen calendar days from the time he receives it. Once the pastor has given his response to the recourse, the conflict is considered reconciled, unless the pastor's response is appealed to the dean within fifteen calendar days from the date the parties in conflict receive the response.

If reconciliation is not achieved with the pastor's help or if the grievance is against the pastor himself, the appeal is to be made to the local dean who by office has special

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responsibility for promoting harmony of pastoral action and unity of Church life in his deanery. (cf. Can. 555, §1, 1<sup>o</sup>; §2, 2<sup>o</sup>) If the grievance is against the pastor, and the pastor is the local dean, then the appeal is to be made to the dean of the closest neighboring deanery, with the consent of the diocesan bishop. The dean is obliged to respond to the recourse within fifteen calendar days from the date he receives it.

If reconciliation is not achieved on the deanery level, or if the grievance is against the dean in the exercise of his office of dean, then the appeal is to be made to the diocesan bishop directly. The diocesan bishop may carry out the work of reconciliation himself or he may name another to act for him in the matter. In the latter case, the diocesan bishop makes his own response to the person named. The diocesan bishop is obliged to respond to the recourse within fifteen calendar days from the date he receives it.

If the grievance is against the diocesan bishop, the legislation in the *Code of Canon Law* is to be followed. (cf. Cann. 1732-1739)

It should be kept in mind that the *Code of Canon Law* requires a special procedure to be followed by the diocesan bishop in the case of the removal of a pastor (cf. Cann. 1740-1747) or the transfer of a pastor unwilling to be transferred. (cf. Cann. 1749-1752)

08/01/89

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Revised 01/09/01



Bishop Raymond L. Burke

Refer to the Office of Catholic Schools Annual Directory for school specific information.

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***A. Aquinas Catholic Schools (ACS-LC)***

315 11<sup>th</sup> Street South  
Suite 2200  
La Crosse, Wisconsin 54601  
Phone: (608) 784-8585  
Fax: (608) 784-9988

***B. McDonell Area Catholic Schools (MACS)***

1316 Bel Air Boulevard  
Chippewa Falls, Wisconsin 54729  
Phone: (715) 723-0538  
Fax: (715) 723-1501

***C. Regis Catholic Schools (RCS)***

2728 Mall Drive  
Eau Claire, Wisconsin 54701  
Phone: (715) 830-2273  
Fax: (715) 835-4658

***D. Columbus Catholic Schools (CCS)***

710 South Columbus Avenue  
Marshfield, Wisconsin 54449-3413  
Phone: (715) 387-1177  
Fax: (715) 384-4535

***E. Pacelli Catholic Schools (PCS)***

1301 Maria Drive  
Stevens Point, Wisconsin 54481  
Phone: (715) 341-2445  
Fax: (715) 342-2001

***F. Newman Catholic Schools (NCS)***

1130 West Bridge Street  
Wausau, Wisconsin 54401  
Phone: (715) 845-5735  
Fax: (715) 848-3582

***G. Assumption Catholic Schools (ACS-WR)***

445 Chestnut Street  
Wisconsin Rapids, Wisconsin 54494  
Phone: (715) 422-0900  
Fax: (715) 422-0912