

DE LA SALLE INSTITUTE



**IN SERVICE TO THE
SCHOOLS AND WORKS OF THE
DISTRICT OF
SAN FRANCISCO**

GOAL STATEMENT

The purpose of De La Salle Institute (DLSI) is to provide support and services to the Brothers, Partners, and ministries of the District of San Francisco. The support and services are coordinated through the Offices of the Visitor, Auxiliary Visitor, Formation, Education and Finance. Specifically, through the District Offices of Formation and Education, DLSI strives to provide comprehensive, effective and developmentally appropriate formation programs for the Brothers, Lasallian Partners, Trustees, and students of the District. The goals of these activities and programs are to engage the participants intellectually, emotionally, and spiritually, to promote a deeper understanding and commitment to the Lasallian mission and charism, and to advance the Catholic and Lasallian character of the communities and works of the District. This booklet offers an overview of the formation programs and activities provided and facilitated by DLSI.

FORMATION AND SUPPORT ACTIVITIES FOR FACULTY, STAFF AND ADMINISTRATORS

1. Orientation of New Personnel

- ***Pre-Service Program:*** The Office of Education provides a half-day orientation for new personnel at each school in the District. The orientation includes an introduction to the life of Saint John Baptist de La Salle and to foundational Lasallian educational principles and terminology, as well as an orientation to the District of San Francisco, the United States/Toronto Region, and the International Institute.
- ***Mid-Year Retreat:*** In the middle of the school year, new personnel at each school gather for an afternoon retreat that invites them to reflect on the foundational values of the Lasallian mission in light of their experience in the classroom or in the school up to that point. Time is devoted to individual reflection, small group sharing, and large group discussion of the issues, challenges, and blessings that result from the application of the mission to the daily life of the school.
- ***Special Orientation for Others as Requested:*** The Office of Education provides schools with resources that will allow them to introduce other groups, such as parents, coaches, and alumni to the school's mission as well as the mission of the International Institute. A member of the Office of Education staff is available to assist with these orientations at the request of each school.

- **Resource Development:** The Office of Education has created a number of freestanding materials to be used by schools that wish to facilitate their own orientations. In the case of schools reflecting the charisms of two religious congregations, these materials are modified, with information highlighting the partnering charism.

2. Ongoing Formation

- **District Educator Workshops:** The Office of Education sponsors a number of District-wide workshops each year. These workshops gather representatives from the Districts of San Francisco and New Orleans/Santa Fe for two to three days to consider topics pertinent to the work they share. Such workshops help to deepen the participants' understanding of the mission and the role they play in it. They also provide an opportunity for people to network with others in the District who share their job responsibilities. Recent focus groups include local animators, Deans of Students, and Technology Coordinators. The Office regularly sponsors the Lasallian Renewal Retreat, which is open to teachers, staff, and administrators who wish to prayerfully reflect on their vocation as a Lasallian educator.



- **Specialized Local Retreats/Workshops as Requested:** The Office of Education makes itself available to the various apostolates in the District for specialized retreats or workshops. Such events include a retreat day for teachers, an evening presentation on the Lasallian heritage for parents, a service-learning inservice for teachers, and an orientation presentation for coaches.
- **Huether Lasallian Conference:** The Huether Lasallian Conference, a three-day gathering of Lasallians from throughout the United States/Toronto Region devoted to the study of and reflection on a topic related to Lasallian education. Recent topics include: Social Justice, The Rights

of the Child, the Arts in Lasallian Education, and “Literacy: The Gateway to a Human and Christian Education.” Members of the Office of Education regularly serve on the planning committee and promote the Huether in the District works.

3. Leadership/Intensive Formation

- **Secondary School Administrators Association:** The presidents and principals of De Marillac Academy and the secondary schools of the Districts of San Francisco and New Orleans/Santa Fe meet three times a year to share challenges and insights, to promote professional and spiritual enrichment, and to advance District-wide initiatives on behalf of the Lasallian mission. The winter meeting is in conjunction with the Regional Chief Administrators gathering.
- **Discerning Leaders Program:** This program aims to help selected educators from across the District to discern their talent, interest, and aptitude to serve as a principal or president for one of the schools of the District. This program began in 2007 and aims to help identify the next generation of first line administrators for the District schools.
- **Local Leadership Initiatives:** The Office of Education helps to develop leaders throughout the District through the regular inclusion of local people in the planning and facilitation of local and district workshops, retreats, and other programs. The 2010 District Assembly on Mission is a good example of this initiative. The Assembly involved more than 75 individuals representing every District apostolate in establishing the direction of the District’s mission for the next four years.
- **Lasallian Leadership Institute:** This professional, comprehensive, three-year program for leadership within Lasallian institutions and ministries throughout the United States/Toronto Region is sponsored by the Christian Brothers Conference (www.lasallian.info/template/index.cfm). Participants are divided into three groups according to geography. Members of the Districts of San Francisco and New Orleans/Santa Fe form the West Coast group. Three to five individuals from each District school participate in the Lasallian Leadership Institute. Criteria for participation include:



demonstration of commitment to the local Lasallian apostolate; demonstration of leadership in the local apostolate; and availability to complete the three-year program. Each year follows a theme: Creative Fidelity to the Founding Story, Spiritual Leadership in Lasallian Ministries, Lasallian Leadership in the Educational Community. Over 600 Brothers and colleagues have completed the Lasallian Leadership Institute and another 100 are current participants.

- ***Buttimer Institute of Lasallian Studies:*** Sponsored by Christian Brothers Conference (www.lasallian.info/template/index.cfm), the Buttimer Institute of Lasallian Studies is a three-year formation and education program that studies the origins of one of the leading innovative educational movements in the modern world and its implications for today. This intensive two-week summer program is experienced in a community focused on study, prayer, and a sharing of experiences with others engaged in Lasallian ministries in various sectors of the English-speaking world. Through the reading and examination of the original writings of De La Salle and his contemporaries, participants are able to touch the energy of the Institute's beginnings and become animators of the Lasallian heritage in their own ministries and communities. Founded in 1986 and held on the campus of Saint Mary's College in Moraga since 1987, this program has introduced over 500 participants to the life, works, spirituality, and educational vision of Saint John Baptist de La Salle.
- ***Lasallian Social Justice Institute:*** Sponsored by Christian Brothers Conference (www.lasallian.info/template/index.cfm), the Lasallian Social Justice Institute (LSJI) is a week-long formation program for Partners and Brothers in the U.S./Toronto Region intended to ground Lasallians experientially, practically, and spiritually in the Gospel call to attend to the needs of those on the margins of society, in the Church's option for the poor, and in Lasallian association for the educational service of the poor. Developed by Brothers and Partners, the LSJI is a response to the call from grassroots Lasallians and General Chapters for more formation programs that strengthen association for the educational service of the poor. The LSJI programs take place during the summer months. Experiences that have been available are: Global Economic Justice (El Paso), Homelessness and Human Dignity (San Francisco), and Civil Rights (Memphis).

- **Lasallian Volunteers:** The Lasallian Volunteer Program provides dedicated, well-trained Volunteers for one or more years of service to schools and agencies of the Brothers whose mission is to serve the poor. Acting out of faith, rooted in the Gospel, and sharing community with the Brothers and other Lasallians, the Volunteers empower the poor by personalized service primarily through education.
- **Young Lasallians:** These are young teachers and alums (ages 21-35) who seek to strengthen their commitment to the Lasallian Educational Mission by building association among other young people living out their vocational call as Lasallians. Young Lasallian professionals seek to support the directives of the International Council of Young Lasallians and the Regional Committee of Young Lasallians to help promote and ensure the Lasallian Educational Mission.

4. Immersion Opportunities

- **VENAVER:** This program provides immersion opportunities for both adults and students in District schools. For a complete description of this program, please refer to page 9.
- **Local Immersions:** This program provides immersion opportunities for both adults and students in District schools. For a complete description of this program, please refer to pages 9 and 10.
- **Vandu Paar:** *Immersion to India/Sri Lanka:* Since the summer of 1999, the Office of Education has coordinated month-long immersion experiences in India and Sri Lanka. These projects provide educators with the opportunity to experience the Lasallian mission in the third world as well as to provide fundamental services to our brothers and sisters involved in Lasallian ministries.



5. Christian Service-Learning

- Christian Service-Learning is a method of teaching that enriches learning through the integration of Christian Service in curricular and co-curricular programs. The Office of Education provides a number of resources and training opportunities in Christian Service-Learning to all District works.

6. Resource Development and Distribution

- ***Lasallian Resources:*** Since 1993, the Office of Education has led in the development of educational resources around the Lasallian mission in the United States/Toronto Region. Many of these resources have been designed for ease of use with educational communities in workshops and other types of educational programs. These resources, including workshop outlines, retreat models, prayer services, video productions, and PowerPoint presentations, are available from the Office of Education free of charge.

The Office also assists each institution in the District to establish a basic library of Lasallian print and non-print resources for students and educators. These resources include a series of articles on Lasallian themes, prayer services, ongoing Institute, Regional and District publications, and audio-visual programs.

7. Religious Education/Campus Ministry

- ***Campus Ministry and Student Activities Annual Gathering:***

The Directors of Campus Ministry and Student Activities gather annually for formation activities, retreat, and opportunities to discuss themes, trends, and issues relevant to their respective areas of campus life. These two key areas of campus life



continue to foster a sense of collaborative ministry and explore common areas of interest that advance the overall goals of co-curricular and youth ministry activities.

- ***Vocation Coordinators Gatherings:*** The schools' and Communities' Vocation Coordinators meet annually for formation activities and to plan programs. The Director, Lasallian Student Programs conducts an annual spring visit with each school's Vocation Coordinator in order to assist in evaluating programs and to gather ideas for the fall meeting. Vocation materials are also made available at www.brothersvocation.org.

BROTHERS' FORMATION ACTIVITIES

- ***Called to Be Brothers:*** Each Brothers' community will participate in three days of recollection throughout the year to complete a two year Regional formation program that builds on the *Being Brothers Today* document and the 44th General Chapter. Time will be provided for prayer, personal reflection and/or journaling, and community discussion. The two year program will culminate in a USA/Toronto Regional retreat for Brothers.
- ***District Convocation:*** The annual Brothers' Convocation provides an opportunity to express the spirit of common Brotherhood by coming together in prayer, celebration, and fraternity. The Brothers discuss a topic, often guided by the input of a presenter. After Mass and during dinner, Brothers celebrating milestone Jubilees as Brothers (25, 50, 60, and 75 years) are honored.
- ***Brothers' Retreats:*** The Brothers have the opportunity to attend two District retreats, normally during Holy Week at Mont La Salle and during a week in June. The retreats allow time and space for prayer, discussion, and community. Often a topic frames the reflection of the retreat.
- ***Regional Gathering of Brothers in Initial Formation:*** Men in initial formation as Brothers are Postulants, Novices, or Brothers in a period of annual vows. They gather once a semester for a weekend to discuss a topic and share their Brotherhood as they come to understand and internalize their vocation as Brothers.
- ***Fall Forum:*** Designed mainly for the older Brothers of the District but open to all Brothers, the Fall Forum provides a time for the presentation and discussion of a topic. Gathering for lunch and prayer also add to this experience of Brotherhood.



FORMATION ACTIVITIES FOR STUDENTS

1. Leadership Formation

- ***Lasallian Student Leaders:*** Each summer, Lasallian Student Leaders brings together those student leaders elected by their peers, appointed by faculty or invited by administrators for a week of leadership, mission, and faith development. The program seeks to equip student leaders with an understanding of the inherent responsibility they have for the Lasallian Educational Mission as they take up their respective leadership roles on campus. Students are introduced to key concepts and philosophies that will guide their decision making processes, including five core principles of a Lasallian school. They also acquire practical leadership skills and understandings, as well as establish working and collaborative relationships with other Lasallian student leaders from around the District. Lasallian Student Leaders takes place annually.



2. Immersion Opportunities

- ***VENAVER:*** Since 1989, the District of San Francisco has sponsored or assisted over 1000 students and teachers to participate in faith-based immersion experiences. These experiences, called VENAVER (“Come and See”), provide participants (student and adult teams from District schools) with an inter-cultural experience that affirms a common bond among all people as children of God while challenging perceived boundaries between self and others and between self and God. The VENAVER Program addresses the tenets of faith, community, service, social justice, and simplicity. VENAVER experiences have taken place in Mexico, El Salvador, California’s Salinas Valley, New Orleans, and Browning, Montana. Program and curriculum guides for various VENAVER programs have been developed to assist schools in these immersion experiences. These guidebooks are available through the Office of Education.
- ***Local Immersions:*** In an attempt to help bring the VENAVER immersion experience to the “front door” of students, teachers, and staff, the Office of Education has promoted and assisted with the development of new, local immersion experiences. Each experience provides students

and adults with opportunities to engage people living in poverty, marginalized by society, or fighting injustice. These experiences help participants to develop a better understanding of global solidarity and interdependence. With the Campus Ministers and Service Learning Coordinators at District schools, the Office of Education has facilitated program guidelines and suggested outcomes for local immersion experiences.

3. **Lasallian Youth**

- ***Program Description:*** Lasallian Youth attempt to live out the ideals of Saint John Baptist de La Salle: Faith, Service, and Community. To do this, they explore their faith as young adult Christians through service and reflection. They serve the needs of their community by volunteering to work in soup kitchens, food banks, local schools, parishes, educational programs, transitional housing, residences for the elderly, teen drop-in centers, and other programs that reach out to those who are marginalized. The Lasallian Youth movement began in Spain in the 1960's and spread to many other areas, including Italy, France, Malta, Latin America, and the Philippines. It reached the United States in 1987 after a group of American high school students attended an international Lasallian Youth gathering in Canada. These students were so deeply moved by their experience that they started a Lasallian Youth group in the summer of 1988 and the movement has spread nationwide. The Office of Education assists schools in the process of establishing and developing the ideals of Lasallian Youth.

- ***Lasallian Youth Assembly:*** Regularly, the Office of Education, in cooperation with local schools and works, sponsors an assembly for students involved in the Lasallian Youth movement. For a week during the summer, students are engaged in prayer, reflection, service opportunities, education sessions around themes of social justice, and Catholic social teaching. After participating in the Assembly, Lasallian Youth are challenged to promote a culture of faith, service, and community in their home communities. The



location of the Assembly usually takes place on the campus of a Catholic college or university on the west coast of the United States. The location of the Assembly varies each year.

4. Lasallian Collegians Network

The Office of Education coordinates a program for college students who are either attending Lasallian colleges or universities or have graduated from a Lasallian secondary school. Lasallian Collegians is a way for students to maintain their Lasallian identity and celebrate that identity with others in common experiences of faith, service, and community. Lasallian Collegians are invited to attend retreats, immersion programs, and special events. Lasallian Collegians communicate primarily through e-mail and the Collegians page found on the District website. (At www.delasalle.org, click on “Young Lasallians” and follow the links to the Lasallian Collegians Network.)

5. Vocation Ministry

In order for students, parents, and faculty/staff to understand the call to faithful service, the Director, Lasallian Student Programs assists school Vocation Coordinators in developing and evaluating a culture of vocations.

- ***District Lasallian Vocation Retreats:***

Designed for male/female students from each secondary school, these annual retreats provide participants with information, reflection, and discussion concerning their own growing sense of vocation in the Church and asks them to consider for themselves their vocation or calling, including the vocation to the Brothers and other forms of religious life.



- ***Contact and Aspirancy Program:*** During their senior year, young men recommended by the school are interviewed by the Director of Vocation Ministry, for post-graduation participation in the District’s Contact and Aspirancy Program. In these programs, they explore the option of Brotherhood by involving themselves in activities of faith, service, and community at District schools and Brothers’ communities. They also participate in regular mentoring sessions to help discern their life direction.

6. Resource Development

The Office of Education produces a variety of print and video materials focused on the Lasallian heritage and Lasallian educational values. Lasallian teaching units have been created for use in grades 9 – 12. These teaching units are currently in use in all schools in the District and in many other Lasallian schools across the country.

7. Twinning Program

Schools in the San Francisco District participate in the Twinning Schools Program sponsored by Christian Brothers Conference. Each school in the District of San Francisco is twinned with a school or ministry in the Lwanga District (Africa). Since 1999, schools and works in the District have contributed funds to assist the works of the Lwanga District. This program provides a unique opportunity for mission education of our students, service-learning, curriculum opportunities, and cultural understanding throughout the Lasallian world.

DISTRICT SPONSORED ASSESSMENTS AND PLANNING PROGRAMS

In response to District Chapter Acts, the Office of Education has established two programs to help strengthen the Religious Studies program and the overall Catholic and Lasallian character of each of the schools in the District. These programs are: the Catholic Lasallian Assessment Process and the Religious Studies Program Assessments. Each process is described in more detail below.

- 1. Catholic Lasallian Assessment Process (CLASP):** The purpose of the assessment is to affirm the work of the schools in living their Catholic and Lasallian character and to identify areas for the schools' continued growth as Catholic and Lasallian schools. The Assessment process takes place once every six years at each District school, excluding Saint Mary's College.
- 2. Religious Studies Program Assessment:** Since 1997, the Office of Education has contracted with Dr. Michael Horan of Loyola Marymount University to provide evaluation and consultation services to the Religious Studies programs in the secondary schools of the District of San Francisco. These services have helped the schools to consider critically such issues as Religious Studies scope and sequence, the District Standards for Religious Studies, teacher training and education, and the effectiveness of the Religious Studies

Program in addressing the needs of the students in each school. The Religious Studies Program in each school is evaluated once every five to six years. Schools are assisted by Dr. Horan and Office of Education staff in both the evaluation and the follow-up phase. Cycle III of the Religious Studies Assessment concluded in the 2008/2009 school year. Cycle IV began in the 2010-2011 school year.

BOARDS OF TRUSTEES

Introduction

The Boards of Trustees of the School Corporations represent the “moral owners” of the school, the De La Salle Christian Brothers. Trustees provide the highest level of institutional leadership intended to advance the Lasallian educational mission. The Boards of Trustees govern through written policies and monitor the performance of the school’s CEO to ensure organizational excellence.

1. Orientation and Formation of New Trustees

Three times a year, the Office of Education facilitates a two-day orientation for individuals from across the District who have been nominated by Boards for consideration as Trustees.

This training experience:

- Provides an introduction to Saint John Baptist de La Salle, the De La Salle Christian Brothers, and the educational heritage of Lasallian schools;
- Assists new Trustees in understanding the relationship of the school to its Board, to the Lasallian Education Corporation (LEC), and the District;
- Trains Trustees in the use of Policy Governance® as the Board’s operational system.

2. Ongoing Formation

- **Association of Board Chairs:** Two times annually, the Chairpersons of all the Boards of Trustees gather for leadership development. This is an opportunity for Board chairs to discuss common issues, share best practices, and improve their skills in the areas of agenda development, board formation, monitoring CEO performance, policy writing, recruitment, and board evaluation.
- **Board Secretary Training:** As needed, the Secretaries of all the Boards gather at Mont La Salle to discuss their roles

in the further development of a Lasallian Board, development of Board agenda, the appropriate dispersal of meeting materials, and how to handle the LEC approval process.

- ***Policy Governance Training and Development:*** The Office of Education is committed to assisting the schools with excellence in governance. The Office of Education is available to work locally with Boards of Trustees on policy development, CEO evaluations, monitoring board evaluations, and other areas and issues related to Policy Governance.
- ***Trustee Formation:*** Boards of Trustees have responsibility of governing for mission. In order to assist boards in their own formation of mission, the Office of Education provides a variety of Lasallian formation resources for boards. These include on-site formation activities as well as print, video, and prayer resources.
- ***Board Resources:*** A number of resources have been developed to assist Board Chairs, Presidents, and Board Secretaries with their respective tasks as related to governance and Policy Governance in particular. Some of these include: Board Chair Procedural Manual, resolution templates, sample monitoring reports, sample employment agreements, and other record keeping and policy development tools. A website for Board members, Board Chairs, Presidents, and Board secretaries provides them easy and current access to all Board resources.



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For a current calendar of activities and events,
please check the Web site at: www.delasalle.org.

The San Francisco District

