



Nomination for the Bishop's Cross

Guidelines

The mission of the Catholic schools of West Virginia is to provide our children with a quality, God-centered education in a loving atmosphere that enables each child to reach his/her full potential. Since 1995, the Bishop's Cross has been awarded to individuals and organizations who, through their lives and works, have demonstrated their commitment to the mission which underlies and motivates our work in the Catholic schools of West Virginia.

Candidates for the Bishop's Cross should have contributed in some significant way over a period of time to the mission of your school or to some aspect of Catholic school education. While many individuals and groups merit recognition at the local level, **Bishop's Cross recipients should have made contributions to Catholic school education at a level that merits Diocesan recognition.** The recipients should be role models for others in the Diocese to emulate. It may be helpful to ask, when considering your nomination, "How does this candidate stand out from the many other people who support our school and Catholic school education?"

Some examples of possible individual candidates (and occasionally a married couple) are:

Note: Current employees of the Diocese of Wheeling-Charleston are not eligible.

- ✠ A **teacher** who has given generously of him/herself for many years and whose work reflects the highest standards of the teaching profession in a Catholic school, inspiring both students and colleagues.
- ✠ An **administrator** whose leadership has advanced the mission of your school and Catholic school education in general, creating an authentic Christian learning environment through care and concern for students, faculty and staff.
- ✠ A **pastor** whose dedication to the mission of Catholic schools and whose presence to the school and parish community is worthy of emulation and recognition.
- ✠ A **parent** or **volunteer** who has provided exceptional service to advance the mission of your school and Catholic school education in general.
- ✠ A **staff member, custodian** or **secretary** whose love of your school and efforts to serve your school go far beyond the ordinary.
- ✠ A **benefactor** or **donor** who has been a generous supporter of your school and has demonstrated on-going commitment to the mission of Catholic school education.
- ✠ An **organization** whose contributions meet the same high standards as those listed above for individual candidates. *Some past recipients have included the Sisters of Saint Joseph of Wheeling, the West Virginia Knights of Columbus, the Sisters of the Poor Child Jesus, the Sisters of the Daughters of Charity, the Bernard McDonough Foundation, Wheeling Hospital and the Sisters of St. Joseph Health & Wellness Foundation.*

Directions

Those submitting nominations must complete the Nomination Form **in its entirety** and attach the three required letters of support. The three letters of support **must** include **1)** a letter from the nominator (*use Letter 1 in packet*), **2)** a letter from the school principal (*use Letter 2 in packet*) and **3)** a letter from the pastor or designated pastor (*use Letter 3 in packet*). **ONLY if** a pastor or principal is being nominated or is the nominator, the letter normally submitted by either of them (2 or 3) is to be replaced by a letter of support from a third person (*use Letter 4 in packet*). **Only the three required letters may be submitted with the nomination form.** Any additional letters cannot be considered; however, significant observations or quotations from other individuals can be included as part of the three required letters.

Schools or individuals may submit multiple nominations, but a **separate nomination form as well as the three required letters of support must be submitted for each nominee.** Nominees not chosen may be resubmitted in future years, but a new nomination packet must be submitted at that time.

After the Bishop's Cross Selection Committee has reviewed all nominations, the list of recommended recipients will be submitted to the Bishop for his approval.

Notification of Recipient and Nominators

Recipients will be notified by letter from Bishop Bransfield of his/her/their selection around Thanksgiving. Principal, pastor and nominator will receive a copy of that letter. Following that, the recipients' names will be published on our website (<http://wvcatholicsschools.org/dinner/>) and in The Catholic Spirit. Those candidates who were not chosen may be re-nominated in future years -- and we encourage you to do so.



Diocese of Wheeling-Charleston

Department of Catholic Schools

NOMINATION FORM FOR THE BISHOP'S CROSS 2018

1. Please type or print clearly to be sure name is spelled correctly on award and in program.

2. Please complete ENTIRE form.

- Nomination Form PLUS THREE REQUIRED letters of support must be RECEIVED no later than October 13, 2017.
- Required letter forms follow this page.



Mail to: Donna Clark ~ Department of Catholic Schools ~ P. O. Box 230 ~ Wheeling, WV 26003

or E-Mail to: dclark@dwc.org

or

Fax to: 304-233-8551 ~ Attention: Donna Clark

NOTE: If your Candidate is selected, school will provide bio & photo ELECTRONICALLY – BY JANUARY 10 for press release & program.

I. Name of School on behalf of which you are nominating: _____

II. Tell Us About Your Candidate *(current employees of the DWC are not eligible)*

___ Rev. ___ Br. ___ Sr. ___ Dr. ___ Mr. ___ Mrs. ___ Miss ___ Ms. ___ Mr. & Mrs. ___ Other (specify) _____

Name _____

This candidate has been involved with this school or other Catholic schools in the DWC for # _____ years.

Address _____

City _____ State _____ Zip _____

Daytime Phone (_____) _____ Cell Phone (_____) _____

E-Mail Address _____

Name of Spouse _____ # of Children _____ # of Grandchildren _____

Names of Children _____ Names of Grandchildren _____

use additional sheet for names if necessary

III. Please provide in simple list form below *(add another sheet if more space is needed)* the capacities in which this nominee has been involved in your school or other Catholic schools in the Diocese. (i.e. board member, PTO officer, faculty member, generous benefactor, etc.)

- _____
- _____
- _____
- _____
- _____
- _____
- _____

IV. Nominator Contact Information

Name _____

Connection to School (parent/student/advancement director, etc.) _____

Address _____

City/State/Zip _____

Daytime Phone (_____) _____ Cell Phone (_____) _____

E-Mail Address _____

This process can also be found at: www.WVCatholicSchools.org -- Click on Bishop's Cross



Diocese of Wheeling-Charleston

Department of Catholic Schools



NOMINATION FOR THE BISHOP'S CROSS

Letter 1 -- Nominator's Letter of Support

(The person who prepared this nomination should use this letter.)

Keeping in mind the criterion for this award, please describe the reasons for the candidate's nomination for this recognition, giving as much specific detail as possible regarding the candidate's involvement in and advancement of Catholic school education. In your judgment, what are the most significant activities and attributes that make your Candidate's contributions to your school and to Catholic school education extraordinary? While the primary focus of this recognition is Catholic school-related activities, you may wish to include other areas of the Candidate's career or life to provide a more complete picture of the individual (i.e. parish involvement, civic or charitable endeavors, etc.). You may include significant or particularly compelling observations or quotations by others in your remarks.

The letter of support is to be no more than 500 words which will fit in the space below using a 10 point font.

Name of Candidate _____

Print Name

Signature

Date

Information that is longer than this page will NOT be considered.



NOMINATION FOR THE BISHOP'S CROSS

Letter 2 -- Principal's Letter of Support

(Do not use this letter if principal is the nominator or is being nominated. Use Letter 4 instead.)

Keeping in mind the criterion for this award, please describe the reasons for the candidate's nomination for this recognition, giving as much specific detail as possible regarding the candidate's involvement in and advancement of Catholic school education. In your judgment, what are the most significant activities and attributes that make your Candidate's contributions to your school and to Catholic school education extraordinary? While the primary focus of this recognition is Catholic school-related activities, you may wish to include other areas of the Candidate's career or life to provide a more complete picture of the individual (i.e. parish involvement, civic or charitable endeavors, etc.). You may include significant or particularly compelling observations or quotations by others in your remarks.

The letter of support is to be no more than 500 words which will fit in the space below using a 10 point font.

Name of Candidate _____

Print Name

Signature

Date

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NOMINATION FOR THE BISHOP'S CROSS

Letter 3 -- Pastor's Letter of Support

(Do not use this letter if pastor is the nominator or is being nominated. Use Letter 4 instead.)

Keeping in mind the criterion for this award, please describe the reasons for the candidate's nomination for this recognition, giving as much specific detail as possible regarding the candidate's involvement in and advancement of Catholic school education. In your judgment, what are the most significant activities and attributes that make your Candidate's contributions to your school and to Catholic school education extraordinary? While the primary focus of this recognition is Catholic school-related activities, you may wish to include other areas of the Candidate's career or life to provide a more complete picture of the individual (i.e. parish involvement, civic or charitable endeavors, etc.). You may include significant or particularly compelling observations or quotations by others in your remarks.

The letter of support is to be no more than 500 words which will fit in the space below using a 10 point font.

Name of Candidate _____

Print Name

Signature

Date

Information that is longer than this page will NOT be considered.



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NOMINATION FOR THE BISHOP'S CROSS

Letter 4 -- Letter of Support from a Third Individual

(Letter 4 is ONLY to be used if the pastor or the principal is the nominator or is being nominated.)

Keeping in mind the criterion for this award, please describe the reasons for the candidate's nomination for this recognition, giving as much specific detail as possible regarding the candidate's involvement in and advancement of Catholic school education. In your judgment, what are the most significant activities and attributes that make your Candidate's contributions to your school and to Catholic school education extraordinary? While the primary focus of this recognition is Catholic school-related activities, you may wish to include other areas of the Candidate's career or life to provide a more complete picture of the individual (i.e. parish involvement, civic or charitable endeavors, etc.). You may include significant or particularly compelling observations or quotations by others in your remarks.

The letter of support is to be no more than 500 words which will fit in the space below using a 10 point font.

Name of Candidate _____

Print Name

Signature

Date

Information that is longer than this page will NOT be considered.