



# Diocese of Wheeling-Charleston

Department of Catholic Schools

## 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 submitting a 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. Past recipients including 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, and Wheeling Hospital, are fine examples.

### Directions

**Those submitting nominations must complete the *Nomination Form* and attach the three (3) required letters of support.** The three letters of support must include **1)** a letter from the nominator, **2)** a letter from the school principal, and **3)** a letter from the pastor or designated pastor.

**(OR** if a pastor or principal is being nominated or is the nominator, the letter normally submitted by either of them is to be replaced by another letter of support on the proper form from a third person). **Only the three required letters may be submitted. Any additional letters cannot be taken into consideration;** however, significant observations or quotations from other individuals can be included in the three required letters.

The number of nominations that one may submit is not limited, but **a separate nomination form as well as the three required letters of support must be submitted for each Candidate.** Candidates not chosen may be resubmitted in future years.

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.

Bishop's Cross recipients and up to six of their family or friends will be guests of the Bishop to the annual dinner where they will receive the Bishop's Cross in recognition of their work on behalf of Catholic schools. Additional reservations will be available at the regular reservation price.

### Notification

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 the letter. Nominators whose candidate was not chosen will receive a letter the week after the selected recipients' letters are mailed. Those candidates who were not chosen may be -- and we encourage that they be -- re-nominated in future years.



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## NOMINATION FORM FOR THE BISHOP'S CROSS 2017

Please Print Clearly or Type so that there will be no question about spelling a name. Please Complete Entire Form.

- Nomination Form PLUS THREE REQUIRED letters of support must be RECEIVED no later than October 7, 2016.
- Guidelines & Sample Letters follow this page.



Mail to: Selection Committee ~ Department of Catholic Schools ~ P. O. Box 230 ~ Wheeling, WV 26003  
 or E-Mail to: [dclark@dwc.org](mailto:dclark@dwc.org) or Fax to: 304-233-8551 ~ Attention: Selection Committee

### I. School on behalf of which you are nominating

Name \_\_\_\_\_

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

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

\_\_\_ 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 the Candidate 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](http://www.WVCatholicSchools.org) -- Click on Bishop's Cross/Aquinas/St. Sebastian



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## 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 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 Principal's Name

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

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



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## NOMINATION FOR THE BISHOP'S CROSS

### Letter 3 -- Pastor's Letter of Support

(Do not use 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 Pastor's Name

\_\_\_\_\_  
Pastor's 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

(To be used **ONLY** when a Pastor or 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.**