



# THE BISHOP MCNAMARA STUDENT LEADERSHIP PROGRAM

*Capitalizing on the many gifts and talents of the Bishop McNamara Student Community through the High School Bishop McNamara Prefect Program.*

For just under 100 years, Bishop McNamara Catholic School has produced leaders who have taken to heart the challenge of our mission statement of “*maximizing the potential of our students...*” and those leaders are helping to mold the future in all walks of life. For many years, the selected student leaders on campus were known as members of the Student Council.

One of the advantages of a Catholic school education and the small community provided by Bishop McNamara Catholic School are opportunities that are presented to each and every one of its students. This program will challenge student leaders and their respective councils to take on the real responsibility of serving their community and learn from the experience. It will remove the hope that our students will graduate Bishop McNamara as leaders and *replace that hope with tangible proof that they are leaders*. It will move past the theoretical to introduce the practical, with real struggles and with real successes. It will allow our student leaders to have expanded ownership over their Bishop McNamara experience. In this way, we hope to amplify our sense of community by bringing administration, faculty, and students together with energy and focus to make each year at Bishop McNamara greater than the year before.

## **Prefect Positions Available**

Head Prefect*	Fine Arts Prefect
Academic Prefect	House Prefect
Activities (& Culture) Prefect*	Marketing Prefect
Admissions Prefect	Sacristan Prefect
Athletic Prefect	Service Prefect

\*denotes positions reserved for rising seniors



## **The Prefect Application Process**

Our goal is to form a very strong Prefect Board as a whole – and then from there to decide into which position to place each Prefect Board member. Your ranked list of positions in which you are interested will guide us in forming the interview list for each position, but you may also be asked to interview for positions which you did not indicate as one of your top choices. For this reason, you will be asked to rank the positions for which you apply in order of preference.

A Student Selection Committee, guided heavily by the recommendations of faculty and staff interviewers, will look over each application and determine the list of candidates who best represent the aims of this program. Again, the process is to form a strong PREFECT BOARD – and then to find a position for each member where their gifts and talents will be used well.

Interviews will conclude during the early part of April and the 2020 – 2021 Prefect Board will be announced soon after. The focus will then shift to assigning deserving, qualified, potential student leaders who were unsuccessful as prefect candidates, with posts as committee chairpersons to ensure their continued engagement in the community. Interviews may be required for these posts as well. This will be determined, as needed.

If you have any questions about the Prefect Application Process, please feel free to discuss with Mrs. Tricia Surprenant or Head Prefect, Toryn Provost.

## **Timeline for 2020-2021 Leadership Program**

Monday, February 10 – applications (PDF) posted on [www.bishopmac.com](http://www.bishopmac.com) & available at Mrs. Demack's desk

Tuesday, March 3, 1pm - applications due

March 9 - 24 - interview process for candidates

March (TBD) – Head Prefect candidate speeches

April - new Prefects announced, assume responsibilities

April - interviews/selection of Committee Chairpersons

May – meetings with Prefects and Committee Chairpersons  
planning for 2020-2021 school year



## **Head Prefect Job Description**

1. The Head Prefect is to be the face of the student body at all school activities, represent the school at all functions on or off campus, and be a role model of the Bishop McNamara ideal student.
2. Listen to students, faculty, and staff to help with problem solving in the community.
3. Help lead the Prefect Retreat in early August.
4. Direct the Prefect Board and Orientation leaders during Orientation week; in order to mesh new students with returning students.
5. Sit in on weekly mentor/prefect/committee meetings, when desired.
6. Spearhead fundraising efforts to produce funds for programs and activities.
7. Meet as needed with every prefect one-on-one.
8. Stimulate the Prefect Board to bring fresh and new ideas to the community.
9. Work with Prefect Mentors as a liaison between the Prefect Board and the Mentors as well as the faculty and the student body.
10. Organize and lead bimonthly Prefect meetings.
11. Read the prayer and Pledge of Allegiance every morning before announcements.
12. Involve all the Prefects in a variety of school activities and service projects.



# **Academic Prefect Job Description**

*\*\*Must have a minimum 3.25 Cumulative GPA to apply*

1. Meet with Faculty Mentor once a week to discuss agenda for committee meetings, assemblies, etc.
2. Run Academic Committee meetings periodically.
3. Coordinate Freshman Finals Workshop before 1<sup>st</sup> semester finals, connecting high achieving students in particular subject areas with those who need assistance.
4. Serve on Admissions panels during Open Houses as needed.
5. Provide advice and counsel to and from the Academic Prefect Advisor for Academics in an attempt to help coordinate educational programming (assemblies, etc.).
6. Speak to the student body concerning academic integrity and its importance, when necessary.
7. Organize and manage the College Advisory Council.
8. Attend the bimonthly Prefect meetings.
9. Work with the guidance office regarding college visit days and getting participation.
10. Meet every two weeks with subcommittee.
11. Meet with Prefect Advisor at least once a month.
12. Uphold the motto and vision of the school and what it stands for in word, action and deed. As all students in leadership - especially Prefects - are held to a higher standard and are thus expected to uphold school rules, any issue of integrity and/or other serious disciplinary action usually results in having to step down from a Prefect position.



## **Activities Prefect Job Description**

1. Over the summer, plan activities to be used through the year (*any new activities need to be written up in a detailed Proposal and run by the Administration*).
2. Oversee and coordinate Homecoming Week/Dance Committee.
3. Oversee and coordinate Junior/Senior Prom.
4. Plan Activities along with your Council.
5. During the year, do everything from initial planning, to running, to cleaning up for all events.
6. Attend the weekly Activities Council Meetings.
7. Help run the activities on the weekends and weeknights.
8. Personally attend and encourage other students to participate in events.
9. Attend the bimonthly Prefect meetings.
10. Meet every two weeks with subcommittee.
11. Meet with Prefect Advisor at least once a month.
12. Uphold the motto and vision of the school and what it stands for in word, action and deed. As all students in leadership - especially Prefects - are held to a higher standard and are thus expected to uphold school rules, any issue of integrity and/or other serious disciplinary action usually results in having to step down from a Prefect position.



## **Admissions Prefect Job Description**

1. Serve as a link between the student body and the Admissions Staff
2. In the Spring and over the course of the Summer, help choose Big Brother/Sister leaders with the Director of Enrollment.
3. With the Head Prefect, Work with the Assistant Principal of Student Life and the Director of Enrollment to coordinate all aspects of new student Orientation in August, including set-up and clean-up.
4. Inform prospective students and their parents about the Bishop McNamara Community in social and academic perspectives. Under Director of Admissions' directive, coordinate student leaders to call and communicate with potential students.
5. Head of Orientation and the Big Brother/Sister program: assign tours and hosting to the council members.
6. Get confirmation from students that they will do the shadow days you assigned.
7. Meet at least once a month with Director of Enrollment to discuss issues in order to brainstorm new ideas to improve the Admissions process. Communicate with Admissions Office.
8. Update the Marketing Prefect on what Admissions events need to be added to the calendar and advertised.
9. Assign students to fill the many positions necessary for all Admissions events and physically run many of these events.
10. Attend the bimonthly Prefect meetings.
11. Meet every two weeks with subcommittee.
12. Meet with Prefect Advisor at least once a month.
13. Uphold the motto and vision of the school and what it stands for in word, action and deed. As all students in leadership - especially Prefects - are held to a higher standard and are thus expected to uphold school rules, any issue of integrity and/or other serious disciplinary action usually results in having to step down from a Prefect position.

**\*ADMISSIONS AND MARKETING PREFECTS WORK CLOSELY TOGETHER AND COLLABORATE ON MANY ACTIVITIES.**



## **Athletic Prefect Job Description**

1. Create a committee and formally meet with them as needed.
2. Oversee “Irish Nation”, the spirit committee, encouraging support at all sporting events on campus. Ensure a healthy, classy spirit section at home AND away football, volleyball and basketball games.
3. Work to encourage school spirit across all aspects of McNamara Life.
4. Oversee Homecoming/Spirit Week. Work with Activity Prefect and House Prefect to plan and run the events that accompany Spirit week.
5. Coordinate Homecoming Bonfire, communicating with team captains re: making “season recap” speeches at bonfire
6. Attend the bimonthly Prefect Meetings.
7. Meet with the Director of Athletics weekly to help ensure home games are run smoothly and to organize themed games.
8. Work to create a media committee that will take pictures to post on school social media websites.
9. Create a weekly agenda of upcoming sports events that will need to be promoted.
10. Meet every two weeks with subcommittee.
11. Meet with Prefect Advisor at least once a month.
12. Uphold the motto and vision of the school and what it stands for in word, action and deed. As all students in leadership - especially Prefects - are held to a higher standard and are thus expected to uphold school rules, any issue of integrity and/or other serious disciplinary action usually results in having to step down from a Prefect position.



## **Fine Arts Prefect Job Description**

1. Meet with Faculty Mentor once a week to discuss agenda for committee meetings, assemblies, etc.
2. Run Fine Arts Committee meetings periodically
3. Attend every Fine Arts Performance (all shows, all performances – i.e. each of three weekend performances of Spring Musical)
4. Coordinate efforts to promote the arts through various offerings (includes working with the Marketing Prefect)
5. Organize promotional events for fine arts activities.
6. Work closely with Fine Arts clubs (Drama, Art, etc.)
7. Meet regularly with the teachers in Art Department, Drama Program, Band Program and Choral Program.
8. Attend the bimonthly Prefect Meetings.
9. Meet every two weeks with subcommittee.
10. Meet with Prefect Advisor at least once a month.
11. Uphold the motto and vision of the school and what it stands for in word, action and deed. As all students in leadership - especially Prefects - are held to a higher standard and are thus expected to uphold school rules, any issue of integrity and/or other serious disciplinary action usually results in having to step down from a Prefect position.



## **House Prefect Job Description**

1. Over the summer, plan House-related activities to be used through the year (*any new activities need to be written up in a detailed Proposal and run by the Administration*).
2. Assists the Head of the House system.
3. Creates the annual plan for House inductions for new members. Works with House Captains to assign new members.
4. Attends and contributes to any and all discussions at House Captain meetings, but has no voting power.
5. Attend the bimonthly Prefect Meetings.
6. Plan activities along with your Council
7. During the year, do everything from initial planning, to running, to cleaning up for all events
8. Help run the House activities on the weekends and weeknights.
9. Update the Marketing Prefect on what House events need to be added to the calendar and advertised.
10. Personally attend and encourage other students to participate in House events.
11. Meet every two weeks with subcommittee.
12. Meet with Prefect Advisor at least once a month.
13. Uphold the motto and vision of the school and what it stands for in word, action and deed. As all students in leadership - especially Prefects - are held to a higher standard and are thus expected to uphold school rules, any issue of integrity and/or other serious disciplinary action usually results in having to step down from a Prefect position.



## **Marketing Prefect**

1. Over the summer, plan PR for traditionally offered student activities of a typical year. Aim for creative approaches to promotion.
2. Attend the bimonthly Prefect Meetings.
3. Plan PR efforts along with your Council. Brainstorm new marketing ideas, and assist with marketing campaigns. Gather social media content, control signage throughout school.
4. Assist Director of Marketing & Communications in telling the BMCS story and bringing it to life. Bishop McNamara is a brand which needs to be maintained and upheld to the highest standard.
5. Help draft and deliver announcements over PA system in morning and promote activities & events through sufficient and extensive efforts – either electronically, through announcements or through print media with posters on the school bulletin board. Supervise the advertising of all events.
6. Personally attend and encourage other students to participate in school-wide events.
7. Create the monthly big calendar promoting upcoming events.
8. Meet every two weeks with subcommittee.
9. Meet with Prefect Advisor at least once a month.
10. Uphold the motto and vision of the school and what it stands for in word, action and deed. As all students in leadership - especially Prefects - are held to a higher standard and are thus expected to uphold school rules, any issue of integrity and/or other serious disciplinary action usually results in having to step down from a Prefect position.

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# **Ministry Prefects**

**SACRISTIAN AND SERVICE PREFECT POSITION IS FOR 2 PEOPLE. THESE ARE 2 SEPARATE POSITIONS.**

*\*\*ONE Must be a professing Catholic.*

## **CATHOLIC/CHRISTIAN MINISTRY PREFECTS (2)**

This position is broken into two separate rolls. Please choose one or both when expressing your interest in the Catholic Ministry Office. There will be a Sacristan Prefect and a Service Prefect that will work together for major projects and independently for department specific projects.

These Prefects work closely with the Catholic Ministry Office (CMO) and the Barry's to help create an environment which encourages and guides the Bishop McNamara 7<sup>th</sup>-12<sup>th</sup> student body to contribute to the Catholic/Christian identity of Bishop McNamara Catholic School and the formation of a faith community. In collaboration with the administration, school chaplain, faculty and staff, parents, students, and parishes, the Catholic/Christian Prefects brings to life BMCS school's charism, spiritual growth, prayer, discipleship, sacramental experiences, social justice and preparation of leaders in service for the Church and society.

- A. Forming a Faith Community
  - a. Facilitates an atmosphere of Christian hospitality where all feel welcome
  - b. Acknowledges and celebrates diversity within the school community
- B. Spiritual Growth
  - a. Provides opportunities for others to deepen their relationship with Christ
  - b. Organizes, plans and implements an effective retreat program
- C. Prayer and Sacramental experiences
  - a. Provides opportunities for students to celebrate the Sacraments, especially during Advent and Lent
  - b. Coordinates liturgical celebrations including monthly school-wide and alumni masses.
  - c. Organizes training for liturgical ministers; extraordinary ministers of the Eucharist, lectors, servers and all other students involved with liturgical celebrations
- D. Preparation of Leaders for the Church
  - a. Provides opportunities for students to lead various activities
  - b. Is visible and present on the school campus and at school activities
  - c. Demonstrates personal self-discipline, is adaptable and flexible in routine and unexpected situations and has skills in communication, initiative, creativity, and problem solving
- E. Must be able to be "on call" for whatever the Barry's request.



## Sacristan Prefect

The Sacristan Prefect works with the CMO primarily with religious activities, like retreats and mass days. This position is the connection between the student body and spiritual enhancement through Bishop McNamara.

1. Meet every two weeks with subcommittee.
2. Meet with Prefect Advisor at least once a month.

## Service Prefect

The Service Prefect works with the CMO primarily with creating and spreading the word about service opportunities, including retreats. This position is the connection between the student body and community outreach.

1. Meet every two weeks with subcommittee.
2. Meet with Prefect Advisor at least once a month.

- ◆ YOU CAN CHOOSE TO APPLY FOR ONLY ONE OF THESE POSITIONS OR APPLY FOR BOTH OF THEM SEPARATELY.



## BISHOP MCNAMARA CATHOLIC SCHOOL GENERAL LEADERSHIP APPLICATION

Listed below are 5 short-answer questions. Please write the answers to the questions in an email, giving as true and complete a picture of yourself as possible. **ALL applications are due to Mr. Terry Granger on Tuesday, March 3rd via email tgranger@bmcss.org or hand delivery to the main office.**

Your emailed application should contain the following:

- I. **Name**
- II. **Grade**
- III. **Position(s) to which you are applying.** Please write out the top five positions in which you'd prefer to serve. Please place a number (#) to rank the level of interest in that position. For example, "My preferences: 1: Head Prefect, 2: Fine Arts Prefect, 3: Activities Prefect, 4: House Prefect and 5: Academic Prefect.  
**\*Please note, the following positions are reserved for rising seniors: Head Prefect, Activities**
- IV. **Application Questions:**
  1. **What does it mean to be a leader and a Prefect, and why do you want to be one? Your answer should include examples from your life which help us to see these qualities.**
  2. **What do you believe are some of your strengths and weaknesses?**
  3. **What would you hope to accomplish in each of the positions to which you are applying should you get the position(s)?**
  4. **What are some activities and/or organizations which you have been involved in during your time at McNamara? What have you learned from one or two of these activities, in particular? OR speak to why you have not been as involved and what you would do to fulfill this leadership position.**

*Note: In order to receive and to keep a Leadership Position, you must have, and must maintain, a 2.75 GPA or higher. If it is currently below a 2.75, please explain why as well as how you plan to pull your GPA up to a 2.75 or higher. If, after receiving a position, your GPA is below 2.75, you will have a discussion with academic advisor and will be put on a probation determined together by you and your advisor. You must maintain a 2.75 GPA or higher to keep a Leadership Position.*

Thank you for taking the time to answer these questions. **ALL applications are due at the office of Mr. Terry Granger by 1 pm on Tuesday, March 3, 2020.**