

PROTOCOLS

School and Early Childhood Service

a) **Opening and dedication of buildings**

1. School Chair or Principal invites Regional Executive Director and District Bishop, and principals in their area/region.
2. Discuss with the Regional Executive Director who should open and dedicate the building.
3. Inform the LEA Executive Director of the opening and dedication and extend an invitation.
4. If an LLL loan is involved in the project, LLL are invited to the opening and dedication of the building opening and a statement issued publicly. acknowledging *'support of the Lutheran Church of Australia through the LLL'*.
5. The date should be agreed and date claimers sent well in advance where possible.

b) **Opening of new schools or early childhood services or the opening of a significant expansion of a school¹**

1. School Chair or Principal invites the LEA Executive Director, Regional Executive Director, District Bishop, and principals in their region.
2. Discuss with the Regional Executive Director who should open the school.
3. If an LLL loan has been taken out for the establishment of the school include an acknowledgement in the publicity as follows *'the support of the Lutheran Church of Australia through the LLL is acknowledged'*.

c) **Installation of Principal**

1. The Chair/Principal should discuss the date with the Regional Director who will be involved in the process and liaise with the District Bishop's office.
2. The school to provide an Order or Service or Running Sheet to the Regional Director in advance.
3. The District Bishop or Pastor delegate is expected to perform the rite of installation and preach at the service.
4. Invite the LEA Executive Director, Regional Executive Director, and principals in their region.
5. If attending in person, the following present greetings as part of proceedings: LEA Executive Director, Regional Executive Director, and principals.

d) **Appointment of Principal**

1. The Chair liaises with the School and the Regional Executive Director when the appointment is finalised regarding announcements.
2. The Regional Executive Director will inform the LEA and Regional Executive Directors.
3. Each Regional Executive Director will inform the schools in their region and their District Bishop and Chair.
4. The LEA Executive Director informs all principals.

e) **Principal retires/resigns**

1. The Chair immediately informs the Regional Executive Director.
2. The Regional Executive Director informs the LEA and other Regional Executive Directors, all schools in their region and their District Bishop and Chair.
3. The LEA Executive Director informs all principals.

¹ Significant expansion is a primary extending to secondary or a secondary extending to primary or a new campus.

f) LEA Service Award

1. Regional Executive Directors will regularly remind principals and Chairs of this Service Award and seek nominations for it. The policy and application form are on the LEA website.
2. They are presented by the LEA Executive Director or delegate.
3. They are acknowledged nationally.

g) Death of staff member currently employed

1. The Principal informs the Regional Executive Director
2. The Regional Executive Director informs the regional board.
3. Taking into consideration the wishes of the family, the Regional Executive Director attends funeral.
4. LEA Executive Director is informed by the Regional Executive Director and sends message of condolence to the school community via the Principal.

h) Death of Principal currently employed

1. The Chair of the school immediately informs the Regional Executive Director.
2. The Regional Executive Director informs their board, the District Bishop and Chair, LEA and Regional Executive Directors.
3. Formal communication to all principals from the LEA Executive Director.
4. Taking into consideration the wishes of the family, the LEA and Regional Executive Director attend the funeral.

Regional and District

i) Appointment of Regional Executive Director

1. The Regional Chair liaises with their District Bishop when the appointment is finalised regarding announcements.
2. The District Bishop and Regional Chair jointly inform the schools and ECSs in their region.
3. The District Bishop and Regional Chair jointly inform the LEA Executive Director.
4. The Regional Chair informs heads of state bodies.
5. The LEA Executive Director informs the LCA/NZ Bishop, District Bishops, all Regional Chairs, Regional Directors and all principals and ECS Directors.

j) Installation of Regional Executive Director

1. The Chair should discuss the date and liaise with the District Bishop's office.
2. The District Bishop or delegate is expected to perform the rite of installation and preach at the service.
3. The School Chair invites the LEA Executive Director, Regional Executive Directors, and principals in their region.
4. If attending in person, the following present greetings as part of proceedings: LEA Executive Director, Regional Executive Directors and principals in their region.

k) Resignation/Retirement of Regional Executive Director

1. The Chair immediately informs their District Bishop and liaises with the Bishop regarding announcements.
2. The District Bishop and Regional Chair jointly inform the schools and ECSs in their region.
3. The District Bishop and Regional Chair jointly inform the LEA Executive Director
4. The Regional Chair informs heads of state bodies.
5. The LEA Executive Director informs the LCA/NZ Bishop, District Bishops, all Regional Chairs, and all principals and ECS Directors.

l) Death of LEA or Regional Executive Director currently employed

1. The Chair immediately informs their District Bishop, their board, LEA Executive Director and other Regional Executive Directors.
2. The District Bishop informs the Lutheran community in accordance with their protocols.
3. The Chair informs heads of national or state bodies.
4. Taking into consideration the wishes of the family, the LEA and Regional Executive Directors attend the funeral.

LEA and Churchwide

m) Appointment of LEA Executive Director

1. The Chair of BLEA liaises with the LCA/NZ Bishop when the appointment is finalised regarding announcements.
2. The LCA Bishop and Chair of BLEA jointly inform the Regional Chairs, Regional Directors, all principals and ECS Directors and District Bishops.
3. The Chair informs heads of national bodies.

n) Resignation/Retirement of LEA Executive Director

1. The Chair of BLEA immediately informs the LCA/NZ Bishop and their board and liaises with the Bishop regarding announcements.
2. The LCA/NZ Bishop and Chair of BLEA jointly inform the Regional Chairs, Regional Directors, all principals and ECS Directors and District Bishops.
3. The Chair informs heads of national bodies.

o) Death of LEA Executive Director currently employed

1. The Chair of BLEA immediately informs the LCA/NZ Bishop, BLEA and Regional Executive Directors.
2. The LCA/NZ Bishop informs the Lutheran community in accordance with their protocols.
3. The Chair informs heads of national bodies.
4. Taking into consideration the wishes of the family, the Regional Executive Directors attend the funeral.

p) Death of retired, distinguished staff member of national standing

1. Whoever becomes aware of this happening, reports to the LEA and Regional Executive Directors.
2. LEA Executive Director informs all principals nationally.
3. LEA office informs Regional Executive Directors if the deceased served in their region.
4. LEA Executive Director sends message of condolence.
5. Regional Executive Director sends message of condolence if that person served in that region.
6. Taking into consideration the wishes of the family, the LEA Executive Director and relevant Regional Executive Directors attend the funeral.

Regions may add further detail to these protocols but may not modify or delete this content.

Document controls

Version	1.0
Prepared by	LEA/NLT
Reviewed by	LEA/NLT
Owned by	LEA/NLT
Approved for publication	10/08/2023
Review date	August 2027