

ADMINISTRATIVE PROCEDURE

General Administration

Naming Division Schools, Worksites and Spaces

GEN #28

Approved: November 2025

Background

Christ The Redeemer Catholic Schools is committed to ensuring that names selected for its new schools, worksites, rooms, and internal locations within schools reflect appropriate models that are readily identifiable with the Catholic faith or the history of the division. The lives of saints and Catholic historical figures chosen as patrons of new schools, division buildings, rooms, and internal locations are to reflect a commitment to Gospel values, exemplary service to others, and a willingness to journey in faith. The process of naming schools, worksites and spaces is intended to encourage involvement from a wide range of interested perspective holders, including parents, guardians, division personnel, trustees, and the parish.

Procedures

1. Guidelines for Naming Schools, Sites, Rooms, and Internal Locations
 - 1.1. When selecting a name for any school, division site, classroom/room, or location within a school, preference is given to canonized saints or those deemed as “blessed” rather than titles or attributes of God (e.g., “Trinity,” “Divine Mercy”). Choosing a recognized patron provides:
 - 1.1.1. a concrete, historical model of Christian life affirmed by the Church;
 - 1.1.2. a feast day that can anchor annual celebrations and faith formation; and
 - 1.1.3. a natural way to highlight core Catholic teachings such as the Body of Christ, the Communion of Saints, and intercessory prayer.
 - 1.2. The Director of Catholic Education will provide support with suitability, spelling, titles, feast days, and theological fit.
2. The Process of Naming School Spaces, Rooms and Corridors
 - 2.1. Principals and site-based administrators will review Section 1 of this Administrative Procedure, consult with the Director of Catholic Education and the Superintendent or designate, and ensure meaningful engagement with representatives of their school community when planning names for school spaces, rooms, and corridors.
 - 2.2. Principals and site-based administrators will submit a written Naming Plan to the Superintendent or designate for approval, including the proposed name(s) with rationale and a short summary of school community engagement.
 - 2.3. All names shared by the principal and site-based administrators are tentative until approved by the Superintendent or designate.
 - 2.4. After names are reviewed and approved, those names may be used for school spaces, rooms, and corridors.

3. Naming of Divisional Schools and Work Sites

- 3.1. The Superintendent or designate shall establish a Naming Committee, members of which shall include the Superintendent or designate, the Director of Catholic Education, a site-based administrator, and the local trustee.
- 3.2. Additional members of the Naming Committee as determined by the Superintendent or designate may include the Chair of the Board, school council representative, a parish representative, other senior administrators, additional representation as deemed appropriate.
- 3.3. The Naming Committee will be chaired by the local trustee, with the Superintendent or designate acting as secretary and the Director of Catholic Education providing theological advice.
- 3.4. All Naming Committee members are encouraged to remain neutral while names are being proposed to reduce any potential bias formed by the Committee for or against any name and to limit the potential for such a bias to impact their future Committee work or seep into the larger school or parish communities.
- 3.5. At its first meeting, the Naming Committee will:
 - 3.5.1. Review this Administrative Procedure.
 - 3.5.2. Review the school profile (programs offered, grade configuration, projected/enrolled student numbers).
 - 3.5.3. Review an initial slate of name options based on recommendations from the Superintendent or designate.
 - 3.5.4. Create a timeline and plan for engagement and communication with relevant perspective holders.
- 3.6. The Naming Committee will hold additional meetings to review progress, consider new suggestions, and review options based on theological suitability, canonical accuracy, and to avoid duplicate names within the division and community.
- 3.7. The Naming Committee will determine five naming options.
- 3.8. The engagement plan created may include sharing naming options including rationale and gathering feedback through in-person and virtual consultation, newsletters, publications and emails with members of the school and parish communities.
- 3.9. Following the engagement period, the Naming Committee will consider any feedback gathered, and make a ranked recommendation, with brief rationale and summary of input, to the Superintendent or designate.
- 3.10. The Superintendent or designate will bring recommendations to the Bishop for his counsel prior to any tentative name being brought to the Christ The Redeemer Catholic Schools Board of Trustees (the "Board") for approval.

4. Recommendation and Board Approval

- 4.1. The Superintendent will review the Naming Committee's ranked recommendation and present a proposed motion to the Board.
- 4.2. After consideration, the Board may approve, amend, decline, or refer the recommendation back to the Naming Committee for further consultation.