

**Our Lady of Mercy Regional Catholic School (OLM)**  
**Principal Search Committee Process**  
**December 15, 2021**

*Below please find an overview of the formal search process to be conducted to first identify qualified, accomplished candidates and then to select and appoint an individual as our next Principal of Our Lady of Mercy. This process is established by the Archdiocese of Philadelphia Elementary School Operating Principles, dated December 2018.*

**Principal Selection**

- The Board Chair and participating pastors form a Candidate Search Committee, which includes those parties listed below.
- The Office of Catholic Education (OCE) works with the chair of the search committee and the pastoral leadership to assist the Candidate Search Committee.
- The Candidate Search Committee provides the pastors with its consensus recommendation, who will then in turn interview the candidate. If the pastors agree on the recommended candidate, a formal contract will be offered.

**Process**

- The pastors will hold a pre-search meeting with the Secretary for Elementary Education, Assistant Superintendent for Montgomery County, and the board chair to discuss the process and timeline.
- A pastor and the board chair form the Candidate Search Committee that will consist of:
  - Two board members
  - One pastor
  - Assistant Superintendent for Montgomery County
  - Secretary for Elementary Education or his/her representative
  - One educational expert (such as a principal/teacher identified by OCE)
  - One to two additional stakeholders (graduate, parent, grandparent, etc.)

**NOTE:** Employees of school shall NOT be on the Candidate Search Committee

- The committee will Conduct the principal search in conjunction with OCE.
  - Conduct survey with OLM parents and community
  - Conduct interviews with all qualified candidates
- Search committee then makes a recommendation of priority candidate(s) to the board chair, pastors, and Secretary for Elementary Education.
- Pastors interview the candidate(s) and make a final decision.
- Pastors hire principal and finalizes the details of employment.
- Board chair notifies the board, and the pastors notify the school community.