


**ST. JOSEPH ACADEMY
(SJA)**

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- I. Purpose: This procedure outlines the basis and reason for the expectation that all employees of SJA offer a prayer or reflection before the start of any meeting involving three or more staff members.
- II. Objective: As employees of a sponsored ministry of the Felician Sisters, staff members are required to begin meetings with a prayerful reflection. Resources (books, websites, etc.) are made available to assist workers in this endeavor.
- III. Procedures:
 - A. If a formal agenda is prepared for the meeting, prayer/reflection should be printed as the first item of business.
 - B. The person leading the meeting may offer the prayer/reflection or may arrange ahead of time for someone else to do so.
 - C. A moment of silent reflection may be requested, a prayer offered, a song or video played, Scripture quoted, or a passage read from a book or article.
 - D. During meetings at which major decisions affecting the lives of the children and their families, employees, etc., it is encouraged that at the conclusion of the session, the participant's reflection on how the mission and core values of the organization were fulfilled.

Approved by: 
President/CEO

Date: 2/7/2022