

Archdiocese of Dubuque

Office of Faith Formation and Education

P.O. Box 479 • Dubuque, Iowa 52004-0479
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COPY

RECEIVED

6/17/10
[Signature]

Original in parish office file in church file room off the narthex

Date: June 15, 2010

To: Rev. James Secora, St. Cecilia Parish Faith Formation Commission and St. Cecilia Catholic School Board

From: Office of Faith Formation and Education, Jim Osterberger

RE: Request for Approval of Faith Formation Commission and/or Catholic School Board Constitution

Thank you for submitting your constitution for final approval by the Archdiocesan Office of Faith Formation and Education.

Type of Constitution Submitted for Approval

- Parish Faith Formation Commission with no Catholic School Board (Policy 8620.1)
- Parish Faith Formation Commission with a Catholic School Board (Policy 8620.1)
- Cluster Faith Formation Commission (Policy 8620.2)
- Interparish Catholic School Board (Policy 8620.21)
- System Faith Formation Commission (Policy 8620.3)

Approval Status

- Constitution approved without restriction
- Constitution approved with the restrictions listed
- Constitution is not approved at this time for the reason(s) listed, please modify and resubmit for approval

If the constitution has been approved, please file this original signed copy in the main parish/cluster/school office. For parishes having an approved Parish Faith Formation Commission with a Catholic School Board constitution, please keep this original copy in the parish office and make a copy for the Catholic School Board/school office.

Again thank you for working through these archdiocesan structural changes and submitting the new constitution. Your leadership and willingness to serve are most admirable.

Constitution of the Parish Faith Formation Commission

Archdiocese of Dubuque

Part I - Parish Faith Formation Commission

Article I

Title

The name of this body shall be Saint Cecilia Parish Faith Formation Commission.

Article II

Nature and Function

Section 1. This Commission is a governing body operating formation and education programs at

Saint Cecilia (parish)

in

Ames, Iowa (city),

subject to the policies and regulations that proceed from the Archdiocesan Faith Formation Commission and the Archdiocesan Office of Faith Formation and Education. The faith formation commission serves as a committee of the pastoral council according to the Parish Pastoral Council Guidelines.

Section 2. The parish faith formation commission shall be responsible for all aspects of the formal catechetical and faith formation programs in light of the six task of catechesis.

Where a Catholic school exists that is not part of an interparish school system, there shall be a parish Catholic school board as a policy making standing committee of the parish faith formation commission.

Section 3. The commission shall implement at the parish level the policies and regulations of the Archdiocesan Faith Formation Commission and the Office of Faith Formation and Education. In the development of its policies, the faith formation commission must insure that these follow the intent and spirit of the established policies of the Archdiocesan Faith Formation Commission.

Section 4. The commission is the voice of the parish community in catechetical planning, goal setting, and policy development in accord with the intent and spirit of the Archdiocesan Faith Formation Commission.

Section 5. Functions:

- a. To develop and implement a comprehensive catechetical plan that supports the six tasks of catechesis
 - 1) promotion of knowledge of the faith,
 - 2) liturgical education,
 - 3) moral formation,
 - 4) teaching to pray,
 - 5) education for community life, and
 - 6) missionary initiation.

- b. To implement the directives of the General Directory for Catechesis, the National Directory for Catechesis, and applicable archdiocesan policies in regard to the defined areas of catechesis: adults, elderly, young adults, adolescents, children of catechetical age, Catholic schools (the direct responsibility for Catholic schools resides with the powers of the local or interparish Catholic school board), early childhood, family, persons with disabilities, and the marginalized.
- c. To develop ongoing goals and objectives based upon the needs of the parishioners which are supportive of the teaching mission of the church and directives of the Archbishop.
- d. To set policies in conjunction with archdiocesan directives and in collaboration with the Faith Formation Leader(s) (DRE, youth ministry director, adult faith formation director, etc.) for their respective programs.
- e. To develop, oversee and review the faith formation budget and annual financial reports according to archdiocesan directives.
- f. To collaborate with the Parish(es) Finance Council(s), presenting its proposed budget, for review and approval.
- g. To employ personnel according to archdiocesan policy.
- h. To receive regular reports from those responsible for each area of catechesis.
- i. To select a member of the commission to be an ex-officio voting member of the pastoral council.
- j. To invite, support, and recognize the gifts of trained volunteers within catechetical programs.
- k. To practice stewardship of resources, by collaborating with neighboring parishes, clusters, deaneries, etc. when appropriate.

Article III
Membership

Section 1. Members of the parish faith formation commission shall be the pastor/pastoral administrator (ex officio) and

 6 elected members, plus
 0 appointed members, for a total of
 6 members (more than 50% of the lay representatives must be elected)

Section 2. Members of the commission shall be elected and appointed for a term of three years and may be reelected for a second term. A commission member having served two consecutive terms may again be a candidate for commission membership after a lapse of at least one year.

Section 3. A member of the commission who is absent from two consecutive regularly scheduled meetings shall, unless excused by action of the commission, cease to be a member.

The Archdiocesan Faith Formation Commission, with the approval of the Archbishop, may remove a member(s) from the parish commission.

Section 4. Election of new members shall be held annually on or before the third Sunday of May, according to procedures specified in bylaws. New members take office at the first meeting of the board in the new fiscal year (after July 1).

Section 5. Appointed members are nominated by an established membership committee of the commission comprised of the pastor, chairperson, executive officer, and one additional commission member. Members nominated are confirmed by a majority vote of the current faith formation commission.

Section 6. Vacancies on the commission shall be filled by appointment by the commission.

Section 7. Members shall be knowledgeable and supportive of all the tasks and areas of catechesis.

Article IV *Officers*

Section 1. The officers of the commission shall consist of chairperson, vice-chairperson, and secretary. The officers shall be elected annually by commission members in the spring before June 30. Officers assume their responsibilities at the first meeting of the commission after July 1.

Section 2. All members of the commission are eligible for any office.

Section 3. The duties of the officers shall be as follows:

- a. The chairperson shall preside at all regular and special meetings of the commission; shall be executive head of the commission; shall appoint committees; and, in general, shall perform the duties relative to the office of chair.

In accord with Parish Pastoral Council Guidelines, the chair of the commission or the designee shall be an ex officio voting member of the pastoral council.

- b. The vice-chairperson shall perform the duties of the chair at the request of or in the absence or incapacity of the chair.
- c. The secretary shall be responsible for the minutes of commission meetings; maintain a written record of all acts of the commission; conduct, receive, and dispose of all correspondence as directed; preserve reports and documents; and, in general, shall perform all duties incident to the office of secretary.
- d. The executive officer shall be advisor to the commission and administrator of the commission's policies. The executive officer keeps the commission informed as to the condition of the faith formation and education system/programs and may propose the adoption of needed policies.

The executive officer is not a member of the commission and does not have a vote.

An executive officer must be designated for the sake of coordination and unity, though all administrative functions are not in the hands of one person. Administrative functions are jointly performed by the pastor/pastoral administrator and parish faith formation leaders. Though one is designated as executive officer, each administrator attends commission meetings and takes responsibility for programs under his/her leadership. Administratively, all are accountable to the Archdiocesan Office of Faith Formation and Education.

Article V *Meetings*

Section 1. The commission shall meet regularly at a time and place specified in its bylaws. Special meetings may be called by the chairperson as needed or by a majority of the members.

A member may participate by electronic means only in circumstances where physical attendance is impossible or impractical and only if the individual's participation meets the following criteria: a) prior approval is obtained from the chairperson/designee, b) the member is able to participate in the entire meeting, c) that all members at the meeting sites have equal access to hearing the conversation, d) that the majority of members are physically present at the regular meeting location, and e) that the member participating through electronic means is physically in attendance at the regularly scheduled meeting location for 75% of the meetings within a program year (July 1 - June 30).

Section 2. A quorum, a majority of the entire commission, is necessary for the transaction of business at meetings; a majority vote of those present shall be sufficient for any decision or election.

Proxy voting is never permissible.

Section 3. All meetings of the commission are open unless designated as being executive sessions. Decisions made in executive sessions must be presented and voted on at open sessions before becoming effective.

The right of non-members to address the commission shall be limited to those whose petition has been approved for the agenda in advance of the meeting.

Section 4. A written record of all acts of the commission, maintained by the secretary, shall be preserved in the archives.

Article VI

Conduct of Meetings

Section 1. As a Christian community, the commission will endeavor to arrive at consensus in its deliberations. Formal decision-making will utilize parliamentary procedures as outlined in Robert's Rules of Order or another procedure of the commission's choice.

Section 2. The ordinary order of meetings shall be:

Part A. Opening (welcome, prayer, and inservice/study)

Part B. Visioning and Catechetical/Faith Formation Planning -recommended 50% of meeting

Part C. Administrative Issues (approval of minutes and reports, old business, new business, information/communication/delegations, future agenda items)

Part D. Closing (future agenda items, tasks/assignments, adjournment)

Part II - Parish Catholic School Board

(skip Part II if no Catholic School Program is the direct responsibility of this commission)

Article I

Title

The name of this body shall be Saint Cecilia (Parish) Catholic School Board.

Article II

Nature and Function

Section 1. This Board is a governing body operating a State of Iowa certified Catholic School and/or Department of Education and/or Department of Human Services licensed Early Childhood Centers.

Saint Cecilia (parish)

in

Ames, Iowa (city),

subject to the policies and regulations that proceed from the Archdiocesan Catholic School Board and the Archdiocesan Office of Faith Formation and Education. The Catholic school board serves

as a standing committee of the faith formation commission according to the Parish Pastoral Council Guidelines.

Section 2. The parish Catholic school board shall be responsible for all aspects including the formal catechetical program of the State of Iowa certified Catholic School and/or DE and/or DHS licensed Early Childhood Centers in light of the six task of catechesis.

Section 3. The board shall implement at the parish level the policies and regulations of the Archdiocesan Catholic School Board, State of Iowa, and the Office of Faith Formation and Education. In the development of its policies, the Catholic school board must insure that these follow the intent and spirit of the established policies of the Archdiocesan Faith Formation Commission and the Archdiocesan Catholic School Board.

Section 4. The board is the voice of the parish community in governance of the State of Iowa certified Catholic School and/or DE and/or DHS licensed Early Childhood Centers including catechetical planning, goal setting, and policy development in accord with the intent and spirit of the Archdiocesan Faith Formation Commission and the Archdiocesan Catholic School Board.

Section 5. Functions:

- a. To ensure the Catholic identity of the Catholic school, whose central purpose is supporting role to the catechetical plan of the support parish(es), the educational apostolate of the Archdiocese, and the teaching mission of the Church.
- b. To oversee and evaluate the program for consistency with that mission.
- c. To report to the parish faith formation commission to maintain open communication and awareness of school activities as part of the total parish catechetical plan.
- d. To employ personnel according to state and Archdiocesan policy, establish and implement compensation programs, and authorize issuance of contracts and job descriptions.
- e. To develop, oversee, and review the educational budget and annual financial reports according to Archdiocesan directives.
- f. To collaborate with the finance council(s) of the parish(es), presenting its proposed gross budget for review and endorsement. After the gross budget for the school has been approved by the pastoral council(s), the school board of education is autonomous within that budget.
- g. To ensure that appropriate instructional materials are available for the school.
- h. To relate to local public school(s) and AEA as needed.
- i. To establish a school improvement advisory committee (SIAC) and other state mandated advisory committees.
- j. To review and utilize all individual programs and state mandated needs assessment results for planning.
- k. To develop required discipline policies, in compliance with state law and Archdiocesan policy.
- l. To deal with complaints according to policy.
- m. To promote efforts in public relations, recruiting, and development.
- n. To make physical plant improvements in cooperation with the parish pastoral council and in compliance with Archdiocesan policy.
- o. To be accountable to the Archdiocesan Catholic School Board and implement its policies and those of the Archdiocesan Faith Formation Commission.

Article III
Membership

Section 1. Members of the parish Catholic school board shall be the pastor/pastoral administrator (ex officio) and

6 elected members, plus
0 appointed members, for a total of
6 members (more than 50% of the lay representatives must be elected)

Section 2. Members of the board shall be elected and appointed for a term of three years and may be reelected for a second term. A board member having served two consecutive terms may again be a candidate for board membership after a lapse of at least one year.

Section 3. A member of the board who is absent from two consecutive regularly scheduled meetings shall, unless excused by action of the board, cease to be a member.

The Archdiocesan Catholic School Board, with the approval of the Archbishop, may remove a member(s) from the parish board.

Section 4. Election of new members shall be held annually on or before the third Sunday of May, according to procedures specified in bylaws. New members take office at the first meeting of the board in the new fiscal year (after July 1).

Section 5. Appointed members are nominated by an established membership committee of the board comprised of the pastor, chairperson, executive officer, and one additional board member. Members nominated are confirmed by a majority vote of the current Catholic school board.

Section 6. Vacancies on the commission shall be filled by appointment by the commission.

Section 7. Members shall be knowledgeable and supportive of all the tasks and areas of catechesis.

Article IV *Officers*

Section 1. The officers of the board shall consist of president, vice-president, and secretary. The officers shall be elected annually by board members in the spring before June 30. Officers assume their responsibilities at the first meeting of the commission after July 1.

Section 2. All members of the board are eligible for any office.

Section 3. The duties of the officers shall be as follows:

- a. The chairperson shall preside at all regular and special meetings of the board; shall be executive head of the board; shall appoint committees; and, in general, shall perform the duties relative to the office of chair.
In accord with Parish Pastoral Council Guidelines, the chair of the board or the designee shall be an ex officio voting member of the faith formation commission.
- b. The vice-chairperson shall perform the duties of the chair at the request of or in the absence or incapacity of the chair.
- c. The secretary shall be responsible for the minutes of board meetings; maintain a written record of all acts of the board; conduct, receive, and dispose of all correspondence as directed; preserve reports and documents; and, in general, shall perform all duties incident to the office of secretary.
- d. The executive officer shall be advisor to the board and administrator of the board's policies. The executive officer keeps the board informed as to the condition of the faith formation and education system/programs and may propose the adoption of needed policies.
The executive officer is not a member of the board and does not have a vote.
An executive officer must be designated for the sake of coordination and unity, though all administrative functions are not in the hands of one person. Administrative functions are

jointly performed by the pastor/pastoral administrator and Catholic school leaders. Though one is designated as executive officer, each administrator attends board meetings and takes responsibility for programs under his/her leadership. Administratively, all are accountable to the Archdiocesan Office of Faith Formation and Education.

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Section 1. The board shall meet regularly at a time and place specified in its bylaws. Special meetings may be called by the chairperson as needed or by a majority of the members.

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Section 1. As a Christian community, the board will endeavor to arrive at consensus in its deliberations. Formal decision-making will utilize parliamentary procedures as outlined in Robert's Rules of Order or, another procedure of the commission's choice.

Section 2. The ordinary order of meetings shall be:

Part A. Opening (welcome, prayer, and inservice/study)

Part B. Visioning and Catechetical/Faith Formation Planning

Part C. Administrative Issues (approval of minutes and reports, old business, new business, information/communication/delegations, future agenda items)

Part D. Closing (future agenda items, tasks/assignments, adjournment)

Article VII
Approval

This Constitution must have the approval of the Pastoral Council and the Archdiocesan Faith Formation Commission.

Article VIII
Amendments

Section 1. This constitution, except required components, may be amended by a vote of two-thirds of the total membership of the faith formation commission and approval by the pastoral council and the Archdiocesan Office of Faith Formation and Education.

Section 2. Amendments must be presented to the commission at least one meeting prior to voting on such.

Article IX
Bylaws

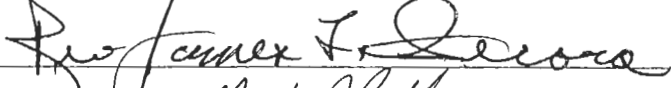
Section 1. Bylaws in accord with this constitution may be developed to further specify the internal operation of the commission and/or board. Each bylaw is coded as relating to either the commission or board.

Section 2. Bylaws may be developed and amended by a vote of one more than a simple majority at any regular meeting with a quorum present. The Faith Formation Commission votes on bylaws relating to the commission and the Catholic School Board votes on bylaws relating to the board.

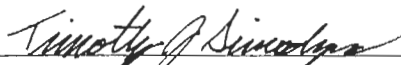
Section 3. Bylaws and/or amendments to bylaws must be presented at least one meeting prior to voting on such.

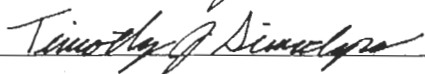
Official Signatures

Date 5-25-10

Pastor/Pastoral Administrator 

Chairperson of Pastoral Council 

Chairperson of Faith Formation Commission 

Chairperson of Catholic School Board (if applicable) 

Approval

This Constitution is approved by the Office of Faith Formation and Education

Dated 6/10/2010

Director of the Office of Faith Formation and Education:

