

Diocese of Crookston

Commission on Women

Guidelines

VISION

"The Church continues the mission of Jesus: priest, prophet, and servant-king. Its mission, like His, is essentially one--to bring about God's kingdom." The vision of the diocesan Commission on Women is to bring about God's kingdom through promoting the foundational social teaching of the Church, i.e., all human life has dignity.

MISSION

The task of the diocesan Commission on Women is to advise and assist the bishop and the Church of Crookston, through the Director of the Office of Christian Service, in advancing justice and equality for women in society and the church.

GOALS

- Provide education on justice and equality for women in society and in the church
- Strengthen bonds between women's groups in the Diocese of Crookston
- Affirm the value, talents and gifts of women.
- Promote collaborative ministry between women and men, laity and clergy.
- Support the spiritual growth and development of women.

OBJECTIVES

- Sponsor, promote, and advertise workshops and/or conferences that address issues of women's spirituality, justice, and equality for women in society and in the church.
- Provide clergy, pastoral administrators, parish staff and organizations with a resource listing services specific to women's needs, e.g., list of safe homes for battered women, violence intervention programs, retreat centers, food shelves, etc.
- Create and distribute a list of organized Catholic Women's groups operative in the diocese.
- Promote programs that address women's needs, e.g., Project Rachel, Elizabeth Ministry, MOM's Ministry.
- Encourage and promote collaborative ministry in parishes, e.g., sponsor couple ministry, faith formation leaders, youth ministry, sacrament preparation, liturgical ministers, etc.
 - a. provide articles on collaborative ministry for OND
 - b. create/design appreciation Sunday for "Women in Ministry."
 - c. offer a ½ day of theological education and/or dialogue for parish staff.

MEMBERSHIP

1. The Commission on Women shall consist of no more than nine (9) members and a liaison from the Office of Christian Service.
2. Members shall serve for three (3) years. In order to provide continuity, the first appointments shall be divided into three categories consisting of one (1), two (2), and three (3) year terms. Lot shall determine assignments to each of the categories. All appointments following the first year shall be for the designated three (3) year term.
3. Vacancies occurring, for any reason, during the term of any member shall be filled by the Bishop, with recommendations from the Commission. The Commission through the Director of the Office of Christian Service should recommend new members to the Bishop. The bishop will send a formal letter of appointment to new members.
4. A member may not serve more than two (2) consecutive three (3) year terms, but may be re-appointed after a one-year leave.
5. Any member of the Commission who shall have three (3) consecutive unexcused absences for the regularly scheduled meetings shall be deemed to have resigned from membership on the Commission.
6. Ad hoc sub-committees may draw membership from outside the Commission.

OFFICERS

1. The officers are elected by and from the Commission for a one (1) year term. Officers shall consist of a Chair, a Vice-Chair, a Secretary, and a Treasurer. All positions may have consecutive terms, but no more than four (4) years.
2. Duties and responsibilities for officers shall include at least the following:

Chair: To preside at all meetings of the Commission, and to assist the Secretary with preparing an agenda for each meeting; to delegate duties; to maintain communication with the Bishop through the diocesan liaison.

Vice-Chair: To act in place of the Chair in the event of the Chair's absence.

Secretary: To keep accurate records of all meetings; to prepare minutes and an agenda for each meeting; to notify all members of all meetings.

Treasurer: To be responsible for the care and custody of the Commission funds and dispersal of said funds as required or needed; to assure full and accurate account of all receipts. The liaison for the diocese will serve as treasurer.

BUDGET

1. The commission will create and submit for approval a budget by November 1 of each year, to the diocesan liaison for inclusion in the Office of Christian Service annual budget
2. The budget will include but not be limited to the following items:
 - meals, and mileage at the going rate for members for no more than six meetings a year.
 - facility rent for meetings
 - necessary books and resources for the use of members.
 - annual retreat for commission members
 - conference for one or more commission members.
 - programs and special events.
3. Commission funds are not to be disbursed to other groups, cause or individuals without the written approval of the Bishop.

MEETINGS

1. Regular meetings: Official business meetings shall be held at least four (4) times a year.
2. Annual meetings: There shall be an annual meeting held in May of each year for election of new officers, and presentation of the annual finance report and yearly budget.
3. Special meetings: Special meetings may be called for any purpose by any member, after notification of membership, provided there is a two-thirds (2/3) majority of the membership present.
4. Items may be placed on the agenda by the Chair, and by any other members of the Commission.

POLICY

1. Official statements and plans of action shall be:
 - Determined through the process of consensus
 - Submitted through the Commission's diocesan liaison to the Director of the Office of Christian Service for approval by the Bishop
 - Promulgated or implemented as a result of the total process (A and B).
2. Meetings shall be open to non-members at the discretion of the Commission.

3. The Commission shall meet with the Bishop at least once a year.

PROCEDURE

1. The commission shall annually establish goals and evaluate results.
2. The guidelines shall be amended by a consensus of the Commission at any regular or special meeting, and after approval by the Bishop.

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revised: 1995,

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