

Constitution of the Waterloo Catholic Faith Formation Commission

Article I. Title

The name of this body shall be Waterloo Catholic Faith Formation Commission representing the parishes listed in Article II.

Article II. Nature and Function

Section 1. This Commission is a body providing consultation to the pastors (cf. cc. 515, §1, 519, esp. 528, §1) concerning the faith formation and education programs for:

- Blessed Sacrament Parish
- Queen of Peace Parish
- Sacred Heart Parish
- St. Edward Parish, all in Waterloo, Iowa.

The Commission is subject to the policies and regulations that proceed from the Archbishop (cf. can. 386). The Commission serves as a committee to each of the pastoral councils according to the Manual for Parish Pastoral Council of the Archdiocese of Dubuque. All decisions/recommendations of the Commission need the approval of the pastors.

Section 2. The Commission shall provide counsel for all aspects of the formal catechetical and faith formation programs in light of the *six tasks of catechesis. (*See Section 4 below)

Section 3. The Commission shall assist in the implementation of the policies and regulations of the Archdiocese of Dubuque regarding faith formation and education (excepting the activities of Cedar Valley Catholic Schools). In the development of policies, the Commission must insure that these follow the intent and spirit of the established policies of the Archdiocese of Dubuque.

Section 4. Functions:

- 1) To develop and assist in the implementation of a comprehensive catechetical plan that supports the six tasks of catechesis:
 - a. promotion of knowledge of the faith.
 - b. liturgical education,
 - c. moral formation,
 - d. teaching to pray,
 - e. education for community life, and
 - f. missionary initiation.
- 2) To propose methods for the implementation of 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, early childhood, family, persons with disabilities, the marginalized and Catholic schools. Faith Formation Staff are advisory to Catholic school staff. Direct responsibility for Cedar Valley Catholic Schools resides with its Board.

- 3) 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.
- 4) To propose policies in conjunction with archdiocesan directives and in collaboration with the Faith Formation Leaders for their respective programs.
- 5) To propose and review the faith formation budget and annual financial reports according to archdiocesan directives.
- 6) To collaborate with the Finance Councils of the four sponsoring parishes, presenting to the councils the proposed budget, for review and approval.
- 7) To receive regular reports from those responsible for each area of catechesis.
- 8) To invite, support, and recognize the gifts of trained volunteers within catechetical programs.
- 9) To encourage stewardship of resources, by collaborating with neighboring parishes, clusters, deaneries, etc. when appropriate.
- 10) To assist the pastor/PCL in the recruitment and employment of personnel.

Article III. Membership

Section 1. Members of the Commission shall be:

- the pastors (ex officio)
- two representatives from each parish in Article II, section 1, either elected or, if necessary, designated by the pastor in consultation with the pastoral council, with an eye towards insuring a representation of the diversity of the parish.

Section 2. Besides the *ex officio members*, members of the Commission shall be elected or 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 from the 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 Commission in the new fiscal year (after July 1).

Section 5. Vacancies of elected members shall be filled for the remainder of the term by appointment by the respective pastor. Vacancies of appointed members shall be filled for the remainder of the term by appointment by the Commission.

Section 6. Members shall be knowledgeable and supportive of all the tasks and areas of catechesis.

Section 7. One pastor is to serve as the Pastoral Coordinator of the Commission, designated by a consensus of the pastors.

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.
- 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 one of the directors of Faith Formation as determined by the pastors and shall serve as an 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 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.

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. all members at the meeting sites have equal access to hearing the conversation
- d. the majority of members are physically present at the regular meeting location
- e. 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 simple majority of the entire Commission, is necessary for the transaction of business at meetings. While the Commission normally functions via consensus, in situations where a deliberative vote is required by the constitution or bylaws, a simple majority 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. As a Christian community, the Commission will endeavor to arrive at consensus in its deliberations. When a deliberative vote is required by the constitution or bylaws, the Chair will utilize parliamentary procedures outlined in *Robert's Rules of Order* or another procedure of the Commission's choice.

Section 5. The ordinary order of meetings shall be:

- A. Opening (welcome, prayer, and in-service/study)

- B. Visioning and Catechetical/Faith Formation Planning
- C. Administrative Issues (approval of minutes and reports; old business; new business; information, communication, delegations; future agenda items)
- D. Closing (future agenda items; tasks/assignments, adjournment)

Section 6. A written record of all acts of the Commission, maintained by the secretary, shall be preserved in the archives.

Article VI. Approval

This Constitution must have the approval of the Pastoral Councils and the Office of Faith Formation and Education of the Archdiocese of Dubuque.

Article VII. Amendments

Section 1. This constitution, except required components, may be amended by a vote of two-thirds of the total membership of the Commission and approval by the Pastoral Councils 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.

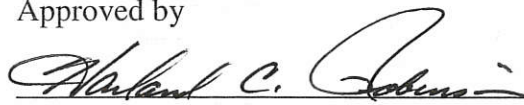
Article VIII. Bylaws

Section 1. Bylaws in accord with this constitution may be developed to further specify the internal operation of the Commission.

Section 2. Bylaws may be developed and amended by a deliberative vote of one more than a simple majority at any regular meeting with a quorum present.

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

Approved by


Blessed Sacrament Pastoral Council

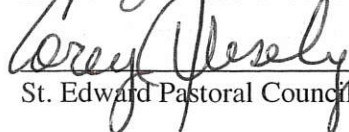
Sept. 19, 2017
DATE


Queen of Peace Pastoral Council

10/24/2017
DATE



Sacred Heart Pastoral Council

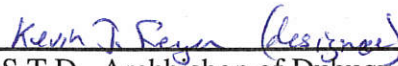
9-30-2017
DATE


St. Edward Pastoral Council

9/21/17
DATE

Approval


Most Rev. Michael O. Jackels, S.T.D., Archbishop of Dubuque

 (designated)

12-5-17
Date