

Christian Formation Committee Guidelines

I. Name of Group

This organization shall be known as the Christian Formation Committee of St. John Vianney Parish.

II. Authority and Relationship

The Christian Formation Committee (“CF Committee” or “Committee”) is a standing committee of the parish accountable to the Parish Council. The CF Committee abides by the Parish Council constitution and by-laws and the policies and regulations of the Archdiocese of Milwaukee.

III. Purpose

The CF Committee serves as an advisory body to the Christian Formation staff on policy matters associated with all lifelong faith formation programs offered by the parish. The Committee recognizes that Christian Formation is a lifelong process aimed at personal conversion and growth in faith. It is involved in program development/monitoring, long range planning and consideration of budgetary needs related to our parish’s CF programs.

IV. Functions / Responsibilities

The CF Committee has the following duties:

1. Work with the CF staff in evaluating existing programs and curriculum in order to provide access to quality faith formation programs and activities serving parishioners of all ages.
2. Work with staff on the development of new and prospective CF programs.
3. Be a resource to the CF staff, pastor and parish on all CF matters.
4. Assist with setting budget priorities in the areas of the Committee's responsibilities and making recommendations to the Parish Council through the Administrative Services/Finance Committee.
5. To review and advise the CF staff on the preparation of the parish Christian Formation handbook.
6. Update and submit the committee’s SJV Strategic Action Plan to the Parish Planning Team as required each year.
7. Assist the CF staff with long range planning that encompasses long-term parish needs, goals and objectives.

V. Membership

Ex-officio Members:

Pastor or designee

Associate Pastor

Prior Year Committee Chairperson

Director of Child Ministry

Director of Youth Ministry

Director of Adult & Family Ministry
Associate Director of Youth Ministry

Ex-officio members participate fully in all Committee discussions and decision making.

Twelve (12) At-Large Members:

At-Large Members:

An at-large member must be a person 16 years of age or older that is a member of the Parish. Names of potential Committee members will be submitted to the Chairperson and discerned for membership by the Committee as a whole.

At-Large Members:

1. May not be members of any other standing committee of Parish Council.
2. May be members of parish subcommittees, but not serve in an officer role.
3. Can be both members and serve in leadership roles for parish ministries.

At-large members shall serve a term of three years, beginning on July 1. One successive renewal term of 3 years or up to 3 consecutive 1 year renewal terms are also allowed if discerned by the Committee. A Committee member is limited to serving two (2) consecutive terms or up to 6 years, with a partial (mid-term vacancy) term considered a full term.

After two absences from Committee meetings during one year, the at-large member may lose her/his position on the Committee at the discretion of the remaining Committee members. The Chairperson will publicize the open position. A special discernment will be held for the purpose of selecting the new member from among those who have placed their name for consideration. The new member will fill the remaining time left on the term of the person who is to be replaced.

The Committee strives to have balance in age, gender and catechetical experience. It is important that at least one member is or has been a youth catechist.

VI. Subcommittees

Youth Board – The Youth Board helps the youth of SJV foster spiritual growth in their Catholic faith. The Board helps plan and coordinate opportunities for worship, prayer, service, ministry, recreation and social activities for the youth of the parish.

VII. Officers

The members of the CF Committee will discern officers annually from the eligible at-large members. Those officers selected annually shall consist of a **Chairperson**, Vice-Chair, Secretary and Parish Council Liaison. The discernment shall take place at the Committee's June meeting.

Officers shall normally serve a one year term, with the possibility of renewals for each position as follows:

1. Chairperson and Vice-Chair - may be renewed for one additional year if special circumstances warrant and the Committee so discerns.
2. Secretary – two successive annual renewals if the Committee so discerns.
3. Parish Council Liaison - may be renewed for one additional year. If the member is subsequently discerned for a 2nd term on the Committee, the member may also serve as liaison. A member cannot serve in the liaison role for more than five consecutive years.

A member serving in a leadership role for a partial year will be considered as serving a full year.

Qualifications and Duties of Officers:

Chairperson

1. Shall have at least one year of CF Committee experience.
2. Shall prepare a tentative meeting agenda with input from the Directors of the various CF departments and distribute the agenda at least two weeks prior to the upcoming meeting for member review and input and then issue a final agenda to all members at least one week in advance of the meeting.
3. Shall preside at all meetings of the CF Committee.
4. Shall have authority, with the approval of the Committee, to assign additional duties and responsibilities to individual Committee members, including the creation of ad hoc committees.
5. Shall be an ex-officio member of all CF sub-committees.
6. Guide members on the attainment of the Committee's goals and objectives.
7. Shall regulate the attendance of members at meetings.
8. Shall serve as an ex-officio member in the year following their chairperson role to provide continuity and guidance.

Vice-Chair

- ~~1. Shall assume the position of Chairperson in the year immediately following serving as Chairperson-Elect.~~
2. Shall preside at any meeting which the Chairperson is unable to attend.
3. Shall lead an annual review of these guidelines to ensure they are kept pertinent and up to date.
4. Shall perform other additional duties assigned by the Chairperson, with the approval of the Committee members.

Secretary

1. Shall maintain a written record of all CF Committee meetings.
2. Shall preserve all reports, proposals and documents entrusted to her/his care.
3. Shall distribute meeting minutes to all members for approval in a timely fashion.

4. Shall distribute meeting minutes to the designated parish staff member for publication.

Parish Council Liaison

1. Shall have at least one year of Committee experience.
2. Shall act as a full and active member of both the Parish Council and the Committee.
3. In addition to representing the interests of the Committee, the liaison shall also act at all times with the welfare of the entire parish in mind.
4. Liaisons are not eligible to hold other Committee officer positions.
5. After serving a minimum of one year as Parish Council liaison, the liaison may be chosen as a Council officer. If this occurs:
 - a. The Committee must select a new liaison.
 - b. The liaison relinquishes his/her position on the Committee while serving as a Council officer.
 - c. The relinquished year is still counted against the liaison's term on the Committee and not made up subsequently.
 - d. The Committee can discern a new member to fill the open seat.

VIII. Meetings

A. Type

1. Regular meetings: The CF Committee will meet monthly as needed from August through June including Common Leadership Nights, with a minimum of eight (8) meetings annually.
2. Special meetings: The Chairperson or a majority of the Committee members may call a special meeting upon forty-eight hours advance written notice.

B. Meeting Preparation and Decision-making Process

The Committee's manner of decision-making shall be communal discernment, which includes gathering of information, prayerful reflection and dialogue, leading to a consensus. When this is not possible, the will of the majority will prevail.

IX. Changes /Amendments

These guidelines will be reviewed and confirmed or amended by consensus of the CF Committee members annually.

Date of Approval _____

Date of Most Recent Revision: April 11, 2011

April 11, 2011