

CONSTITUTION OF FAITH FORMATION COMMITTEE

ARTICLE I – NAME

The name of this body shall be The Faith Formation Committee of said parish

ARTICLE II – PURPOSE AND FUNCTION

Section A. Purpose

The purpose of the Faith Formation Committee is to assist the pastor to promote an effective program of religious, intellectual, social, physical and cultural education and development of the members of our parish school and for the parish community.

Section B. Function and Duties

The Faith Formation committee shall perform all functions and duties necessary to achieve the purpose for which it is established, including, but not limited to the following:

- A study of the philosophy of Catholic education and the current trends in education.
- Develop educational policies consistent with those to the Archdiocese for the operation and maintenance of school.
- Establish teacher qualifications, salary schedules, benefits and duties for full time and part-time employees.
- Determine the annual budget for the operation of the school
- Develop a better understanding of and support for Catholic education.
- Assist the pastor in recruiting and interviewing applicants for the administrative position.
- Develop and implement long range and strategic planning.
- Develop and implement marketing program for the school.
- Annually evaluate its own effectiveness in meeting goals and completing plans.

ARTICLE III – MEMBERSHIP

Section A

There shall be seven voting members of the Faith Formation Committee.
The pastor, school principal and Director for Religious Education shall be the ex-officio members of the Faith Formation Committee.

Section B

All members of the Faith Formation Committee who are parishioners at least eighteen years of age shall be selected by pastor.
All Committee members shall serve for a period of three years and not to exceed two consecutive terms.
If a member of a person's immediate family is employed by the school, that person shall

not be eligible to serve as a member of the Faith Formation Committee.

ARTICLE IV – OFFICERS

Section A

The officers of the Committee shall consist of president, vice-president and secretary elected from among the members of the Committee.

Section B

The duties of the officers shall be as follows:

The president shall preside at all regular and special meetings of the Committee. He/she shall plan the meeting with the principal, and DRE, appoint sub committees, see that these committees function properly, and ensure the Faith Formation Committee decisions are implemented.

The vice-president shall perform all the duties of the president when he/she is absent or unable to act.

The secretary shall maintain a written record of all acts of the Faith Formation Committee, conduct, receive, and dispose of all correspondence as directed and preserve all reports and documents.

ARTICLE V – MEETINGS

Section A

The Faith Formation Committee shall meet every other month during the school year and at such other times as may be necessary. The regular meeting schedule for each year shall be established at the first meeting of each school year. Attendance at meetings is necessary to be knowledgeable and contributing Committee member.

Section B

All meetings of the Faith Formation Committee shall be open when so designated by the Committee. Executive sessions of the Committee may be called as needed. Only Faith Formation Committee members may be present during executive sessions. The executive committee consists of the pastor, school principal, DRE and officers of the Faith Formation Committee.

Section C

A majority of the members of the Faith Formation Committee shall constitute a quorum for the transaction of business at meetings and shall be sufficient for a majority of those present to enact or pass any motion or other decision unless otherwise specified in this Constitution.

Section D

All recommendations of the Committee will be subject to the approval of the pastor.

ARTICLE VI – CONDUCT OF MEETINGS

Section A

Consensus method shall be used at meetings of the Faith Formation Committee. Committee members must keep the discussion of sensitive issues confidential, especially personnel issues.

Section B

The ordinary order of business conducted at the Committee meetings shall be as follows:

Prayer

Roll call

Minutes of previous meeting

Pastor's comments

Scheduled agenda items (requested by non-board members)

Unfinished business

Administrative reports

School

Religious Education

Reports of committees

New business

Date for next meeting

Adjournment

Prayer

ARTICLE VII – COMMITTEES

The president, subject to the approval of the Faith Formation Committee, shall appoint sub committees as shall be deemed necessary to aid in the conduct of the business of the Committee. Such committees will continue to perform their functions until their tasks are completed. Non Faith Formation Committee members may be appointed to serve on sub committees when there is need for their particular competencies and services.

ARTICLE VIII – AMENDMENTS

This constitution may be amended by a vote of two-thirds of the members of the Faith Formation Committee present at any regular meeting provided that notice, either oral or written of the proposed amendments, has been given to all members of the Committee prior to the meeting.

Revised March 2008