

# **Bylaws of the Waterloo Catholic Faith Formation Commission**

(Adopted January 9, 2018)

## **Article I. Membership**

1. One voting member from each parish should be a current voting member of their respective Pastoral Council.
2. To facilitate continuity, terms of members should be staggered so that no more than three membership terms will expire during any given Program Year.

## **Article II. Orientation and Transitioning of Members**

1. Orientation. Newly appointed and/or elected members of the Commission should, if possible, attend the June meeting of the Commission, in company with the departing member of their respective parish, to observe and familiarize themselves with the general conduct and operation of the Commission, and current business. Such attendance is as an ex-officio, non-voting member.
  - a. An orientation meeting for new members will be held prior to the first regularly scheduled meeting of the Commission for the new Program Year.
  - b. Prior to the orientation meeting, each newly appointed and/or elected member shall be provided a three-ring binder containing such documents necessary to ensure an understanding of the purpose, roles, responsibilities, history, general conduct and operation of the Commission, and current business.
2. Transitioning. Members departing the Commission shall return their three-ring binder to the Chairperson or Executive Officer at their last meeting.

## **Article III. Meetings**

1. During the month of June each year, the Commission will establish the frequency, dates and location of regular meetings for each upcoming Program Year.
2. A schedule of meetings for each Program Year shall be provided to each Commission member and will be published on the Commission website.
3. In the absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.

## **Article IV. Committees**

1. **Finance Committee**. A permanent Finance Committee composed of one voting member from each parish, the Pastor Representative, Executive Officer and Business Manager will meet at least quarterly to review the financial state of the Commission and to carry out those functions specified in Article II, Section 4 of the Constitution.
2. **Hiring Committee**. While the Commission is not an employer and is not involved in the management and administration of persons employed on behalf of the faith formation effort of the Waterloo parishes; it is appropriate, should the need arise, that an ad hoc hiring committee be appointed, per Article II, Section 4, paragraph 10 of the Constitution, to assist in the recruitment and employment of members of the Faith Formation Administrative Team.

- a. Membership on the committee will be as determined by the Pastor Representative in consultation with the Commission Chairperson and Executive Officer.
- b. The Pastor Representative shall chair all meetings of the hiring committee and will ensure that the hiring process is accomplished in accordance with the appropriate Human Resources policies of the Archdiocese of Dubuque.

#### **Article V. Policies and Procedures**

1. The Commission may, in collaboration with the pastors and Faith Formation Administrative Team, develop such policies and procedures as deemed appropriate to administer Commission business.
2. Such policies and procedures must be presented to the Commission at least one meeting prior to voting on such.
3. Adopted policies and procedures are recommendations and require approval by the pastors.

#### **Article VI. Code of Ethics**

1. As a Christian community, the Commission shall adhere to the principles of the Catholic Church and the highest standards of ethical conduct in its deliberations. To this end, Commission members will:
  - a. Conduct the affairs of the Faith Formation Commission in a manner that is ethical, moral and of high standards.
  - b. Provide methods for review to ensure that the faith formation instruction is faithful to the teachings of the Church and promotes spiritual growth with an increased level of understanding.
  - c. Maintain open communication at all levels of faith formation instruction to provide continuity and change to the curriculum when needed.
  - d. Establish policies and procedures to ensure that the guidelines established by the Commission are administered with integrity and equality to all parishioners.
  - e. Protect the security of any confidential matters discussed or created by the Commission members.
    - i. Members should take care in handling confidential information and not share it with others unless so directed by the Commission or its Officers.
    - ii. Commission members may not make statements regarding Commission activities to the public without authorization from the Commission or its Officers.
  - f. Avoid any situations that may involve a conflict of interest or the appearance of such between their personal interests and the performance of their duties as members of the Commission.