



ST MAXIMILIAN KOLBE CATHOLIC CHURCH

Evangelization & Catechesis Commission Charter and By-laws

Version 05-April-2014

Vision for Evangelization and Catechesis Commission

Our commission strives to invite faith sharing and educational opportunities to all who seek the Lord. Our goals are to inform, form, and transform ourselves and others:

- 1) to be a living, visible, tangible reflection of God's love in our daily interactions with others;*
- 2) to foster a personal relationship with Christ, and;*
- 3) to build His Church in the world.*

Evangelization

"Evangelization is first and foremost about preaching the Gospel to those who do not know Jesus Christ or who have always rejected him" (*Evangelii Gaudium 14*).

"Evangelization can be understood in three aspects. First, evangelization *ad gentes* is the announcement of the Gospel to those who do not know Jesus Christ. Secondly, it also includes the continuing growth in faith that is the ordinary life of the Church. Finally, the New Evangelization is directed especially to those who have become distant from the Church" (*Proposition 7: New Evangelization as a Permanent Missionary Dimension of the Church*).

Catechesis

The word catechesis comes from the Greek meaning "to echo the teaching". Catechesis is a sharing of the Faith in an interactive process that takes many forms, and is centered on Scripture and Traditions of the Catholic Church. Catechesis is a life-long process, which seeks to lead all God's people to an ever-deepening relationship with God.

The purpose of the St. Maximilian Kolbe Evangelization and Catechesis Commission and its Ministries is to support the parish's Mission Statement. We will lead the parish to go out into the community and evangelize both those with no relationship with Christ and his Church and those who have left the church, and provide faith sharing to those who seek the Lord.

Commission Members

Qualities of Members

Members of the Commission will be registered parishioners who demonstrate the following:

- **Values:**
 - Weekly Mass attendance and regular participation in the sacraments.
 - Enthusiasm for sharing the faith and welcoming others into the sacramental life of the Church.
 - Willingness to listen and set aside personal agendas to serve the overall needs of the parish.



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- A desire to reach out to the “unchurched” in both traditional and in non-traditional ways to walk with them on their journey to Christ, that is, the Church.

- **Knowledge:**
 - Understanding of the parish mission and how it relates to the E&C Commission’s vision and goals
 - Interest in exploring the Church’s teaching on evangelization and catechesis.
 - Willingness to become familiar with the documents and directives of the Roman Catholic Church, the US Conference of Catholic Bishops (USCCB), the Archdiocesan Offices of E&C and New Evangelization.

- **Skills:**
 - Ability to recognize diversity of gifts and needs in the parish and the community (cultures, ages, socio-economics, genders).
 - Ability to listen, gather feedback and communicate effectively.

- **Members** should not be on staff nor should they be on Pastoral Council or serving on another Commission or Council. The Pastor and Pastoral Associate of Evangelization and Catechesis will always serve ex-officio on the E&C Commission.

General Duties of E&C Commission Members

- Maintain and uphold the vision of the E&C Commission- while supporting and enabling E&C ministry leaders and staff to carry out the vision through their various ministry activities.
- Participate in establishing goals (long and short term) for evangelization and catechesis as it relates to the needs of the parish.
- Actively participate in regularly scheduled Commission meetings, and provide review of draft minutes.
- Provide suggestions and observations to establish ways to gather feedback about E&C needs and offerings at our parish, and respond in an informed manner in light of church teachings.
- Participate in formal formation activities which will occur at least once a year outside of the regular meeting schedule.

1) Commission Meetings

- 1) The E&C Commission shall meet a minimum of once per month, a minimum of ten (10) months per year. Additional meetings may be held. Committees and subcommittees may be formed and may also meet in addition to the regular commission meetings.
- 2) The Commission meetings will be conducted by the Chair or their designee.



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- 3) The Commission will strive to achieve consensus.
- 4) The Recorder will take notes and prepare minutes. In the event that a Recorder is absent, or the position is vacant, the Chair, or designee, will appoint a recorder for each meeting.
- 5) The Chair shall prepare and distribute an agenda to all commission members approximately one week prior to the next scheduled meeting.
- 6) Meetings should open and close with prayer, integrate faith sharing, and ongoing education, as well as the business component.
- 7) Meetings are open to parishioners, at the discretion of the Chair.

II) Decision Process

- 1) All voting is by way of advisory capacity subject to approval by the pastor.
- 2) Business voting requires participation by two-thirds (2/3) of the Commission members, using a simple majority vote as the deciding factor.
- 3) Two-thirds (2/3) of all appointed members shall be required to amend the by-laws. Proposed changes will be discussed at one meeting and voted on for approval at the next meeting.
- 4) A meeting without a quorum (defined as two-thirds [2/3] of all voting members) can take place for regular business purposes. However, business voting cannot occur.
- 5) An email vote can suffice for business voting when a meeting cannot be scheduled. Two-thirds (2/3) participation of Commission members is required to pass regular business by email, with a simple majority vote.

III) Policies

The Commission shall adhere to all policies of St. Maximilian Kolbe Catholic Church and the Archdiocese of Cincinnati.

IV) Commissioning and Day of Reflection

All parish council and parish commission members (newly discerned and those in the midst of their terms) will normally be commissioned at the 12:00 Noon Mass on the Sunday on which we celebrate Saint Maximilian Kolbe's feast day.

A Day of Reflection for all parish council and parish commission members (newly discerned and those in the midst of their terms), as well as for all parish clergy, Pastoral Associates and Coordinators, will normally be held on the Saturday which is on or falls between August 23 and August 29, i.e. the Saturday which is nine days before Labor Day.



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V) Ministry Review for Parish Governance Model

At least once a year, each parish commission is to review those ministries, activities and organizations listed in their quadrant of the parish governance model. If new groups are to be added, the process approved by Pastoral Council is to be followed. Current parish groups which are no longer operational should either be combined with another parish group of similar purpose or deleted altogether. Keeping in mind and respecting the principle of subsidiarity, all changes recommended by Commissions in the governance model will be brought by the Commission to the Pastoral Council for discussion as needed before a final decision (to add or delete a parish group) is made by the pastor.

Commission Make Up and Tenure

The Pastor and the Pastoral Associate of Evangelization and Catechesis will serve on the E&C Commission as a non-voting member. The Pastoral Associate of Evangelization & Catechesis shall help guide and shape the goals and activities of the Commission in accordance with the Parish and quadrant mission and vision. Commission membership should consist of twelve members with one serving as Chair and one as Vice-Chair. Since the goal of the Commission is to represent a strong cross section of the parish and a diversity of age ranges, ideally, these members will be divided across age groups, tenure in the parish, gender, culture, etc.

Once fully operational, these terms will overlap so that in a three year timeframe, three to four new members would be selected each year.

Only one member per household will be allowed to serve at a time.

Should circumstances require a change to the number of voting members, the E&C Commission may request such a change. This request will be presented to Pastoral Council for the review and approval of the Pastoral Council and Pastor.

- **Specific Roles**

- A. Commission Chair**

- Serves as the communication link with the pastor, staff, and the Pastoral Council but not at the exclusion of other members of the commission.
 - Responsible for the working plan for the Commission.
 - Ensures that prayer and study are part of the Commission meetings and their deliberations.
 - Presides over the Commission meetings; includes calls for beginning and ending of discussions, stimulates discussion and helps establish and accomplish goals.



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- Prepare and distribute an agenda to all commission members at least one week prior to the next scheduled meeting.

B. Commission Vice-Chair (served year prior to being Chair)

- Prepares for the subsequent role as Chair by working closely with and assisting the current Chair.
- Lead the Commission when the Chair is absent.
- Responsible for verifying compliance with the current by-laws, and other assigned leadership duties.

C. Recorder

- A non-voting role, who attends all Commission meetings and records attendance and minutes. The format of the minutes would include summaries of the major decisions, recommendations passed, and actions to be taken.
- Manage the Commission meeting minute approval process by writing minutes within seven (7) days of the Commission meeting, and distributing via email to the Commission for review and approval.
- Maintain the Commission and ministry leader contact list, files, and the minutes of the Commission.

- **Terms**

A. E&C Commission members

- The term for Commission members is three (3) years, beginning July of their first year thru June of their third year. Nominees for the E&C Commission, who have served previously on the E&C Commission, must wait a minimum of three (3) years before they can serve again.
- The term of the office of Chair and Vice-Chair is one (1) year. The Vice-Chair will succeed the Chair.
In the event that the Chair must vacate his/her position, the Vice-Chair will assume the Chair role, and then a new Vice-Chair will be discerned.

- **Vacancies & Alternates**

Prior to the annual nomination/discernment process, current members will be asked to assess their situation, in order to re-confirm their commitment to the remainder of their terms. If required, an alternate(s) will be chosen.

- #### **A. Vacancies other than through the annual nomination/discernment process (i.e., vacancies occurring due to members who cannot fulfill their normal term, etc.) will be selected as outlined below.**



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- The Pastor will keep the names of all previously discerned nominees who are not selected “from the basket” each year. These names will be used to select an alternate when a vacancy exists.
- B. Remaining members of the E&C Commission will agree to either:
 - Operate the remainder of the term with the vacancy or
 - Develop new term limits of the Alternate.
 - (i) Example:

Agreement could be reached by the E&C Commission, and with the Pastor’s approval, to allow for the Alternate to complete the remainder of the current year and then continue on the Commission, making the term potentially longer than 3 years.

Initial Establishment of the Evangelization and Catechesis Commission

In its initial development, the Commission membership will be selected two ways.

- First, any current member of the E&C Commission Formation Team who wishes to serve on the initial Commission may be allowed to continue.
- Of the members of the Commission Formation Team that have been selected to join the new Commission, some will serve for one to three years, to synchronize with the annual membership selection process described above. The Pastor and Pastoral Associate for Evangelization and Catechesis will work with the candidates to determine the service duration of these new members.

Annual Commission Renewal

Members

- Specific parish organizations that directly serve the evangelization and catechetical needs of the parish will each nominate three to five potential members for the Commission, keeping in mind the groupings of commission members above. These organizations will include at least:
 - The current Commission
 - The current Ministry Leaders and Coordinators
 - The parish staff
 - The Parish Council
- Similar to the Pastoral Council nomination process, self-nominations and direct nominations will be solicited from the parish as a whole as well.



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- Next, a nomination committee made up of the current Commission Chair, the Pastoral Associate of Evangelization and Catechesis, and two or three current Commission members will review these nominations and contact those nominated to insure they want to serve.
 - Nominees will be divided into age and parish tenure groups as listed above.
 - Interested Nominees will attend a Commission information meeting. This meeting will educate the nominees on the roles and responsibilities of a commission.
 - Those nominees interested in continuing with the selection will enter the Discernment Phase.
 - The nominating committee will review all nominees still interested in joining the Commission. If, based on the nominee's answers to these questions, the nominating committee has concerns about a nominee's appropriateness to serve on the Commission; the nominating committee would then meet with the nominee to jointly agree if the nominee should be included in the discernment process.
- The nominating committee will then meet with the Pastor and select via lots from the nominees remaining.

Chair and Vice-Chair

- Members of the Commission shall begin the Officer-selection process at the April meeting, for the upcoming year which begins in July. The process includes praying, nominating and voting on candidates for Chair and Vice-Chair.
- The Chair and Vice-Chair must be determined by a vote of simple majority by the close of the June meeting.
- The officers selected must understand the expectations of their respective commitments and agree to serve to the best of their ability.

Charter Renewal Process

The Commission will review this charter in May of each year and may agree to make appropriate changes to reflect past experience and anticipated future needs. In August of each year, the Commission will endorse a new copy of the Commission Charter.



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Endorsement

This Charter is endorsed and approved by the current E&C Commission Formation Team, and Pastor of Saint Maximilian Kolbe Parish as of date of last signature below.

	<i>Name</i>	<i>Signature</i>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
Pastor		