

Christian Formation Committee Handbook

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Introduction

Almost forty years ago, the bishops of the world, assembled at the Vatican Council, under the guidance of the Holy Spirit, described a new way of being Church. They wrote, in *Lumen Gentium*, the document on the life and mission of the Church,..."all share a true equality with regard to dignity and to the activity common to all the faithful for the building up of the Body of Christ." (LG, #32) They continued this refrain in the document on the apostolate of the laity saying, "No part of the structure of a living body is merely passive but each has a share in the functions as well as in the life of the body." (AA, #2). The bishops had rediscovered the ancient vision of the church as the People of God.

It was a call to the laity to move from passivity to active participation in the mission of the Church. All are called to share their gifts and talents for the building up of the Body of Christ. All are called to further the mission of the Church, to proclaim Good News throughout the world. The transition from the old style Church to the new one has not been easy, nor completed. We are still learning how to be the People of God. It has been a challenging experience for those who liked the old ways, both the leaders and the led.

One expression of this new way of being church is the parish pastoral council. It is an expression of the collaborative nature of the church. St. Paul's description of the Church as the Body of Christ, a body with many members but one head, a body with one Spirit but many gifts, a body that needs all of its members to reach its full stature requires a church with structures that allow all the members to exercise their gifts and talents. The pastoral council collaborates with the pastor in assisting the parish and its members carry out their mission to the world. In our own diocese, the book, "***One Lord, One Faith, One Baptism, One Call to Serve***", a handbook for Parish Pastoral Councils lays out the structure for these groups.

Every parish must celebrate the sacraments, proclaim and teach the faith, serve the poor, build up the community and be good stewards of their buildings. Therefore, every parish is to have at least five standing committees: Liturgy, Christian Formation, Social Concerns, Parish and Family Life, and Building and Maintenance. These committees help the Council carry out the mission and goals of the parish which always include celebrating, teaching, service, and community building.

As we learn how to be a Church where all the gifts of the community are used to serve the mission, the work of Councils and committees will become more clear and more necessary. We will move into the future together.

This handbook has been developed to assist the Chairpersons, staff and leaders of the various subdivisions in their important work. However, every member of the committee can benefit from reading it. We would encourage a broad distribution of the document. It can be found on the diocesan website at www.cdow.org and either read or downloaded from the site.

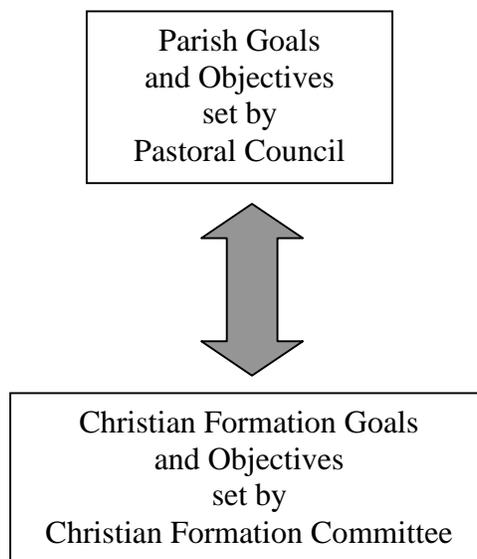
The Role of the Christian Formation Committee

“The Christian Formation Committee is concerned with total Catholic education in the parish. In collaboration with the pastor it is to provide leadership and guidance in the area of Christian formation and to formulate goals and objectives that will guide Catholic formation programs for children, youth and adults. These goals and objectives are to be developed in conjunction with the pastoral plan prepared by the pastor and the pastoral council.” (One Lord.....pg. 44)

The Guidelines call for one committee to reflect the fact that there is only one teaching mission of the church. Catholic Schools and parish catechetical programs for children and youth are different expressions of the one ministry. They are not in competition with each other and the needs of all the children and youth to religious formation must be met. Likewise, the latest catechetical documents declare that adult faith formation must be at the center of all catechetical programs. (Our Hearts Were Burning (1999), The General Directory for Catechesis (1997)). This is a new challenge which every parish must address.

It is the role of this committee to see that the needs of **all of the people of the parish** for ongoing formation in the faith are met and that there is an equitable distribution of the resources of the parish across all of the educational programs.

As a standing committee of the Council, the CFC attempts to ensure that the educational ministries of the parish contribute to meeting the goals for the parish. At least some of the yearly CFC goals should contribute directly to meeting the goals of the parish as articulated by the Council.



One of the principle means that the CFC uses to direct the educational mission of the parish is by setting goals and objectives for all of the educational ministries of the parish. In order to set goals, the CFC must ...

- ◆ Find out what the needs are.
- ◆ Determine the priority of the needs
- ◆ Choose which ones can or should be achieved in any given timeframe
- ◆ Identify the resources available to carry out the goals

Functions of the Christian Formation Committee

The diocesan council handbook (*One Lord, One Faith, One Baptism, One Call to Serve*) lists eight duties of the Christian Formation Committee

1. Determine goals for the parish's total Catholic education.

The basis for goal setting is need analysis. Determining the needs of all the parish for catechetical formation is a primary duty of the CFC. The goals should always be addressed to meeting the needs of the people of the parish.

CFC goals also reflect the mission and goals of the parish, and the mission statement of the Educational ministries. They should encompass all aspects of the parish's educational ministries for children, youth and adults. There should not be so many goals as to be unattainable.

While the Goal is a broad statement of what is to be achieved, the objectives are verifiable and measurable ways of meeting the goal. The staff or the various sub committees (where they exist) are responsible for writing the objectives.

2. Formulating policy that will guide stated goals and which will guide administrators.

The diocese has policies covering a wide range of educational activities. They may be found in the Policy Manuals for Schools, Religious Education and Youth Ministry. However, the parish may have a need to establish other more detailed policies or policies related to goals. These policies cannot contradict the diocesan policy, but they may extend it or explicate it for the local situation.

The Committee recommends policy to the pastor. Once he approves the policy, the administrators write the regulations for implementing the policy.

3. Reviewing the Rules/Regulations and decisions made by the administrators in implementing policy.

When a Committee does not know what its job is, it will try to do the job of someone else. The duty described here is not one of second guessing the Principal, DRE or Youth Minister. The committee should not interfere with the administrators' jobs. However, it does mean that the committee may say that certain rules and regulations established by the administrator do not carry out the intention of the policy as it was understood by the CFC. They can also say that certain decisions by the administrators (in carrying out a policy) are not in line with the CFC's intention of the policy. These reviews of the administrators decisions and rules are based on how they have implemented a policy, not just on an arbitrary reading by the CFC of the performance of the administrator.

4. Evaluating the effectiveness of committee policy and achieving goals.

Evaluation is an essential element of the work of the CFC. The CFC should have a process for the ongoing evaluation of all programs. The CFC may and should ask the administrators to provide evaluations of various programs. It is the obligation of the administrators to provide honest and objective evaluations to the CFC. Unless the CFC has a true understanding of the state of the various programs, they cannot effectively carry out their duties. If there has been good planning on the part of the CFC, then the evaluations will primarily reflect how well goals and objectives have been met. Likewise, the CFC should evaluate its own effectiveness in seeing that goals are met. The CFC should be involved and knowledgeable of the two main accreditation processes for schools and religious education. The Middle States Accreditation process for schools and the diocesan Self Study and Accreditation for Parishes, are invaluable tools.

Healthy evaluation is essential for growth and improvement!

5. Reviewing and approving the total Catholic education component of the parish budget to be given to the finance council and the pastoral council.

Ordinarily the budgets are prepared by the administrators, Principal, DRE, CYM and presented to the CFC for approval. In the preparation process the administrator may rely on members of the CFC and the parish finance council for input and assistance. The CFC should review the total budget and, if it agrees, recommend the budget to the Finance and Pastoral Councils.

6. Reporting to the pastor, parish pastoral council and parishioners on the status of total Catholic education in the parish.

Since the CFC is a standing committee of the parish pastoral council, it takes its direction from the Council and is accountable back to the council for carrying out its responsibilities for the educational mission of the parish. At the same time, the CFC is the advocate for vibrant catechesis in the parish. The CFC has a representative on the pastoral council who report on all of the ministry and who advocate for the support of the council and the parish for the ministry.

In its role as advocate and steward, the CFC also finds ways to let the entire parish know about the catechetical ministries of the parish. This may include: newsletters, inserts in the bulletin, maintaining the educational ministry pages on the parish website, etc.

7. Guiding the implementation of diocesan educational policy in the parish.

The diocese maintains policy manuals for Catholic Schools, Religious Education and Youth Ministry. Diocesan boards recommend policy to the bishop. Once he approves a policy, it then becomes normative for the parishes and schools. CFCs are responsible to see that the diocesan policies are implemented in the parish. This means that the CFC members must be knowledgeable of the diocesan policies and regulations.

The easiest way to fulfill this duty is to establish a process for the regular review of the policies to determine parish/school compliance with them.

8. Working in collaboration with other committees in other parishes for an effective total educational process.

Catechesis does not take place in a vacuum. In fact it is a very interdependent ministry, depending on good liturgical celebrations, opportunities for service and a vibrant community life. All of these experiences can be and often are formative and educational in themselves. Hence, the CFC has to collaborate in whatever way possible with other committees in the parish.

At the same time, CFCs need to reach out beyond the parish to collaborate in certain activities and ministries. This is especially true for youth, young adult and adult programs. When a need arises that an individual parish cannot meet, the CFC should take the initiative to reach out to surrounding parishes to collaborate in various programs.

Relationships

As a standing committee of the parish pastoral council, and as a committee responsible for a very important and expansive parish ministry the CFC has numerous relationships to individuals and groups in the parish.

To the Pastoral Council—The CFC is a standing committee of the parish council. It takes direction from the Council and is accountable to the council for overseeing the educational ministries of the parish. The handbooks says, “Each committee is to have a liaison with the pastoral council who shall be a member of the council.” In some parishes the liaison is appointed from the elected council members. In this case, there should be consultation with the committee. In other instances, the committee is asked to appoint a liaison to the council. It need not be the chairperson. There are strengths and limitations to each of these models.

To the Pastor—“The pastor, or another pastoral staff member appointed by the pastor, shall be an “ex officio” member of each committee.” (One Lord...pg. 18) The parish pastoral council is advisory to the pastor, so each committee is also advisory to the pastor. The CFC recommends policy to the pastor, who must approve it. The pastor may decide that he wants input from the council before he approves it. In some parishes, the pastor may appoint a “priest moderator” to Christian Formation. This person serves as a conduit back to the pastor. In other parishes, the DRE and/or the Principal serve as the parish staff representative.

To the DRE/CRE/Principal—The CFC is the chief advisory group to the administrators of the parish educational/catechetical programs in the areas under its competence. In the areas of planning, evaluation, etc, the CFC provides the administrators with its wisdom and insights.

At the same time, the administrators are the chief sources of input to the CFC regarding the needs, issues and concerns of the programs.

One of the administrators serves as Executive Secretary to the CFC. Where there is both a principal and a DRE, they should alternate in this role. As Secretary, the administrator provides administrative support to the committee, e.g., meeting announcements, distribution of minutes, etc..

Coordinator for Youth Ministry/Youth Minister—Where the CYM is a professional member of staff, and where Youth Ministry comes under the oversight of CFC, the relationship of the CYM may be the same as that of the DRE/CRE.

In other instances, the person designated as Youth Minister may not have the professional credentials of a CYM or may be part time, or may, in fact, not be under the direct oversight of the CFC. In these instances, the relationship will need to be worked out at the local level. Regardless of the direct line relationship of Youth Ministry to Christian

Formation Committee it is essential that there be on going communication between the CFC and Youth Ministry.

Adult Faith Formation—Even if the DRE is not responsible for Adult Faith Formation, these programs should come under the CFC. It is essential that the adult efforts be coordinated and integrated with the educational efforts for children and youth.

Other Parish Committees—Catechesis is an interdependent ministry. The most effective programs and schools are highly collaborative. They communicate with and work cooperatively with all other parish ministries. The CFC, through the Pastoral Council as well as through individual initiatives should promote and model a unity of effort.

Structure of the Committee

How should the committee be structured? There is no one answer to this, because the educational ministries in the parish are very different from parish to parish. Regardless of the parish situation, the Council guidelines envision one Christian Formation Committee integrating and coordinating all of the educational ministries.

Just because there is a Christian Formation Committee, this does not preclude having sub committees that work closely with the administrators in dealing with the more detailed work of the school, parish religious education program, youth ministry, etc. In fact, there may well be a need for such groups. However, in the areas of planning, goal setting, etc. the CFC has these responsibilities.

Some possible models:

Model 1

CFC with no major subdivision. However, there may be sub committees for various programs.

Model 2

CFC with few major subdivisions, e.g., School, Parish RE and Youth Ministry, etc. See appendix D for an example of a Youth Ministry Advisory Board.

Model 3

CFC is umbrella for many parish ministries. In this model, CFC may have Parish Athletics, Boy and Girl Scouts, RCIA, Youth Ministry, School, Parish RE, etc. reporting to it.

It is not always easy to determine what are the responsibilities of the subdivisions. It is important to constantly ask the question, "Whose job is it?" Does the responsibility lie with the administrator? Does it lie with the subdivision? Does it lie with the CFC? Open communication up and down the line is the only way to work this out.

It is also helpful to keep in mind the distinction between policy and administration. The CFC develops policy, which may be described as "guidelines for discretionary action." The administrator sets the regulations for implementing policy.

Membership on the Committee

Number—the committee should have no more than twelve or less than eight full members. Some of the members may come from the major divisions or groups that feed into CFC. However, the majority of members should be “at-large” and not represent specific constituencies.

Diversity—the members should reflect the make up of the parish and attempt to be diverse in gender, in culture, in age.

Recruiting—The CFC itself will need to be proactive in recruiting members for the committee. Members ought to have some background that will be helpful to the CFC in carrying out its duties. A review of the CFC’s duties is a good starting place. So experience in planning, evaluation, education, catechesis, etc. become valuable for the group.

Conflict of Interest—Every effort should be made to ensure that there is no conflict of interest. In instances where a conflict might exist, a Committee Member should abstain from voting.

*NB: At the very beginning of this handbook the involvement of the laity in the ministries of the church is described as an expression of a model of church as the people of God. Each of us, by virtue of our baptism is called to participate in building up the body of Christ. When we recruit people for our committees, we are offering them opportunities to live out their baptismal commitments. **There are no volunteers in the church! Just us Christians responding to the Lord’s call.** If you take this approach, there is a big difference in the way one approaches membership and participation on parish committees!*

In order to successfully recruit members:

- ◆ Develop a job description that will indicate what is expected of CFC members. How many meetings? When the meetings are? Work expectations, etc. Also, what members might expect to get in return for their time (benefits of membership)!
- ◆ Personal invitations work. Bulletin requests hardly ever get results.
- ◆ Try to identify people who may have time to focus on the work of the CFC, former catechists, retired educators, organizational development specialists, planners, etc.

Orientation—One of the single best practices of a successful committee is the orientation of new members. If there is more than one new member rotating on to the board, the executive committee should hold an orientation for the new members. This gives the new member an opportunity to understand the mission of the committee, how it operates, etc. At the same time, it allows the new members a more intimate setting to become acquainted with the leadership of the committee.

Maintaining—Why do people agree to serve on committees?

- ◆ They want to contribute
- ◆ They want to do something different (than what they do all day)
- ◆ They want to feel part of something bigger than themselves
- ◆ They feel that the task is important
- ◆ They have a special interest (children, grandchildren in the programs)
- ◆ They want to help the administrators or the chairperson (personal)

These are just a few of the reasons why people agree to serve. They will continue to serve if their needs and expectations are fulfilled. If they are not, they will stop coming to meetings or get out at the first opportunity. They don't want to waste their time! They want to feel like they are making a contribution.

Good committees balance the individual need for human interaction (effective) with the need to get things done (efficient). Both aspects need to be honored. One way to make sure that all needs are being honored is to continually evaluate your meetings. We will say more about this later in the handbook.

Rotation— In order to maintain continuity and bring in new ideas, terms of office for the members should be staggered. There should also be clear terms for the members. Usually, a two or three year term renewable one time is appropriate.

Leadership—The Executive Committee should be aware of the gifts and talents of committee members and mentor those with potential for committee leadership.

Guidelines for Operation

Since the CFC is a committee of the Parish Pastoral Council, there is no need for a separate constitution and by laws. However, the CFC has responsibility for a major ministry, so it is appropriate to develop a set of simplified guidelines

Operating Guidelines:

Mission—It is important to clarify the mission of the committee. Without clarity of mission, the group will lose its way. (cf. pgs. 37-39, One Lord, One Faith...)

Purpose—This is a simple statement of the purpose of the group

Duties—They are listed in the Parish Council Handbook (pgs. 41-42) and have been commented on earlier in this document.

Membership—Membership should be no more than twelve or less than eight full members. They should reflect the diversity of the parish and have the skills and gifts required by the committee to fulfill its duties. They need not be representatives of various constituencies.

Ex Officio—Parish Program Administrators (Principal, DRE, CYM, Adult Faith Director), Pastor (or priest delegate); RCIA Director (where RCIA comes under CFC)

Officers—A three member executive team, from the full members, is suggested. The team may have co chairs or a chair and a vice chair. The third member of the team may be the recording secretary, or if this role is filled by a parish staff person, then he/she serves on the Executive Committee.

Executive Committee—The Executive Committee is composed of the three members of the executive team and at least two of the ex officio members. One of the ex officio members must be the Secretary to the committee, i.e., either the Principal or the DRE.

Meetings—Should be held at regular intervals, At least six times a year. Meetings should be open to the community. Announcements of the meetings should be placed in the parish bulletin and on the web site.

Decision Making—Ordinarily, the committee should strive for a consensus model of decision making. (Handbook, pgs. 59-61) This model is appropriate for important decisions. There are, however, times when a straight up or down vote is desirable or necessary. A consensus model attempts to overcome the winner-loser atmosphere of a vote.

Prayer and the Spirituality of the Committee

How should a parish committee be different from any other committee you serve on? It is not that the meeting begins and ends with a quick Our Father or Hail Mary. It is not that the meeting is held in the basement of the church. It is, rather that the very purpose of the committee, to participate in building up the Body of Christ, requires a committee that has a “spirituality.”

As one author put it, “Corporate spirituality is expressed quite differently from the spirituality of any one person. The life of a group is different from the life of any one of its members, and it is more than the sum of the lives of all of its members.” “...the members are willing to integrate their giftedness, their wisdom and their differences to serve a common mission.” (Tighe, *Council Spirituality*, 88)

The same author suggests the following as both signs of a healthy spirituality and contributors to the group spirituality.

Quality of Personal Presence—When all of the members are fully present, when all of the members bring to bear all of their gifts and talents for the common mission, when all of the members bring a deep respect for all of the other members, when all of the members are willing to be responsible for the success of the committee, when all of the members are willing to express their honest opinions, there is much more than just physical presence to each other.

Dialogue—The basis of dialogue is mutual respect and trust. Dialogue’s purpose is mutual learning and mutual growth. It is the opposite of a debate where the object is to have the other accept your point of view. It demands attentive listening and honest expression by each member of the committee.

Life Giving and Effective Group Climate—The climate begins with the environment for the meeting. Are there comfortable tables and chairs? Is the lighting adequate? Is there room for visitors/guests? Are refreshments available before the meeting? All of these elements add to the sense of the group’s wellbeing. Most importantly however is attending to the two dimensions of the group.

The first is the quality of the relations (effectiveness) fostered in the committee. The leadership should make sure that there are opportunities for human and personal interaction among the members. The second is efficiency, i.e., getting things done. Each member will have a different perspective on the priority and importance of each of these components. The successful committee will provide a balance of community building and its task orientation.

Prayer, Reflection and Discernment—Prayer is an expression of spirituality. A committee with a healthy spirituality will understand the importance of prayer for the development of the group. A committee should plan to have some form of retreat each year (hopefully, one that is shared with all parish leadership). Prayer at meetings should

be much more than the quick opener and closer. One suggestion would be to begin meetings with a reflection of the gospel for the coming Sunday. There are a number of different methods for Scripture sharing which can be used. Because you are about the mission of the Church, important decisions need to be made with a discerning spirit. Decisions need to go beyond personal likes and preferences and be made in light of what is the best for the greater community.

The Committee as Learning Community—In order to perform the duties of the committee, the members need to constantly be learning more and more about the various aspects of the ministry. The Executive Committee should see to it that the committee has the opportunity to hear about latest developments and orientations in the various areas of the educational ministry. The administrators should provide the members with resources to deepen their understanding of the issues and concerns emerging in the field.

A certain portion of each meeting may be set aside for study of a relevant document, or for a limited presentation on a topic, etc.

Steps to Successful Committees

- 1) Have an active executive committee that helps to build the agenda for meetings.
- 2) Prepare the agenda two weeks before the meeting (cf. Appendix 1)
- 3) Send out the agenda with all supporting documentation at least a week before the meeting.

In preparing for a meeting, the agenda is the most important element.

The agenda has many important functions including:

- A. Defining the purpose for the meeting
- B. Forcing the leader of the meeting to prepare.
- C. Helping the participants to prepare
- D. Reducing the anxiety level of those coming to the meeting by stating its purpose and objectives.
- E. Informing the members, as well as other interested parties, about how and when the committee conducts its business.
- F. Providing a useful tool to control the meeting, especially in controlling the use of time.
- G. Relating the purpose of the meeting to the larger mission of the parish

Some hints for building an agenda:

- A. Place action items at the front of the meeting. Too many agendas go through old business, reports, etc. before getting to the items that need energy and attentiveness. By the time the important topics are introduced everyone is exhausted. The agenda should be set, so that the most important items are at the front end of the meeting, usually introduced within the first half hour.
- B. Whenever possible have written reports submitted and only ask the reporter for highlights.
- C. When planning the agenda try to determine how much time each item should be allotted. In that way you can make sure that all items on the agenda are addressed.
- D. Most items on the agenda fall into one of three categories: information, discussion and decision. This should be noted on the agenda.
- E. The leadership should provide background information and supporting documentation for decisions.

- 4) Start the meeting on time!
- 5) Stick to the agenda. There may be times when items cannot be adequately addressed and the agenda needs to be modified, but the chair should attempt to keep to the agenda and complete it.
- 6) All members of the committee should be encouraged and invited to participate. At times the chair should go around the group and give each person an opportunity to speak.
- 7) Don't let anyone dominate or hijack the meeting.
- 8) End the meeting on time. Popular wisdom says that meetings (especially evening meetings) should not go longer than two hours.

9) Evaluate the meeting

Evaluations:

- A. There are numerous ways to evaluate the work of the committee and the meetings. Before the meeting ends, the chair can go around the table and ask each participant, “How did you feel about the meeting tonight?” or “How well did we carry out the agenda this evening?” or a similar question
- B. Periodically, the executive committee may use a more formal instrument to evaluate the meeting. (Appendix B)
- C. At the end of the year, the committee should make time for the group to do a more in depth evaluation.

10) Keep good minutes of meeting.

“Minutes are not a transcript of the meeting.”

Rather they should contain the following points:

- A. Date and time
- B. Attendees
- C. Agenda topics discussed
- D. Definition of problems
- E. Alternatives presented
- F. Solutions agreed upon
- G. Assignments agreed upon and accepted
- H. Deadlines
- I. Follow-up actions (Laz, Making Parish Meetings Work)
(See **Appendix C for sample form**)

Appendices

A -- D

POSTMEETING REACTIONS FORM

Directions: You are to rank-order each statement in each set from 1 (most like) to 10 (least like) to describe the meeting and your behavior. Use this procedure. In each set, first identify the statement you would rank 1, then the one you would rank 10, then 2, and then 9 – alternating toward the middle of the scale.

The meeting was like this:

There was much warmth and friendliness.

There was much aggressive behavior.

People were uninterested and uninvolved.

People tried to dominate and take over.

We were in need of help.

Much of the conversation was irrelevant.

We were strictly task-oriented.

The members were very polite.

There was much underlying irritation.

We worked on our process issues.

My behavior was like this:

I was warm and friendly to some.

I did not participate much.

I concentrated on the job.

I tried to get everyone involved.

I took over the leadership.

I was polite to all.

My suggestions were frequently off the point.

I was a follower.

I was irritated.

I was eager and aggressive.

Notes About AGENDAS for Agenda-Makers

The agenda is your tool for planning and controlling your meeting. Well done, it helps you make your time together focused and productive. Poorly done, it invites confusion, wasted time, indecision and frustration. Some guidelines for preparing an agenda:

1. **Limit** carefully the number of items that get on it.
2. **Group** interest should be reflected in the agenda – not just the leader’s concerns.
3. **Prioritize** among the things you might include so that your agendas reflect a balance of urgent items and items of long-range importance.
4. **Clarify**, at least in your own mind, how each item is to be handled and what’s to be done or decided. List agenda items as questions where possible.
5. **Background** information should be provided as necessary – ahead of time if possible.
6. **Options** should be identified with their advantages and disadvantages.
7. **Committees** or individuals with reports should be checked ahead of time to see that their work is in presentable form: information, recommendations, and expectations.
8. **Order** the agenda so that:
 - ✓ Priorities come first,
 - ✓ There is a variety, and
 - ✓ The group can sense achievement.
9. **Budget** time for each item so you can know that all the business will fit into the time available. You can make adjustments if you get off schedule.

Christian Formation Committee

Appendix C

Attendance Sheet Attached:
 Date:
 Location:

Time Convened:
 Time Adjourned:
 Prepared on:

Topic	Discussion	Actions	Resp. Party	Target Date	Completed
Call to Order					
I. Review of minutes from previous meeting					
II. Business					
A.					
B.					
C.					
D.					
E.					
F.					
G.					
H.					
I.					
III. Next Meeting Date					
IV. Adjournment					

**Christian Formation Committee
Attendance**

Attendance:

Chair,

Ex Officio

Principal,

DRE,

Guests:

**Diocese of Wilmington
Youth Ministry Advisory Board (YMAB)
Role and Structure**

The Youth Ministry Advisory Board is a team that works with the coordinator of youth ministry in coordinating and implementing the parish's ministry to, with and for youth.

Specific Responsibilities Include:

- Providing vision, goals and directions for all aspects of youth ministry
- Developing goals and objectives for parish youth ministry
- Assuring ongoing assessment of youth and family needs and the development of recommendation for youth ministry programming
- Coordinating schedules and programs for youth ministry
- Monitoring program development and assessment
- Making recommendations for resources, budget and facility usage regarding youth ministry
- Assuring adequate recruitment, training and support for leadership in youth ministry
- Providing regular feedback to the parish staff and parish council regarding needs, recommendation and accomplishments of youth ministry
- Advocating for the needs of youth and families with youth within the parish and wider community
- Providing channels of communication between the youth ministry and families, parish staff, parish councils or committees, and the diocesan Office for Catholic Youth Ministry
- Selecting needed programs
- Identifying resources
- Recruiting program leaders

Membership:

The Youth Ministry Advisory Board can have 8 to 15 members. Membership in the team should be a commitment of at least one year. The Office for Catholic Youth Ministry recommends that your board be comprised of the following people:

- Coordinator for Youth Ministry
- Representative from Parish Council or Christian Formation Committee
- Athletic Association President or delegate for parish athletic programs (note: the Athletic Association should be a subcommittee of this board)
- Representative from boys and/or girls scouts
- Representative from the parish school, is applicable
- Representative from the parish school of religious education
- Representative from among parents of high school aged youth
- Representative from among parents of middle school youth
- At least two youth from your parish, preferably high school aged youth

Relationship:

The Youth Ministry Advisory Board should be represented at all Parish Council Meetings vis a vi the Christian Formation Committee.