



# Diocese of Davenport

## Priests' Handbook of Policies and Procedures

Original Handbook: November 2004

Revised:

June 2006

Sept. – Oct. 2006 (Pandemic Policy)

March 2007

June 2007

November 2007

March 2008

June 2008

November 2008

March 2009

June 2009

November 2009

## Table of Contents

Tab:

### **1. Checklist of Diocesan Manuals**

### **2. Positions Responsible to the Bishop**

- College of Consultors
- Deans
- Vicar General
- Chancellor
- Chief Financial Officer
- Judicial Vicar
- Director of Vocations
- Director of Deacon Formation
- Deacon Personnel Director
- Vicar for Clergy
- Vicar for Religious

### **3. Constitutions and Bylaws**

- Deacon Council
- Diocesan Board of Education
- Diocesan Pastoral Council
- Planning and Management Council
- Presbyteral Council
- Priests' Personnel Board
- Sisters' Consortium of the Diocese of Davenport
- Social Action Commission
- Youth Ministry Advisory Committee of the Diocesan Board of Education

### **4. Diocesan Catholic Faith Formation Vision**

### **5. Diocesan Policies and Procedures**

- Accountable Plan
- Building and Renovation Projects in Parishes
- Art and Architecture for Worship
- Liturgical Ministry of the Deacon
- Concelebration of the Eucharistic Liturgy
- The Bishop in the Liturgy
- Implementing Summorum Pontificum
- Particular Legislation
- Choosing Delegates to the Annual National Federation of Priests' Council Convention
- Procedures for Acceptance of Seminarians
- Parish Life Administrator

### **6. [blank]**

## **7. Political Responsibility (Elections)**

- Bishop's Letter
- Do's and Do not's
- Faithful Citizenship

## **8. Guidelines for Priests**

- Compensation for Priests
- Continuing Education Calendar for Priests
- Leaves of Absence for Priests
- Personal Papers
  - Emergency Information
  - Funeral Liturgy and Related Matters
  - Personal Inventory
  - Personal Financial Accounts
  - Living Will and Durable Power of Attorney for Health Care Decisions
  - General Power of Attorney
- Pets Policy
- Sabbaticals for Priests
- Wellness Document for Priests

## **9. Administrative Structures of the Diocese**

- Administrative Structures Associated with the Diocese of Davenport
- Diocesan Employee Flowchart
- Organization of the Diocesan Staff

## **10. Parish Policies and Procedures**

- Intolerance of Gluten and/or Alcohol
- Extraordinary Ministers of Holy Communion
- Liturgical Procedures Clarification
- Music Guidelines for the Celebration of Marriage
- Parish Classifications
- Parish Councils and Parish Finance Councils
- Procedures for Handling Complaints and Concerns
- Recipes for Eucharistic Bread
- Records Retention
- Role of the Lay Director
- Standard Internal Controls Related to Parish and School Finance
- Steps Involved in the Closing of a Parish
- SCAP, Weekday Liturgy of the Word, Lay Preaching
- Wines for Eucharist

## **11. Planning for Pandemic Influenza**

## **12. Sexual Misconduct Policies**

# **CHECKLIST OF DIOCESAN MANUALS**

Parish Offices should have a copy of each of the Diocesan Manual/Policy Handbooks. These should remain in the Parish Office when the Pastor is transferred. If you do not have a copy of the following, please check with the Office of Pastoral Services.

**Adult Faith Formation Parish Resources**

**Diocesan Employee Handbook**

**Diocese of Davenport Ministry Formation Programs**

**Disaster Preparedness and Response Planning Guide (May 2009)**

**\*Handbook of Policies for Diocesan Faith Formation Programs**

**Job Description Manual – Diocese of Davenport**

**Parish Support Staff Manual (April 2007)**

**Resources for People With Disabilities**

**\*The following should be included in this Handbook**

**Catholic Educator's Handbook**

**Evaluation of Catechetical Administrators**

**Board of Education (Faith Formation Committee) Orientation Manual**

**A Process for Hiring a Principal/Youth Minister/D.R.E.**

**COLLEGE OF CONSULTORS  
DIOCESE OF DAVENPORT**

**I. NAME AND NATURE**

- A. The name of this body shall be The College of Consultors of the Diocese of Davenport, hereafter referred to in this document as the "College."
- B. The purpose of the College is twofold:
  - 1. To assist the diocesan bishop in certain areas of administration of the Diocese according to the norms of Canon Law and these statutes.
  - 2. To provide for the governance of the Diocese, according to the norms of law when the see is vacant or impeded.

**II. MEMBERSHIP AND TERM OF OFFICE**

- A. The College shall consist of at least six priests. (Canon 502, §1)
- B. All members shall be appointed freely by the diocesan bishop from the membership of the Presbyteral Council. (Canon 502, §2)
- C. The diocesan bishop shall establish the College for a five-year term. (Canon 502, §1)
- D. If a vacancy occurs in the membership of the College, the diocesan bishop is to appoint freely, from the membership of the Presbyteral Council, another priest to complete the unexpired term of membership.

**III. CESSATION**

- A. Even after the expiration of the five-year term for which the College is constituted it continues to exist until the diocesan bishop has constituted a new College of Consultors. (Canon 502, §1)
- B. The term of office of a member of the College does not cease with the completion of his term on the Presbyteral Council. (Canon 502, §1)

#### **IV. OFFICERS AND THEIR DUTIES**

##### **A. President**

1. When the see is occupied the diocesan bishop is the president of the College. (Canon 502, §2)
2. When the see is vacant or impeded, the one designated according to law to govern the diocese in the interim is the president of the College. (Canon 502, §2)
3. The diocesan bishop, although he is president of the College, is not a member of the College; therefore, he does not vote on matters brought before the College. However, in the case foreseen by point A 2 above, when the College functions as a college the person who presides has a right to vote.
4. The president is to set the agenda, convoke the members and preside at the meetings of the College. The president, however, may delegate these tasks to a member of the College. A member of the College delegated by the president to preside at a meeting retains his right to vote on matters brought before the College.

##### **B. Secretary**

1. The president shall appoint a secretary from among the members of the College.
2. The secretary shall keep minutes of the meetings of the College and shall perform other duties assigned to him by the president.

#### **V. COMPETENACE OF THE COLLEGE**

##### **A. When the see is occupied the College is to function as follows:**

1. The College is to be consulted in the formation of the *ternus* of candidates for the episcopacy. (Canon 377, §3)
2. The College, along with the diocesan chancellor, is to receive the apostolic letters of a coadjutor or an auxiliary bishop appointed to the Diocese. (Canon 404, §§1 and 3)
3. The College, along with the finance council, is to be consulted by the diocesan bishop on the appointment and removal of the finance officer. (Canon 494, §§1 and 2)

4. The College is to be consulted by the diocesan bishop on more important acts of administration. (Canon 1277)
  5. The College is to give (or withhold) consent to the diocesan bishop for acts of extraordinary administration, as defined by the Episcopal conference. (Canon 1277)
  6. The College is to give (or withhold) consent to the diocesan bishop for alienations of diocesan temporal goods where its intervention is required. (Canon 1292, §1)
  7. When a juridic person needs the permission of the diocesan bishop to alienate goods, and when the value of the goods to be alienated exceeds the maximum for which the diocesan bishop can give permission on his own accord, the College is to give (or withhold) consent to this alienation. (Canon 1292, §1)
  8. The College is to intervene in all other matters foreseen in the laws that call for its intervention.
- B. When the see is vacant the College is to function as follows:
1. The College assumes the duties of the Presbyteral Council. (Canon 501, §2)
  2. If there is no auxiliary bishop, the College governs the Diocese from the notice of the vacancy until the election of the diocesan administrator. (Canon 419)
  3. The College is to elect, within eight days, a diocesan administrator. (Canon 421)
  4. The College must give its consent before the diocesan administrator may:
    - a. Permit the excardination, incardination or migration of clergy. (Canon 272)
    - b. Issue dimissorial letters. (Canon 1018, §1, 2)
    - c. Remove the chancellor or other notaries. (Canon 485)
  5. The College and the chancellor are to receive the apostolic letter of appointment of the new diocesan bishop. (Canon 382, §3)
- C. When the see is impeded and other provisions of the law do not provide for the governance of the impeded see, the College is to select a priest to govern the Diocese in the interim. (Canon 413)
- D. When the College is required by Canon Law or these statutes to give its advice or consent, it is to act according to the norms of Canons 119 and 127.

E. When the College is required by Canon Law or these statutes to hold an election, it is to act according to the norms of Canons 119 and 164-179.

**VI. FINANCIAL ISSUES**

A. Members of the College shall not receive financial compensation for their service. However, the diocesan finance officer, upon representation of accounts, shall reimburse legitimate expenses incurred on the occasion of meetings. Mileage is reimbursed according to the Priests' Accountable Plan.

B. The College shall prepare an annual budget of expenditures to be approved according to existing diocesan policy.

**VII. AMENDMENTS TO THE STATUTES**

These statutes shall be subject to such amendments as the diocesan bishop shall, from time to time, decide are necessary for the proper functioning of the College within the norms of law.

APPROVAL

The foregoing statutes were approved by the undersigned, this \_\_\_\_ day of \_\_\_\_\_, in the year of Our Lord, \_\_\_\_\_.

\_\_\_\_\_  
Bishop of Davenport

\_\_\_\_\_  
Chancellor

(Seal)

## POSITION DESCRIPTION FOR DEANS DIOCESE OF DAVENPORT

The Bishop of the Diocese has the responsibility for the entire local Church committed to his care. In our complicated culture, the Bishop needs to multiply as much as possible his presence with all the members of the local Church. To assist the Bishop, the Second Vatican Council called for greater collegiality and subsidiarity in the administration of and the ministry to the local Church. The dean makes the pastoral role of the Bishop more proximate to all members of the deanery. The dean's role is essentially an extension of the Bishop's office. The Bishop, however, as Chief Shepherd of the Diocese, remains accessible to those who prefer to deal directly with him and will attempt to be as visible as possible to all persons in the Diocese.

The work of the dean is personal and pastoral. He will try in every way possible to have a personal relationship with the priests, religious and laity of his area. He will attempt to develop a firsthand knowledge of the personnel, resources and needs of the deanery which he shall share with the Bishop. Through the dean, diocesan goals and policies shall be clearly reflected. In turn, he shall share his responsibility with persons or groups who are suited for particular ministries in the same spirit of collegiality and subsidiarity with which the Bishop shares responsibility with him.

### I. Ministry of the Dean

As representative of the Bishop in a geographical area known as a *deanery*, the dean shall work closely with the Bishop at all times and share with him the concern for the good of the whole diocese. As a representative of the Bishop, he enjoys ordinary jurisdiction granted him by the law of the Church. His responsibilities and faculties include the following:

- A. Coordinate the general pastoral activities in his deanery. (Canon 555.1)
- B. Conduct parish visitations.
- C. Develop a close relationship with the officials of the diocese and be acquainted with the work of the various offices.
- D. Provide personal counsel to the Bishop concerning personnel matters in the deanery.
- E. Install new pastors in the deanery. Deans may recommend situations in which the Bishop will install a new pastor due to particular circumstances. This is not to be delegated.

## II. Ministry to the Priests and Pastoral Leaders of the Deanery

The dean shall conduct regular meetings (especially deanery meetings and deanery council meetings) of the priests and other pastoral leaders in the deanery to discuss common parish concerns and, where advisable, common pastoral actions to promote fellowship, prayer and continuing education, and for the general purpose of promoting shared communication and coordinating inter-parochial activities. At these meetings the dean shall provide a setting for the presentation of diocesan programs and policies to the priests and other leaders of the deanery. These meetings shall also serve as a forum for consultation. As a result of these meetings the dean will reflect the status of the deanery to the Bishop and the diocesan administration. Some specific areas include the following:

- A. Promote fraternity among the priests of the deanery by visiting them and phoning them.
- B. Have a special concern for sick priests, visit them and notify the chancery, depending on the seriousness of their illness, as soon as possible. The dean will notify the Bishop and local priests when one of his confreres is in the hospital.
- C. Upon the death of a priest, notify the chancery and assist chancery officials in making funeral arrangements. These arrangements should be in collaboration with the family. Where possible, the Bishop should preside at the funeral Liturgy.
- D. Be responsible for vesting of the priest in Mass vestments at death. It is suggested the dean could receive the body at the parish where the priest is to lie in state and could also be responsible for the committal service.
- E. Encourage priests of the deanery, give fraternal counsel when needed and make referrals to Vicar for Priests. While the dean should make serious attempts to help the priest personally, it must be noted that the Bishop is always interested in helping his priests and desires to minister to them as a healer rather than a judge.
- F. Welcome newly-assigned priests and other pastoral leaders to a parish in the deanery, and be especially concerned with the newly ordained assigned to the deanery to ensure they feel at home.
- G. Notify the priests when a retired priest moves into the deanery.
- H. In the case of the death of a relative of one of the priests in the deanery, the dean should notify the chancery so proper information about the death and funeral may be given to the Bishop, the priests and other pastoral leaders of the Diocese.

- I. The dean shall have a special relationship with the Personnel Board.
  1. The dean offers suggestions regarding clergy personnel needs in his deanery in light of his personal knowledge and special needs of parishes or individual priests.
  2. The dean is available to priests of his deanery and speaks on a priest's behalf to the Bishop/Personnel Board whenever necessary.

### III. Ministry to the Presbyteral Council

The Presbyteral Council is the body of the geographical and age group representatives to the Bishop. The mutual cooperation and collaboration of the dean and the Presbyteral Council can help to unify the priestly ministry in the deanery and the diocese.

### IV. Ministry to the Deanery

- A. The dean by word and example shall give leadership to the deanery by implementing diocesan policy and promoting programs of the diocesan offices.
- B. The dean will attempt to solve controversies involving the local parishes when possible. He makes referrals to the Vicar for Priests or the Council for Conciliation when the problems indicate such action.
- C. The dean will coordinate and encourage participation of the Catholic parishes in programs set up in the civil community.

### V. Selection of Deans

The appointment of the dean is a prerogative of the Bishop whom he represents. Every priest holding a canonical appointment in the deanery, whether diocesan or religious, is eligible for consideration as dean. The dean shall be appointed by the Bishop for a term of three years or for a term designated by the Bishop.

# **DIOCESE OF DAVENPORT POSITION DESCRIPTION**

## **VICAR GENERAL & MODERATOR OF THE CURIA**

### **BASIC FUNCTION**

### **EXEMPT POSITION**

The Vicar General & Moderator of the Curia fulfills the canonical duties of these positions, ensures the mission of each diocesan office is communicated and implemented using the structure developed by the Planning Management Council, Deanery Council, Pastoral Council, etc., implements any directive given by the Bishop or Council of the Bishop, coordinates the internal and external organizations of the Diocese (e.g. St. Ambrose, Catholic Schools, Religious Orders, etc.) and nurtures positive relationships with all these organizations.

### **ORGANIZATIONAL RELATIONSHIPS**

#### **A. Line**

Responsible to the Bishop for the successful performance of the Vicar General's assigned duties.

#### **B. Lateral**

Assists and coordinates with the following diocesan personnel in delivery of deanery services:

- Chancellor
- Judicial Vicar
- Chief Financial Officer
- Planning Management Council
- Diocesan Review Board

#### **C. Staff**

Responsible for supervision and evaluation of:

- Director of Communication
- Director of Faith Formation & Superintendent of Schools
- Director of Liturgy
- Director of Social Action
- Director of Stewardship
- Director of Technology
- Print Room Manager
- Supervisor of Maintenance
- Victim Assistance Coordinator

#### **D. Assists with ministries of:**

- Diocesan Corporate Board of Directors
- Diocesan Finance Council
- The Catholic Messenger Board of Directors
- St. Vincent Home Corporation Board
- Deans and Consultors
- Diocesan Pastoral Council

**SPECIFIC DUTIES AND RESPONSIBILITIES**

- A. Facilitate the development of overall mission statements, goals, objectives and strategies in connection with the Planning Management Council for the successful implementation of the overall diocesan mission.
- B. Oversee diocesan and parish planning.
- C. Handle the duties of a priest in matters of administering the sacraments, responding to priest personnel crisis and arranging diocesan priest’s funerals.
- D. Consult with the Bishop, Councils, etc., and implement directives given by or approved by the Bishop.
- E. Supervise the civil legal work of the Diocese and diocesan entities as agent of record and corporate officer.
- F. Serve as liason with the Bishop on sexual misconduct/abuse cases.
- G. In collaboration with the Director of Communication and the Bishop’s Office, ensure that all communication for the Diocese of Davenport are professional and accurate.
- H. Interact positively with organizations of the Diocese on behalf of the Diocese.
- I. Handle and/or coordinate social affairs for the Diocese.
- J. Participate in the preparation of budgetary and other reports; review monthly financial statements, budgets and operating plans.
- K. Perform other duties as needed or assigned.

**STANDARDS OF PERFORMANCE**

- A. Efficient and effective organization and direction to Vicar General & Moderator of the Curia areas of responsibility.

**STANDARDS OF PERFORMANCE (continued)**

- B. Effective oral and written communication.
- C. Interpersonal professional relationships which encourage openness, candor and trust, both internally and outside of the departments and the Diocese of Davenport.
- D. Overall soundness of decisions, effective delegation and maintenance of confidentiality for all sensitive information.
- E. Flexibility in performing designated duties.
- F. Acceptance of personal inconvenience for attainment of the diocesan goals.
- G. Meet or exceed objectives established in budgetary process.

### **MENTAL AND PHYSICAL REQUIREMENTS**

- A. High ability to analyze and interpret information pertinent to the areas of responsibility.
- B. Ability to utilize technology relative to the performance of the areas of responsibility.
- C. Ability to perform designated duties under frequent time pressures.
- D. Ability to work irregular hours as dictated to accomplish the responsibilities of the position.
- E. Ability to travel by automobile, as needed, in the course of the position.
- F. Normally performs a majority of assigned duties in a well-ventilated, well-lighted and temperature-controlled office environment.

### **EDUCATION, TRAINING AND EXPERIENCE**

- A. A Roman Catholic Priest in good standing with a J.C.L. or M.A. in Theology degree required; parish pastoral experience desired.
- B. Sound understanding of the mission statement of the Diocesan Synod.
- C. Management, administrative and leadership experience.
- D. Proven experience in written and oral communications.

# **DIOCESE OF DAVENPORT POSITION DESCRIPTION**

## **CHANCELLOR**

### **BASIC FUNCTION**

### **EXEMPT POSITION**

The Chancellor fulfills the duties of this position by ensuring the documents of the curia are gathered, arranged and safeguarded in the archives, and by recording the ecclesiastical acts, decrees, and dispensations issued by the Bishop as required by the Code of Canon Law. Serves as Archivist for the Diocese of Davenport. The Chancellor works closely with the Bishop and other Chancery staff members on various projects as assigned or requested by the Bishop. The Chancellor serves on various Boards and Committees of the Diocese of Davenport as outlined below.

### **ORGANIZATIONAL RELATIONSHIPS**

#### **A. Line**

Responsible to the Bishop for the successful performance of assigned duties.

#### **B. Staff**

Responsible for the supervision, performance and evaluation of the Archives Assistant.

#### **C. Lateral**

1. Assists and coordinates with the other diocesan staff to assure the successful performance of assigned job duties and responsibilities.
2. Assists and coordinates with the clergy and staff in delivery of deanery services.
3. Assists with the ministries of the Diocesan Corporate Board of Directors, Diocesan Finance Council, *The Catholic Messenger* Board of Directors, St. Vincent Home Corporation Board of Directors, Deans and Consultors.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **A. Specific duties and responsibilities as related to the canonical work of the Chancellor**

1. Prepare the acts and instruments relating to decrees, dispositions and obligations of the Diocese as required.

## **SPECIFIC DUTIES AND RESPONSIBILITIES (continued)**

2. Record in writing what has taken place through compilation, preparation and distribution of reports for Rome, the National Directory, Ordo, Sacramental Records and others as deemed necessary by the Bishop.
3. Act as an ecclesiastical notary for the Diocese in regard to all matters.
4. Coordinate the work of the archives.

### **B. Specific duties and responsibilities related to the position of Archivist.**

1. Appraise, preserve, describe, organize, store and make accessible diocesan records and materials of enduring value including records of the bishops, diocesan administrative records, records of diocesan personnel and records of parishes, institutions and agencies.
2. Ensure items of a confidential nature are appropriately maintained and/or destroyed in accordance with established guidelines.
3. Formulate archives policy based on principles established by various professional archival associations.
4. Prepare budgetary and other reports; review monthly financial statements, budgets and plans.
5. Prepare and input information for designated reports.
6. Instruct diocesan staff concerning the safekeeping of records.
7. Instruct parish staff concerning the safekeeping of parish records.

### **C. Other specific duties and responsibilities**

1. In collaboration with the Director of Communications and the Bishop's Office, ensure that all communications for the Diocese of Davenport are professional and accurate.
2. Serve as diocesan spokesperson when necessary.
3. Help facilitate the overall mission statements, goals, objectives and strategies in connection with the Planning Management Council for the successful implementation of the overall diocesan mission.
4. Work closely with the Vicar General in matters assigned by the Bishop.
5. Work with others to develop and revise policies.

6. Serve as a member of the Diocesan Corporate Board of Directors.
7. Serve as a member of the Diocesan Finance Council.
8. Serve as a member of The Catholic Messenger Board of Directors.
9. Serve as a member of the St. Vincent Home Corporation Board of Directors.
10. Attend meetings of the Deans and Consultors.
11. Attend meetings of the Diocesan Directors.
12. Attend any other meetings necessary for the work of the Diocese of Davenport.
13. Perform other duties as needed or assigned by the Bishop.

#### **STANDARDS OF PERFORMANCE**

- A. Efficient and effective organization and direction to Chancellor's areas of responsibility.
- B. Demonstrate excellent oral and written communication.
- C. Maintenance of interpersonal professional relationships which encourage openness, candor and trust, both internally and outside of the departments and the Diocese of Davenport.
- D. Overall soundness of decisions, effective delegation and maintenance of confidentiality for all sensitive information.
- E. Flexibility in performing designated duties.
- F. Acceptance of personal inconvenience for attainment of the diocesan goals.

#### **MENTAL AND PHYSICAL REQUIREMENTS**

- A. High ability to analyze and interpret information pertinent to the areas of responsibility.
- B. Ability to utilize technology relative to the performance of the areas of responsibility.
- C. Ability to perform designated duties under frequent time pressures.
- D. Ability to work irregular hours as dictated to accomplish the responsibilities of the position.
- E. Ability to travel, as needed, in the course of the position.

- F. Normally performs a majority of assigned duties in a well-ventilated, well-lighted and temperature-controlled office environment.

## **EDUCATION, TRAINING AND EXPERIENCE**

- A. Knowledge of Canon Law.
- B. Sound understanding of the mission statement of the Diocesan Synod.
- C. Management, administrative and leadership experience.

**DIOCESE OF DAVENPORT  
POSITION DESCRIPTION**

**CHIEF FINANCIAL OFFICER**

**BASIC FUNCTION**

**EXEMPT POSITION**

The Chief Financial Officer is responsible for providing, developing and maintaining financial accountability standards and ethics for all diocesan entities in order to evolve respect and trust among parishioners, for directing, managing and supervising the financial operations of the Chancery and in conjunction with the consultation of the Bishop and members of the Corporate Board, for managing the diocesan assets and for consultation and advice to other management in financial operations.

**ORGANIZATIONAL RELATIONSHIPS**

A. Line

Responsible to the Bishop for the successful performance of assigned duties.

B. Staff

1. Responsible for the supervision, performance and evaluation of the following:
  - Staff Accountant
  - Data Base Coordinator
  - Accounting Coordinator
  - Receptionist
  - Kitchen Supervisor
2. Responsible for the supervision and performance of the finance and operation issues in the areas of:
  - Communication
  - Marriage Tribunal
  - Human Resources
  - Clergy Formation and Support
  - Pastoral Services
  - Maintenance
3. Assists and coordinates with other diocesan personnel in delivery of deanery services.
4. Ex officio member of the Diocesan Building Commission

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

- A. Oversee Kingdom Co and all other investment accounts.
- B. Prepare, monitor and manage the annual diocesan budget.
  - 1. For expenditures, salaries shall be set with the approval of the Bishop for the Director level, with approval of the director within their department. Other expenditures shall be determined according to the diocesan plan and policies.
  - 2. The annual financial plan shall be submitted to the Diocesan Finance Council for review and the Diocesan Board of Directors for approval.
- C. Implement diocesan accounting policies and procedures and determine further policies and procedures as necessary.
- D. Prepare needed financial reports and monthly and year end statements for internal use, board presentations and external use.
- E. Manage audits of diocese and its related entities.
- F. Oversee financial aspects of diocesan wide insurance programs and employee benefits, including cash management, investments and integration with Diocese of Davenport's financial statements for financial reporting purposes.
- G. Manage cash flow, approve payments and sign checks, oversee deposits and transfers.
- H. Assist parishes/schools in financial matters as requested and appropriate.
- I. Direct, supervise and evaluate the appropriate diocesan personnel in keeping with their mission statements, goals, objectives and strategies.
- J. Participate in meetings with the Bishop, Vicar General, Chancellor and Planning Management Council.
- K. Conduct employment interviews as part of the human resource function.
- L. Facilitate resolution of employment related issues.
- M. Act as facilitator/arbitrator in human resource matters.
- N. Interview new seminarian candidates to determine financial assistance, monitor seminarians as necessary in financial matters, and maintain records on seminarians and financial assistance.
- O. Perform other duties as needed or assigned.

## **STANDARDS OF PERFORMANCE**

- A. Efficient and effective organization and direction to areas of responsibility.
- B. Excellent oral and written communication skills.
- C. Interpersonal professional relationships, both internally and outside the Diocese of Davenport, which encourage openness, candor and trust.
- D. Overall soundness of decisions, effective delegation and maintenance of confidentiality for all sensitive information.
- E. Flexibility in performing designated duties.
- F. Acceptance of personal inconvenience for attainment of Diocesan goals.
- G. Meet or exceed objectives established in budgetary process.

## **MENTAL AND PHYSICAL REQUIREMENTS**

- A. High ability to analyze and interpret information pertinent to areas of responsibility.
- B. Ability to utilize technology relative to the performance in the areas of responsibility.
- C. Ability to perform designated duties under time pressure.
- D. Willingness to work irregular hours to accomplish the responsibilities of the position.
- E. Ability to travel by automobile, as needed, in the course of the position.
- F. Normally performs a majority of assigned duties in a well-ventilated, well-lighted and temperature-controlled office environment.

## **EDUCATION, TRAINING AND EXPERIENCE**

- A. Demonstrates a knowledge and appreciation of the Roman Catholic faith.
- B. CPA credentials with four to six years past CPA experience.
- C. Skilled in computer usage with advanced knowledge of Excel and Microsoft Office Suite.

**DIOCESE OF DAVENPORT  
POSITION DESCRIPTION**

**DIRECTOR OF VOCATIONS**

**BASIC FUNCTION**

**EXEMPT POSITION**

The Director of Vocations works as a direct agent of the Bishop, who is the one primarily responsible for the pastoral care of vocations in the diocese. As an agent to the Bishop, the Director of Vocations always operates on the level of external forum in matters related to seminarians. He cannot, therefore, be a confessor to a seminarian. He maintains the Diocesan Vocation Office in accordance with the *Guidelines for Diocesan Vocation Offices: Third Edition (USCC 1998)*. The position includes the following areas of vocational ministry:

**ORGANIZATIONAL RELATIONSHIPS**

A. Line

Responsible to the Bishop for the successful performance of assigned duties.

B. Associations

Assists and coordinates with the following

- Priest Personnel Board
- St. Ambrose Seminary Board
- Diocesan Directors
- Serra Club
- Local and State Knights of Columbus
- Iowa Diocesan Vocation Directors
- Priestly Vocation Board
- *The Catholic Messenger*
- Any additional staff in the Office of Vocations

**SPECIFIC DUTIES AND RESPONSIBILITIES**

A. Administration

1. Responsible for preparing the annual budget for the Offices of Vocations.

**SPECIFIC DUTIES AND RESPONSIBILITIES (continued)**

2. Responsible for the supervision, performance and evaluation of any additional staff in the Office of Vocations.

#### B. Vocation Awareness and Promotion

1. Communicates to ministers throughout the diocese and encourages the commemoration of National Vocation Awareness Week, World Day of Prayer for Vocations and any other diocesan vocation events.
2. Facilitates vocations awareness and provides discernment programs within the diocese.
3. Provides regular weekend Mass assistance to parishes throughout the diocese as a means of witnessing to vocation awareness.
4. Provides vocation outreach to schools, religious education programs, youth groups, and college Newman Centers and campus ministry programs within the diocese.
5. Collaborates with the Director of Vocations from the other three dioceses in the Province of Iowa in providing programs for seminarians and those discerning a call to priesthood.

#### C. Ministry to Those Discerning Priesthood

1. Be easily accessible to and supportive of men who feel they are called to priesthood.
2. Provide programs and individual guidance to those who are discerning a vocation to priesthood.
3. Assure a smooth, but thorough application process through interviews, background checks, psychological testing, etc. Assure that the Bishop has as much information as possible about a candidate before making a recommendation for his acceptance or denial of application to seminary.

#### D. Ministry to Seminarians

1. Be an advocate for seminarians during their seminary experience.
2. Make visitations to every seminary where diocesan seminarians attend (except overseas seminaries) at least once a year speaking with the seminary rector and formation staff about the progress and aptitude of each seminarian.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES (continued)**

3. Assist the Bishop in making pastoral assignments of seminarians during the summer and pastoral years.
4. Receive progress reports of seminarians from their perspective seminary and follow-up when necessary with the seminary, the seminarian, and the Bishop.
5. Maintain all seminarian files and assure that all necessary documentation is complete prior to ordination of seminarian to diaconate and priesthood.
6. Assure proper recording of diaconate and priesthood ordination in chancery and parish Baptismal records.

E. Ministry to Recently Ordained Priests

1. Advise the Bishop and Priest Personnel Board in the first assignment of the newly ordained priest.
2. Advise the Bishop in assigning a priest as a mentor to the newly ordained priest and provide materials to assist the mentoring process.
3. Further develop the First Five Year Program to assist the recently ordained into full participation in the Presbyterate of the diocese.
4. Collaborate with the Directors of Recently Ordained Priests in the Province of Iowa in providing an annual workshop.

F. Ministry to the Diaconate Office

1. Be a resource to the Diocesan Diaconate Director in recruitment, evaluating candidates for diaconate, diaconal formation, and for the life and ministry of the deacons of the diocese.
2. Approve diaconate office expenses.
3. Conduct an annual performance review of the Director of the Diaconate.

G. Ministries to and within the Diocese associated with this position

1. The Director of Vocations is an ex-officio member of both the Priest Personnel Board (*PPP By-Laws*) and the St. Ambrose Seminary Board.

**SPECIFIC DUTIES AND RESPONSIBILITIES (continued)**

2. Attend meetings of the Diocesan Directors.
3. Appointed by the Bishop as chaplain to the Serra Club of Davenport.
4. Support the vocation efforts of the Knights of Columbus and attend the annual joint meetings of the State Knights of Columbus Vocation Committee with the Iowa Diocesan Vocation Directors.
5. Responsible for overseeing the Priestly Vocation Board, making recommendations to the Bishop about membership, calling meetings when necessary, and using the Board as an important voice in decisions related to seminarians.

### **STANDARDS OF PERFORMANCE**

- A. Efficient and effective organization in areas of responsibility.
- B. Effective oral and written communication.
- C. Interpersonal professional relationships which encourage openness, candor and trust, both internally and outside of the departments and the Diocese of Davenport.
- D. Overall soundness of decisions, effective delegation and maintenance of confidentiality for all sensitive information.
- E. Flexibility in performing designated duties.
- F. Acceptance of personal inconvenience for attainment of the Diocesan goals.
- G. Meet or exceed objectives established in budgetary process.

### **MENTAL AND PHYSICAL REQUIREMENTS**

- A. High ability to analyze and interpret information pertinent to the areas of responsibility.
- B. Ability to utilize technology relative to the performance of the areas of responsibility.

### **MENTAL AND PHYSICAL REQUIREMENTS (continued)**

- C. Ability to perform designated duties under frequent time pressures.
- D. Ability to work irregular hours as dictated to accomplish the responsibilities of the position.
- E. Ability to travel, as needed, in the course of the position.
- F. Normally performs a majority of assigned duties in a well-ventilated, well-lighted and temperature-controlled office environment.

**EDUCATION, TRAINING AND EXPERIENCE**

- A. A Roman Catholic Priest in good standing with parish pastoral experience.
- B. Management, administrative and leadership experience.

**DIOCESE OF DAVENPORT  
POSITION DESCRIPTION**

**DIRECTOR OF DEACON FORMATION**

**BASIC FUNCTION**

**EXEMPT POSITION**

The Director of Deacon Formation *National Directory for the Formation, Ministry, and Life of Permanent Deacons in the United States*, “should be either a priest or a deacon, [and] is appointed by the diocesan bishop to be head of the deacon formation program. He reports directly to the bishop and should have regular communication with him. The director is ultimately responsible for both aspirant and candidate formation. However, the number of participants in either path may require the additional appointment of an associate. The director oversees the implementation of the formation program. He conducts regularly scheduled assessments; makes home and parish visitations; supervises the formation team, faculty, and mentors; and maintains contact with the aspirants’ and candidates’ pastors” (§271).

**ORGANIZATIONAL RELATIONSHIPS**

A. Line

1. Responsible to the Bishop for the successful performance of assigned duties.
2. Has discretionary authority to make administrative decisions consistent with the approved policies.

C. Staff

1. Responsible for overseeing and collaborating with the Director of Spiritual Formation, the Coordinator of Pastoral Field Education, and other members of the Formation Team.
2. Directly, or through members of the Formation Team, responsible for overseeing and collaborating with the academic faculty, spiritual directors, mentors, and pastoral field education supervisors.

B. Lateral

1. Assists and coordinates with the other diocesan staff to assure the successful performance off assigned job duties and responsibilities.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

- A. Administer all aspects of formation for permanent deacon candidates in the Diocese of Davenport. This involves coordinating the preparation and execution of a comprehensive deacon training program as outlined in the *National Directory for the Formation, Ministry, and Life of Permanent Deacons in the United States* or any guidelines which may apply.
- B. Work within and maintain the budget allocated for the formation of deacons.
- C. Assist in integrating the formation program for deacons with other diocesan formation programs.
- D. Help identify the ministry needs of the diocese to ensure the proper placement of deacon assignments after ordination.
- E. Ensure that all deacon aspirants and candidates receive timely communication of information relating to diaconal formation and ministry.
- F. Perform other duties as needed or assigned.

## **MENTAL AND PHYSICAL REQUIREMENTS**

- A. High ability to analyze and interpret information pertinent to the Diaconate formation Coordinator areas of responsibility.
- B. Ability to utilize technology relative to the performance of the areas of responsibility.
- C. Ability to perform designated duties under frequent time pressures.
- D. Ability to work irregular hours as dictated to accomplish the responsibilities of the position.
- E. Ability to travel by automobile, as needed, in the course of the position.

## **EDUCATION, TRAINING AND EXPERIENCE**

- A. Performs a majority of assigned duties in a well-ventilated, well-lighted and temperature controlled office environment.
- B. Significant pastoral experience prior to and subsequent to ordination.
- C. Proven experience in written and verbal communications.

# **DIOCESE OF DAVENPORT POSITION DESCRIPTION**

## **DEACON PERSONNEL DIRECTOR**

### **BASIC FUNCTION**

### **EXEMPT POSITION**

The Deacon Personnel Director is responsible for providing coordination, collaboration and leadership in all matters pertaining to the Permanent Diaconate for the Diocese of Davenport. He should be a priest or deacon appointed by the Bishop. He is the Bishop's representative in directing the post-ordination path of formation and assists the Bishop in the supervision of diocesan deacons.

### **ORGANIZATIONAL RELATIONSHIPS**

#### **A. Line**

1. Responsible to the Bishop for the successful performance of assigned duties.
2. Has discretionary authority to make administrative decisions consistent with the approved policies.

#### **B. Lateral**

1. Assists and coordinates with other diocesan staff to assure the successful performance of assigned job duties and responsibilities.
2. Assists and coordinates with deans, pastors and deacons to provide deacon support in the diocese.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

- A. Administer all aspects of diaconal life in the diocese. This involves assisting in the preparation and execution of ministry appointment letters, assignments of deacons, and other requirements as set forth in canon law. Helps identify the ministry needs of the diocese to ensure proper placement of deacon assignments after ordination.
- B. Provide opportunities for the ongoing spiritual development and continuing formation of all permanent deacons in the diocese.
- C. Serve as a focal point for pastors, deacons and other pastoral leaders on questions related to the ministry of deacons.

## **DEACON PERSONNEL DIRECTOR (continued)**

- D. Identify the ministry needs of deacons currently serving in the diocese.
- E. Ensure that all deacons receive timely communication of information relating to diaconal ministry, such as information available from the United States Conference of Catholic Bishops or from the National Association of Deacon Directors.
- F. Prepare and maintain the budget allocated to the Office of Diaconate for post-ordination support of the deacon community.
- G. Perform other duties as needed or assigned.

## **METHODS OF ACCOUNTABILITY**

- A. Through excellent oral and written communication skills and positive interpersonal relationships.
- B. Through informative, professional, compassionate and accurate assistance when working with the public including all outside agencies, church affiliated officials and all other external contacts.
- C. Through accurate, professional and timely completion of reports, memos, letters and announcements.
- D. Through positive, pro-active and creative problem-solving.
- E. Through remaining informed concerning current areas of responsibility

## **STANDARDS OF PERFORMANCE**

- A. Efficient and effective organization and direction to the Office of Diaconate's area of responsibility.
- B. Demonstrates excellent oral and written communication.
- C. Maintenance of interpersonal professional relationships which encourage openness, candor and trust, both internally and outside of the departments and the Diocese of Davenport.
- D. Overall soundness of decisions, effective delegation and maintenance of confidentiality for all sensitive information.

## **DEACON PERSONNEL DIRECTOR (continued)**

- E. Flexibility in performing designated duties.
- F. Acceptance of personal inconvenience for attainment of the diocesan goals.
- G. Meet or exceed development objectives established in budgetary process.

#### **MENTAL AND PHYSICAL REQUIREMENTS**

- A. High ability to analyze and interpret information pertinent to the needs of the Office of Diaconate.
- B. Ability to utilize technology relative to the performance of the areas of responsibility.
- C. Ability to perform designated duties under frequent time pressures.
- D. Ability to work irregular hours as dictated to accomplish the responsibilities of the position.
- E. Ability to travel by automobile, as needed, in the course of the position.

#### **EDUCATION, TRAINING AND EXPERIENCE**

- A. Management, administrative and leadership experience
- B. Significant pastoral experience serving as a deacon in a parish.
- C. Significant experience serving in a community setting motivating, facilitating and organizing the Church's ministry of charity and justice.

**DIOCESE OF DAVENPORT  
POSITION DESCRIPTION**

**VICAR FOR CLERGY**

**BASIC FUNCTION**

**EXEMPT POSITION**

The Vicar for Clergy acts on behalf of the Bishop to provide special pastoral services for the priests and deacons of the Diocese of Davenport. The Vicar is a member of the presbyterate of the diocese. The Vicar could be either an active priest or retired, based on the physical capabilities of the individual. The priest appointed by the Bishop should represent his presence to his brother priests and deacons.

**ORGANIZATIONAL RELATIONSHIPS**

A. Line

The Vicar is responsible to the Bishop in any policy-forming or decision-making process.

B. Lateral

The Vicar reports directly to the Bishop. In dealing with either a priest or deacon, privacy and confidentiality must be maintained. If a concern needs to be brought to the attention of the Bishop, the priest's or deacon's permission must be secured, or the Vicar must remind the individual of the necessity of informing the Bishop. This should be done by encouraging the individual to directly consult with the Bishop himself.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

- A. Presence and availability to the presbyterate should be maintained by the Vicar through attendance at the regular Deanery Meetings each month and given time on the agenda of the same. This practice would also apply to meetings or gatherings of Deacons.
- B. The Vicar is thus able to share the thinking and experience of his brothers from the various deanery meetings. It also gives the Vicar the opportunity to bring ideas for discussion to each deanery that he might share with the Bishop and/or the Presbyteral

**VICAR FOR CLERGY (continued)**

Council, Priests Aid Society and Priests' Personnel Board. The same service would be used in meeting with Deacons.

- C. The Vicar should be in constant contact with the retired and infirm members of the presbyterate and diaconate, reporting their condition, soliciting prayers and visits for them whenever possible.
- D. The Vicar also serves as a "gatekeeper" to assist his brothers in securing professional help as their situation may demand. The Vicar's presence and ability to listen is a basic service to the clergy.
- E. The Vicar could perform related duties/special projects as assigned by the Bishop.
- F. The Vicar is also a member of the Victim Assistance Think-Tank.
- G. As non-voting member of the Personnel Board, the Vicar can contribute pertinent advice to the Board's deliberations, respecting confidentiality.
- H. The Vicar would be the contact person to assist in placement of candidates for Sabbatical leaves.

#### **METHODS OF ACCOUNTABILITY**

- A. It is paramount to the credibility of the Vicar for Clergy that no office is maintained with the rest of the Chancery Staff.
- B. The Vicar is accountable to the Bishop and needs to inform him of concerns that are sensitive to the welfare of individual priests/deacons or the local Church.
- C. The Vicar is also accountable to the individual clerics who have sought his advice or help.

#### **STANDARDS OF PERFORMANCE**

- A. The Vicar should possess relational skills: be a good listener; be positive and encouraging to communicate effectively.
- B. Administrative skills: be organized for scheduling and coordinating time.
- C. Leadership skills: possess the respect and acceptance of the presbyterate/diaconate; be

#### **VICAR FOR CLERGY (continued)**

able to deal creatively with tension and diversity of age and ecclesial theologies.

- D. Possess a deep spirit of faith and be attuned to the contemporary Church.
- E. Have a universal as well as a local Church vision.

### **MENTAL AND PHYSICAL REQUIREMENTS**

- A. The Vicar for Clergy should have the ability to judge and interpret information pertinent to his areas of responsibility.
- B. Be able to perform designated duties under pressure of time and at irregular hours as dictated by the need.
- C. Be able to travel by auto as needed, as one's office may be his residence.

### **EDUCATION, TRAINING AND EXPERIENCE**

- A. The Vicar should have a background in theology, spiritual direction and counseling.
- B. A degree in psychology would be an asset.
- C. A clear understanding of the Mission Statement of the Diocese is presumed.
- D. Experience of years in pastoral ministry and in oral and written communication.

### **OTHER CONSIDERATIONS**

- A. Regular evaluation at least annually.
- B. Salary to be commensurate with the diocesan scale, plus travel expense.
- C. Annual attendance at Vicars for Clergy conferences or workshop for continuing education or formation and updating in this position.

**DIOCESE OF DAVENPORT  
POSITION DESCRIPTION**

**VICAR FOR RELIGIOUS**

**BASIC FUNCTION**

**EXEMPT POSITION**

The Vicar for Religious is a member of a religious congregation who acts on behalf of the Bishop to provide special pastoral services for men and women religious. Assists the Bishop in his ministry to members of institutes of consecrated life, secular institutes, societies of apostolic life and persons following other forms of consecrated life.

**ORGANIZATIONAL RELATIONSHIPS**

A. Line

1. Responsible to the Diocesan bishop in any policy-forming or decision-making process.
2. Reports to the Moderator of the Curia.

B. Lateral

1. Assists and coordinates with the other diocesan staff to assure the successful performance off assigned job duties and responsibilities.
2. Assists and coordinates with the clergy and staff in delivery of deanery services.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

- A. Represent the Bishop to the men an women religious in the Diocese.
- B. To reverence the charism of each congregation while working toward increase collaboration among the religious of the Diocese.
- C. To call forth the gifts of others and encourage the religious to be more visible, credible signs in the local church.

## **VICAR FOR RELIGIOUS (continued)**

- D. Be available to individuals, communities, congregations for advice, counsel, spiritual direction and / or as a resource person in related fields.
- E. Communicate with and participate in local and national meetings which focus on the issues, concerns and development of religious life. (e.g., diocesan consultative bodies, Intercongregational Council – ICC, LCWR, NARB, etc.)
- F. Perform the day to day administrative and pastoral duties, e.g., maintain files, prepare annual budget, communicate with major superiors and religious, participate in monthly diocesan meetings and prepare a quarterly report on all significant activities.
- G. Serve as requested on diocesan committees and commissions where the values / mission of religious life should be represented.
- H. Responsible for canonical matters re: religious life.
- I. Recommend policies, procedures, programs on the diocesan level in matters that affect religious in their relationship with the local church.
- J. Minister to the special needs of cloistered communities and the congregations whose motherhouses are not located in the diocese.
- K. Be sensitive to the changing forms of religious life.

## **METHODS OF ACCOUNTABILITY**

- A. Through excellent oral and written communication skills and positive interpersonal relationships.
- B. Through informative, professional, compassionate and accurate assistance when working with the public including all outside agencies, church affiliated officials and all other external contacts.
- C. Through accurate, professional and timely completion of reports, memos, letters announcements and other office work.
- D. Through positive, pro-active and creative problem-solving.
- E. Through remaining informed with current areas of responsibility.

## **VICAR FOR RELIGIOUS (continued)**

### **STANDARDS OF PERFORMANCE**

- A. Relational skills: listening, encouraging and ability to communicate effectively.
- B. Administrative skills: organizing, coordinating, collaborating.
- C. Leadership skills: enabling, empowering and ability to deal creatively with tension and diversity.
- D. Deep spirit of faith and attunement to the contemporary church.
- E. Universal, as well as, local church vision.

### **MENTAL AND PHYSICAL REQUIREMENTS**

- A. High ability to analyze and interpret information pertinent to the areas of responsibility.
- B. Ability to utilize technology relative to the performance of the areas of responsibility.
- C. Ability to perform designated duties under frequent time pressures.
- D. Ability to work irregular hours as dictated to accomplish the responsibilities of the position.
- E. Ability to travel by automobile, as needed, in the course of the position.

### **WORKING ENVIRONMENT AND CONDITIONS**

- A. Performs a majority of assigned duties in a well-ventilated, well-lighted and temperature-controlled office environment.
- B. The worker is subject to both inside and outside environmental conditions including extreme cold and extreme heat.

## **VICAR FOR RELIGIOUS (continued)**

### **EDUCATION, TRAINING AND EXPERIENCE**

- A. Background in theology, spirituality, counseling and canon law.
- B. Sound understanding of the mission statement of the diocesan synod.
- C. Management, administrative and leadership experience.
- D. Proven experience in written and oral communication.

### **EQUIPMENT AND TOOLS**

- A. Multi-media equipment
- B. General office equipment.

### **OTHER CONSIDERATIONS**

- A. The position can expect an evaluation in the first six months of employment by the appropriate line of organizational relationship, with annual evaluations thereafter.
- B. Salary considerations will be commensurate with education and experience.

# CONSTITUTION OF THE DEACON COUNCIL

## Preamble To The Constitution

The diocesan bishop, priests and deacons of this diocese share in the ministry of Jesus Christ by their baptism and, in a special way, by their call to Holy Orders. While all members of the Church belong to the one Body of Christ, deacons, by their ordination, are called to a unique ministry in the Church. The deacons are called for the purpose of ministry of service and charity and to assist the Church. The deacons are called for the purpose of ministry of service and charity and to assist the diocesan bishop and his presbyters in the ministries of word and worship to build the Body of Christ.

Conscious of our responsibility to the Diocese and the communication of the Catholic Church; aware of the bonds of fraternity among all deacons of the Diocese; seeking to strengthen and promote the bond of unity and affection among the diocesan bishop, priests and all the People of God of this diocese; mindful of the call of the Second Vatican Council and in conformity with the revised Code of Canon Law; we, the diocesan bishop and deacons of the Diocese of Davenport, do hereby establish the Deacon Council of the Diocese.

## ARTICLE I      NAME

The name of this council shall be “The Saints Stephen and Phoebe Deacon Council of the Diocese of Davenport.”

## ARTICLE II      PURPOSE

The purpose of this Deacon Council shall be:

- A. To provide a forum for the full and free discussion of all issues of diaconal concern in the diocese, thus providing an organized opportunity for mutual, open reflection and fraternal dialog between the diocesan bishop and the deacons of the diocese.
- B. To aid the diocesan bishop according to the norms of law so that the pastoral welfare of the People of God committed to the Bishop with the effective cooperation of the presbyters and the assistance and service of the deacons may carry forward as efficiently as possible.
- C. To search for and to propose ways and means for the effective ministry, continuing education and spiritual growth of deacons.

### **ARTICLE III MEMBERSHIP**

The membership shall consist of the diocesan bishop and other members as prescribed in the SS. Stephen and Phoebe Deacon Council of the Diocese of Davenport Bylaws.

### **ARTICLE IV EX-OFFICIO MEMBERSHIP**

The Presbyteral Council may delegate one of its members to serve ex-officio to the Deacon Council.

### **ARTICLE V OFFICERS**

- A. Officers of the Deacon Council shall be president, vice-president and secretary-treasurer.
- B. The president, vice-president and secretary-treasurer shall be elected from among the deacons of the diocese for a two-year term. The first election shall take place at the first general meeting to be held after promulgation of the changes to the Constitution and Bylaws of the SS Stephen and Phoebe Deacon Council of the Diocese of Davenport by the Bishop.

### **ARTICLE VI MEETINGS**

- A. The council shall meet quarterly as determined in the Bylaws.
- B. A simple majority of the members shall constitute a quorum.

### **ARTICLE VII CESSATION OF THE COUNCIL**

When the See is vacant the Deacon Council ceases. The new diocesan bishop will establish the Deacon Council anew.

### **ARTICLE VIII AMENDMENTS**

Amendments to the Constitution may be made by a two-thirds majority vote of all deacons of the diocese, with the approval of the diocesan bishop, prior notice, no less than fifteen days, having been given to the members.

## **BYLAWS OF THE DEACON COUNCIL**

### **ARTICLE I      MEMBERSHIP**

The membership of the Deacon Council is composed of the diocesan bishop, a president, a vice-president, a secretary-treasurer, one representative from each diocesan deanery and an ex-officio member.

- A.     The ex-officio member may be appointed by the Presbyteral Council of the Diocese of Davenport from among its members.
- B.     Term of office of the ex-officio member is determined by the Presbyteral Council.
- C.     The diocesan bishop shall be an ex-officio member of the Deacon Council with the right to call special meetings, to place matters of concern on the agenda, to accept or reject the results of deliberations and to promulgate official decisions arising therefrom.

### **ARTICLE II      ELECTION OF OFFICERS AND DEANERY REPRESENTATIVES**

- A.     The president, vice-president and secretary-treasurer are elected from at large by all deacons of the Diocese at the first election following the approval of these amendments. From that point on the vice-president and secretary-treasurer are elected by all deacons of the Diocese. The vice-president succeeds the retiring president.
- B.     Newly elected officers shall take office immediately. Terms of office shall be two years.
- C.     Election of officers shall take place in September of the odd-numbered years.
- D.     Deanery representatives shall be elected at deacon deanery meetings. An alternate may also be elected, but only one representative from each deanery is a voting member of the Deacon Council.

### **ARTICLE III     THE DUTIES OF OFFICERS**

- A.     The president shall preside at regular meetings of the council, shall be chief executive officer of the council and shall have the duties prescribed for this office under parliamentary procedure. He shall also appoint committees.

- B. The vice-president shall replace the president in his duties when the president is absent. He shall assist the president in the appointment of committees.
- C. The secretary-treasurer shall keep the records of the council and the minutes of each meeting, notifying the members of the council of the time, place and agenda of the meetings. He shall also send a copy of the minutes to the diocesan bishop and all deacons after each meeting and serve as the communication officer. The secretary-treasurer shall collect dues, give a current financial report at each meeting and pay bills authorized by the council.

#### **ARTICLE IV MEETINGS**

- A. The Deacon Council shall meet once each quarter. Special meetings may be called by the diocesan bishop or by the president in consultation with and approval of the diocesan bishop.
- B. Meetings shall be held at a location scheduled and noted at a previous meeting or by special notice to members or all deacons given by the secretary-treasurer.

#### **ARTICLE V COMMITTEES**

Committees shall be appointed by the president as may, from time to time, be needed for the short-term needs of the council. Non-members to include priests, religious and laity of the diocese may be invited to serve on such committees. Only deacons shall chair committees.

#### **ARTICLE VI AMENDMENTS**

Amendments to the Bylaws may be made by a simple majority vote of all deacons of the diocese with the approval of the diocesan bishop, fifteen days prior notice having been given to all deacons.

# CONSTITUTION OF THE DIOCESAN BOARD OF EDUCATION

## ARTICLE I      NAME, PURPOSE AND DUTIES

### A.      Name, Purpose and Duties

1.      The Board of Education is constituted by the Bishop of the Diocese of Davenport for the purpose of establishing policy to govern the educational programs of the Diocese subject to provisions of Canon Law, regulations of the Department of Education of the State of Iowa and the laws of the State of Iowa.
2.      There is hereby established a Board, under the name of “Diocesan Board of Education”, having the purpose and duties of governing all matters pertaining to education in the Diocese of Davenport. These shall be deemed to include Catholic schooling (except college-level) and all other formal educational activities. This includes all matters pertaining to the diocesan office of education - the location, opening and closing of schools; the location, opening and closing of catechetical centers; the determination as to whether schools or catechetical centers shall be operated in given locations; classes; teachers; salaries; educational, co-curricular and related programs; finances; standards of education; application of Christian principles to the educational programs; and all formal courses of religious education (except college-level and clergy education).
3.      All decisions of the Board of Education shall be binding upon the coordinating director of education/superintendent of schools; all subordinate boards of education; and the pastors, principals and staffs of the schools and catechetical programs within the diocesan system.

### B.      Relationship to the Bishop

The Bishop of Davenport, under this Constitution, retains the right inherent in the teaching authority of his office to make sure the purity of faith and morals are protected. This includes the right to demand the Catholic school and the religious education program retain their characteristics as an educational institution operating under a Catholic philosophy of education. The Bishop of Davenport, under this Constitution, retains the right to veto any major policy passed by the Diocesan Board of Education if such policy violates any aspect of Canon Law.

## ARTICLE II SUBORDINATE CONSTITUTIONS

All subordinate boards and committees of education must operate according to a constitution approved by the Diocesan Board of Education.

## ARTICLE III MEMBERSHIP OF THE BOARD

### A. Number and Composition

1. The Board of Education shall represent the Catholic community both geographically and numerically.
2. It shall include clergy and laity. It shall have representation of the religious orders serving the Diocese.
3. The board shall consist of 9 lay members representing regions of the Diocese; the Bishop may appoint 2 priests, 1 woman religious and 3 lay members.

### B. Election, Vacancies and Removal

1. The members of the board shall be elected by a method to be established.
2. Vacancies on the board shall be filled in the same manner.
3. Any member of the board, other than an ex-officio member, who is absent from two consecutive regular meetings of the board shall, unless excused by action of the board, cease to be a member.
4. Lay members of the Board of Education shall be elected by the deaneries of the Diocese as follows:

Clinton	1	Davenport	2
Grinnell	1	Iowa City	2
Keokuk	1	Ottumwa	1

5. The Presbyteral Council through a poll of its membership shall elect priest members.
6. The Sisters Council through a poll of its membership shall elect women religious.

### C. Tenure of Office

1. Each member shall hold office for a term of three years, provided, however, that in order to stagger the terms, and that one-third of the members of the board may be elected in each year beginning three years from the date thereof, the initial terms shall be divided so four members will have a term of five years, four members a term of four years and four members a term of three years.

2. The present and future members of the board shall hold office until successors are elected, until prior resignation, death, or until prior disqualification by absence from two consecutive board meetings not excused as aforesaid.

D. Ex-Officio Membership

1. The Bishop of Davenport shall be an ex-officio member of the Diocesan Board of Education.
2. The Bishop is a voting member and is counted as part of the quorum.

## **ARTICLE IV OFFICERS**

A. Creation of Officers

The officers of the board shall consist of a president, president-elect, recording secretary and such assistants and additional officers as the board may elect.

- B. The coordinating director of education/superintendent of schools shall be executive officer of the board. Said officer shall be considered not a member of the board. In addition, the diocesan curriculum and media coordinator shall serve as staff to the board, but shall not be considered a member.

C. Election, Tenure, Vacancies and Removal

1. Officers shall be elected annually at the annual meeting of the board designated for this purpose.
2. They shall be from nominations submitted by a nominating committee appointed by the president, and by any member from the floor.
3. They shall hold office until the next annual election and thereafter until their successors are duly elected and qualified.

D. President

1. Shall act as chairman of the board and of any executive committee
2. Shall be the executive head of the board
3. Shall appoint all committees unless otherwise specified by the board
4. Shall execute on behalf of the board all written instruments except as otherwise directed by the board
5. Shall be responsible for the agenda to be used at meetings
6. Shall be responsible for reporting the actions of the board to the Bishop of Davenport
7. Shall in general perform all duties incident to the office of a president and such duties, as from time to time, may be assigned to him by the board
8. Shall serve as a lay director of the civil corporation of the Bureau of Education

E. President-elect

1. Shall be elected one year previous to his/her assuming the office of president
2. Shall perform the duties and exercise the functions of the president, and when so acting shall have the power of the president
3. Shall perform other duties as delegated by the president.
4. Shall complete the term of the president in the case of death, incapacity, resignation or disqualification

F. Secretary

1. Shall keep the minutes of the meetings of the board
2. Shall see that all notices are fully given in accordance with the provisions of this Constitution
3. Shall be custodian of the record of the board
4. Is duly authorized and shall affix the seal of the board to all documents and attest to the authenticity of the copies of original documents
5. Shall perform all duties incident to the office of the secretary of the board and other duties as, from time to time, may be assigned by the president of the board

G. Assistant Officers

The assistant officers shall have such duties as from time to time may be assigned to them by the board or by the president.

**ARTICLE V MEETINGS**

A. Regular, Special and Annual Meetings

1. The board shall meet quarterly subject to change by the board itself or to postponement by the president.
2. Special or additional regular meetings shall be held whenever called by the president or by a majority of the board with the approval of the Bishop.
3. The regular meeting held in the month of September each year shall be designated the annual meeting for the purpose of election of officers and any annual report.

B. Time, Place and Notice

1. All meetings may be held at such times and places in or out of the state as may be fixed by the president or a majority of the board, with not less than ten days' notice.
2. Notice of the place, day and hour of all meetings must be delivered in writing.
3. All meetings of the Diocesan Board of Education are to be open meetings unless designated as being executive.

4. Before becoming effective, decisions made in executive sessions must be presented and voted on in open sessions.

C. Quorum

A majority of the entire board is necessary for the transaction of business at meetings, and a majority vote of those present shall be sufficient for any decision or election. Mail, telephone or e-mail votes may be conducted if necessary, with the final decision being entered into the minutes of the next meeting.

D. Rules of Procedure

The board may affix itself on rules of procedure, but in the absence of such Robert's Rules of Order or another procedure of the board's choice shall apply.

## ARTICLE VI COMMITTEES

A. Executive Committee

1. The board may provide for an executive committee of five or more members, the president to be an ex-officio member, and the other member or members to be elected by the board and serve at the board's pleasure.
2. The president is the chairperson of the executive committee.
3. During intervals between meetings of the board, the executive committee may possess and execute all of the powers of the board conferred in this Constitution to the extent authorized by the resolution providing for the executive committee or by subsequent resolutions.
4. All actions of the executive committee are subject to review by the entire board and may be rescinded by a majority vote. The executive committee shall meet at the call of its chairperson and shall fix its own rules or procedures and notices to be given of its meetings.
5. Meetings of the executive committee shall be open meetings.
6. A majority shall constitute a quorum.

B. Other Committees

1. The board may by resolution, provide for such other committees as it deems advisable and may discontinue the same at its pleasure.
2. Each entity shall have such powers and shall perform such duties as may be assigned to it by the board and shall be appointed and vacancies filled in the manner determined by the board.
3. In the absence of the other direction, the president shall appoint all committees with the approval of the board.
4. Each entity shall be appointed and vacancies filled in the manner determined by the board.
5. There shall be two regular committees of the board, namely, the school committee and the religious education committee. They shall meet four times a year on alternate months from the regular meetings.

6. The chairman of the school committee will be the president of the board and the chairman of the religious education committee will be the president-elect of the board.

## **ARTICLE VII OFFICE OF TOTAL CATHOLIC EDUCATION**

### **A. Constitution, Staff, Appointments**

1. There shall be such office concerned with total Catholic education established by the Bishop.
2. The coordinating director of education and superintendent of schools shall serve as the executive officer of the Board of Education.
3. The director shall have such compensation and terms of employment as determined by the Bishop.
4. In the case of a priest/religious director the compensation shall be comparable to that received by other priests/religious within the Diocese.
5. Other staff members shall have such compensation and other terms of employment as set forth in the diocesan employment guidelines.

### **B. Duties and Powers**

The coordinating director of education/superintendent of schools shall be responsible to the Bishop. He/she shall have immediate charge, control of the general administration and supervision of all formal education within the Diocese, with the exception of college-level programs and clergy education.

## **ARTICLE VIII SEAL**

The Board's Seal shall be the seal, an impression of which appears on the margin hereof.

## **ARTICLE IX AMENDMENT OF CONSTITUTION**

### **A. Amendment**

This Constitution may be amended, supplemented or repealed in whole or part at any time by a two-thirds vote of all the membership of the board only after the amendment or amendments have been proposed at a prior meeting of the board.

### **B. Notification**

All amendments brought before the board are to be submitted to the board in writing at least thirty (30) days before a vote is taken.

# BYLAWS OF THE DIOCESAN BOARD OF EDUCATION

## ARTICLE I MEMBERSHIP

Membership of the Diocesan Board of Education consists of three appointed members and 12 elected members. The Bishop appoints the appointed members. The elected members include nine lay persons representing the six deaneries, two priests and one sister. Elections shall be held annually in the spring. Appointed and elected members take office at the first meeting of the Diocesan Board of Education after July 1.

All board members hold office for a term of three years, as defined in the Constitution. A member may be re-appointed or re-elected.

## ARTICLE II METHOD OF SELECTION

### A. Appointed Members

Unless otherwise specified in the letter of appointment, each appointed member shall serve a term of three years and shall serve no more than two consecutive terms.

### B. Elected Members

Each elected member shall serve a term of three years and shall serve no more than two consecutive terms.

#### 1. Lay Members - Calendar for Deanery Elections

##### a. December

The pastoral services office informs the dean, deanery council chairperson and boards of education of vacancy. The diocesan board member on the next deanery council agenda requests agenda time.

Names are surfaced at the deanery level for ballot. Potential candidates shall be provided with information about the board's work and shall be supportive of all areas of responsibility of the diocesan board.

Deanery diocesan board member contacts persons named, informs them of the role, ascertains eligibility and confirms willingness to serve.

##### b. February

Diocesan board member sends names of candidates accepting nomination to pastoral services office from the deanery. Ballots and biographical information are sent from the pastoral services office to the parish boards of education in the electing deanery.

- c. March/April  
Parish board of education president casts the ballot for the board. The ballots are sent to the pastoral services office.
  - d. May  
Results are announced by the pastoral services office in letters to the dean, deanery council, the education boards in the deanery parishes and the members of the diocesan board. Biographical data of the newly elected members is sent to the pastoral services office.
  - e. September  
New members take office at the September diocesan board meeting.
2. Responsibilities of the Diocesan Board Member in Deanery Elections
- a. Represents the Diocesan Board of Education at the deanery council meeting
  - b. Informs the deanery council of the vacancy
  - c. Facilitates the surfacing of candidates' names at the deanery council meeting
  - d. Contacts persons whose names were surfaced to:
    - 1) Ascertain eligibility
    - 2) Describe the role and responsibilities of a member of the diocesan board/areas of responsibility of the board; ask the person if he/she is willing to have his/her name placed on the ballot
  - e. Sends the names of candidates to the pastoral services office
3. Election Procedures
- a. When the candidates' names are received at the pastoral services office a ballot is prepared. The ballot is sent to the president of the board of education in each parish in the electing deanery.
  - b. The chairperson of the parish board of education, after discussion at the local board, casts the ballot in the name of the board at the next board meeting. The ballot is returned to the pastoral services office to be counted. The nominee receiving a plurality of the vote is elected a member of the Diocesan Board of Education.
  - c. In case of a tie, the educational services office prepares another ballot. If a tie should again result, the diocesan board will elect the member by secret ballot at its next regularly schedule meeting.
  - d. The pastoral services office sends election results to the dean, deanery council and the deanery.
4. Vacancies
- Vacancies occurring between elections shall be filled for the interim appointment of the diocesan board.

C. Sisters

1. The Sisters Council shall establish a process to conduct an annual election of one sister to the Diocesan Board of Education.
2. The term of office shall be three years.
3. Vacancies occurring between elections shall be filled for the interim by appointment made by the Sisters Council.

D. Priests

1. The Presbyteral Council shall establish a process to conduct an annual election of one priest to the Diocesan Board of Education.
2. The term of office shall be three years.
3. Vacancies occurring between elections shall be filled for the interim by appointment made by the Presbyteral Council.

**ARTICLE III TERM OF MEMBERS**

Terms for all members shall begin with the first meeting after July 1.

**ARTICLE IV REMOVAL**

A. Formal Resignation

A member resigning from the board shall inform the president in writing.

B. Resignation by Absence

Article III, Section B of the Constitution of the Diocesan Board of Education states, "Any member of the board, other than an ex-officio member, who is absent from two consecutive regular meetings of the board shall, unless excused by action of the board, cease to be a member." Accordingly, the board notifies the absentee after two consecutive unexcused absences, that membership will cease unless he/she is present at the next meeting.

C. Meetings shall be held at a location scheduled and noted at a previous meeting or by special notice to members or all deacons given by the secretary-treasurer.

## **CONSTITUTION OF THE DIOCESAN PASTORAL COUNCIL**

### **ARTICLE I      NAME**

The name of this council shall be “Diocesan Pastoral Council (D.P.C.)”

### **ARTICLE II      PURPOSE**

The Pastoral Council is an advisory body to the Bishop. It is the responsibility of the Pastoral Council “to investigate under the authority of the diocesan Bishop all those things which pertain to pastoral works, to ponder them and to propose practical conclusions about them” so as to promote conformity of the life and actions of the People of God *with the Gospel*. (*Canon 511*)

The Pastoral Council assists the Bishop and the rest of the diocese in their efforts of evangelization by planning, overseeing, and evaluating these efforts. The Council, while not replacing any legitimately and/or juridically existing office, group or other council in the diocese, is advisory to the Bishop, is representative of the entire diocese, and serves at the will of the Bishop.

The purpose of the Pastoral Council shall be:

- A. To act as the authentic representative voice of the whole People of God, lay persons, religious and clergy to their diocesan Bishop.
- B. To serve as a forum for open communications throughout the Diocese.
- C. To form a united voice with the diocesan Bishop, after full and free discussion, in speaking publicly to contemporary religious and ethical issues.
- D. To initiate and support with the diocesan Bishop positive action for the common good of the Church, of other religious bodies and the civil community.
- E. To be a visible sign of the unity of the People of God of the Diocese of Davenport.
- F. To review recommendations of all other diocesan collegial bodies and, while honoring the principle of subsidiarity, to submit to the Bishop recommendations which substantially affect diocesan goals and priorities.
- G. To assist the diocesan Bishop in the preparation of a diocesan synod when warranted (*Canon 461.1*) by selecting lay members (*Canon 463.1-5*) to be called to the synod and by assisting the diocesan Bishop to implement synodal statutes, policies and recommendations.

### **ARTICLE III MEMBERS**

The Diocesan Pastoral Council shall consist of:

- A. Five members serving ex-officio: the diocesan Bishop, vicar general, the respective chairperson of the Presbyteral Council, Deacon Council and Sisters Consortium of the Diocese of Davenport.
- B. In addition to the priests, deacons, sisters and laity mentioned in A above, there shall be additional members as follows:
  - 1. Two lay members from each deanery.
  - 2. The Bishop will insure the following groups are represented:
    - a. One youth member from the Diocesan Youth Ministry Committee.
    - b. One lay member from the Diocesan Board of Education.
    - c. One lay member from the Diocesan Liturgical Commission.
    - d. One lay member elected by the Diocesan Social Action Commission.
    - e. One member from the Diocesan Parish Life Administrators.
    - f. One lay member from the Diocesan Stewardship Commission.
    - g. One lay member from the Diocesan Corporate Board and Finance Council
    - h. One lay member from the Vietnamese Ministry.
    - i. One lay member from the Spanish Ministry.
- C. In order that the Pastoral Council be representative of the laity, religious and clergy and allow their cooperation and interaction, at least eighty-five percent of its elected members shall be lay persons.

### **ARTICLE IV TERM OF OFFICE**

The term of office for members of the Pastoral Council shall be as follows:

- A. The term of office for the ex-officio members lasts as long as they are in that office.
- B. Elected membership on the Pastoral Council shall be for a three-year term on a staggered basis so that one-third of the elected membership will be renewed annually. No elected member shall serve more than two consecutive terms.
- C. In the event of a death or resignation the vacancy shall be filled in the same manner in which the original member was specifically chosen.
- D. An elected or appointed member who has been absent without cause for two consecutive meetings shall be notified by the secretary that a third consecutive unexcused absence constitutes resignation.

## **ARTICLE V OFFICERS**

- A. The officers shall be the president, a chair, a vice-chair, and a secretary.
- B. The president shall be the Bishop of the diocese.
- C. The chair, vice-chair, and secretary shall be elected by the Council, as provided for in the By-Laws of this Council.

## **ARTICLE VI DUTIES OF OFFICERS**

- A. The president shall preside over meetings of the Council, call special meetings of the Council, place matters of concern on the agenda, accept or reject the recommendations of the Council, and officially promulgate decisions resulting there from.
- B. The chairperson shall conduct the meetings of the Council, organize and coordinate the activities and processes of the Council, in consultation with the Bishop appoint members to committees, motivate the various members/groups in the Council to fulfill their specific responsibilities and perform such other duties as are common to the office.
- C. The vice-chairperson shall conduct meetings in the absence of the chairperson, and perform such other duties as may be assigned by the Council or the chairperson.
- D. The recording secretary shall call the roll and record the proceedings of the Council.

## **ARTICLE VII COMMITTEES**

- A. Committees shall be established as necessary.

## **ARTICLE VIII MEMBERSHIP OF COMMITTEES**

The diocesan Bishop shall determine the membership of each committee and appoint the committee chairperson.

## **ARTICLE IX MEETINGS**

The Pastoral Council is to be convoked by the diocesan Bishop at least once a year. (*Canon 514*) It pertains exclusively to the diocesan Bishop to convoke more frequent and even special meetings.

## **ARTICLE X      PROCEDURE**

The diocesan Bishop determines the rules of procedure. It is for him alone to make public what has been done in the Council. (*Canon 514*)

## **ARTICLE XI      AMENDMENTS**

Amendments are subject to the approval of the diocesan Bishop.

**BY-LAWS OF THE  
DIOCESAN PASTORAL COUNCIL**

**Diocese of Davenport**

**ARTICLE I      The Pastoral Council**

**Can. 511** - In each diocese, to the extent that pastoral circumstances recommend it, a pastoral council is to be established whose responsibility it is to investigate under the authority of the bishop all those things which pertain to pastoral works, to ponder them and to propose practical conclusions about them.

- Can. 512** -
1. The pastoral council consists of Christian faithful who are in full communion with the Catholic Church, clerics, members of institutes of consecrated life and especially lay persons, who are designated in a manner determined by the diocesan bishop.
  2. The Christian faithful who are appointed to the pastoral council are to be so selected that the entire portion of the people of God which constitutes the diocese is truly reflected, with due regard for the diverse regions, social conditions and professions of the diocese as well as the role which they have in the apostolate, either as individuals or in conjunction with others.
  3. No one except Christians of proven faith, good morals and outstanding prudence are to be appointed to the pastoral council.

- Can. 513** -
1. The pastoral council is to be established for a period of time according to the prescriptions of the statutes which are issued by the bishop.
  2. When the See is vacant the pastoral council ceases to exist.

- Can. 514** -
1. It pertains exclusively to the diocesan bishop to convoke the pastoral council according to the necessities of the apostolate and to preside over it; the pastoral council enjoys only a consultative vote; it is for the bishop alone to make public what has been done in the council.
  2. The pastoral council is to be convoked at least once a year.

**ARTICLE II      MEMBERSHIP**

**Section One – Eligibility**

- A. Composition shall be as follows:

1. Ex-officio: The Diocesan Bishop, Vicar General, the respective chairperson or designee of the Presbyteral Council, Deacon Council and Sisters Consortium of the Diocese of Davenport.
2. In order that the Pastoral Council be representative of the laity, religious and clergy and allow their cooperation and interaction, at least eighty-five percent of its elected members shall be lay persons.
3. In addition to the priests, deacons, sisters and laity mentioned in A.1 above, there shall be additional members as follows:
  - a. Two lay members from each deanery.
  - b. The Bishop will insure the following groups are represented:
    - i. One youth member from the Diocesan Youth Ministry Committee.
    - ii. One lay member from the Diocesan Board of Education.
    - iii. One lay member from the Diocesan Liturgical Commission.
    - iv. One lay member elected by the Diocesan Social Action Commission.
    - v. One member from the Diocesan Parish Life Administrators.
    - vi. One lay member from the Diocesan Stewardship Commission.
    - vii. One lay member from the Diocesan Corporate Board and Finance Council
    - viii. One lay member from the Vietnamese Ministry.
    - ix. One lay member from the Spanish Ministry.

### **Section Two – Term of Office**

- A. Ex-officio members shall serve a term concurrent with their office.
- B. Selected members shall serve a three-year term, renewable once.
- C. The membership of the initial Council shall be divided by lot, equally into two-year, three-year and four-year terms. Thereafter all terms will be for three years.
- D. Initial terms shall begin on November 1, 2007 and terminate on the anniversary of that date.

### **Section Three – Method of Selection**

- A. The selection committee shall be composed of the deans of the Diocese of Davenport as appointed by the Bishop.
  1. The selection process shall consist of:
    - a. Announcement in the diocesan newspaper, *The Catholic Messenger*, of membership vacancies open in a deanery with the criteria for membership (see Article I), the procedure to be followed for applications

along with a brief description of the nature of the work of the Pastoral Council.

- b. The selection process shall begin five months before the beginning date of the term to be served.
- c. Selection of laity for membership should attempt to achieve representation from business and labor, male and female, married and single, divorced and widowed, parents, minorities, professionals, farmers, lay ministers (salaried and volunteer), socio-economic diversity, young adults. More than one of these qualities may be represented by one member. The Bishop may appoint up to 5 additional laity to provide for adequate representation.
- d. The selection committee will: study and prioritize the written applications submitted to determine the order in which the applicants will be interviewed; the top five candidates will be interviewed; make recommendations known to the Bishop for approval; notify all applicants of their acceptance/non-acceptance.

#### **Section Four – Vacancy**

- A. A vacancy may occur by death, by resignation, by termination of membership in the Diocese, by unexcused absence from three consecutive meetings.
- B. In the case of a vacancy.
  - 1. If the membership was previously held by a person chosen by the Presbyteral Council, Deacon Council and Sisters Consortium of the Diocese of Davenport, the respective body will select someone to complete the term of office.
  - 2. If the membership was previously recommended by the selection committee, that committee will choose a replacement from that deanery, with due regard to Article II, Section One.

### **ARTICLE III OFFICERS**

#### **Section One**

- A. The Bishop shall be the President.
- B. The Chair, the Vice-Chair, and Secretary shall be elected to a one-year term by a majority vote of the members present and voting at the Spring meeting and shall assume office at the next regular meeting in Fall.

## **Section Two**

Should the position of Chair, Vice-Chair and Secretary become vacant before the end of the regular term, the position shall be filled by an election in the manner prescribed (Article III, Section One, "b").

## **ARTICLE IV DUTIES OF OFFICERS**

### **Section One – The Bishop as President shall:**

- A. preside at meetings of the Pastoral Council.
- B. call special meetings, if needed, of the Council.
- C. approve the agenda and place matters of concern on the agenda.
- D. receive and respond to the recommendations of the Council.
- E. be responsible for the official promulgation of any approved recommendations of the Council.

### **Section Two – The Chair shall:**

- A. chair the meetings in an orderly fashion, striving for consensus.
- B. organize and coordinate the activities and processes of the Council.
- C. appoint members of the Council to serve as chair of any standing or ad hoc committees.
- D. encourage and motivate the various members and committees to fulfill their specific responsibilities.

### **Section Three – The Vice-Chair shall:**

- A. assume the duties and responsibilities of the Chair when he/she is absent or incapacitated.
- B. perform such other duties as may be assigned by the Chair or Council.

### **Section Four – The Secretary shall:**

- A. record or provide for the recording of the proceedings of all Council meetings.
- B. provide members with written notifications, agendas and support materials two weeks before the regular meeting.

- C. handle correspondence relative to Council activities.
- D. keep or file all records, reports, communications.
- E. perform such other duties as the Council or Chair shall prescribe.
- F. Provide the news media with press releases.

## **ARTICLE V EXECUTIVE COMMITTEE**

### **Section One**

The officers of the Council shall constitute the Executive Committee.

### **Section Two**

The Executive Committee may act in the name of the Pastoral Council when requested to do so by the Council.

### **Section Three – Agenda**

- A. The Executive Committee shall prepare the agenda for Council meetings.
- B. Council members may submit items for the agenda. Such items must be presented no later than three weeks previous to meeting.
- C. Items the Executive Committee may decide not to place on the agenda will be explained.
- D. Provide the news media with press releases.

## **ARTICLE VI COMMITTEES**

### **Section One**

Standing committees shall be determined by the Council.

### **Section Two**

“Ad hoc” committees shall be determined, as needed, by the Council.

### **Section Three**

All committees shall provide minutes of their proceedings to the Council Secretary.

#### **Section Four**

- A. All committees shall be chaired by a member of the Council, and include at least one other member of the Council.
- B. Committee membership may be opened up to persons who are not Council members, when needed.

#### **Section Five**

The responsibilities and purpose of each committee shall be clearly stated by a motion approved by the Council.

### **ARTICLE VII MEETINGS**

#### **Section One**

Two regular meetings shall be held each year in March and November.

#### **Section Two**

Attendance at the meetings is vital to the effectiveness of the Pastoral Council. Therefore, if a selected representative is unable to attend a meeting, he/she is responsible to notify the dean or the chair of the body he/she represents who then will appoint a substitute.

#### **Section Three**

Regular meetings of the Diocesan Pastoral Council shall be open to the constituency of the diocese. The Council may, by majority vote, go into executive session.

### **ARTICLE VIII AMENDMENTS**

#### **Section One**

- A. Amendments of these By-Laws may be proposed at any regular meeting.
- B. All amendments need the approval of the Bishop.

## **CONSTITUTION OF THE PLANNING MANAGEMENT COUNCIL**

### **ARTICLE I      NAME**

The name of the council shall be "The Planning Management Council of the Diocese of Davenport."

### **ARTICLE II      PURPOSE**

It is the responsibility of the Planning Management Council to work with the diocesan bishop to ensure that effective planning and evaluation for all elements of the Diocese remain useful, fresh and timely.

It shall be the purpose of the Planning Management Council:

- A.      To accept responsibility with the diocesan bishop, in the spirit of collegiality, for the total mission of the Church in the Diocese.
- B.      To articulate with, and by the approval of the diocesan bishop, the mission of the Church in the Diocese of Davenport, and to revise this articulation periodically.
- C.      To outline annually, after consultation with the other diocesan collegial bodies, its understanding of the goals of the Church in the Diocese and to submit conclusions regarding priorities with respect to the allotment of personal, physical and financial resources in keeping with these goals to the diocesan bishop.
- D.      To make recommendations, in light of diocesan goals and priorities, to the Diocesan Finance Council in its preparation of the diocesan budget.
- E.      To review and evaluate periodically the programs of diocesan offices and departments.
- F.      To assist the diocesan bishop in the attainment of budgetary goals and priorities established by the Diocesan Finance Council.
- G.      To ensure the annual publication of the diocesan audit.

### **ARTICLE III MEMBERS**

Members of the Planning Management Council are either ex-officio or appointed.

- A. Ex-officio members shall be the diocesan bishop, the vicar general, the diocesan consultors and the deans.
- B. Other members may be appointed by the diocesan bishop according to his discretion.

### **ARTICLE IV TERM OF OFFICE**

The term of office of the Planning Management Council shall be as follows:

- A. The term of office for the ex-officio members lasts as long as they are in that office.
- B. The term of office for appointed members will be determined by the diocesan bishop.

### **ARTICLE V OFFICERS**

The officers of the Planning Management Council shall be chairman, vice-chairman and secretary.

- A. The chairman is the diocesan bishop.
- B. The vice-chairman is the vicar general.
- C. The secretary is appointed by the diocesan bishop.

### **ARTICLE VI DUTIES OF OFFICERS**

The duties of the officers are as follows:

- A. The diocesan bishop shall preside at meetings.
- B. The vice-chairman shall preside at meetings in the absence of the diocesan bishop.
- C. The secretary shall notify the members of the time and place of meetings, take minutes and carry out other functions as directed by the chairman.

## **ARTICLE VII COMMITTEES**

Committees shall be established whenever necessary.

## **ARTICLE VIII MEMBERSHIP OF COMMITTEES**

The diocesan bishop shall determine the membership of each committee and appoint the committee chairperson.

## **ARTICLE IX MEETINGS**

The Planning Management Council is to be convoked by the diocesan bishop at least once a year. It pertains exclusively to the diocesan bishop to convoke more frequent and special meetings.

## **ARTICLE X PROCEDURE**

The rules of procedure are to be determined by the diocesan bishop.

## **ARTICLE XI AMENDMENTS**

This Constitution may be amended by the diocesan bishop at any time or by two-thirds of the members present, subject to the approval of the diocesan bishop.

# **Presbyteral Council of the Diocese of Davenport**

## **Statutes**

### **Preamble**

The Presbyteral Council of the Diocese of Davenport is a body of priests who are to be like a senate of the bishop representing the presbyterate. This council is to aid the bishop in the governance of the Diocese according to the norm of law in order that the pastoral welfare of the people of God entrusted to the bishop may be promoted as effectively as possible. (cf. c. 495 §1)

## **Constitution of the Presbyteral Council of the Diocese of Davenport**

### **Article I. Name**

The name of the organization shall be the Presbyteral Council of the Diocese of Davenport.

### **Article II. Purpose**

The purpose of the Presbyteral Council shall be

- A. To encourage the full and free discussion of all issues of pastoral concern in the Diocese
- B. To provide a representative forum with the diocesan bishop for the priests doing ecclesial work in the Diocese (with the approval of the bishop) and any priest incardinated in the Diocese of Davenport, thus providing an organized opportunity for mutual and open reflection and fraternal dialogue
- C. To search for and to propose ways and means for the effective pastoral ministry of priests
- D. To provide consultation with the Bishop at those times required by canon law (See Addendum.)

### **Article III. Membership**

The membership shall consist of the elected members, ex-officio members and appointed members from among the diocesan and religious priests serving in the Diocese of Davenport.

## **Article IV. College of Consultors**

The College of Consultors is to be freely selected from among the membership of the Presbyteral Council by the diocesan bishop. (cf. c. 502) The College of Consultors will elect from their college two members to serve on the Presbyteral Council.

## **Article V. Officers**

- A. The officers of the Presbyteral Council shall be the president, the chairman, the vice chairman, the secretary and the treasurer.
- B. The president shall be the diocesan bishop. The chairman, the vice chairman, the secretary and the treasurer are elected from among the elected members of the Council for a two-year term.

## **Article VI. Meetings**

- A. The Council shall meet on a regular schedule as determined by the Bylaws and as convened by the president.
- B. A simple majority of the members that must include a majority of the elected members shall constitute a quorum.

## **Article VII. Committees**

- A. The Council shall have an Executive Committee, an Election and Membership Committee and such other standing or ad hoc committees as shall be necessary to carry on the work of the Council.
- B. The Executive Committee shall consist of the officers of the Council. The Executive Committee shall not have the power to act in the name of the Council except as specifically authorized by the Council according to the Bylaws.

## **Article VIII. The Impeded See or the Vacant See**

When the See is impeded, the Presbyteral Council continues to exist. When the See is vacant, the Presbyteral Council ceases. The new diocesan bishop will establish the Presbyteral Council anew within a year of taking possession of the Diocese.  
(cf. c. 501 §2)

## **Article IX. Amendments**

Amendments to this constitution may be made by a two-thirds majority of the membership of the Council with the approval of the diocesan bishop, prior notice having been given, as specified in the Bylaws.

# **Bylaws of the Presbyteral Council of the Diocese of Davenport**

## **Article I.        Membership**

- A. The membership of the Presbyteral Council is comprised of the elected members, ex-officio members and, at the discretion of the diocesan bishop, appointed members.
- B. The diocesan bishop may appoint members when he believes that a particular constituency of the priests is under-represented on the Council, observing in his appointments the admonition that about half of the members are to be freely elected. The bishop is encouraged to identify the constituency which is under-represented when he makes appointments to the Council. (cf. c. 497 §1)
- C. One member shall be elected from each of the five age groups as determined by the chancery for Priests' Personnel Board and Priests' Aid Society elections.
- D. One member shall be elected as a deanery representative from the priests in each of the six deaneries.
- E. One member is elected by and as a representative of the retired priests of the Diocese.
- F. One member is elected by and as a representative of those priests in special ministries, that is, anyone in a non-parish ministry.
- G. The ex-officio members are the vicar general and the vicar for clergy.
- H. A representative of the Deacons' Council will be invited to participate in Presbyteral Council meetings as a non-voting observer.

## **Article II.        Term of Office**

- A. The term of office for elected members is four years. (cf. c. 501 §1)
- B. The term of office for appointed members is to be determined and announced at the time of appointment.
- C. The term of office for the College of Consultors is five years. (cf. c. 502 §1) -The two representatives elected from the college will serve for a four-year term.
- D. In the event of death, extra-diocesan transfer, protracted illness determined by failure to attend meetings and committee meetings for a six-month period or

resignation of any member of the Presbyteral Council, a new representative shall be elected or appointed as is appropriate.

- E. No member shall serve/represent more than one constituency.
- F. All members are eligible for reelection or reappointment.
- G. An elected age group representative who transfers from one age group to another shall continue to serve that age group as a member of the Presbyteral Council until the end of his term.
- H. An elected deanery representative who is transferred from his deanery shall lose his membership on the Council, and the deanery shall elect a new representative to fulfill the unexpired term.
- I. Elections for age group representatives shall occur in May of an election year. Elections for deanery representatives and College of Consultors representatives shall be held in July of any year in which these are necessary.
- J. When one representative is being elected from the retired or the special ministries (non-pastoral) groups, the priest receiving a majority of the first ballot is elected.
- K. The Elections and Membership Committee will conduct a ballot to determine those who are elected to serve on the Presbyteral Council.
- L. The Presbyteral Council's officers are to be elected at the September meeting of the Council with the term of office to commence at that meeting and to continue through the September meeting two years hence.

### **Article III. Duties of Officers**

- A. The president of the Council shall be the diocesan bishop. The president shall have the right to call the meetings of the Council, to place matters of concern on the agenda, to accept or reject (except where otherwise provided by canon law) the results of the Council's deliberations and can make them public.  
(cf. c. 500 §3)
- B. The Executive Committee shall represent the Council in the conduct of routine business as may be necessary at a time when the Council is not in session. Any required canonical consultation is specifically excluded from the routine business which the Executive Committee may conduct. (See Addendum.)
- C. The chairman shall conduct the meetings of the Council and shall have the duties prescribed for this office under the rules of parliamentary procedure. He shall also appoint committees.

- D. The Vice Chairman
  - 1. Shall replace the chairman in his duties when the chairman is absent
  - 2. Shall assist the chairman in his duties
  
- E. The Secretary
  - 1. Shall be responsible for the records of the Council and the minutes of each meeting
  - 2. Shall notify members of the Council of the time, place and agenda of the meetings
  - 3. Shall send a copy of the minutes of each meeting to the diocesan bishop
  - 4. Shall be responsible to carry on any necessary correspondence for the Council
  
- F. The Treasurer
  - 1. Shall collect the dues
  - 2. Shall give a current financial report at each regular meeting
  - 3. Shall pay the bills authorized by the Council

#### **Article IV. Meetings**

The Council shall meet regularly in the months of January, March, May, September and November. Meetings will customarily be held on the second Tuesday of the designated months. The exact time, date and location of meetings will be determined by the Council or, lacking that, by the bishop.

#### **Article V. Dues**

The annual dues of the Presbyteral Council are \$50 per member per year.

#### **Article VI. Amendments**

Amendments to the Bylaws may be made by a simple majority vote of the membership of the Council with the approval of the diocesan bishop and with at least ten days prior notice having been given to the members of the Council.

# Addendum

## **The *Code of Canon Law* identifies the following times in which the Presbyteral Council must be consulted:**

Canon 461 §1

Concerns the calling of a diocesan synod

Canon 515 §2

Concerns the erection, suppression or notable alteration of a parish

Canon 531

Regards the allocation of offerings received as stole fees

Canon 536 §1

Regards the establishment of a pastoral council in each parish

Canon 1215 §2

Regards the building of a new church

Canon 1222 §2

Regards the reduction of a church to profane but not sordid use

Canon 1263

Regards the imposition of a moderate tax for diocesan needs

Canon 1742 §1

Regards the appointment of priests who are to assist the bishop in cases of the removal of a pastor whose ministry has become detrimental or ineffective. (cf. c. 1740) The bishop is to propose names to the Presbyteral Council of pastors [not priests] who will assist the bishop in cases in which canon 1742 is invoked. This is a permanent group of the Presbyteral Council and should number more than two as the bishop, when needing this assistance, is to select two pastors from the group that the Presbyteral Council has elected following nomination by the bishop. In addition, the number should be larger than two so that one may be chosen who is not a close friend of the pastor in question or someone with a conflict of interest which could impair judgment.

## **Regarding the manner in which consultation will occur:**

For any event or action in which the counsel of the Presbyteral Council is required such counsel must be sought by observing the following protocol:

1. The exact matter (that is, the exact wording of the motion to be placed on the table) must be distributed to the members of the Presbyteral Council at least ten days prior to the meeting. *Rationale:* The Presbyteral Council is a representative council, and, if its members do not have advance notice concerning significant

matters, then those members are denied the opportunity to receive input from those priests whom they represent. A failure to allow adequate time for receiving input results in an invalid consultation. In such a situation, an aggrieved party to the decision of the bishop could take recourse against the action of the bishop. If, upon inquiry, it was determined that the bishop did not validly receive consultation from the Presbyteral Council, the action of the bishop could be overturned.

2. A roll call vote shall be required for any matter for which the consultation of the Presbyteral Council is required by law. *Rationale:* The presence in the permanent records of the Presbyteral Council of a roll call vote can be important evidence that a required consultation has occurred, thus protecting the bishop against recourse.

**Amendments to the Addendum may be made by a simple majority vote of the membership of the Council with the approval of the diocesan bishop with at least ten days prior notice having been given to the members.**

**DIOCESE OF DAVENPORT  
PRIESTS' PERSONNEL BOARD CONSTITUTION**

**ARTICLE I      NAME**

The name of this organization shall be the Priests' Personnel Board of the Diocese of Davenport, Iowa.

**ARTICLE II      FUNCTIONS OF THE PRIESTS' PERSONNEL BOARD**

- A.
1. To serve the Diocese, its Bishop, priests, and people by making recommendations of priest personnel to the Bishop for assignment for the good of the Diocese of Davenport.
  2. To assist in priest personnel development and pastoral planning as it relates to the priests in support of the Priestly Life and Ministry Committee of the Diocesan Presbyteral Council.
- B. These recommendations shall take into account the following criteria:
1. The needs of the Diocese as determined by the Board in consultation with the Bishop and as informed by various responsible groups in the Diocese such as the Presbyteral Council and the Planning Management Council.
  2. The qualifications of personnel for specific ministries.
  3. The long- and short-range goals of the Diocese of Davenport.
  4. The Guiding Principles which shall be developed and which shall form the Bylaws of this organization.

**ARTICLE III      MEMBERSHIP**

The Priests' Personnel Board of the Diocese of Davenport shall consist of five voting members elected by the active presbyterate together with a non-voting representative elected by the retired presbyterate and two ex-officio members - the Vicar General and the Director of Clergy Formation and Support.

- A.
1. Each of the five groups of active Diocesan priests divided according to years of ordination shall elect one of their number to represent them.
  2. These groups shall be periodically adjusted by the Bishop's office to maintain a balance of numbers in the five groups.

- B.
  - 1. The elected members shall represent the group from which they were elected for a three-year term.
  - 2. Members shall continue to represent the group from which they were elected until the end of their term even if they are moved to another age group by adjustment as in A 2 above.

#### **ARTICLE IV      OFFICERS**

- A. The officers of the Priests' Personnel Board shall be its Chairman chosen from the five voting members and its Secretary chosen from the membership.
- B. The Chairman and Secretary shall be elected by the members of the Board and shall serve for a term of one year but remain eligible for re-election each year.
- C. The duties of the Chairman shall be to:
  - 1. Preside at meetings of the Board
  - 2. Designate when meetings are to be held
  - 3. Prepare the agenda for each meeting
  - 4. Act as liaison between the Bishop and the Board
  - 5. Inform Board members of meetings and the agenda to be discussed
  - 6. Act as correspondent for Board
- D. The duties of the Secretary shall be to:
  - 1. Record a summary of each Board meeting
  - 2. Act as Chairman pro tem in the absence of the Chairman

#### **ARTICLE V      TERM OF OFFICE**

- A. Election to the Priests' Personnel Board shall be for a three-year term. Election shall be by secret ballot of the Diocesan priests in accordance with Article III above.
- B. Active members of the presbyterate serving in the Diocese shall not be allowed to refuse to stand for nomination or election without specific permission from the Bishop.
- C. The six elected members shall begin their terms of office so that two members begin their terms each year.
- D. Members shall be elected by a process where nominations are received. The members are then elected by majority vote of those voting from the two

candidates obtaining the most nomination votes in each ordination grouping. In the event of a tie, the senior man in ordination shall be nominated or elected.

- E. In the event of death or resignation, the vacancy shall be filled in the same manner in which the original member was specifically chosen and the person elected shall be elected only for the unexpired term.
- F. An elected member may succeed himself as a member of the Priests' Personnel Board for as many terms as he shall be elected.
- G. The ballots for election shall be prepared and mailed by the Bishop and shall be returned to the Bishop who shall designate tellers to tabulate the votes. The Bishop is to report the results to the priests of the Diocese without divulging the general tally.
- H. Elections as necessary shall take place regularly in October of each year. Newly elected members will attend Board meetings from January 1 to June 30 and will take their seat on the Board the first meeting after July 1.

## **ARTICLE VI MEETINGS**

- A. The Priests' Personnel Board shall meet as necessary.
- B. The time and place of the meetings shall be determined by the Chairman or the Bishop.

## **ARTICLE VII CONFIDENTIALITY**

Professional norms of confidentiality shall apply in all matters of personnel record, matters that could be prejudicial to the good name of the parties concerned, or other matters the nature of which requires strict secrecy.

## **Article VIII FINANCIAL RESPONSIBILITY**

Expenses incurred in the operation of the Priests' Personnel Board shall be borne by the Diocese. Items of expense must be approved by the Chairman of the Board.

## **Article IX AMENDMENTS**

Subject to the approval of the Bishop, this constitution may be amended by the vote of four of the five voting members of the Priests' Personnel Board after consultation with the Presbyteral Council.

## **Sisters' Consortium of the Diocese of Davenport**

**Purpose:** To provide an effective channel of communication among the sisters of the Diocese, the Bishop, his administrators, the clergy and laity.

**Membership:** All sisters, by virtue of their residence in the Diocese of Davenport, are eligible to be members of the Sisters' Consortium of the Diocese.

**Leadership Team:** A Leadership Team will facilitate this communication.

### Membership:

1. Each congregation with a Motherhouse in the Diocese will have one representative on the Leadership Team, selected or appointed by their own congregation leadership.
2. Two sisters from other congregations will be at large members. Members of the Leadership Team will select or create a process to select the at large members.

### Role of the Leadership Team:

1. Provide for a Sister representative on the Diocesan Pastoral Council.
2. Provide for a Sister representative on the Iowa Catholic Conference.
3. Update the Sisters' list for the Diocesan Directory regularly.
4. Be in conversation as needed with the Bishop or his staff.
5. The Leadership Team will be in contact with one another as needed via email, phone or in person.

**CONSTITUTION  
DIOCESE OF DAVENPORT SOCIAL ACTION COMMISSION**

**ARTICLE I      NAME**

The name of this Commission shall be "Diocese of Davenport Social Action Commission."

**ARTICLE II      PURPOSE**

The purpose of the Diocese of Davenport Social Action Commission shall be:

- A. To advise and serve as a resource to the Office of Social Action on issues relating to the seven elements of Catholic social teaching (USCCB).
- B. To serve as a forum for open communications throughout the Diocese on issues relating to the elements of Catholic social teaching (USCCB).
- C. To foster activities in the parishes and deaneries of the Diocese of Davenport which promote the teachings of the Catholic Church commonly referred to as social action, social justice and pro-life.

**ARTICLE III      MEMBERS**

The Diocese of Davenport Social Action Commission shall consist of membership appointed by the Bishop of the Diocese of Davenport.

The membership shall include:

- A. Members serving ex-officio representing the diocesan Office of Social Action. This includes the Director of Social Action and volunteers or paid staff working in the Office of Social Action as recommended by the Director of Social Action.
- B. Members from each deanery.
- C. Members at large as recommended by the Director of Social Action to reflect as much as possible the cultural elements and the presbyterate, diaconate and consecrated religious persons of the Diocese.

**ARTICLE IV      TERM OF OFFICE**

The term of office for members of the Diocese of Davenport Social Action Commission shall be as follows:

- A. The term of office for the ex-officio members is at the discretion of the Director of Social Action.
- B. The term of office for all other members is three years.

- C. Members can serve no more than two consecutive terms.
- D. In the event of a death or resignation, the vacancy shall be filled and the new member will complete the term of the replaced member and will be eligible to serve an additional consecutive term.

**ARTICLE V      OFFICERS**

- A. The officers shall be the Chair and a Secretary.
- B. The Chair and Secretary shall be elected by the Commission as provided for in the By-Laws of this Commission.

**ARTICLE VI      DUTIES OF OFFICERS**

- A. The Chair shall preside over meetings of the Commission, call special meetings of the Commission, place matters of concern on the agenda and officially promulgate results of the proceedings of the Commission.
- B. The Chair shall conduct the meetings of the Commission, organize and coordinate the activities and processes of the Commission, appoint members to working groups, (in consultation with the Director of Social Action), motivate the various members/groups in the Commission to fulfill their specific responsibilities and perform such other duties as are common to the office.
- C. The Secretary shall call the roll and record the proceedings of the Commission.

**ARTICLE VII      WORKING GROUPS**

Working groups shall be established as necessary.

**ARTICLE VIII      MEMBERSHIP OF WORKING GROUPS**

As in Article VI, Section B membership shall be from Commission members and others as needed.

**ARTICLE IX      MEETINGS**

- A. The Diocese of Davenport Social Action Commission will ordinarily convene monthly with additional or fewer meetings at the discretion of the Director of Social Action. Meetings may be held in person or via a technological communication system.
- B. The Diocese of Davenport Social Action Commission is a consultative and not a deliberative body. Its reflection or the conclusions derived from its meetings are available to the Bishop of the Diocese of Davenport and the Director of Social Action. It is not a canonical body and has no authority to compel any action or inaction on the part of the diocesan church or its officers.

**ARTICLE X      PROCEDURE**

- A. An agenda will be made available to all members prior to each meeting.
- B. Minutes of each meeting will be distributed in a timely manner to members after each meeting and are subject to correction and approval at the following meeting.

**ARTICLE XI      AMENDMENTS**

Amendments are subject to the approval of the diocesan Bishop.

**BY-LAWS  
DIOCESE OF DAVENPORT SOCIAL ACTION COMMISSION**

**ARTICLE I MEMBERSHIP**

- A. Initial terms will be staggered such that one-third of the Diocese of Davenport Social Action Commission will finish their respective terms each year.
- B. The process of adding new members to ensure all members are represented as defined in the Constitution will begin on a date specified by the diocesan Director of Social Action commencing on or after September 1, 2009. A member's term commences in September of the year the member joins the Commission unless otherwise specified in the Constitution or By-Laws.
- C. The Bishop, upon recommendation of the Director of Social Action, will appoint new members. The Director will solicit membership recommendations from the existing members, Deans, and other sources.

**ARTICLE II OFFICERS**

- A. The Chair and Secretary shall be elected to a one-year term by a majority vote of the members present and voting at a meeting and shall assume office at the next regular meeting. Officers can serve no more than two consecutive terms in that office.
- B. Should the position of Chair or Secretary become vacant before the end of the regular term, the position shall be filled by an election in the same manner as prescribed in Article II, Section A at the meeting following the vacancy.

**ARTICLE III EXECUTIVE COMMITTEE**

- A. The officers of the Commission shall constitute the Executive Committee along with the Director of Social Action.
- B. The Executive Committee may act in the name of the Commission when requested to do so by the Commission.
- C. Commission members may submit items for the agenda. Such items may be presented following receipt of minutes from the previous meeting.

**ARTICLE IV AMENDMENTS**

Amendments to the By-Laws may be approved by a simple majority of members present.

**CONSTITUTION OF THE  
YOUTH MINISTRY ADVISORY COMMITTEE  
OF THE DIOCESAN BOARD OF EDUCATION**

**ARTICLE I      NAME**

The name of this body shall be the Youth Ministry Advisory Committee of the Diocesan Board of Education of the Diocese of Davenport.

**ARTICLE II      PURPOSE**

The purpose of this committee shall be to promote comprehensive youth ministry in the Diocese of Davenport as defined in the bishops' document *Renewing the Vision: A Framework for Catholic Youth Ministry*. The Committee is advisory to the diocesan coordinator of youth ministry and the Diocesan Board of Education (DBOE).

**ARTICLE III      MEMBERSHIP**

- A. Each deanery shall be represented by up to three youth members being of sophomore, junior or senior standing in high school.
1. Youth members shall be appointed in the spring of each year, no later than the third Saturday of May, to serve a one-year term beginning the following August.
  2. Youth members shall be eligible for reappointment to two consecutive terms.
  3. To be eligible to serve on the Youth Ministry Advisory Committee, youth must have participated in the Iowa Christian Leadership Institute or have similar leadership training or experience before beginning service in August.
- B. Each deanery shall be represented by one adult who need not be parish coordinator of youth ministry. This appointment will occur in the spring of each year, no later than the third Saturday of May, for a three-year term beginning the following August (except the first appointees who will serve terms as stated in number 2 below).
1. Adult members shall be eligible for reappointment to two consecutive terms.
  2. In the first year a lottery shall be held to determine the length of term for adult members with two having a one-year term, two having a two-year term and two having a three-year term. Thereafter, all terms will be for three years.
  3. The adult representatives will report back to their deans or deanery councils as determined by the respective dean.

- C. Membership on the Youth Ministry Advisory Committee shall be by appointment.
  - 1. All deanery appointments to the Diocesan Youth Ministry Advisory Committee for the following year shall be made by the dean in consultation with the deanery and deanery council where practical.
  - 2. Each year the Pastoral Center will send application materials to all parishes in the Diocese.
  - 3. Members of the Youth Ministry Advisory Committee shall be appointed by the respective dean in consultation with the deanery, or deanery council where practical, to fill the remaining term of the member being replaced.
  - 4. The names of those appointed shall be forwarded to the DBOE for approval.
- D. The diocesan coordinator of youth ministry shall be an ex-officio, non-voting member of the Youth Ministry Advisory Committee.
- E. Members of the Youth Ministry Advisory Committee, other than an ex-officio member, absent from two consecutive regular meetings of the Committee without being excused by the adult chairperson, shall cease to be members.
- F. The Bishop or a majority of the DBOE may remove any member at his/its discretion at any time and may dissolve the Committee at his/its discretion at any time.

#### **ARTICLE IV ORGANIZATION**

- A. Members of the Youth Ministry Advisory Committee shall vote annually at the August meeting to elect youth to the positions of chairperson, vice-chairperson, secretary and treasurer/historian.
- B. Members of the Youth Ministry Advisory Committee shall vote to elect an adult to serve as adult chairperson.
- C. The Executive Committee shall be comprised of the diocesan coordinator of youth ministry, the chairperson, vice-chairperson, secretary, treasurer/historian and adult chairperson.
- D. The Bishop of the Diocese of Davenport shall ensure that all decisions of the Committee and DBOE are in keeping with the goals, visions and mission of the Catholic Church and the Diocese of Davenport. He shall reserve the right to veto any decisions of the Committee and DBOE that are not in keeping with the above mentioned goals, visions and mission.

- E. The Youth Ministry Advisory Committee shall have the authority to create sub-committees and appoint members to them as necessary to deal with specific issues. Sub-committee members need not be members of the Youth Ministry Advisory Committee.

## **ARTICLE V DUTIES OF OFFICERS**

### **A. Chairperson**

1. The chairperson shall preside at all meetings of the general membership and the Executive Committee.
2. The chairperson shall be responsible for creating the agenda for Executive Committee meetings and forwarding the agenda to the secretary for distribution to members.
3. The chairperson will be responsible for making sure the Executive Committee has created an agenda for general membership meetings and will forward the agenda to the secretary for distribution to members.
4. The chairperson or his/her designee will be responsible for reporting to the Diocesan Board of Education as determined by the DBOE.

### **B. Vice-Chairperson**

In the event the chairperson is absent or cannot fulfill his/her duties the vice-chairperson shall perform those duties.

### **C. Secretary**

1. The secretary shall keep accurate minutes of both general membership and Executive Committee meetings.
2. The secretary shall notify members of upcoming meetings (general, special and executive committee) either by email or U.S. mail at least one week prior to a general or Executive Committee meeting and 48 hours prior to a special meeting, unless waived. The secretary shall advise each member of the time and place of the meeting, the meeting agenda and shall provide a copy of the minutes from the previous meeting.

### **D. Treasurer/Historian**

1. The treasurer will work closely with the diocesan coordinator of youth ministry in managing record keeping of the assets and budgets.
2. The historian shall keep a running record (verbal and pictorial) of the various activities of the diocesan youth.

### **E. Adult Chairperson**

The adult chairperson shall serve as mentor to the chairperson.

F. Executive Committee

The Executive Committee (section IV, C) under the guidance of the chairperson shall determine all meeting agendas and schedule all general membership meetings.

**ARTICLE VI MEETINGS**

A. The Committee shall meet quarterly or at the discretion of the Executive Committee, a majority of the membership, the chairperson, or adult chairperson.

B. The August meeting shall be the annual meeting.

C. The quarterly meetings may be overnights hosted by parishes of the Diocese, or as agreed to by a majority of the membership.

D. All committee members shall be required to attend all committee meetings unless excused by the adult chairperson. Removal for unexcused absence is provided in Article III, E above.

E. Decisions shall be made by consensus whenever possible. In situations in which consensus cannot be reached, the most current edition of *Robert's Rules of Order* shall apply. Each member is allowed one vote with the exception of the coordinator of youth ministry who is an ex-officio non-voting member.

F. A quorum shall be the majority of the membership.

**ARTICLE VII AMENDMENT OF CONSTITUTION**

A. Proposed amendments to this document shall be sent to the membership of the Youth Ministry Advisory Committee at least one month prior to any action being taken. Action may then be taken at one meeting.

B. Amendments shall become official with the approval of two-thirds of the Committee membership and a majority of the Diocesan Board of Education.