

**Formation For Ministry
Advisory Committee Bylaws
Accepted June 5, 1992
See Deletion Below- 10/13/95**

I. Purpose of Advisory Committee- The members of the committee advise the Director on the development, implementation and evaluation of the goals of Formation For Ministry in the Diocese of Ogdensburg.

II. Membership of Advisory Committee

Committee membership shall include:

A. *Ex-officio* members:

1. Director of the program
2. Assistant director of the program
3. Liaison representative from Mater Dei College appointed by the College Administration **(Deleted 10/13/95)**
4. Liaison representative from the Diocese of Ogdensburg appointed by the Diocesan administration

B. The committee shall consist of ten members in addition to the *ex-officio* members. The composition of membership shall take into consideration geographic location; representation of masculine/feminine perspective and recognized Diocesan ministry groups including:

1. Pastors/pastoral administrators
2. Parochial vicars
3. Pastoral associates
4. Deacons
5. Commissioned lay ministers
6. Other laity

C. Term of Membership

1. The director appoints suitable candidates for a three year term and may be re-appointed for a succeeding three year term.
2. The new member will attend the October meeting of the year of appointment. The final meeting will be the June of the last year of appointment.
3. If a person completes six successive years on the committee, at least a year must lapse before being re-appointed to the committee.

D. Two successive unnotified absences will result in the removal of a member from the committee by the director.

III. Officers of the Advisory Committee

A. Chairperson shall be the director of the program. The chairperson shall:

1. Call the regular meetings of the advisory committee;
2. prepare an agenda for distribution to the committee members by the committee secretary;
3. Preside at all meetings;

4. Direct the committee secretary to distribute copies of minutes of committee meetings to committee members;
5. Call special meetings of the committee when deemed necessary;
6. Appoint subcommittees as needed;
7. In this capacity and as director, be the spokesperson for the program.

B. Vice Chairperson shall be the assistant director. In the absence of an assistant director, a vice chairperson shall be elected at the June meeting from among the members of the advisory committee.

The Vice Chairperson shall:

1. Assume the duties of the chairperson in the absence of that person;
2. Assume the duties of the chairperson at the request of that person.

C. Secretary shall be the secretary to the director.

The Secretary shall:

1. Record proceedings of meetings;
2. Distribute minutes of committee meetings when directed by the director;
3. Conduct correspondence relative to the committee;
4. Publish agenda and notices of meetings 10 days prior to the next regular meeting.

IV. Duties of Advisory Committee:

The duties of the advisory committee are as follows:

1. To participate in consensus decisions;
2. To raise program consciousness among others;
3. To collect and analyze data on academic programs, ministry development and spiritual formation;
4. To recommend future academics and ministry training areas;
5. To identify problems/needs/resources of the program;
6. To study identified problems/needs and prioritize them;
7. To identify alternative solutions;
8. Any other duties deemed by the director.

V. Meetings of Advisory Committee

Regular meetings of the advisory committee shall be held three times a year. Special meetings will be held as called by the director or committee.