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Introduction

The purpose of this document is to provide the members of Bucknell University’s Catholic Campus Ministry (CCM), specifically those on the Ministry Team, with a reference to operational procedures and protocols. The organization’s bylaws, which can be found in the first section of this document, establish CCM’s mission statement and describe the structure and responsibilities of the Ministry Team. Administrative procedures for Ministry Team members to bear in mind while planning CCM programs are summarized in the second section, “Ministry Team Programming Procedures.” In addition, certain forms used by the Ministry Team can be found in the third section, “CCM Forms.”

The Directors shall oversee any future revisions to this document. It is the responsibility of the Directors to ensure that the document is up-to-date and readily available to CCM.
Bylaws of Catholic Campus Ministry’s Ministry Team

The bylaws of CCM’s Ministry Team include the organization’s mission statement, a description of the organizational structure, descriptions of individual position responsibilities, as well as operational procedures and protocols.

Important Note

In the fall of 2003, CCM’s current Steering Committee members revised and redeveloped the bylaws of Catholic Campus Ministry at Bucknell University. The bylaws were ratified by the Steering Committee on 2 October 2003.

During the Spring Semester in 2004, Catholic Campus Ministry’s leadership structure continued to evolve. Currently, CCM’s leadership is referred to as CCM’s Ministry Team, instead of CCM’s Steering Committee. This document represents the most recent development in the history of Catholic Campus Ministry. While most of the following bylaws remain the same from the ratified version of 2 October 2003, important changes have been made and are included in this document. This document is most up-to-date with CCM information.

These bylaws were reviewed in the summer of 2004 with outside assistance. For the 2004-2005 academic year, CCM used these bylaws as the foundation for operating.

In the fall of 2005, a subcommittee formed to evaluate the bylaws, as well as the new Discernment Process. The bylaws will be voted on in the fall of 2005.
The following are the bylaws of Catholic Campus Ministry’s Ministry Team of Bucknell University as revised in the fall of 2005.

ARTICLE I: Name and Purpose of Catholic Campus Ministry

Section 1: This organization is Catholic Campus Ministry or CCM.

Section 2: The Mission Statement of Catholic Campus Ministry.

Bucknell University Catholic Campus Ministry serves, first and foremost, to gather and welcome members of the Roman Catholic Church on campus to form a community of faith that will appropriate the faith, form a Christian conscience, facilitate personal development, and develop future leaders.

This goal is lived out by CCM embracing the hope that all individuals, those active and lapsed members of the Catholic community, will be empowered by the spirit to recognize their own dignity and worth and to reach out to others on the campus to collaborate in building God’s kingdom of love and justice. Under the direction of the Catholic Chaplain and the CCM Ministry Team, CCM aspires to incorporate religious beliefs and values into everyday campus life by means of services, programs and activities for participation by the entire campus community.

Catholic Campus Ministry at Bucknell, an officially recognized student organization, is provided for by the Catholic Diocese of Harrisburg, Pennsylvania and maintained financially through contributions and donations by students, parents, alumni, and Bucknell benefactors. Though autonomous, CCM strives to extend its services in such a manner as to complement the overall goals of Bucknell University with particular regard to the spiritual needs of its students, faculty, administration, and supporting staff members, 40% of which identifies itself as Roman Catholic.

Section 3: The Mission of Catholic Campus Ministry is as follows:

Catholic Campus Ministry works to serve the Catholic population at Bucknell University and the greater student body through programs that work to further a student’s spirituality, bring alive the Catholic faith on campus, and serve our community.

It is our intention to work to promote a better understanding of the Catholic faith for all members of the Bucknell community. We provide members of the Roman Catholic Church on campus a place gather as a spiritual community that will appropriate the faith, form a Christian conscience, facilitate personal development, and develop future leaders.

The Ministry Team of Catholic Campus Ministry, through the guidance of the Advisor, takes as its purpose to live out this mission statement. As the face of Catholic Campus Ministry, the Ministry Team will ensure that faith, evangelization, and community service remain the central focus of Catholic Campus Ministry; and we will rely on our belief in God to carry out this mission.

Revised: October 2005
ARTICLE II: Directors

Section 1: The Directors are the central operating committee of CCM. The Directors oversee all aspects of the organization’s operation and decide on future course of action under the direction of the Advisor.

Section 2: The Directors will meet every month at a convenient location to discuss major issues relating to the operation of the organization and to assist the CCM Advisor in making major policy decisions pertaining to the operation of the organization. The meetings will also provide each member of the committee with a background of the workings of the entire organization.

Section 3: The positions making up the committee of Directors or Co-Directors include:
   A. Director of Administration
   B. Director of Spiritual Life and Evangelization
   C. Director of Community Service and Social Action
   D. Director of Events and Outreach

Section 4: The responsibilities of the members of the committee of Directors include:
   A. All Directors
      1. Display passion for the functioning of CCM, which means, at times, to be flexible with time commitments and last-minute projects.
      2. Serve as official representatives of CCM at Bucknell campus activities and other outreach programs.
      3. Attend events organized by CCM and arrive early to greet people.
      4. Ensure that all events are properly organized and executed.
      5. Enforce CCM regulations within the Ministry Team. Ensure that all committee chairs within the Ministry Team are on task with their responsibilities.
      6. Display abilities to problem-solve and troubleshoot in a variety of situations.
      7. Oversee evaluations of previous events and ensure committee members complete event proposals and event reports for all programs.
      8. Oversee completion of request for funding forms for programming to be distributed for payment of various CCM events. Submit these invoices to the advisor on appropriate dates for payment of these events.
      9. Provide training for others to properly plan and run an event.
     10. Be visible at weekend Masses, periodically making announcements for CCM activities.
   B. Director of Administration
      1. Assume responsibilities for all Publicity of CCM, including
         a. Notes and Notices,
         b. What's Happening,
         c. University Relations, and
         d. Contacting other directors to publicize their events.
         e. The maintenance of the CCM webpage with the most updated information.
      2. Schedule and hold regular meetings with committee chairs.
      3. Publicity should begin a month before each event and continue through email, postings, etc., until the day of the event.
4. Since this directorate is a key component of all events, the director must ensure weekly that
   a. The CCM Bulletin encompasses all events for the next week,
   b. The CCM web page is up-to-date with all weekly information,
   c. All official correspondence of the organization is distributed to committee members in a timely manner,
   d. The CCM database is maintained with up-to-date information,
   e. Information for the Insights list is forwarded to the advisor, and
   f. Important CCM emails are sent out to the Catholic community.

5. Ensure that contact is kept with other Directors and the Advisor.
6. Coordinate and plan events for the CCM Ministry Team as a whole.
7. Ensure CCM dialogue with other groups (especially religious groups) on campus.
   a. Organize meetings with other student religious group leaders.
   b. *Participate in Inter Religious Council activities and meetings.
      *This task is shared by all Directors.
8. Ensure that Newman House is a comfortable, functional, and adequate gathering place for all Catholics on campus.
9. Oversee the creation of a budget each year.
10. Ensure the locking of Newman House when the advisor is not on campus.
    a. Will be notified when advisor is not traveling according to schedule.
11. Ensure that the all committee chairs within the Administration Directorate are on task and keeping up with their responsibilities.
12. Attend executive and general Ministry Team meetings.

C. Director of Spiritual Life and Evangelization
1. Schedule and hold regular meetings with committee chairs.
2. Ensure that the all committee chairs within the Spiritual Life and Evangelization Directorate are on task and keeping up with their responsibilities.
3. Oversee the coordination of all Spiritual Life and Evangelization activities.
4. Seek and execute ideas for new programs and retreats.
5. Ensure outside personnel retreat directors are contacted to establish schedules and determine what the directorship and CCM must do to prepare for the project. Committee chairs and their committees can be individually tasked to do so.
6. Ensure the publicity aspect of the directorate is adequate and that people are interested in the programs run by the directorate.
7. Ensure scheduled events each semester are added to the master calendar and web page.
8. Make certain that adequate transportation will be available to get the participants to the site.
9. Should meals be needed for the participants ensure necessary arrangements are made.
11. *Attend Inter Religious Council activities and meetings.
   *This task is shared by all Directors.
12. Attend executive and general Ministry Team meetings.

D. Director of Community Service and Social Action
1. Schedule and hold regular meetings with committee chairs.
E. Director of Events and Outreach

1. Ensure that the all committee chairs within the Events and Outreach Directorate are on task and keeping up with their responsibilities.
2. Be available for members of committee and attend Thursday dinners, first-year activities, and make sure these events run smoothly.
3. Seek and implement ideas for new programs and events.
4. Ensure that CCM is on task with reaching out to prospective students.
5. Oversee the first-year mentor program.
6. Ensure that supplies are stocked in a proficient manner.
7. Ensure all necessary contacts are made for ordering of supplies and funding is secured.
8. Communicate with advisor periodically about the needs for specific supplies.
9. Oversee coordination of Special Events such as an end of the year BBQ or holiday meals.
11. *Attend Inter Religious Council activities and meetings. *This task is shared by all Directors.
12. Attend executive and general Ministry Team meetings.

ARTICLE III: Chairpersons
Section 1: The Chairpersons comprise the operational committee of CCM. The Chairpersons will put into operation all aspects of the organization’s plan and bring CCM to the Bucknell campus community.

Section 2: The Chairpersons will meet every month with the directors as the entire Ministry Team at a convenient location to discuss what is happening with CCM as a whole. The Ministry Team will decide how to implement the activities of CCM and bring them in entirety to the Bucknell campus community. The Ministry Team will also decide on any matters of importance for CCM.

Section 3: The positions making up the Ministry Team include:
   A. Director of Campus Ministry or Program Assistant
      1. Music Director (1)
      2. Music Assistant (1)
      3. Music Chairperson (1)
      4. Mass Setup Chairpersons (3-6)
      5. Liturgical Provisions Coordinators (2)
   B. Director of Administration
      1. Publicity and Bulletin Coordinator (1)
      2. Secretary/Archivist (1)
      3. Treasurer / Student Program Assistant (1)
      4. Fellowship and Leadership Chairperson (1)
      5. Computer Lab Technician and Photographer (1)
      6. Newman House Technical Director (1)
      7. Random Tasks Coordinator (1)
   C. Director of Spiritual Life and Evangelization
      1. Prayer Coordinator (1)
      2. Retreat Coordinator (1)
      3. Spiritual Programming Coordinators (3)
         a. Discussions
         b. Learning Initiatives
         c. Special Events
      4. Catholic Traditions Coordinator (1)
   D. Director of Community Service and Social Action
      1. Community Service Chairpersons (2)
      2. Respect for Life Committee Coordinator (1)
   E. Director of Events and Outreach
      1. Thursday Dinner Chair (1)
      2. Thursday Dinner Assistants (3)
      3. Outreach and Events Coordinator (1-2)
      4. First Year Mentor: Outreach (1)
      5. First Year Mentor: Social (1-2)

Section 4: The responsibilities of the members of the Ministry Team include:
   A. Music Director
      *1. Select and photocopy music for upcoming weekend Masses (Saturday 5:30 pm and Sunday 4:00 pm).
*2. E-mail all songs for the weekend Masses to CCM's Publicity Chairperson who will put them in the bulletin. Include song titles and numbers from the Breaking Bread songbook.

*3. Schedule cantors and pianists for weekend Masses.
   a. Cantors and Pianist for the 4:30 pm Mass on Saturdays.
   b. Choir, Cantors, Instrumentalists, and Pianists for the 4:00 pm Mass on Sundays.

*pending the hiring of a Liturgical Director

5. Work with the Campus Minister in the planning of any special events where music is necessary.
6. Attend Liturgical Directorate meetings.
7. Attend general Ministry Team meetings.

B. Music Assistant
   1. Assist Music Chairperson with schedules, music, and organization.
   2. Oversee and train instrumentalists and musicians for the CCM Choir.
   3. Prepare sheet music for weekend Masses.
   4. Attend Liturgical Directorate meetings.
   5. Attend general Ministry Team meetings.

C. Music Chairperson
   1. Responsible for all music at the 10:00 pm Mass on Sunday.
   3. Ensure communication with Music Director concerning music each week.
   4. Attend Liturgical Directorate meetings.
   5. Attend general Ministry Team meetings.

D. Mass Setup Chairpersons
   1. Setup Rooke Chapel, Hunt Hall Formal, or wherever the location may be for each Mass.
   2. Clean glassware once a week.
   3. Maintain the Mass cabinet in Rooke Chapel.
      a. Polish brass once a semester.
      b. Ensure the cabinet remains clean and organized.
   4. Change candles in Rooke Chapel and Newman House Chapel when necessary.
   5. Cleanup after each Mass.
   6. Ensure that there are enough Lay persons for the Mass before it begins.
   7. Run the Masses (everything that the priest does not do).
   8. Special Notes
      a. There will most likely be three Masses each week, except for weeks with major Holy Days.
      b. Each Setup Chair and the Campus Minister will assume responsibility for one of the three Masses.
      c. When additional Masses are celebrated, there would be a redistribution of responsibilities for that week. This would also be the case if one of the Mass Setup persons must leave campus for some period of time.
   10. *Attend general Ministry Team Meetings.

*General Ministry Team Meetings are optional for Mass Setup Chairpersons.

E. Liturgical Provisions Coordinators
1. Maintain the linen supply (purificators and hand towels) for Rooke Chapel and the Newman House Chapel.
   a. Wash and iron linens when needed.
      1) 3 hour process for 6 weeks of soiled linens.
2. Attend Liturgical Directorate meetings.
3. Attend general Ministry Team Meetings.

F. Publicity and Bulletin Chairperson
1. Meet with the Advisor once a week to go over the announcements for the bulletin (usually Monday or Tuesday).
2. Design and type the bulletin each week.
3. Have bulletin proofread by Advisor or secretary and then brought to Administrative Services to be printed each Thursday.
4. Pick up copies of the bulleting and CCM mail from Administrative Services and deliver every Friday to the Newman House (or arrange another location with secretary).
5. Keep a hardcopy record of the bulletin and place a copy on the CCM webpage.
6. Update the calendar of events in the Newman House each month and maintain the bulletin board.
7. Assist in the publication of any additional pamphlets or brochures for Masses.
8. Attend Administration Directorate meetings.
9. Attend general Ministry Team meetings.

G. Secretary/Archivist
1. Take minutes at general Ministry Team committee meetings and distribute the minutes to all Ministry Team members and to the Advisor.
2. Keep minutes of special days and other Ministry Team meetings.
3. Attend Administration Directorate meetings.
4. Attend general Ministry Team meetings.

H. Treasurer / Student Program Assistant
*1. Pick up Budget Transaction sheets from the CAP center on 10th of each month. *Director of Administration may perform this task.
2. Work with Director of Administration to create a budget once a year.
3. Return receipts to get reimbursement checks and transfer funds.
4. Work with Bucknell Student Government (BSG) to acquire funds.
5. Assist Director of Administration with other duties.
   a. Duties may include:
      1) Sending CCM emails.
      2) Organizing subcommittees for special activities.
      3) Documentation of events.
      4) Editing and Revising CCM pamphlets and brochures.
6. Attend Administration Directorate meetings.
7. Attend general Ministry Team meetings.

I. Fellowship and Leadership Chairperson
1. Organize monthly activities for members of the Ministry Team.
   a. Work with Director of Administration and other Directors.
2. Plan at least one night out to eat each semester for the entire Ministry Team.
3. Keep records of which Ministry Team members are attending Fellowship events.
4. Assist with leadership development and training for Ministry Team.
5. Recognize Ministry Team member birthdays.
6. Responsible for volunteer appreciation (organize dinner in spring and send thank you notes).
7. Organize Ministry Team leadership meeting once a year.
8. Ensure that leadership opportunities are made available to Ministry Team members.
9. Attend Administration Directorate meetings.
10. Attend general Ministry Team meetings.

J. Computer Lab Technician & Photographer
1. Update and maintain a digital photo album.
2. Maintain the CCM photo album (prints).
3. Check webpage weekly to look for errors and make corrections.
4. Meet with the advisor to discuss updates to web page.
5. Maintain cameras at Newman House to be used at each CCM event (both digital and 35mm cameras).
6. Attend Administration Directorate meetings.
7. Attend general Ministry Team meetings.

K. Newman House Technical Director
1. Make a routine check of the house.
2. Develop a checklist form for the maintenance of Newman House.
   a. This checklist will be used to ascertain if things are working properly in the house.
   b. Ask the Advisor if he has any jobs that need to be done.
   c. Communicate with directors, chairpersons, or other CCM students concerning improvements/needs they find within the House.
   d. Jobs that are done will be submitted to the Director of Administration.
3. Assist in determining and correcting maintenance issues throughout Newman House.
4. Work with Director of Administration and Random Tasks Chairperson to develop and maintain a list of people willing to help with small projects throughout Newman House.
5. Determine with the advisor what is needed for the house.
   a. Items may include:
      1) Light bulbs.
      2) Computer room supplies.
      3) Cleaning supplies.
   b. Assist in the purchase of larger items purchases including computers, stereo/electronic equipment, and other appliances.
6. Assist with any BBQ’s or special dinners.
   a. Grill food when applicable.
7. Organize the annual Christmas decorating and other seasonal changes at Newman House.
8. Organize the annual spring-cleaning, generally held on Good Friday.
9. Ensure all sidewalks on the Newman House property are clear of snow in the winter months.
10. Attend Administration Directorate meetings.
11. Attend general Ministry Team meetings.

L. Random Tasks Coordinator
1. Assist Director of Administration with events throughout the year.
2. Work with Director of Administration and Newman House Technical Director to develop and maintain a list of people willing to help with small projects throughout Newman House.

3. Organize maintenance around Newman House.
   a. Projects may include:
      1) Gardening.
      2) Watering plants.
      3) Cleaning the porch.

4. Assist with any BBQ’s or special dinners.
   a. Grill food when applicable.

5. Assist Newman House Technical Director in ensuring that all sidewalks on the Newman House property are clear of snow in the winter months.

6. Assist with the annual Christmas decorating and other decorating at Newman House for special events.

7. Assist with the annual spring-cleaning, generally held on Good Friday.

8. Attend Administration Directorate meetings.

9. Attend general Ministry Team meetings.

M. Prayer Coordinator

1. Produce the General Intercessions for Masses each week and for Holy Days of Obligation.
   a. Incorporate intentions of the campus community received via email and any current events (i.e. disasters or tragedies).
   b. Include a short excerpt of community intentions in the bulletin periodically (as needed).

2. Ensure that the Prayer of the Faithful gets to each of the three weekly Masses (ensure delivery to Newman House each Friday).

3. Coordinate a prayer request list and maintain this list of names for those who are sick and for those who are deceased.

4. Take care of all Mass cards sent out from CCM.

5. Organize Compline, a short (10 minute) nightly prayer from the Liturgy of the Hours, and other prayer meetings (including Rosary).

6. Attend Spiritual Directorate Meetings.

7. Attend general Ministry Team Meetings.

N. Retreat Coordinator

*1. Facilitate the organization and publicity of all CCM retreats. This will entail at least one retreat per semester (including Fall Retreat, First Year Retreat, and Busy Persons Retreat). Additional retreats may be scheduled at the discretion of the committee and the Advisor.

*This position may be simultaneously filled by Director of Spiritual Life and Evangelization.

2. Organize a retreat team and coordinate and schedule regular meetings to effectively plan all retreats.

3. Specific duties that are encompassed by the aforementioned tasks include:
   a. Establishing dates and times for retreats.
   b. Arranging for transportation to and from the retreat location.
   c. Planning activities for the retreat or delegating responsibility to other facilitators.
   d. Publicizing the retreat through announcements, the weekly, bulletin, etc.
e. Acknowledging and establishing contact with participants.
f. Planning the menu for the retreat.
g. Shopping for food and other supplies.

4. Design new and innovative ways to reach out to the CCM community through this particular ministry, by targeting special interest groups to increase their participation and interest in our programming.

5. Attend Spiritual Directorate meetings.
6. Attend general Ministry Team Meetings.

O. Spiritual Programming Coordinators

1. Discussions
   a. Coordinate and lead Christian Life Discussion Group meetings each week.
   b. Assist with Soul Smorgasbord or Theology on Tap on CCM Thursday Nights.
   c. Work with Director of Spiritual Life and Evangelization and other Spiritual Programming Coordinators on new spiritual initiatives.

2. Learning Initiatives
   a. Coordinate Roman Catholicism 101 or appropriate RCIA program.
   b. Prepare “Saint Blurbs” for CCM Insights and assist in finding prayer reflections throughout each semester.
   c. Coordinate Apologetics Lunches and Catholic Lecture Series (if held during the current semester).
   d. Work with Director of Spiritual Life and Evangelization and other Spiritual Programming Coordinators on new spiritual initiatives.

3. Special Events
   a. Assist in organization of Busy Persons Retreat, Sister in Residence Program, and other major events throughout the year.
   b. Work with Director of Spiritual Life and Evangelization and other Spiritual Programming Coordinators on new spiritual initiatives.

4. Attend Spiritual Directorate Meetings.
5. Attend general Ministry Team Meetings.

P. Catholic Traditions Coordinator

1. Assist celebrant with Mass and Eucharistic Adoration preparation.
2. Assist in special Masses, Liturgies, and other Sacraments each semester (including Holy Week and Confirmation).
3. Attend Spiritual Directorate Meetings.
4. Attend general Ministry Team Meetings.

Q. Community Service Chairpersons

1. Seek ideas for new programs and events from students and inform director. If possible, organize community service events with other organizations.
2. Once an event is confirmed, help director to make announcements where appropriate to CCM and the greater campus community.
3. Ensure the publicity aspect of the directorate is adequate and that people are interested in the programs run by the directorate.
4. Assist Director of Community Service and Social Action with making program arrangements.
5. Attend Community Service and Social Action Directorate meetings.
6. Attend general Ministry Team meetings.
R. Respect for Life Committee Coordinator
1. Maintain a Respect for Life committee within CCM and hold regular meetings.
2. Organize and coordinate all Respect for Life activities and projects.
3. Oversee Respect for Life publicity.
4. Ensure that Respect for Life related literature is available at Newman House.
5. Attend Community Service and Social Action Directorate meetings.
6. Attend general Ministry Team meetings.

S. Thursday Dinner Chair
1. Plan a meal each week large enough to serve 60 to 70 people.
2. Purchase ingredients for the meal and any other items Father Marty may require from the supermarket.
3. Prepare or assist volunteer students with dinner preparation on Wednesday evening.
4. Oversee final preparation and serving of the meal.
   a. Thursday dinner setup includes moving chairs, setting up tables, and pouring drinks.
   b. Thursday dinner cleanup includes washing dishes and silverware, restoring dining room, and cleaning kitchen.
5. A subcommittee will assist with the aforementioned tasks.
6. Preparation of Eucharistic Bread for Masses as requested.
7. Attend Events and Outreach Directorate meetings.
8. Attend general Ministry Team meetings.

T. Thursday Dinner Assistants
1. Assist Thursday Dinner Chair with preparation and serving of the meal.
2. Assist Thursday Dinner Chair with setup and cleanup.
3. Attend Events and Outreach Directorate meetings.
4. Attend general Ministry Team meetings.

U. Outreach and Events Coordinator
1. Plan events for all CCM members (essentially, all Catholics on campus).
   a. Ideally once each month.
2. Sent out calendars to all members of CCM at the beginning of each semester/month with dates, times, and locations of upcoming activities.
3. Order candy from Purity Candy that is to be distributed to students at all Masses during Valentine’s Day weekend.
4. Schedule relaxation messages for finals weeks.
5. Make sick kits upon request, including decorations, ingredients and delivery.
   a. A subcommittee may be created as needed.
   b. Notify those in charge of Newman House Hospitality when supplies are low.
6. Attend and assist with other Events and Outreach events.
7. Organize summer mailing and special activities for upper-class CCM members.
8. Attend Events and Outreach Directorate meetings.
9. Attend general Ministry Team meetings.

V. First Year Mentor: Outreach
1. Organize booths at student fairs.
   a. Prospective Student Activities Fair in April.
   b. Activities Unlimited on the first Friday of Fall semester.
2. Organize first-year publications.

Revised: October 2005
3. Transfer previous first-year student group on myBucknell to the Ministry Team secretary and create and maintain a group for the incoming class.
4. Assist First Year Mentor: Social with Interfaith BBQ at the beginning of each year and whenever necessary.
5. Help plan sneak peak over the summer.
6. Attend and assist with other Events and Outreach events.
7. When First Year Mentor responsibilities are finished, assist Outreach and Events Coordinator.
8. Attend Events and Outreach Directorate meetings.
9. Attend general Ministry Team meetings.
W. First Year Mentor: Social
1. Plan, organize, and run all first-year student events.
   a. Interfaith BBQ, study break at the 7th Street Café, bowling, miniature golf, movie and pizza night, etc.
2. Help plan sneak peak over the summer.
3. Serve as an official representative of CCM with Bucknell’s Orientation Program and be in contact with the Dean of Students in charge of Orientation.
4. Assist First Year Mentor: Outreach whenever necessary.
5. Attend and assist with other Events and Outreach events.
6. When First Year Mentor responsibilities are finished, assist Outreach and Events Coordinator.
7. Attend Events and Outreach Directorate meetings.
8. Attend general Ministry Team meetings.

ARTICLE IV: Member Attributes

Section 1: All members of the CCM Ministry Team must adhere to the following characteristics.
A. Strong commitment to the Catholic faith.
B. Weekly Mass attendance.
C. Excellent organizational skills.
D. Excellent conflict and resolution skills.
E. Availability to those under supervision.
F. Availability to work with diverse styles of leadership.
G. Must possess the ability to balance a commitment to CCM with one’s academics and personal life.
H. Commitment to the importance of CCM at Bucknell.
I. Willingness to invest time to advance the effectiveness of CCM at Bucknell.
J. Number one commitment other than studies is CCM or else one must have the approval of Advisor and Directors (only applies to Directors).
K. Willingness to serve two full consecutive semesters on CCM.
L. Ability to ensure that chairs remain task-oriented and continue to live CCM’s mission statement.
M. Availability to assist other chairs and co-presidents with programming.
N. Openness to work with all members of the committee.
ARTICLE V: Advisor

Section 1: The Advisor(s) of CCM will be the Catholic Campus Minister(s) as assigned by the Diocese of Harrisburg and Bucknell University.

Section 2:
A. The Catholic Chaplain/Advisor has the unique responsibility to enhance the presence and the ministry of the Church within higher education and to influence the future of the church and society with the message of the gospel. The Catholic Chaplain at Bucknell University serves in this capacity of this challenging ministry. The Catholic Chaplain is appointed to this ministry by the Bishop of the Diocese of Harrisburg to assist in the Bishop’s ministry of the Catholic students, faculty, staff and alumni on the Bucknell University campus. The Chaplain relies on the expertise and membership with other Catholic Chaplains through collaboration within the Catholic Campus Ministry Association. It is the role of the Catholic Chaplain to implement CCMA’s vision as addressed in its two pastoral letters: Empowered by the Spirit and Sons and Daughters of the Light along with the vision set forth from the Diocese of Harrisburg.
B. The Advisor is responsible for the continuance of the Catholic Campus Ministry program at Bucknell University. Therefore, all decisions and programming must have the Advisor’s approval.

Section 3: The Catholic Chaplain/Advisor’s ministry is specifically carried out by discerning the needs of the campus community and to call forth and coordinate the diverse gifts of the CCM community by:
A. Providing meaningful worship.
B. Coordinating evangelization, catechesis and theological reflection.
C. Creating and implementing programming for conscience formation and justice education.
D. Offering and creating leadership development and vocational discernment.
E. Creating personal development and service to others.
F. Participation in Inter-religious and Interfaith dialogue and shared ministry.
G. Joining in a partnership with the University to help them live out their mission statement in concert with CCM’s mission statement.

Section 4: The Catholic Chaplain/Advisor communicates these skills by:
A. Articulating the faith through preaching, outreach, teaching, writing, and spiritual direction.
B. Articulating an understanding of the nature and purpose of higher education and making sure that Catholic foundation goes hand and hand with the University institution.
C. Working with other Catholic Chaplains within the Diocese of Harrisburg, in concert with state and national Catholic Chaplains.
D. Having a strong willingness to work in an ecumenical, interfaith and multi-cultural environment.
E. Working in concert with other college and university professionals on the Bucknell University campus.
F. Developing and sustaining effective professional relationships with peer campus ministers of different faith traditions, with college and university professionals, and by maintaining membership in local, regional and national campus ministry organizations.
Section 5: Specific goals and duties of the Catholic Chaplain/Advisor are specifically carried out in the following ways:

A. Coordinate and oversee all evangelization, outreach, and Pastoral Care of the Catholic community at Bucknell University.
B. Preside at all daily and weekly Masses.
C. Offer the Sacrament of Reconciliation on a weekly basis.
D. Conduct hospital visitations of CCM students, faculty and staff.
E. Offer spiritual life programs and retreats each semester.
F. Perform weddings on the Bucknell University campus and make sure that all Diocesan policies and directives are followed.
G. Attend and perform funerals within the Bucknell University community and for members of the Catholic campus community and university community.
H. Be available for spiritual direction.
I. Be visible at university events.
J. Be constantly aware of outreach to the Catholic community especially lapsed Catholics.
K. Supervise all marketing of CCM to the incoming students and lapsed Catholic students on campus.
L. Be available and develop an outreach program for the parents of CCM students.
M. Coordinate events for Parents Weekend, Homecoming, Commencement, Trustees Weekend, and Reunion Weekend.
N. Develop Catholic catecheses programming through the Catholic Lectureship program each semester.
O. Develop an RCIA and Sacramental Preparation Program.
P. Co-ordinate the Theology on Tap Program.
Q. Co-ordinate a Respect Life committee and supervise this program.
S. Overseer the Music Program and the enhancement of Liturgical Music at all weekend Liturgies as per the Diocesan Liturgical Directives.
T. Be available for prospective students, their families and events for the Admissions Office.
U. Participate in New Student Orientation Programs for first-year students.
V. Participate in international student outreach and other groups under the Dean of Students Office.
W. Coordinate the Fremont International student intern(s) for CCM.
X. Coordinate and write a yearly proposal for the Bucknell University student fellowship grant to work in CCM.
Y. Attend all meetings of the Office of the Chaplains and Religious Life, the monthly meetings with the Vice President for Student Affairs, the meeting with the Dean of Students staff, and when possible the monthly Administrative Forum meetings.
Z. Secure and lead all fundraising events for CCM for the Diocese of Harrisburg (i.e. Parent’s Appeal, Alumni and Friends of CCM Appeal) and Bucknell University in concert with University Relations.
AA. Oversee the CCM Budget and the paying of all bills.
BB. Oversee the yearly planning of the CCM Diocesan Budget and BSG budget.
CC. Maintain the CCM database of Catholic students, faculty, staff and alumni.
DD. Be available to script letters of recommendation for graduate school, summer jobs, or full time jobs, as well as Resident Assistant applications, Orientation Assistants applications, and other letters of recommendation and correspondence.

EE. Maintain the Mass Intention Book, the assignment of Mass Intentions, and the organization of Mass cards.

FF. Oversee the maintenance and repair of Newman House.

GG. Oversee the weekly upkeep of Newman House.

HH. Co-coordinate outreach to the Catholic faculty and staff.

II. Co-coordinate vocation awareness programming.

JJ. Co-coordinate the CCM September 11th remembrance event each year.

KK. Co-coordinate CCM involvement with the Bucknell University Candlelighting event each December.

LL. Coordinate CCM involvement with the Rooke Chapel Lenten Reflection Booklet.

MM. Co-coordinate the scheduling of Masses and space reservations each academic year.

NN. Supervise the CCM web site. Assist the Ministry Team, the CCM secretary, and the webmaster in the daily upkeep of the information on the web page.

OO. Co-coordinate the CCM brochure for the Admissions Office each year.

PP. Co-coordinate the CCM incoming students’ mailings and correspondence.

QQ. Co-coordinate the CCM mailings to CCM members throughout the year.

RR. Coordinate the CCM Christmas Card mailing and database.

SS. Supervise Catholic Chaplain support staff (secretary, bookkeeper, housekeeper).

TT. Enrich the participation of CCM with University events and programming.

UU. Enrich the participation of CCM with the local Catholic parish.

VV. Enrich the participation of CCM with the Carmelite Monastery in Elysburg and the Spring Community Service Trip.

WW. Organize priest replacement ministry, confessors for Advent and Lenten Confessions, and coordinate the bringing in of guest priests, brothers and sisters.

XX. Oversee participation of CCM in Interfaith programming and outreach.

YY. Participate in University committees such as the University Judicial Board and Search Committees.

ZZ. Enrich the vision of the University, Diocese of Harrisburg, and CCMA in the daily life of CCM.

AAA. Supervise and form a Ministry Team model to help in the vision of CCM.

BBB. Attend all meetings with CCM Directors, Ministry Team, and sub committees.

CCC. Supervise the CCM Directors.

DDD. Supervise the CCM Ministry Team.

Section 6: The Catholic Chaplain will also oversee other duties as assigned by the Bishop, Director of Campus Ministry for the Diocese of Harrisburg, University Chaplain, etc.

ARTICLE VI: Operating Rules for Ministry Team Members

Section 1: Ground rules

A. The following are the rules to be followed when conducting meetings:

1. Communication is key. Clarity in communication is even more important.
2. Listening is essential to good communication. A good leader is a better listener.
3. Knowing where others stand and what differences they bring to the table will make you better informed. Know and respect others’ opinions and differences.
4. Honesty is expected.
5. Take problems to the right source.
6. Meetings are the best time to speak your mind and air concerns.
7. Ministry Team is a community. Disagreements are for the good of the organization—they are not meant to be taken personally.
8. Be sensitive when using constructive criticism.
9. Recognize and accept the things we cannot change.
10. Set realistic expectations of oneself and others.
11. Please keep commitments and finish tasks in a timely manner. Deadlines are the golden rule.
12. Watch out for each other and offer a helping hand if someone is in need. Ask for help when needed.
13. Take on only what you know you can handle. It is ok to say no as long as you do so in a timely manner.
14. Always remember that we are the stewards of CCM, making it the best we can and preserving it for future Bucknellians.

Section 2: Evaluation of Members and removal of underperforming Members
A. Since the Ministry Team will be composed of students, there is the possibility that certain members may not fulfill all the necessary duties that are assigned to them. The Ministry Team Members have the authority to police themselves and may propose and take action against a fellow member.
B. The Advisor of CCM may, in addition, provide a policing function concerning underperforming members. The Advisor may also make a recommendation to the Ministry Team for removal of a member.
C. Procedures for proposing removal of underperforming members.
   1. Any member may propose to the Committee of Directors action against any other member who is not living up to the conditions stated in these bylaws.
   2. The advisor may propose to the Committee of Directors action against any member who is not living up to the conditions stated in these bylaws.
   3. Any proposals for removal must be made in writing (CCM FORM 4187) to the Directors and to the Advisor.
   4. The Advisor will meet with the member up for removal to discuss the situation and offer the chance to resign from the Ministry Team before any further action.

Section 3: Replacement of Members going abroad and filling of vacant seats.
A. Students at the University frequently make plans to study abroad during their junior year and occasionally these plans necessitate the replacement of a member of the Ministry Team.
B. If a member of either committee intends to study abroad at a time when they are still a member, they must make the Directors and Advisor aware of the situation in writing in a timely manner so motions to replace them may be expedited.
C. Any decision to study abroad must be made known to the Ministry Team shortly after the Directors or the Advisor are notified.
D. There are also situations where the Ministry Team votes to remove an underperforming member. In these cases, replacement will also proceed as listed below.
E. Finding a student to fill a vacant seat.
1. The committee affected by the departure of a member will be left to find a suitable replacement for the person who once held the seat.
2. The committee and Advisor will look to sub-committees and to students who regularly help or attend CCM events run by that committee.
3. Any student deemed suitable as a replacement must be made known of this determination in a timely manner through a formal invitation.
4. Following receipt of the member’s acceptance of the nomination, the Ministry Team will discern that candidate at the next available meeting.

F. Discernment of the new member.
   1. The Directors will be provided with the nominee’s background so as to make an informed decision on that person.
   2. The Directors will discuss the nominee and will vote only when all debate is exhausted.
   3. A vote must be unanimous of the members present for the vote for the person to join the Directors.

Section 4: Reinstatement of Members returning from abroad.
   A. Members of the Ministry Team who return from abroad must wait until the next discernment process until rejoining the Ministry Team.
   B. The only exception to this would be if there is a vacancy on the Ministry Team that needs to be filled. In this case, they can be considered as a candidate for the position.

ARTICLE VII: Discernment Process

Section 1: Discernment Process
   A. The Discernment Process, once defined in these bylaws, can now be located in a separate location. All information, including any forms used in the Discernment Process, is located in this separate location.

ARTICLE VIII: Amendments

Section 1: Proposing Amendments
   A. Any member of the Committee of Directors or Ministry Team may propose an amendment for the bylaws of CCM to the Committee of Directors.
   B. The Advisor may propose an amendment for the bylaws of CCM to the Committee of Directors.
   C. Any amendment proposal must be presented to the Directors in writing.
   D. The Directors will present the amendment to the Executive Committee in a timely manner to begin deliberations on the amendment.
   E. The Committee of Directors and the Advisor will meet to discuss the viability of the amendment and to set any vote on it.
   F. Following a decision to proceed with a vote on the amendment, the Committee of Directors will notify the Ministry Team of the upcoming vote and provide all members with any necessary background information they will need to make a decision.
   G. The vote will proceed at the next convenient meeting of the Ministry Team.
Section 2: Voting on Amendments
   A. The Ministry Team will take up discussion on the proposed amendment.
   B. The Ministry Team will vote only after all members are heard from in the debate process during the meeting.
   C. Voting on the amendment will be by simple roll call of members and a 2/3 majority of the members present in the room at the time will be necessary for the amendment to pass.
Ministry Team Programming Procedures:

1. An Event Proposal Form must be submitted to the overseeing Director well in advance to the actual event occurring. Each Director shall determine deadlines for the submittal of these forms.

2. To use the charge slip at Weis Markets go to the courtesy counter before you are ready to check out. Tell them that you are from Bucknell University’s Catholic Campus Ministry. They will give you a charge slip with our account number and tax-exempt number on it. You are to sign the slip there and then bring it to the register. Be sure to bring the yellow copy back to Newman House.

3. All receipts for CCM expenditures must be given to the Advisor in a timely manner. The individual receipts are to be placed in the Receipt Box in Advisor’s office in Newman House.

4. At the end of every event, an Event Report Form must be submitted.

CCM Forms

This section includes all forms used by CCM. These copies include commentary and direction (italicized text) for the individual sections of each form. Working copies of all forms shall be maintained on the CCM public space in a subfolder entitled *CCM Handbook & Forms* that may be accessed freely.
Date: 
Name & Position Held: 
Average CCM Time Commitment (hours/week): 

Note: The purpose for this report is to provide feedback to the Directors and the Advisor on the progress of the implementation of CCM’s new organizational structure and operational procedures. You are asked to be direct and thorough in your commentary, as your opinions and observations will enable the committee to better serve the CCM community. Your remarks will remain in confidence with the individuals mentioned above, and your identity will not be connected with any opinions as presented in the Directors’ report to the committee in the fall.

Describe your experience on the Ministry Team to date:

What do you like about being on Ministry Team:

How do you like the way that the Ministry Team is structured:

Do you feel that you are given enough direction/affirmation:

What problems have you encountered:

What changes would you like to see occur with Ministry Team:

Do you have any ideas for Ministry Team and CCM as a whole:

Please comment on the Directors’ performance:

Comment of meeting frequency:

How do you see your position as a ministry:

How does Bucknell’s CCM rate based on other CCM programs:

Any other comments or concerns not addressed in the above:
Catholic Campus Ministry, Bucknell University
Committee Member Review Request (CCM FORM 4187)
[Current date]

Individual in Question: Name and position held

Reasons for which you believe the individual’s actions substantiate a board of review:

Note: By submitting this form to the Advisor you are initiating a formal review of the member’s performance on CCM’s Ministry Team. This undertaking is not to be taken lightly, but it is understood that such oversight proceedings are necessary to maintain an organization’s integrity. You are asked to provide your identity, as you may be called upon to provide further information, though it shall remain in confidence with the advisor unless you provide permission upon the advisor’s request.

Your Name:

__________________________________________

Signature Date

This form is to be delivered to the CCM Advisor by any means you deem fit.