

Catholic Campus Ministry, Bucknell University Official Ministry Team Handbook

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Important Note:

The bylaws in this handbook were ratified by CCM's Steering Committee on 2 October 2003. While most of the bylaws remain the same as 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.

During the Spring Semester in 2004, Catholic Campus Ministry's leadership structure was changed and the CCM Steering Committee became known as the CCM Ministry Team.

The bylaws were reviewed in the summer of 2004 with outside assistance.

In the fall of 2005, a subcommittee of the CCM Ministry Team formed to evaluate the bylaws, as well as the new Discernment Process.

The bylaws were again evaluated by a subcommittee of the CCM Ministry Team in the Spring Semester in 2007. During this time, both the bylaws and the Discernment Process went through revisions. The updated bylaws and Discernment Process were ratified by the CCM Ministry Team on 2 May 2007.

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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 Administrative 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

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

The following are the bylaws of Catholic Campus Ministry at Bucknell University as revised in the spring of 2007.

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.

CCM recognizes the importance of the sacramental life and a faith rooted in Scripture and Tradition. One model we use is the passage found written on the back of Rooke Chapel. It states:

"This is what the Lord asks of you: only this, to act justly, to love tenderly, and to walk humbly with your God." (Micah 6:8)

The three aspects of this passage – justice, love, and humility – serve as guides for the mission of CCM at Bucknell.

Being on a college campus, another passage that suits us is the parable of the lost sheep. It reads:

"What is your opinion? If a man has a hundred sheep and one of them goes astray, will he not leave the ninety-nine in the hills and go in search of the stray? And if he finds it, amen, I say to you, he rejoices more over it than over the ninety-nine that did not stray. In just the same way, it is not the will of your heavenly Father that one of these little ones be lost." (Matthew 18: 12-14)

Just as in this passage, CCM strives to meet the needs of students at all levels of faith. As an organization, we are shepherds for the Bucknell community. We reach out to and welcome students, including those who are spiritually lost.

ARTICLE II: Ministry Team

Section 1: Purpose of the Ministry Team.

The Ministry Team of Catholic Campus Ministry, through the guidance of the Advisor, takes as its purpose to live out the mission statement of CCM. 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.

The CCM Ministry Team builds pathways for students and prepares them to be leaders in the Roman Catholic Church. It is the primary link between past involvement in high school campus ministry and future involvement in a parish. Being a diverse group of students with many different leadership styles, the Ministry Team challenges its members in areas such as time management, communication, organization, responsibility, and personal spirituality.

An important aspect of Catholic Campus Ministry is the integration between Catholic faculty, staff, and students at Bucknell University. To allow for this integration, a CCM Advisory Board made up of Catholic faculty and staff works with the Ministry Team and Advisor to fulfill the mission statement. Together, Catholic Campus Ministry serves as an extension of the United States Conference of Catholic Bishops and the Diocese of Harrisburg on the campus of Bucknell University.

Section 2: The structure of the Ministry Team.

The CCM Ministry Team is partitioned into five committees. While these committees are distinct, they work together as one entity. The five committees of the Ministry Team are:

- A. Liturgy
- B. Administration
- C. Spiritual Life and Evangelization
- D. Community Service and Social Action
- E. Events and Outreach

Each committee of the Ministry Team is lead by a Director or set of Co-Directors and consists of multiple Chairpersons, which each have specific responsibilities. The Director(s) and Chairpersons on each committee work together with the entire Ministry Team to fulfill the mission statement of CCM.

Directors and Chairpersons on the Ministry Team serve a one year term that coincides with the calendar year. This term begins in January and ends in December. A detailed list of Discernment Procedures describes the process of forming a new Ministry Team each year.

ARTICLE III: 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: Each Director leads one of the five committees of the CCM Ministry Team. The Director positions on the CCM Ministry Team that correspond to these committees are:

- A. *Director of Liturgy
- B. Director of Administration
- C. Director of Spiritual Life and Evangelization
- D. Director of Community Service and Social Action
- E. Director of Events and Outreach

*This position may be filled by the Catholic Chaplain.

Section 4: The responsibilities of the 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 Liturgy

1. Schedule and hold regular meetings with committee chairs.
2. Assume responsibilities for the three weekend Masses and for some of the special Masses.
 - a. Setup of Rooke Chapel, Hunt Hall Formal, or wherever the location may be for each Mass.
 - b. Cleanup after each Mass.
 - c. Ensure that there are enough lectors and Eucharistic Ministers for the Mass before it begins.
 - d. Run the Masses (everything that the priest does not do).
3. Ensure that all special liturgical events are planned out beforehand.
 - a. Meet with the priest to go over the specific requirements for each special Mass.
4. Maintain records of lay ministers and their Mass preferences.
5. Schedule lay ministers for each Mass.
6. *Attend Inter-Religious Council activities and meetings.
*This task is shared by all Directors and depends upon the status of the Inter-Religious Council.
7. Ensure that the all committee chairs within the Liturgical Directorate are on task and keeping up with their responsibilities.
8. Attend executive and general Ministry Team meetings.

C. Director of Administration

1. Schedule and hold regular meetings with committee chairs.
2. Assume responsibilities for all publicity of CCM, including
 - a. *Notes and Notices,
 - b. *What's Happening,
 - c. *University Relations,
 - d. Contact with the other Directors to publicize events, and
 - e. Maintenance of the CCM website with the most updated information.
*At the request of the Advisor.
3. Publicity should begin a month before each event and continue through e-mail, 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 website 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 e-mails are sent out to the Catholic community.
5. Ensure that contact is kept with the Ministry Team other Directors, the Advisor, and the CCM Advisory Board.
6. Coordinate and plan events for the CCM Ministry Team as a whole.
7. Ensure that Newman House is a comfortable, functional, and adequate gathering place for all Catholics on campus.

8. *Ensure the locking of Newman House when the Advisor is not on campus.
*Will be notified when Advisor is not following routine schedule.
 9. Oversee the creation of a budget each year for the Bucknell Student Government.
 10. 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 and depends upon the status of the Inter-Religious Council.
 11. Ensure that all committee chairs within the Administration Directorate are on task and keeping up with their responsibilities.
 12. Attend executive and general Ministry Team meetings.
- D. Director of Spiritual Life and Evangelization
1. Schedule and hold regular meetings with committee chairs.
 2. Oversee the coordination of all Spiritual Life and Evangelization activities.
 3. Seek and execute ideas for new programs and retreats.
 4. 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.
 5. Ensure the publicity aspect of the directorate is adequate and that people are interested in the programs run by the directorate.
 6. Ensure scheduled events each semester are added to the master calendar and website.
 7. Make certain that adequate transportation will be available to get the participants to the site.
 8. Should meals be needed for the participants ensure necessary arrangements are made.
 9. Oversee coordination of the Busy Persons Retreat, Advent Confessions, and Lenten Confessions.
 10. Oversee the general operation of the Saint Sebastian Society within CCM.
 11. *Attend Inter-Religious Council activities and meetings.
*This task is shared by all Directors and depends upon the status of the Inter-Religious Council.
 12. Ensure that the all committee chairs within the Spiritual Life and Evangelization Directorate are on task and keeping up with their responsibilities.
 13. Attend executive and general Ministry Team meetings.
- E. Director of Community Service and Social Action
1. Schedule and hold regular meetings with committee chairs.
 2. Oversee all Community Service and Social Action activities, including pro-life activities.
 3. Put into action ideas for new programs and events suggested by Community Service Chairpersons. If possible, organize community service events with other organizations.
 4. Assist in organizing and maintaining a list of CCM students in leadership positions within different fraternities and sororities.

5. Maintain a close relationship with the Dean of Students office and Greek organizations to help facilitate their inclusion in social action programs developed by CCM.
6. Ensure outside community service personnel are contacted to establish schedules and determine what the directorship and CCM must do to prepare for projects. Committee chairs and their committees can be individually tasked to do so.
7. Oversee that the publicity aspect of the directorate is adequate and that people are interested in the programs run by the directorate.
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.
10. Organize subcommittees for each community service project.
11. *Attend Inter-Religious Council activities and meetings.
*This task is shared by all Directors and depends upon the status of the Inter-Religious Council.
12. Ensure that all committee chairs within the Community Service and Social Action Directorate are on task and keeping up with their responsibilities.
13. Attend executive and general Ministry Team meetings.

F. Director of Events and Outreach

1. Schedule and hold regular meetings with committee chairs.
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 Newman House is a comfortable, functional, and adequate gathering place for all Catholics on campus.
7. Ensure that supplies are stocked in a proficient manner.
8. Ensure all necessary contacts are made for ordering of supplies and funding is secured.
9. Communicate with Advisor periodically about the needs for specific supplies.
10. 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 and depends upon the status of the Inter-Religious Council.
12. Ensure that the all committee chairs within the Events and Outreach Directorate are on task and keeping up with their responsibilities.
13. Attend executive and general Ministry Team meetings.

ARTICLE IV: 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: Each Chairperson is assigned to one of the five committees of the CCM Ministry Team. Under their corresponding committee, the Chairperson positions on the CCM Ministry Team include:

- A. Director of Liturgy
 - 1. Music Coordinator
 - 2. Mass Setup Chairpersons
 - 3. Liturgical Provisions Coordinator
- B. Director of Administration
 - 1. Publicity and Bulletin Coordinator
 - 2. Secretary / Archivist
 - 3. Treasurer
 - 4. Fellowship and Leadership Chairperson
 - 5. Computer Lab Technician and Photographer
 - 6. Newman House Facilities Manager
- C. Director of Spiritual Life and Evangelization
 - 1. Prayer Coordinator
 - 2. Retreat Coordinator
 - 3. Spiritual Programming Coordinator
 - 4. Saint Sebastian Society Chairperson
 - 5. Catholic Traditions Coordinator
- D. Director of Community Service and Social Action
 - 1. Community Service Chairpersons
 - 2. Respect for Life Chairperson
- E. Director of Events and Outreach
 - 1. Thursday Dinner Chairperson
 - 2. Thursday Dinner Assistants
 - 3. Events and Outreach Coordinator
 - 4. Newman House Hospitality Chairperson
 - 5. First-Year Mentor

Section 4: The responsibilities of the Chairpersons include:

- A. Music Coordinator
 - 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 and Bulletin Coordinator 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.
 - 4. *Oversee and train instrumentalists and musicians for the CCM Choir.
- *Pending the hiring of a Liturgical Director.

5. Oversee choir rehearsals and performance at Mass.
 6. Work with the Advisor in the planning of any special events where music is necessary.
 7. Attend Liturgical Directorate meetings.
 8. Attend general Ministry Team meetings.
- B. 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 Advisor 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.
 9. Attend Liturgical Directorate meetings.
 10. *Attend general Ministry Team Meetings.
- *General Ministry Team Meetings are optional for Mass Setup Chairpersons.
- C. Liturgical Provisions Coordinators
1. Maintain the linen supply (purificators and hand towels) for Rooke Chapel and the Newman House Chapel.
 2. Wash and iron linens when needed.
 3. Attend Liturgical Directorate meetings.
 4. Attend general Ministry Team Meetings.
- D. Publicity and Bulletin Coordinator
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 / Archivist and then brought to Administrative Services to be printed each Thursday.
 4. Pick up copies of the bulletin 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 website.
 6. Assist Director of Administration in advertising all CCM events.
 7. Update the calendar of events in the Newman House each month and maintain the bulletin board.
 8. Assist in the publication of any additional pamphlets or brochures for Masses.
 9. Attend Administration Directorate meetings.

10. Attend general Ministry Team meetings.
- E. 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. Document CCM events throughout the year.
 4. Assist with editing and revising CCM pamphlets and brochures.
 5. Attend Administration Directorate meetings.
 6. Attend general Ministry Team meetings.
- F. Treasurer
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 student organization budget for the Bucknell Student Government (BSG) once a year.
 3. Attend BSG appropriations meetings to acquire additional funds for CCM when needed.
 4. Attend the BSG Treasurer Workshop held in January.
 5. Return receipts to the Campus Activities and Programs (CAP) Center to get reimbursement checks and to transfer funds.
 6. Attend Administration Directorate meetings.
 7. Attend general Ministry Team meetings.
- G. Fellowship and Leadership Chairperson
1. Work with Director of Administration and other Directors to organize monthly activities for members of the Ministry Team.
 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. Organize a Ministry Team leadership meeting once a year.
 6. Ensure that leadership opportunities are made available to Ministry Team members.
 7. Attend Administration Directorate meetings.
 8. Attend general Ministry Team meetings.
- H. Computer Lab Technician and Photographer
1. Take photos at all important CCM events.
 2. Update and maintain a digital photo album.
 3. Maintain the CCM photo album (prints).
 4. Maintain cameras at Newman House to be used at each CCM event.
 5. Check the CCM website weekly to look for errors and make corrections.
 6. Meet with the Advisor to discuss updates to the website.
 7. Conduct periodic checks of the student computers at Newman House and ensure they are in working order.
 8. Attend Administration Directorate meetings.
 9. Attend general Ministry Team meetings.
- I. Newman House Facilities Manager
1. Make a routine check of Newman 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 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:
 - i. Light bulbs.
 - ii. Computer room supplies.
 - iii. Cleaning supplies.
 - b. Assist in the purchase of larger items purchases including computers, stereo/electronic equipment, and other appliances.
 6. Organize the annual Christmas decorating and other seasonal changes at Newman House.
 7. Organize the annual spring-cleaning, generally held on Good Friday.
 8. Ensure all sidewalks on the Newman House property are clear of snow in the winter months.
 9. Attend Administration Directorate meetings.
 10. Attend general Ministry Team meetings.
- J. 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 e-mail 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. Assist the Catholic Chaplain in coordinating a prayer request list and maintaining this list of names of those who are sick and of those who are deceased.
 4. Assist the Catholic Chaplain in sending out Mass cards from CCM.
 5. When appropriate, organize Compline, a short (10 minute) nightly prayer from the Liturgy of the Hours, and other prayer meetings (including Rosary).
 6. Attend Spiritual Life and Evangelization Directorate Meetings.
 7. Attend general Ministry Team Meetings.
- K. 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.
 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 Life and Evangelization Directorate meetings.
 - 6. Attend general Ministry Team Meetings.
- L. Spiritual Programming Coordinator
- 1. Coordinate all discussion groups that are part of CCM.
 - a. Oversee the Christian Life Discussion Group, which usually meets each week on Wednesday night.
 - 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. Oversee new learning initiatives for CCM that may include
 - a. Coordinating Roman Catholicism 101 or appropriate RCIA program.
 - b. Preparing “Saint Blurbs” for CCM Insights and assist in finding prayer reflections throughout each semester.
 - c. Assisting with Apologetics Lunches and the Catholic Lecture Series (if held during the current semester).
 - 3. Assist the Spiritual Life and Evangelization committee with other special events including the Busy Persons Retreat and Sister in Residence Program.
 - 4. Attend Spiritual Life and Evangelization Directorate Meetings.
 - 5. Attend general Ministry Team Meetings.
- M. Saint Sebastian Society Chairperson
- 1. Serve as the official representative of the Saint Sebastian Society on the CCM Ministry Team.
 - 2. Work with the Advisor and Directors to plan events for Catholic athletes that may include:
 - a. A yearly Mass for student athletes.
 - b. Community service activities.
 - c. Prayer groups.
 - d. Retreats.
 - 3. Attend Spiritual Life and Evangelization Directorate Meetings.
 - 4. Attend general Ministry Team Meetings.
- N. 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. Organize Stations of the Cross held each Friday during Lent.
 - 4. Attend Spiritual Life and Evangelization Directorate Meetings.

5. Attend general Ministry Team Meetings.
- O. Community Service Chairpersons
1. Coordinate community service activities at Bucknell and in the local community.
 2. Seek ideas for new programs and events from students and inform Director. If possible, organize community service events with other organizations.
 3. Once an event is confirmed, help Director to make announcements where appropriate to CCM and the greater campus community.
 4. Ensure the publicity aspect of the directorate is adequate and that people are interested in the programs run by the directorate.
 5. Assist Director of Community Service and Social Action with making program arrangements.
 6. Attend Community Service and Social Action Directorate meetings.
 7. Attend general Ministry Team meetings.
- P. Respect for Life Chairperson
1. Maintain a Respect for Life subcommittee within CCM and hold regular meetings.
 2. Organize and coordinate all Respect for Life activities and projects.
 3. Coordinate CCM participation in the annual March for Life in Washington, DC.
 4. Oversee Respect for Life publicity.
 5. Ensure that Respect for Life related literature is available at Newman House.
 6. Attend Community Service and Social Action Directorate meetings.
 7. Attend general Ministry Team meetings.
- Q. Thursday Dinner Chairperson
1. Plan a meal each week large enough to serve 80 to 100 people.
 2. Purchase ingredients for the meal and any other items required from the supermarket.
 3. Prepare or assist volunteers and 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. Attend Events and Outreach Directorate meetings.
 7. Attend general Ministry Team meetings.
- R. Thursday Dinner Assistants
1. Assist Thursday Dinner Chairperson with preparation and serving of the meal.
 2. Assist Thursday Dinner Chairperson with setup and cleanup.
 3. Attend Events and Outreach Directorate meetings.
 4. Attend general Ministry Team meetings.
- S. Events and Outreach Coordinator
1. Plan events for all CCM members (essentially, all Catholics on campus), ideally once each month.
 2. Send 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 that is to be distributed to students at all Masses during Valentine's Day weekend.

4. Work with Advisor to 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 Newman House Hospitality Chairperson when supplies are low.
 6. Attend and assist with other Events and Outreach events.
 7. When requested, organize summer mailings and special activities for upper-class CCM members.
 8. Attend Events and Outreach Directorate meetings.
 9. Attend general Ministry Team meetings.
- T. Newman House Hospitality Chairperson
1. Ensure that Newman House provides a comfortable environment for students and guests.
 2. Ensure that snacks, candy, and soda supplies are stocked.
 3. Help to organize, publicize, shop, and unpack supplies.
 4. Communicate with Advisor every week about the needs for specific supplies.
 5. Attend Events and Outreach Directorate meetings.
 6. Attend general Ministry Team meetings.
- U. First-Year Mentor
1. Organize booths at student fairs.
 - a. Prospective Student Activities Fair in April.
 - b. Activities Unlimited on the first Friday of Fall semester.
 - c. Other activity fairs.
 2. Work with Advisor to organize first-year publications including:
 - a. Survival tips,
 - b. Summer packet,
 - c. Welcome letter,
 - d. Growing Up Catholic brochure,
 - e. Website information, and
 - f. Get involved flyer.
 3. Help plan sneak peak over the summer.
 4. Plan, organize, and run all first-year student events that may include:
 - a. Inter-religious BBQ,
 - b. Study break at the 7th Street Café, and
 - c. Movie and pizza night.
 5. 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.
 6. Attend Events and Outreach Directorate meetings.
 7. Attend general Ministry Team meetings.

ARTICLE V: 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. Availability to assist other Chairpersons and Directors with programming.
- K. Openness to work with all members of the CCM Ministry Team.

Section 2: In addition to the aforementioned, all Directors of the CCM Ministry Team must adhere to the following characteristics.

- A. Number one commitment other than studies is CCM or else one must have the approval of Advisor.
- B. Willingness to serve two full consecutive semesters on CCM.
- C. Ability to ensure that Chairpersons remain task-oriented and continue to live CCM's mission statement.

ARTICLE VI: Advisor (Catholic Chaplain)

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

Section 2: Responsibility of the Advisor

- A. The Catholic Chaplain/Advisor has the unique responsibility to enhance the presence and the ministry of the Catholic 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 the Bishops' vision as addressed in their 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. In partnership with the CCM Ministry Team and the CCM Advisory Board, the Catholic Chaplain leads Catholic Campus Ministry at Bucknell in accord with its philosophy to inspire greatness by offering greatness to its members. As a significant voice for campus ministry within the Catholic Church and higher education, CCM and its Catholic Chaplain, Assistant Catholic Campus Minister, Program Assistant, and support staff are responsible for developing relationships and evoking responses that advance CCM goals.
- C. 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 in consultation with the CCM staff. Weekly CCM staff meetings will be set in place for such discussion.
- D. The Catholic Chaplain is required to continue his professional development as a campus minister through such programs as: Frank J. Lewis Institute, CMLI, NACUC, and completing his certification as a professional Campus Minister through CCMA within his

first three years assigned to Bucknell University. CCM funds are designated each year for these programs.

- E. The Catholic Chaplain is expected to take initiative in implementing long-range plans formulated by the CCM Ministry Team and CCM Advisory Board to fulfill the responsibilities of campus ministry described in the U.S. Bishops' pastoral letter, *Empowered by the Spirit*.
- F. Administration Supervision:
The Catholic Chaplain recruits, trains, supervises and evaluates staff to achieve CCM's goals. He strives to ensure job satisfaction and professional growth through involvement in decision-making, delegation, empowerment and appropriate recognition. He adheres to all personnel policies and complies with applicable regulations regarding personnel administration. The Catholic Chaplain conducts an evaluation of all staff with written reports for submission to the University Chaplain. Prepares an annual report based upon his current operating plan for use by the OCRL in preparing his own evaluation by the University Chaplain.
- G. Finance:
The Catholic Chaplain assures that proper and accurate records are maintained in accordance with Diocesan and Bucknell University standards. He works with the office staff to prepare reports regularly to the OCRL and the Diocese of Harrisburg. In consultation with the Program Assistant proposes an annual budget for CCM's operation and manages overall expenses within budget. He assures that all records and reports are completed accurately and timely.

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 ecumenical dialogue and shared ministry.
- G. Joining in a partnership with the University to help it live out its 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-in-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 inter-religious, ecumenical, and multi-cultural environment.
- E. Working in concert with other university professionals on the Bucknell University campus, especially in the student affairs area.

- 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 and Easter Meal and Egg Hunt.
- N. Develop Catholic catecheses programming through the Catholic Lectureship program each semester.
- O. Develop an RCIA and Sacramental Preparation Program.
- P. Co-coordinate the Theology on Tap Program.
- Q. Co-coordinate a Respect Life committee and supervise this program.
- R. Offer training sessions for prospective Special Ministers of Communion, Lectors, Mass Setup Volunteers, and Greeters.
- S. Oversee 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, weekly meetings with the other chaplains, monthly meetings with the Provost, meetings with the Dean of Students staff, monthly meetings of the Religious Group Advisors and Religious Life Advisory Board, 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 Christmas Candlelight Services 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 website. Assist the Ministry Team, the CCM Program Assistant, and the webmaster in the daily upkeep of the information on the website.
- 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 (Assistant Catholic Campus Minister, Program Assistant, housekeeper, community volunteers).
- 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 inter-religious 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 regular meetings with CCM Directors and Ministry Team; attend subcommittee meetings as necessary.
- 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 VII: Assistant Catholic Campus Minister

Section 1: Summary of Position

The Assistant Catholic Campus Minister for CCM will serve primarily as a minister to all Catholic students, providing pastoral care (counseling), support for student leadership, and appropriate liturgies. The Assistant Catholic Campus Minister will also work with staff and faculty to interpret and represent the Catholic faith to the entire Bucknell Community. The Assistant Catholic Campus Minister will work under the supervision of the Catholic Chaplain and assist the Chaplain in the performance of his duties. The Assistant Catholic Campus Minister will also work with other campus offices to coordinate counseling, programs, and services.

Section 2: Principle Duties and Responsibilities

- A. Provide pastoral counseling to students and make referrals to Psychological Services, Student Health Services, and other appropriate offices.
- B. Assist in the supervision of student leaders of Bucknell Catholic Campus Ministry (CCM).
- C. Develop Catholic religious, cultural, and service programming in coordination with academic departments and program offices acting as a liaison, along with the Catholic Chaplain, to the University.
- D. Work with the University Chaplain, Jewish Chaplain, and Catholic Chaplain to promote inter-religious understanding and appreciation for religious diversity.
- E. Participate in broader activities of the Student Life division such as Orientation programs, search committees, Student Life staff meetings, etc., as determined in coordination with the Catholic Chaplain.
- F. Work with and provide outreach to Bucknell's extended constituencies (alumni, parents, etc.), as well as the area Catholic community and Catholic organizations.
- G. Participate as needed in ceremonial occasions of the university (memorial services, baccalaureate, commencement, etc.).
- H. Coordinate Mass setup and attend weekly liturgies.
- I. Coordinate community service projects and trips for CCM.
- J. Assist Catholic Chaplain and CCM leaders in leading prayer groups and communion services.
- K. Assist CCM leaders of Events and Outreach as well as Spiritual Life and Evangelization with planning social events, activities, fall and spring retreats, and the Busy Person's Retreat.
- L. Weekly involvement and attendance of *CCM Thursday Night* is required.
- M. Perform administrative tasks including publicity for events, reservation confirmations, database and website management, and assist with fundraising activities.
- N. Publish Insights on Mondays, Wednesdays, and Fridays, and maintain the e-mail database for this publication.
- O. Assist Catholic Chaplain with annual budget for CCM and coordinate Catholic Life funding throughout the year.
- P. Perform other duties as assigned by the Catholic Chaplain.

ARTICLE VIII: Program Assistant

Section 1: Summary of Position

The Program Assistant is responsible for the daily operation of the CCM office including clerical and bookkeeping tasks, in addition to coordinating events and programs involving students. The position requires knowledge of all secretarial skills needed to manage an office and the ability to deal effectively and efficiently with students, coworkers, and the general public (on the phone and in person). Questions must be answered with sensitivity to the importance people place on their religious traditions and the delicacy of religious questions.

Section 2: Principle Duties and Responsibilities

A. Office Coordination and Administrative Assistance:

The Catholic Chaplain has complex and varied duties and needs assistance in developing calendars, sorting out the importance of calls and e-mail messages, etc. The Program Assistant will need to become familiar quickly with the Bucknell calendar and help the Catholic Chaplain with information about scheduling events. The Program Assistant will assist the Chaplain by helping sort out their office operations and developing regular practices for dealing with student, staff, university, and public interactions and issues.

B. Receptionist:

Many calls are received regarding religious life, including many people who aren't entirely sure what they are asking for. The Program Assistant deals with parents of prospective students, upset students and many others. This work requires a knowledge base developed over time, as well as communication and diplomatic skills. Cordially greeting and welcoming all visitors to Newman House is essential.

C. Event Coordination:

Assist with planning and implementation of major CCM events such as Christmas and Holy Week services, Parents Weekend activities and the Busy Person's Retreat as well as various student programming. Many duties are involved to make sure these major public and University events are successful.

1. Develop rapport with students and provide leadership for planning successful programming.
 - a. Assist with record keeping and time management.
2. Prepare and plan brochures, invitations and mailing lists.
3. Prepare and submit contracts for speakers and outside vendors.
4. Assist with room and transportation reservations.
5. Give reminders and assistance with public advertising and notices.
6. Take reservations and keep accurate lists of participants for events.
7. Prepare and send memos to the various people involved in setting up the rooms for these events.
8. Follow up to make sure event setups are done properly and on time.
9. Order supplies for events.
10. Evaluate events after their occurrence and note changes for the next year.

D. Type and compose general correspondence, reports and memos.

E. Type service programs, POs, check requests, travel vouchers, memos for budget transfers, etc.

F. Create schedules for the use of Newman House.

- G. Serve as a liaison between Diocesan offices, Bucknell staff, and vendors.
- H. Create and update databases for Catholic programs of students, e-mail addresses, participation, parents' addresses, alumni, etc.
- I. Help with the layout and proofing of newsletters, creating the database for labels, folding, labeling, and mailing.
- J. Duplicate materials to meet a variety of deadlines.
- K. Pick-up and distribute mail daily.
- L. Order food and decorations for regular receptions and events.
- M. In May-June: assist in editing the Catholic admissions flyers.
- N. In April-August: assist with letters to accepted students, incoming students, parents, and others, and program publicity to be included in the letters, labels, etc.
- O. Maintain office equipment, including ordering of supplies for copiers and printers.
- P. Keep general office supplies in stock, purchasing supplies as needed.
- Q. Prepare materials for the Catholic Chaplain to make final decisions on budget requests.
- R. Monitor internal correspondence (Notes and Notices, What's Happening, etc.) and alerting the Catholic Chaplain to items that may affect the chapel office.
- S. Maintain files and records.
- T. Keep the Catholic Chaplain's schedule, set up appointments, make lodging arrangements (for the chaplain when he goes to conferences and for guest speakers sponsored by the chapel office).
- U. Learn new computer programs as required for certain tasks.
- V. Bookkeeping Responsibilities:
 1. Prepare cash receipt forms to be sent to the Diocesan Office of Financial Administration.
 2. Prepare invoices for payment to submit to both the Diocese and Bucknell.
 3. Count and prepare deposit for weekly offerings or charitable gifts.
 4. Reconcile and distribute funds from the Bucknell petty cash account.
 5. Reconcile Diocesan checking account.
 6. Complete time reports for musicians for payment.
 7. Monitor budgets each month and assist in the budgeting process.
- W. Assist with numerous appeal projects with CCM alone and in conjunction with Annual Giving.
- X. Coordinate volunteer services both for Masses and in general at Newman House.
- Y. Develop and maintain a database of student and staff volunteers for serving at Mass.
- Z. Conduct weekly scheduling of student volunteers to serve at Mass based on their schedules.
- AA. Compile Insights, an e-mail newsletter to be distributed electronically Monday, Wednesday and Friday.
- BB. Manage the CCM listserv.

ARTICLE IX: 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 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 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 is 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 vacant seat.
 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 X: Discernment Procedures

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 XI: Amendments

Section 1: Proposing Amendments

- B. Any member of the CCM Ministry Team may propose an amendment for the bylaws of CCM to the Directors.
- C. The Advisor may propose an amendment for the bylaws of CCM to the Directors.
- D. Any amendment proposal must be presented to the Directors in writing.
- E. The amendment must be presented to the Directors in a timely manner to begin deliberations on the amendment.
- F. The Directors and the Advisor will meet to discuss the viability of the amendment and to set any vote on it.
- G. Following a decision to proceed with a vote on the amendment, the 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.
- H. 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 Administrative Procedures

Event Forms:

- In planning an event, an Event Proposal Form must be submitted to the Advisor well in advance to the actual event occurring. Each Director will be responsible for the submittal of this form at least two weeks before the event. The Advisor will be responsible for approving or denying the event proposal in a reasonable amount of time.
- At the end of every event, an Event Report Form must be submitted to the Advisor to evaluate the success of the event.
- Copies of the Event Proposal Form and the Event Report Form must be placed in the CCM Leadership and Event Manual, kept at Newman House.

Expenditures:

- To use a charge slip to purchase food or supplies at a supermarket, 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.
- 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.

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.

Catholic Campus Ministry, Bucknell University
Transitional Phase Status Report (CCM FORM 3)

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.