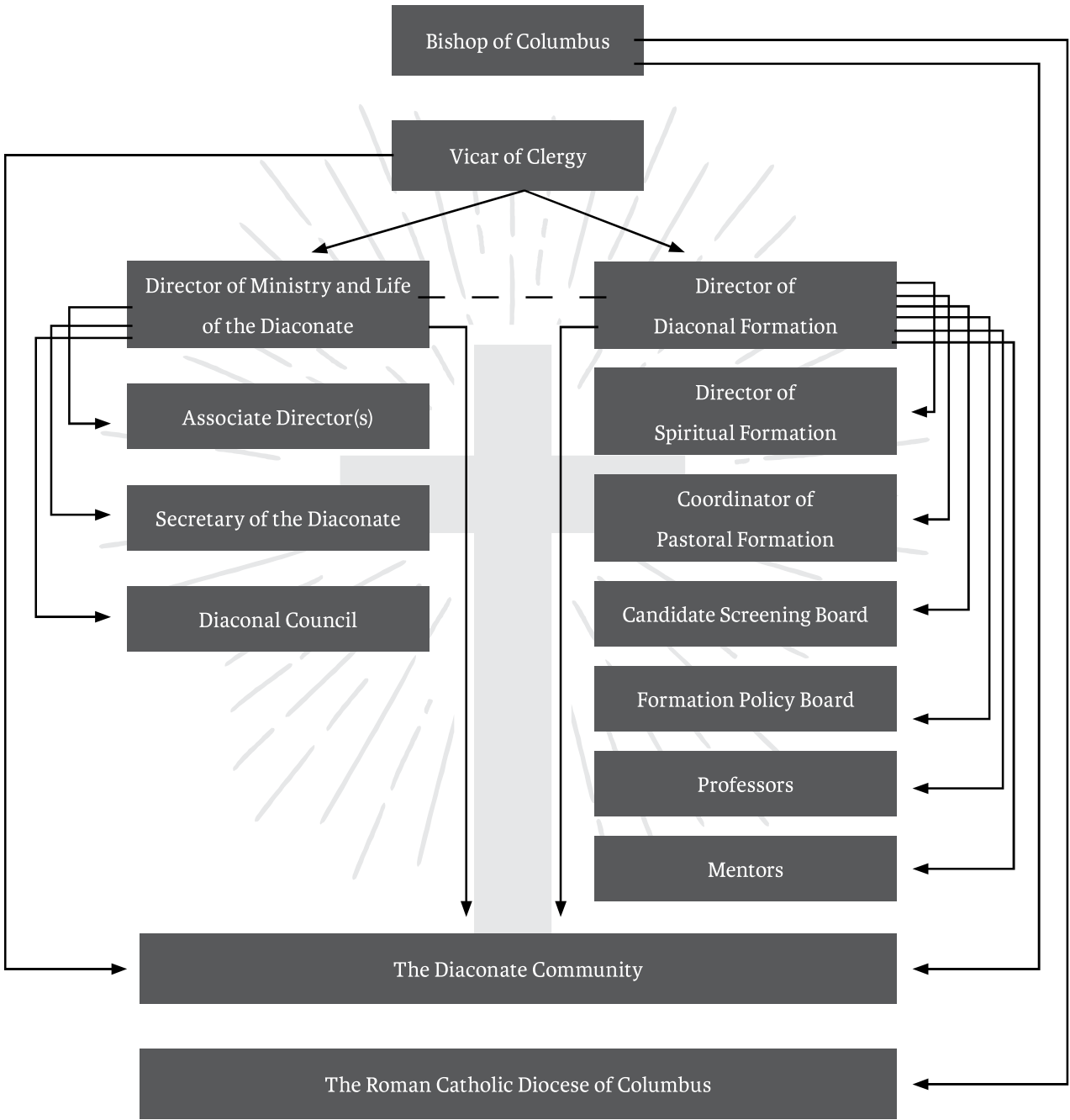


2000 SERIES

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DIACONATE OFFICE ORGANIZATIONAL CHART



OFFICE OF DIACONATE

The Office is responsible for fully implementing the *Ratio Fundamentalis* and all Vatican Norms relating to the Diaconate, the National Directory for the Formation, Ministry, and Life of Deacons in the United States of America (2nd edition), as well as the directives of the Bishop of the Diocese of Columbus.

The Office is also responsible for the concerns of the Diaconate Community. This Community includes the ordained deacons of the Diocese of Columbus, their spouses and families, the spouses of deceased deacons and those deacon inquirers, aspirants, and candidates in formation studies with their spouses and families.

The goals of this Office are:

- 1) To promote close, harmonious, and effective relationships among the bishop, priests, deacons, consecrated religious, and people of the Diocese of Columbus.
- 2) To direct the identification, assessment, and formation of inquirers, aspirants, and candidates to the diaconate.
- 3) To offer programs for post-ordination human, spiritual, intellectual, and pastoral growth and enrichment.
- 4) To provide for the evaluation and personal review of all deacons ministering within this diocese.
- 5) To assist in assessing and meeting the needs of those involved in a diaconal ministry.
- 6) To assist in assessing the Church's ministry, the personal needs of parishes/agencies and other institutions within the diocese insofar as diaconal ministry may meet such needs.
- 7) To assist individual deacons and staff in the area of conflict management and arbitration.
- 8) To assist in the development and coordination of structure and personnel for the formation of deacons and for support of diaconal ministry within the Diocese of Columbus.
- 9) To foster awareness in the Diocese and larger community regarding diaconal ministry.

2002.0

JOB DESCRIPTIONS: OFFICE OF THE DIACONATE:

2002.1

DIRECTOR OF MINISTRY AND LIFE OF THE DIACONATE

JOB DESCRIPTION

REPORTS TO: Vicar for Clergy

BASIC FUNCTION:

The Director of Ministry and Life Diaconate shall be the administrator of ordained deacons. He shall be responsible for planning and directing all activities and operations in relation to ordained deacons. He shall authorize action, after consultation with the Director of Diaconal Formation, the Vicar for Clergy and the Bishop of Columbus, for the good of the Church of the Diocese of Columbus, led by the Bishop and his successors.

DUTIES AND RESPONSIBILITIES:

- Ensure that the Bishop, Vicar for Clergy, and Director of Diaconal Formation are kept informed of plans, directions and functions of ordained deacons.
- Meet with the Vicar for Clergy, Director of Diaconal Formation, and Chancery to review with them the affairs of the Diaconate Office and consult with the members on matters pertaining to the diaconate and the office.
- Collaborate with the Director of Formation, associate(s), consultants, diaconate community, and Chancery in formulating policy pertaining to deacons.
- Works with consultants and staff to coordinate, develop and plan programs that meet the needs and interests of the diaconate community.
- Prepare budgets and determine allocation of funds for programs, staff, supplies, equipment, and other expenses in relation to ordained deacons in an efficient and cost-effective manner.
- Ex *officio* member of the Diaconate Council in order to keep the diaconate community abreast of happenings in the diaconate; to seek their advice and consultation.

- Collaborate with the Vicar for Clergy and Bishop to encourage and promote diaconal programs.
- Ensure proper communication with the entire diaconate community.

- Direct personnel needs regarding all deacons, i.e., publish open assignments for diaconal ministry, implement Limited Tenure Policy and Transfer Policy procedures, and recommend to the Bishop all deacon assignments.

- Implement Ministry Agreements and Ministry Appraisals with the pastor/administrator of parish/institution, deacon, and spouse after the Bishop's approval.

- Work with the diaconate community to periodically review and evaluate the ministry of deacons in the Diocese of Columbus.

- Collaborate with ordained deacons and their pastor/supervisor in addressing problems, and/or concerns in the performance of their diaconal ministry.

- Keep abreast of international, national, regional, and local developments, which impact the diaconate. Disseminate information to everyone in the diaconate community through mailings and newsletters.

- Meet and be available to deacons and spouses to listen to their ideas, opinions, and concerns.

- Works in collaboration with the Director of Diaconal Formation in the development and preparation of the statement delineating the initial pastoral Ministry Agreement of the newly ordained deacon.

DIRECTOR OF DIACONAL FORMATION

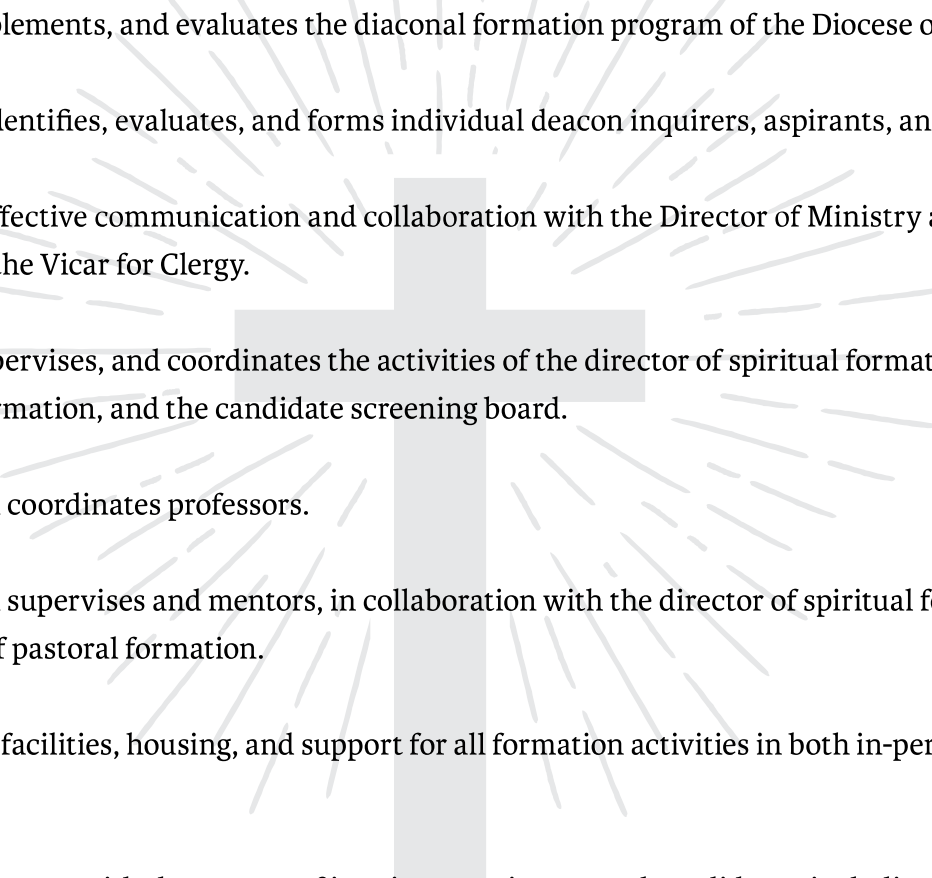
JOB DESCRIPTION

REPORTS TO: Vicar for Clergy

BASIC FUNCTION:

The Director of Diaconal Formation exercises delegated responsibility for inquirer, aspirant, and candidate formation. He also oversees the design, implementation, and evaluation of the formation program.

DUTIES AND RESPONSIBILITIES:

- 
- Designs, implements, and evaluates the diaconal formation program of the Diocese of Columbus
 - Effectively identifies, evaluates, and forms individual deacon inquirers, aspirants, and candidates.
 - Maintains effective communication and collaboration with the Director of Ministry and Life of Deacons and the Vicar for Clergy.
 - Recruits, supervises, and coordinates the activities of the director of spiritual formation, coordinator of pastoral formation, and the candidate screening board.
 - Recruits and coordinates professors.
 - Recruits and supervises and mentors, in collaboration with the director of spiritual formation and the coordinator of pastoral formation.
 - Coordinates facilities, housing, and support for all formation activities in both in-person and online formats.
 - Maintains contact with the pastors of inquirers, aspirants, and candidates, including home and parish visits.
 - Conducts regularly scheduled assessments of deacon inquirers, aspirants, and candidates, in collaboration with candidate screening board, the director of spiritual formation, coordinator of pastoral formation, pastors, faculty, and mentors.
 - Responsible for recruiting, forming, and making recommendations to the Bishop of Columbus for

admission to aspirancy, and candidacy, receiving of ministries of lector and acolyte, ordination to the diaconate, and post-ordination formation in collaboration with the formation team.

- Serve as ex officio member(s) of the Deacon Council.

- Coordinates and elicits feedback from the formation policy board.

- Prepare budgets and determine allocation of funds for programs, staff, supplies, equipment, and other expenses in relation to diaconal formation in an efficient and cost-effective manner.



ASSOCIATE DIRECTOR(S) OF THE DIACONATE

JOB DESCRIPTION

REPORTS TO: Director of Diaconal Formation and/or Director of Ministry and Life of the Diaconate

BASIC FUNCTION:

The Associate(s) are members of the Office of the Diaconate. The Associate(s) aid both Directors of the Office of the Diaconate in administering the day-to-day functions of the Diaconate office and the planning, development and implementation of the formation and educational programs in the diaconate community.

DUTIES AND RESPONSIBILITIES:

- Associate Director(s) and consultants are ad hoc, therefore, they arrange their office hours and schedule with the Directors of the Diaconate (Ministry and Life and/or Formation).
- Collaborate with Directors of Diaconate in evaluating, planning, developing, and implementing pre-and/or post-ordination formation programs.
- Work on special projects and assignments as designated by the Directors of the Diaconate.
- Along with the Directors of the Office of the Diaconate Diaconate and Diaconal Council, regularly review and evaluate the diaconal ministry in the Diocese.
- Collaborate with the Directors of the Office of the Diaconate and Diaconate community to encourage and promote diaconal programs.
- Provide scheduling of deacons in response to requests for assistance and diocesan functions (e.g., confirmation, jubilees, etc.)
- Collaborate with the Directors of the Office of the Diaconate Diaconate, diaconate community and chancery in formulating policy pertaining to deacons.
- Consult with Directors on all deacon assignment openings and procedures.
- May serve as ex officio member(s) of the Diaconal Council and, when necessary, represent the Directors in their absence on all diaconate concerns.

SECRETARY OF THE DIACONATE

JOB DESCRIPTION

REPORTS TO: Director of Diaconal Formation and the Director of Ministry and Life the Diaconate

BASIC FUNCTION:

Performs full secretarial functions of a responsible and confidential nature for the Office of the Diaconate. Performs varied equivalent administrative functions for the Office of the Diaconate. This position may be shared with another diocesan office.

This position requires a high degree of independent judgment, discretion, and knowledge of office policy and personnel. The secretary works independently under general instructions on a large variety of special projects and has frequent access to highly confidential information and files.

DUTIES AND RESPONSIBILITIES:

- Transcribes dictation, sometimes of a technical and/or confidential nature. May be asked to use shorthand.
- Composes and types letters and memoranda, sometimes confidential in nature.
- Assembles and submits relevant data from files, etc. Compiles statistics and information.
- Sets up and types reports, prepares bulk mailings and presentations.
- Communicates Directors' or Associate Director's instructions/procedures to various individuals and/or departments.
- Furnishes and obtains information from other directors or outside representatives.
- Designs and prepares program materials.
- Welcomes and makes comfortable clients for the Diaconate Office.
- Works with Directors to prepare budget and monthly reports.

- Assembles and keeps up to date confidential files.
- Manages Deacon Ministry Agreement Files and procedures.
- Keeps Deacon Continuing Education File and forms updated.



DIACONATE COUNCIL OF THE ROMAN CATHOLIC CHURCH
OF THE DIOCESE OF COLUMBUS

STATEMENT OF PURPOSE AND RULES OF ORGANIZATION

This Diaconate Council is formed with the underlying goal that all our efforts should lead toward development of a living faith, which is a real assent to Jesus Christ and a surrender to the Father's will, and which is the operational principal of one's life ministry.

Its name shall be the **Diaconal Council of the Roman Catholic Diocese of Columbus**. Its purpose is to represent the Diaconate Community in their ongoing formation and by counsel offered, effectively assist the Bishop in the work of strengthening the life of the Church.

Deacons in union with the Bishop, priests, and all ministers of the faithful serve the community. Entrusted by the Sacrament of Holy Orders, Deacons respond to the gospel mandate to serve through liturgy, teaching, and works of justice and charity.

In support of the above goals and efforts, this Diaconal Council is established to assist the Bishop, the Vicar General, and the Directors of the Office of the Diaconate.

The Bishop, the Chancery, the Office of the Diaconate and the Diaconate Community of the Roman Catholic Diocese of Columbus has constituted the Diaconal Council. Its sole reason to exist is to serve in general the Church of Columbus and in particular the Diaconate Community of the Diocese:

I. MEMBERSHIP

- The Diaconal Council is a working group selected from the body of the Diaconate Community of the Diocese of Columbus; those Deacons ordained or incardinated in the Diocese; those living in the Diocese.
- The Bishop of the Diocese of Columbus will appoint a member from each Deanery, which will constitute a body of Diaconal Council members.
- The Chair and Vice-chair shall serve for three (3) years. They are elected from the present body of Diaconal Community by secret ballot. All members may place their own names as a volunteer or may nominate another for voting membership.

- Ex officio members consist of the Bishop of the Diocese of Columbus (who serves as the President of the Diaconal Council), the Vicar General, the Chancellor, the Director of Ministry and Life of the Diaconate, the Director of Diaconal Formation, and for one (1) year, the immediate past-chair of the Diaconal Council.

II. AUTHORITY

The Diaconal Council is instituted with the advice and consent of the Bishop of the Diocese of Columbus, the Vicar General, and the Directors of the Office of the Diaconate. It is strictly advisory to the authoritative structure of the Diocese of Columbus.

III. COUNCIL MEMBERS - TENURE

- Members serve for either one (1), two (2) and/or three (3) years depending on the letter of appointment and discretion of the Bishop.
- Members will be selected and recommended to the Bishop and Vicar for Clergy by the Directors of the Diaconate in consultation with the deacons of the specific deanery.
- New terms begin at the winter meeting of each year.

IV. MEETINGS

A. Meetings shall be held at such time and location decided by Council. Additional meetings may be scheduled as required.

B. A majority of Diaconal Council Members shall constitute a quorum. At all meetings at which a quorum is present, a majority vote of those members present shall be necessary to adopt an advisory position to the Director of the Office of the Diaconate.

C. It shall be the right of every member of the Diaconal Community to be heard by the Diaconal Council.

D. General rules of parliamentary procedure shall be followed. However, the Chairperson is given wider latitude than usual to run an efficient meeting. Therefore, it is left to the Chair's discretion as to how closely Roberts Rules of Order is to be followed.

E. The consensus process will be used to arrive at decisions as much as possible, but parliamentary rules will prevail in actual voting.

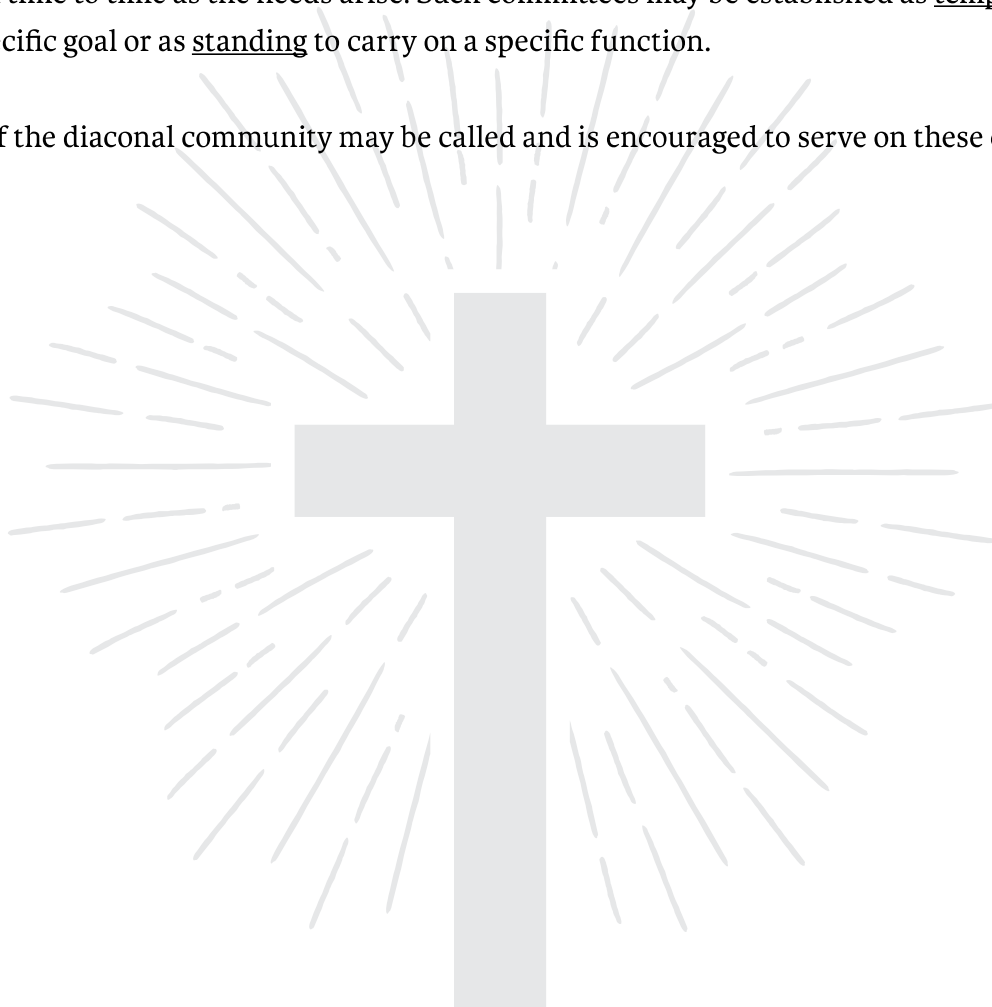
V. COMMUNICATIONS

The Directors of the Office of the Diaconate and Chairperson of the Diaconal Council shall distribute to all in the Diaconate Community a synopsis of all Council meetings. This shall be done in writing and within a reasonable time following the adjournment of the meeting.

VI. COMMITTEES

There are multiple standing committees described more fully in 2003.1.1. Other committees may be established from time to time as the needs arise. Such committees may be established as temporary to accomplish a specific goal or as standing to carry on a specific function.

Any member of the diaconal community may be called and is encouraged to serve on these committees.



2003.1
DIACONAL COUNCIL

GUIDELINES FOR REPRESENTATIVES

1. The Bishop of Columbus appoints the Representative for a term of one, two or three years. The term begins with the winter meeting.
2. The Representative attends three scheduled meeting each year. If, for some reason, he cannot make the meeting he should send a substitute from his deanery. The three meetings are:
 - Winter Meeting (February)
 - Summer Convocation Meeting (August)
 - Fall Meeting (October)
3. The representative must make personal contact (either by phone, email, or a general meeting) with each active or retired deacon who is a part of your Deanery prior to the scheduled Diaconal Council meeting.
4. Each representative must prepare a written report prior to each meeting that will be distributed as part of the quarterly minutes
5. The representative acts as a consultant to the Bishop, Vicar General and Directors of the Office of the Diaconate
6. The representative will be compensated for his travel and meal expenses.
7. Each representative will serve on a standing committee as well as any ad hoc committees designated by The Diaconal Council. The standing committees are:
 - Deacon Community Committee: Provides input/planning to the Diaconate Council on post-ordination formation, including Convocation (usually held in late summer) and post-ordination formation programming, may include spouses of deacons on an as-needed basis.
 - Deacon Charity Committee: Provides input/planning on charitable activities of the diaconate, including prison ministry and hospital ministry. Also makes recommendations to the Diaconate Council for the Deacon Charity Fund.
 - Deacon Assignment Committee: Provides input to the Diaconate Council concerning deacon assignments based on the needs of the Church and the capabilities of individual deacons.
 - Financial Concerns Committee: Provides input to the Diaconate Council on financial matters of the Church.

8. Each representative communicates with the deacon-candidates in their deanery and coordinates mentoring events to help with their formation

9. The representative must have access to email in order to receive notices from The Director of the Diaconate.

10. The representative contacts the Directors of the Diaconate regarding the health, well-being and concerns of the deacon, deacon-candidate, wives, and family.



DUTIES AND RESPONSIBILITIES: DIACONAL FORMATION TEAM

DIRECTOR OF SPIRITUAL FORMATION

JOB DESCRIPTION

REPORTS TO: Director of Diaconal Formation

BASIC FUNCTION:

Coordinates the spiritual formation program, giving it unity and direction. The director of spiritual formation, who must be a priest, is nominated by the director of diaconal formation and is approved and appointed by the Bishop of Columbus.

DUTIES AND RESPONSIBILITIES:

- Coordinates the spiritual formation program for deacon aspirants and candidates.
- Provides the individual spiritual direction of each aspirant and candidate.
- Provides an orientation to the spiritual dimension in aspirant and candidate formation to spiritual directors who have been chosen by the aspirants or candidates with the approval of the director of formation.
- Provides for the liturgical life and prayer of the aspirant and candidate communities, making appropriate provision for the celebration of the Eucharist, Liturgy of the Hours, and opportunities to celebrate the Sacrament of Penance in formation gatherings
- Responsible for retreats and days of recollection
- Communicates regularly and effectively with the Director of Diaconal Formation.
- Provides written feedback to the director of diaconal formation concerning the progress of aspirants and candidates in terms of the spiritual dimension for the purposes of selection and evaluation.

2004.2
COORDINATOR OF PASTORAL FORMATION

JOB DESCRIPTION

REPORTS TO: Director of Diaconal Formation

BASIC FUNCTION:

Assists the director of diaconal formation by preparing aspirants and candidates to enter into communion with the charity of Christ. The coordinator of pastoral formation has faculty status, which ensures that all pastoral assignments are carefully coordinated with the intellectual, spiritual, and human dimensions of formation. The coordinator of pastoral formation, who must be a priest or deacon, is nominated by the director of diaconal formation and is approved and appointed by the Bishop of Columbus.

DUTIES AND RESPONSIBILITIES:

- Coordinates the pastoral formation program for deacon aspirants and candidates.
- Relates the human, spiritual, and intellectual dimensions to pastoral practice.
- Systematically introduces the aspirants and candidates into suitable pastoral experiences, equipping them with practical skills for pastoral and, eventually, diaconal ministry.
- Arranges the pastoral placement of each participant, including the orientation and training of those who assist the aspirants/candidates in their assignment.
- Systematically communicates with the those assisting the aspirant/candidate and the Director of Diaconal Formation to promote the success of the pastoral placement.
- Provides written feedback to the director of formation concerning the progress of aspirants and candidates in terms of the spiritual dimension for the purposes of selection and evaluation.

POSITION DESCRIPTION

REPORTS TO: The Director of Diaconal Formation; or those who hold ecclesiastical or professional jurisdiction.

BASIC FUNCTION:

Professors contribute in a significant way to the formation of future deacons through in-person or online formation. Professors are nominated by the director of diaconal formation and are approved and appointed by the Bishop of Columbus.

DUTIES AND RESPONSIBILITIES:

- Must have expertise in the topic/dimension of formation.
- Must make or show record of the Profession of Faith and Oath of Fidelity if teaching philosophy or theology.
- Expectations:
 - Submit a course outline and list of required readings to the director of diaconal formation.
 - Participate in the assessment of aspirants or candidates for their continuation in the formation process and eventual readiness for ordination to the diaconate.
 - Be available for student consultation, providing feedback on achievements and necessary further development.
 - Participate whenever possible in the formation community's life of prayer, discussions, and in-service programming.
 - Be familiar with and experienced in adult learning and a family perspective in class preparation presentation, and assignment.
- Professors will receive assistance from the director of diaconal formation in the following areas:
 - Orientation to the dimensions of diaconal formation and doctrinal understanding of the identity and mission of the diaconate as well as to the personal, ministerial, and academic background of current aspirants and candidates.
 - In-service programming concerning Vatican documents, the USCCB National Directory, Diocesan guidelines, and the role of pastoral assignments in formation.
 - Equitable compensation.
 - If in-person instruction, an educational environment that includes proper equipment and classroom space.
 - Evaluative comments from director of formation and students regarding the professor's course.
 - A formal service agreement between the director of formation and the individual professor/program that incorporates the above.

- Arranges the pastoral placement of each participant, including the orientation and training of those who assist the aspirants/candidates in their assignment.
- Systematically communicates with the those assisting the aspirant/candidate and the director of formation/formation team to promote the success of the pastoral placement
- Provides written feedback to the director of diaconal formation concerning the progress of aspirants and candidates in terms of the spiritual dimension for the purposes of selection and evaluation



MENTORS

POSITION DESCRIPTION

REPORTS TO: The Director of Diaconal Formation.

BASIC FUNCTION:

Mentors are charged with following the formation of those committed to his care, offering support and encouragement. Mentors must be either a priest or deacon. They are nominated by the Director of Diaconal Formation and are approved and appointed by the Bishop of Columbus.

DUTIES AND RESPONSIBILITIES:

- Mentor one aspirant or candidate, under the supervision of the director of diaconal formation.
- Assist the director of diaconal formation in assessing the potential and qualifications of those in formation.
- Provides periodic written feedback to the Director of Diaconal Formation in terms of progress and suitability for ordination.
- Where appropriate, assist the director of spiritual formation and/or coordinator of pastoral formation to facilitate theological reflection for the aspirant or candidate assigned to the mentor.
- Where appropriate, invited to collaborate with the Director of Diaconal Formation in the programming of different formation activities.

CANDIDATE SCREENING BOARD

STATEMENT OF PURPOSE AND RULES OF ORGANIZATION

The name shall be the **Candidate Screening Board of the Roman Catholic Diocese of Columbus**. The purposes of this board are to evaluate and recommend to the director of diaconal formation: 1) applicants for admission to aspirant and candidate formation, 2) aspirants for the Rite of Candidacy, and 4) candidates for institution into the ministries of lector and acolyte, and 4) candidates for ordination to the diaconate.

Evaluation and recommendations will be made through regular meetings of the Candidate Screening Board and private individual feedback to the Director of Diaconal Formation.

In support of the above goals and efforts, the Candidate Screening Board is established to assist the Director of Diaconal Formation, the Bishop of Columbus, the Vicar for Clergy, and the Office of the Diaconate.

The Bishop, the Chancery, the Office of the Diaconate, and the Director of Diaconal Formation of the Roman Catholic Diocese of Columbus has constituted the Candidate Screening Board. Its sole reason to exist is to serve in general the Church of Columbus and in particular the evaluation and nomination and formation of aspirants and candidates for the diaconate in the Diocese of Columbus.

I. MEMBERSHIP

- The Candidate Screening Board is a working group selected from the body of the priests and deacons ordained, incardinated, or possessing faculties in the Diocese of Columbus. The Board will also be comprised of consecrated religious serving in the Diocese of Columbus and laity living in the Diocese of Columbus.
- Nominations for membership will be made by the Director of Diaconal Formation and approved by the Bishop of Columbus.
- Nominations for Chair of the Candidate Screening Board will be made by the Director of Diaconal Formation and approved by the Bishop of Columbus.

II. AUTHORITY

The Candidate Screening Board is instituted with the advice and consent of the Bishop of the Diocese of Columbus, the Vicar for Clergy, and the Directors of the Office of the Diaconate. It is strictly advisory to the Director of Diaconal Formation of the Diocese of Columbus.

III. BOARD MEMBERS - TENURE

- Members serve for three (3) years, or as designated in the appointment letter from the Bishop of Columbus
- New terms begin on July 1 of each year.

IV. MEETINGS

A. Meetings shall be held quarterly at such time and location decided by the Board and the Director of Diaconal Formation. Additional meetings may be scheduled as required.

B. General rules of parliamentary procedure shall be followed. However, the Chairperson is given wider latitude than usual to run an efficient meeting. Therefore, it is left to the Chair's discretion as to how closely Roberts Rules of Order is to be followed.

C. A majority of Candidate Screening Board Members shall constitute a quorum for meetings. These meetings will focus on general updates, the formation process, and discussion of the progress of individual inquirers, aspirants, and candidates.

D. The Candidate Screening Board will also meet with individual inquirers, aspirants, candidates, and their wives. These meetings will be conducted individually or by a small subset of the Candidate Screening Board.

E. Individual members of the Board will also be asked to individually review inquirer, aspirant, and candidate files and will be asked to make recommendations concerning evaluation and nomination. These recommendations will be made in writing in private to the director of diaconal formation and are strictly advisory in nature.

F. The activities of the Candidate Screening Board, in particular evaluation and nomination of individual inquirers, aspirants, and candidates, and if married, their wives, requires the highest level of privacy and confidentiality. As such, membership in the Candidate Screening Board should not be shared in external forum.

V. COMMUNICATIONS

The Director of Diaconal Formation will maintain active communication with the Director of the Diaconate and the Vicar for Clergy concerning the activities of the Candidate Screening Board.

FORMATION POLICY BOARD

STATEMENT OF PURPOSE AND RULES OF ORGANIZATION

The name shall be the **Formation Policy Board of the Roman Catholic Diocese of Columbus**. The purpose of this board is to advise on the planning, implementation, and evaluation of the formation program.

Advice will be given through recurring meetings and individual consultation.

In support of the above goals and efforts, the Formation Policy Board is established to assist the Director of Diaconal Formation, the Bishop of Columbus, the Vicar for Clergy, and the Office of the Diaconate.

The Bishop, the Chancery, the Office of the Diaconate, and the Director of Diaconal Formation of the Roman Catholic Diocese of Columbus has constituted the Formation Policy Board. Its sole reason to exist is to serve in general the Church of Columbus and in particular to provide advice concerning formation for the Diaconate in the Diocese of Columbus.

I. MEMBERSHIP

The Formation Policy Board is a working group selected from the body of the priests ordained, incardinated, or possessing faculties in the Diocese of Columbus.

Nominations for membership will be made by the Director of Diaconal Formation and approved by the Bishop of Columbus.

Nominations for Chair of the Formation Policy Board will be made by the Director of Diaconal Formation and approved by the Bishop of Columbus.

II. AUTHORITY

The Formation Policy Board is instituted with the advice and consent of the Bishop of the Diocese of Columbus, the Vicar for Clergy, and the Directors of the Office of the Diaconate. It is strictly advisory to the Director of Diaconal Formation, the Office of the Diaconate, the Vicar for Clergy, and the Bishop of the Diocese of Columbus.

III. BOARD MEMBERS - TENURE

Members serve for two (2) years, or as designated in the appointment letter from the Bishop of Columbus
New terms begin on July 1 of each year.

IV. MEETINGS

A. Meetings shall be held biannually at such time and location decided by the Board. Additional meetings may be scheduled as required.

B. The meeting agenda of the formation policy board will be determined by the director of diaconal formation and the chair of the formation policy board, in consultation with the Directors of the Diaconate, the Vicar for Clergy, the Bishop of Columbus, and others as needed.

C. General rules of parliamentary procedure shall be followed. However, the Chair is given wide latitude to run an efficient meeting. Therefore, it is left to the Chair's discretion as to how closely Roberts Rules of Order are to be followed.

V. COMMUNICATIONS

The Chair shall provide a summary of meetings to the Director of Diaconal Formation. The Chair and director of diaconal formation shall maintain regular contact concerning matters related to diaconal formation.