

Constitution

Catholic Campus Ministry Christopher Newport University

Article I: Purpose

Catholic Campus Ministry (CCM) exists to serve the students, faculty, and staff of Christopher Newport University. The broader ministry community also includes our permanent community, parents, and alumni. CCM will be a welcoming and inclusive community, open to persons of all backgrounds.

Article II: Membership

Section I: Membership to CCM is open to all students, faculty, and staff at Christopher Newport University. Membership is defined as having completed an information form.

Section II: As required by the Office of Student Activities, the following statement is included: CCM shall not haze any prospective or current members for the purpose of admission or affiliation with the organization. Members of CCM are free to leave or dissociate without fear of retribution or harassment. CCM shall not discriminate based on race, creed, color, sex, age, national origin, disability and sexual orientation.

Article III: Student Leadership Team Members

Section I: Student Leadership Team Members shall perform the following duties :

- a. Develop and encourage the vision, goals, and objectives of CCM
- b. Attend CCM Leadership Team meetings
- c. To attend Mass on campus whenever possible
- d. Attend CCM events and assist in operation with the leadership of the event's chair
- e. Meet weekly or as needed basis with Campus Minister
- f. Account for attendance at each Chair's hosted event
- g. Reach decisions by consensus
- h. Make necessary decisions that are not designated under staff or chair members
- i. Heed instructions of Campus Ministry Staff and Campus Advisors

Section II: The President shall perform the following duties:

- a. Preside over general CCM meetings and leadership team meetings
- b. Act as CCM's representative to the University, Student Activities, Our Lady of Mount Carmel, and the Richmond Diocese
- c. Act as the liaison between the leadership team and the Campus Minister
- d. Create committees with the Campus Minister and Vice President as needed to carry out the functions of CCM
- e. To keep Faculty/Staff Advisor informed about CCM and welcome/seek advice as needed

Section III: The Vice President shall perform the following duties:

- a. Perform all duties of the Student Campus Minister in her/his absence
- b. See that the rights and duties of all vacant offices and committees of CCM are fulfilled as well as ad hoc committee work deemed necessary by CCM's Leadership Team
- c. Assist the President in her/his duties

Section IV: Faith Formation shall perform the following duties

- a. Plan and coordinate any retreats specifically, Freshman Retreat and Beach Retreat
- b. Plan and Coordinate Large Group events
- c. Oversee operation of Small Groups Chair
- d. Oversee Women's Group Coordinator & Men's Group Coordinator

Section V: Liturgy and Worship Chair shall perform the following duties:

- a. Plan and oversee set up, clean up and operation of worship space for Mass, confession, adoration and other liturgical events
- b. Perform all other duties as assigned

Section VI : Music Chair shall perform the following duties

- a. Responsible for Choir and music each Sunday Mass
- b. Responsible for Music at Worship events
- c. Perform all other duties as assigned

Section VII: The Communications Chair shall perform the following duties:

- a. Serve as the secretary for all general CCM meetings and Leadership Team meetings
- b. To maintain and preserve records for CCM (Records include, but are not limited to calendars, newsletters, minutes, and registration forms, stewardship forms)
- c. Maintain a database with information of students in CCM
- d. Assist the Leadership Team with publicizing CCM activities
- e. Perform all other duties as assigned

Section VIII: Fellowship

- Planning, coordinating and operate each Sunday Supper
- Responsible for Sunday Supper Committee Members
- Responsible for preparing monthly fellowship events

Section IX: The Outreach and Service Chair shall perform the following duties:

- a. Plan and operate a monthly opportunity for service to the community for CCM members
- b. Plan and operate two Outreach events per semester
- c. Perform all other duties as assigned

Section IX: Small Groups Coordinator

- Responsible for pairing small group leaders and overseeing the operation
- Provides any necessary instruction or small group training
- Holds weekly small group meetings to receive small group updates and provide leader formation

Section X: The Minister of Treasury

- a. To keep abreast of CNU policy involving club funds
- b. Keep accurate financial records of CCM funds
- c. Perform all other duties as assigned

Article IV: Staff

Section I: Director

- a. Oversee Campus Minister and overall ministry function to insure that they are conducted in compliance with Christopher Newport University policies and the laws of the United States of America, the Commonwealth of Virginia, and the City of Newport News.
- b. Oversee Campus Minister and overall ministry function to insure correct catechesis and growth in faith

Section II: Campus Minister

- a. Insure that they are conducted in compliance with Christopher Newport University policies and the laws of the United States of America, the Commonwealth of Virginia, and the City of Newport News.
- b. Oversee operation of the CCM to provide enrichment and evangelization of the Catholic faith by providing sacraments, faith formation, and fellowship opportunities
- c. Oversee and provide the Student Leadership Team with formation, guidance, and resources

Section III: Advisor

The advisor shall work closely with the organization in coordinating activities to insure that they are conducted in compliance with Christopher Newport University policies and

the laws of the United States of America, the Commonwealth of Virginia, and the City of Newport News.

Article V: Discernment

Section I: Discernment for the Leadership Team for the upcoming school year will take place in the Spring Semester. All positions on the Student Leadership Team shall be discerned. The Campus Minister is a staff member of the parish of Our Lady of Mount Carmel. The advisor is a member of the CNU faculty or staff.

Section II: All members of CCM are eligible to participate in the discernment process

Section III: The Campus Minister shall lead the discernment unless otherwise determined by her/him in conversation with the Leadership Team

Article VII: Responsibilities

The organization will adhere to University policies and all local, state and federal laws

Article VIII: Amendments

Section I: Amendments can be made by a unanimous vote by the Leadership Team