

**BYLAWS FOR THE DIOCESE OF VENICE FLORIDA  
CATHOLIC CHARISMATIC COMMISSION**

Life in the Holy Spirit fulfills the vocation of man....  
It is graciously offered as salvation.  
(Catechism of the Catholic Church #1699)

**ARTICLE I  
NAME**

**1. NAME**

The name of this organization shall be the Diocese of Venice Florida Catholic Charismatic Renewal Commission, hereafter referred to as DVCCRC. The business of DVCCRC may be conducted as the Catholic Charismatic Renewal Commission or CCRC.

**ARTICLE II  
MISSION**

**2. MISSION**

With faithfulness to the teachings of the Catholic Church, prompted by the Holy Spirit and under the authority of the Bishop of the Diocese of Venice, Florida, the mission of the Catholic Charismatic Renewal Commission (CCRC) is to stir into flame the grace of Pentecost by promoting knowledge of the Third Person of the Blessed Trinity, the Seven Gifts of the Holy Spirit (Catechism of the Catholic Church #1831), Baptism in the Holy Spirit, a deepening awareness of the power of the Holy Spirit at work in our daily lives, and acceptance and use of Charismatic Gifts through the formation and pastoring of prayer groups, and spiritual growth experiences including but not limited to diocesan-wide and parish-focused retreats, days of renewal, seminars, workshops, missions and conferences.

**ARTICLE III  
STRUCTURE**

**3. GOVERNING BOARD STRUCTURE**

The CCRC is organized under the authority of the Bishop of the Diocese of Venice Florida with direct oversight by the Office of Evangelization and the CCRC Liaison (Moderator). The CCRC is composed of nine to fifteen governing board members representing age, gender, cultural, racial, and ethnic diversity with representation from across the Diocese of Venice Deaneries.

The CCRC consists of a Liaison (Moderator), Spiritual Director, President, Vice-President, Secretary, Treasurer and members-at-large. All CCRC members shall be approved by the Bishop.

The CCRC shall establish and operate under Bylaws that are approved by the Bishop of the Diocese of Venice.

**ARTICLE IV  
MEMBERSHIP**

**4.0 MEMBERSHIP**

**4.1. CCRC Membership:** CCRC members are appointed by the Bishop. Their roles and responsibilities are detailed as follows:

**4.1.1 Liaison (Moderator)**

The Liaison (Moderator) reports directly to the Bishop and is tasked with ensuring that the focus and work of the CCRC is aligned with the teachings of the Catholic Church, Church Tradition and the magisterium of the Church and is in obedience to the Bishop. The Liaison (Moderator)

4.1.1.1 represents the mission and work of the CCRC to the Office of Evangelization and the Bishop.

- 4.1.1.2 gives final approval CCRC programs and events that impact the Diocesan-sponsored events.
- 4.1.1.3 counsels CCRC members in all matters related to CCRC mission, plans, programs, and events.
- 4.1.1.4 gives spiritual guidance to CCRC members with regards to planning the Annual CCRC Conference and other CCRC sponsored events.
- 4.1.1.5 attends CCRC meetings whenever possible.
- 4.1.1.6 attends National Catholic Charismatic Leadership Meetings,
- 4.1.1.7 attends the Annual Catholic Charismatic Conference sponsored by the National Service Committee and
- 4.1.1.1 is a member of and attends annual meeting and regional meetings of the Association of Diocesan Liaisons.
- 4.1.1.2 serves as the Bishop's Liaison (Moderator), tasked with communicating to the Bishop, CCRC's work in supporting and promoting Life in the Spirit and charisms for ministry within the Renewal, parish life, and daily living.
- 4.1.1.3 reports back in writing to CCRC when attending national meetings and conferences and for dissemination to Renewal members.

#### **4.1.2 Spiritual Director**

The Spiritual Director is appointed by the Bishop to guide the Charismatic Renewal in all Spiritual Matters. The Spiritual Director

- 4.1.2.1 guides the CCRC in Spiritual Matters to ensure alignment with the teachings of the Catholic Church, Church Tradition and the magisterium of the Church and the Bishop.
- 4.1.2.2 upholds and encourages activities and events that support and promote CCRC's implementation of its Mission and Vision.
- 4.1.2.3 gives spiritual guidance to the CCRC in planning the Annual CCRC Conference and other CCRC sponsored events.
- 4.1.2.4 communicates with the Bishop, Liaison (Moderator), and the CCRC about matters that support and promote Life in the Spirit and charisms.
- 4.1.2.5 attends Commission meetings whenever possible.

#### **4.1.3 President**

The President provides and serves under the guidance and direction of the Liaison (Moderator) and Spiritual Director. The President

- 4.1.3.1 supports the Mission and Vision of the CCRC.
- 4.1.3.2 presides at CCRC meetings.
- 4.1.3.3 communicates regularly with the Liaison (Moderator) and Spiritual Director.
- 4.1.3.4 communicates directly with the Director of the Office of Evangelization as needed.
- 4.1.3.5 maintains and makes available, records of all meetings including but not limited to minutes and financial reports and submits the same to the Director of the Office of Evangelization upon request.
- 4.1.3.6 meets quarterly with the Bishop or upon his request.
- 4.1.3.7 submits an annual report to the Office of Evangelization including finances, activities, etc.
- 4.1.3.8 collaborates with the Diocese of Venice Spanish Renewal Leaders to plan for bi-lingual regional gatherings and an annual conference.
- 4.1.3.9 establishes an Annual Conference Core Team and Steering Committees to plan, develop and implement an annual English-Spanish Charismatic Conference.
- 4.1.3.10 attends National Catholic Charismatic Leaders' Meetings and other Catholic Charismatic events sponsored by the National and International Service Committee.
- 4.1.1.4 reports back in writing to CCRC when attending national meetings and conferences and for dissemination to Renewal members.

#### **4.1.4 Vice-President**

The Vice-President

- 4.1.4.1 works with the President to support and promote the Mission of the CCRC.
- 4.1.4.2 perform the duties of the President in the absence or disability of the President.
- 4.1.4.3 when so acting, the Vice-President has all the powers of the President and complies with the bylaws.
- 4.1.4.4 has such other powers and performs such other duties as prescribed by the CCRC Governing Board and/or the President.
- 4.1.4.5 normally accedes to the office of President upon the completion of the President's term of office.

#### **4.1.5 Secretary**

The Secretary

- 4.1.5.1 gives written notice of all meetings to CCRC members as required by the Bylaws.
- 4.1.5.2 has such other powers and perform such other duties as may be prescribed by the CCRC.
- 4.1.5.3 with approval of the CCRC, may appoint a person to assist in the performance of the duties of the secretary.
- 4.1.5.4 maintains minutes of all CCRC meetings and events.
- 4.1.5.5 submits minutes for review and approval by CCRC members at monthly meetings.
- 4.1.5.6 submits approved minutes to the Director of the Office of Evangelization.
- 4.1.5.7 is responsible for media announcements of CCRC events.
- 4.1.5.8 is responsible for all written communications.
- 4.1.5.9 is responsible for oversight of CCRC social media and website updates.

#### **4.1.6 Treasurer**

The Treasurer

- 4.1.6.1 provides direct oversight of the financial conditions and affairs of the CCRC.
- 4.1.6.2 oversees and keeps CCRC members informed of the financial condition of CCRC and of audit and/or financial review outcomes.
- 4.1.6.3 oversees CCRC budget preparation and ensures that appropriate financial reports are maintained, including all transactions.
- 4.1.6.4 presents monthly financial reports to the CCRC members one week prior to each monthly meeting for review by members.
- 4.1.6.5 develops and maintains monthly revenue and expense reports and submits same to the CCRC members for approval at monthly CCRC meetings.
- 4.1.6.6 submits Treasurer Reports for review and approval by CCRC members at monthly meetings.
- 4.1.6.7 makes financial reports available to the Diocese of Venice upon request.
- 4.1.6.8 performs all duties properly assigned by the CCRC and/or the President.
- 4.1.6.9 with approval of the CCRC, may appoint a qualified fiscal agent or member of the staff to assist in the performance of all or part of the duties of the treasurer.
- 4.1.6.10 make regular bank deposits of donations and monies received from CCRC events and activities following Diocesan guidelines.
- 4.1.6.11 receives CCRC approval for all expenditures prior to submitting them to the Office of Evangelization for payment.

#### **4.1.7 Members**

- 4.1.7.1 Attend CCRC meetings in person, via phone, or via video conference calls.
- 4.1.7.2 Represent the CCRC at local and diocesan events.
- 4.1.7.3 Promote and Attend CCRC events and conferences whenever possible.
- 4.1.7.4 Visit area prayer groups to encourage and support core team and prayer group members.

**ARTICLE V  
OFFICERS AND EXECUTIVE COMMITTEE**

**5. OFFICERS AND EXECUTIVE COMMITTEE COMPOSITION AND ACTIONS**

The CCRC Officers constitute the Executive Committee of the CCRC. The Executive Committee includes the CCRC Liaison (Moderator), Spiritual Director, President, Vice-President, Secretary and Treasurer. The Executive Committee oversees CCRC activities between meetings. As the entire CCRC is the governing body with policy and decision-making responsibilities, Executive Committee actions are to be kept to a minimum. Any actions taken by the Executive Committee must be reported in detail at the next CCRC meeting for approval.

**ARTICLE VI  
ATTENDANCE AT CCRC MEETINGS**

**6. ATTENDANCE**

CCRC members are expected to be present at all regularly scheduled meetings and/or teleconferences. Members unable to attend a meeting must notify the President via electronic mail or phone.

If a member has three unexcused absences in one year, the CCRC Board may ask the member to resign.

**ARTICLE VII  
MEETINGS**

**7. MEETINGS**

**7.1 Regular Meetings:**

The CCRC shall have a minimum of ten (10) regular meetings each calendar year via teleconferencing or in-person and at times and places fixed by the board. Board meetings shall be held with a minimum of a fourteen (14) day notice by electronic means. If sent by email the notice shall be deemed to be delivered upon its "sent status". Notice of meetings shall specify the place, day, and hour of meeting. Teleconference meetings shall include detailed information for accessing the teleconference website. The purpose of the meeting need not be specified.

**7.2 Special Meetings:**

Special meetings may be called by the Moderator, Spiritual Director or the Executive Committee of the CCRC. A special meeting must be preceded by a minimum of a four-day notice to each member including the date, time, and place or teleconference access information. The purpose of the meeting need not be stated.

**7.3. Manner of Acting:**

**7.3.1 Decisions:** Decisions will be made in a posture of prayerful consideration and in supplication to the anointing of the Holy Spirit. In this regard, Robert's Rules of Order (Parliamentary Procedures) will be used as a guide for conducting business during meetings with a focus on coming to consensus as a group.

**7.3.2 Quorum:** A majority of CCRC members must be present at the start of a meeting in order to establish a quorum for the transaction of business at that meeting. If a majority of members are not present, there is no quorum and therefore, no business shall be considered by the board at any meeting.

**7.3.3 Majority Vote:** The action of the majority of the directors present at a meeting at which a quorum is present shall be the action of the board.

**7.3.4 In the Event of a Tie:** On the occasion that there is no majority vote on a matter brought before the board, the Moderator, Spiritual Director or President, in the order of presence, has the power to break the tie.

**7.3.5 Participation:** CCRC members may participate in a regular or special meeting, using any means of communication by which all members participating may simultaneously hear one

another during the meeting, including in-person, via internet video conferencing, or via telephone conferencing.

- 7.3.6 **Informal Action by CCRC:** Any action required or permitted to be taken by the CCRC at a meeting, may be taken without holding a meeting if consent in writing, setting forth the action so taken, is agreed upon by the consensus of a quorum. For purposes of this section, an e-mail transmission from an e-mail address on record constitutes a valid writing. The intent of this provision is to allow CCRC members to use email to approve actions, provided a quorum of board members gives consent.

## **ARTICLE VIII CCRC TERMS OF OFFICE**

### **8. TERMS OF OFFICE**

- 8.1. Members shall be elected to serve a three-year term.
- 8.2. Members shall sign a three-year commitment letter to serve on the board which will be on file with the Secretary.
- 8.3. Members may serve a second three-year term if invited by the board to do so.
- 8.4. Members terms shall be staggered so that approximately one third the number of directors will end their terms in any given year.
- 8.5. Terms of office begin July 1 and end June 30 of the third year in office, unless the term is extended until such time as a successor has been elected.

## **ARTICLE IX QUALIFICATIONS AND ELECTION OF DIRECTORS**

### **9. QUALIFICATIONS AND ELECTION OF DIRECTORS**

- 9.1 **Eligibility:** In order to be eligible to serve as a member of the CCRC, the individual must be actively involved in a leadership position in the Catholic Charismatic Renewal at either the national, diocesan or local parish prayer group level and must be approved by the Bishop and CCRC Liaison (Moderator) and Spiritual Director. The election of members to replace those who have fulfilled their term of office shall take place July of each year.
- 9.2. **Vacancies:** The CCRC may fill vacancies due to the expiration of a member's term of office, resignation, death, or removal of a director or may appoint new members to fill a previously unfilled board position. Vacancies on the CCRC due to resignation, death, or removal shall be filled by the board for the balance of the term of the member being replaced.
- 9.3. **Compensation for Board Service:** Directors shall receive no compensation for carrying out their duties as directors unless agreed upon by the Bishop. The board may adopt policies providing for reasonable reimbursement of CCRC members for expenses incurred in conjunction with carrying out board responsibilities, such as travel expenses to attend conferences, and meetings.

## **ARTICLE X COMMITTEES**

### **10. COMMITTEES**

The CCRC may, by the resolution adopted by a majority of CCRC members designate one or more committees, each consisting of a minimum of one member, to serve at the pleasure of the CCRC. No committee may take any action without prior CCRC approval.

**CERTIFICATION OF ADOPTION OF BYLAWS**

I do hereby certify that the above stated Bylaws of CCRC are approved by the Bishop.

\_\_\_\_\_  
Bishop of the Diocese of Venice Florida.

\_\_\_\_\_  
Date

I do hereby certify that the above stated Bylaws of CCRC are approved by the Liaison (Moderator)

\_\_\_\_\_  
Liaison (Moderator) of the Catholic Charismatic Renewal Commission.

\_\_\_\_\_  
Date

I do hereby certify that the above stated Bylaws of CCRC are approved by the Spiritual Director

\_\_\_\_\_  
Spiritual Director of the Catholic Charismatic Renewal Commission.

\_\_\_\_\_  
Date

I do hereby certify that the above stated Bylaws of CCRC are approved by the President

\_\_\_\_\_  
President of the Catholic Charismatic Renewal Commission.

\_\_\_\_\_  
Date