

DIOCESE OF NEWARK**DIOCESAN COUNCIL PROTOCOLS FOR NEW AND EXISTING MINISTRIES**

A working document prepared by the Steering Committee of Council
and adopted by March 8, 2006.

(The protocols are available on the website - <http://www.dioceseofnewark.org/protocols.html>)

Introduction:

From time to time there are concerns, projects, and ministries which come before the Diocesan Council that require further study and discernment before possible Council action. The Steering Committee has drafted this Protocol to assist groups and individuals, and to enable Council to function canonically and effectively. This Protocol will serve to clarify the role and responsibilities of the Diocesan Council with respect to its canonical oversight of recognized organizations, institutions and other activities which receive financial support from the Diocesan budget or are otherwise affiliated with the Diocese.

Process:

1. Ministries, projects, and other initiatives which come before Diocesan Council shall be rooted in the following values:
 - consistent with God's call to us in this Diocese
 - fiduciary and legal responsibility
 - regular communication with Council about the ministry/project
2. Items for Council's consideration and/or action should first be directed to the Steering Committee of Council through the office of the Secretary of Diocesan Council/Convention.
3. Upon review, the Steering Committee may choose to add the item to the Council agenda, or may request further information, or may refer the item to one of the Council working groups, or may refer the item to another Diocesan entity.
4. The Steering Committee will report the results of its deliberations to the Council on a regular basis.

Related Diocesan Canons:**Canon 1 - Section 7**

Any Resolution calling for the establishment of a task force, committee, commission or any other entity with a lifespan of greater than one year shall also contain, at a minimum, each of the following elements:

1. A description of the purpose or mission of the entity to be created;
2. A mechanism for creating members of the entity, either through appointment or election, also including a definition of the terms of membership;
3. A statement of accountability identifying with particularity whether the entity to be created is responsible to the Bishop, the Convention or the Council;
4. A statement detailing whether the entity to be created will require funding and where that funding will come from;
5. A statement outlining the anticipated costs of the entity and the benefits to be gained from that expenditure; and
6. A statement of whether the entity to be created has a limited life span is permanent in nature or needs to be re-authorized by the Convention after a specific period of time.

Canon 5 - Section 2:

The Diocesan Council shall act for the Convention in the interim between meetings, and working with the Bishops and staff, shall be responsible for long-range planning and determining program priorities, presenting them clearly to the Convention for consideration. The Council acting for the Convention, shall from time to time review and evaluate the program approved by the Convention. The Council shall have all power necessary to carry out its functions and duties subject to law, the [Constitution and Canons of the General Church](#), and the [Constitution and Canons of this Diocese](#).

Canon 5 - Section 4: Duties: i.

Give recognition to accredited organizations, institutions, and other activities of the Diocese and provide regulations whereby such recognition can be given. No such organization, institution, or other activity shall receive financial support from the budget for the program of the Diocese or shall be permitted to use in its title any designation indicating it to be affiliated with the Diocese or in any other way hold itself out as a Diocesan organization, institution, or agency without first having received recognition from the Diocesan Council. The Diocesan Council shall have the further power of establishing standards, requiring reports, and the like in connection with all such organizations, institutions, and activities.