



AMPJP Canonical Stewards Formation Committee

Terms of reference

Approved by AMPJP Council: 08 June 2021 **To be reviewed:** 08 June 2022

1. Context

The AMPJP Constitution includes the objects of:

- (e) *supporting Canonical Stewards in their ministry of governance by -*
 - (i) *fostering the capability of current and future Canonical Stewards, including through facilitating formation activities and qualifications to support Canonical Stewards and their staff;*
 - (ii) *facilitating access to canonical governance and related advice;*
 - (iii) *communicating to the Members relevant matters of significance;*

Since its inception, AMPJP has arranged external people with particular expertise to present to Canonical Stewards on ethics, canon law, mission, safeguarding and governance. AMPJP has found that Canonical Stewards place highest value on learning from each other's knowledge and experience.

In 2021, AMPJP developed a Formation Framework for Canonical Stewards (Framework) drawing on the wisdom of its members. This Framework includes the following definition:

Formation occurs when the person cooperates with the Holy Spirit in identifying and developing the values, relationships, skills and knowledge that will enable her/him to more fully become the person that God calls her/him to be. Formation is:

- *a life-long transformative process;*
- *dynamic - incorporating varying elements as the person's mission leads them into a new role;*
- *individualised - requiring each person to identify the formation activities that will best facilitate their growth; and*
- *communal - both in that it can be seen as a process for a group and also in that the person is drawn closer to others (God, people and all of creation)*

The Framework also contains a number of principles that should guide the content and processes used by the AMPJP Canonical Stewards Formation Committee (Formation Committee).

1. Purpose

The Formation Committee will:

- a) Consult with MPJP Canonical Stewards, MPJP Councils and the AMPJP Council to develop a three-year plan of high-priority formation activities/resources;
- b) Facilitate the provision of formation activities/resources to be offered to current, and where applicable to potential, MPJP Canonical Stewards;
- c) Facilitate other formation activities/resources as requested by AMPJP Council and
- d) Provide advice to the AMPJP Council regarding formation issues.

2. Composition

There must be a minimum of two current MPJP Canonical Stewards on the Formation Committee. The Formation Committee will regularly complete a skills and identity matrix to assist the AMPJP Council to decide if changes are needed to the Committee's structure and membership.

The Formation Committee may comprise a maximum of seven people including:

- a) The AMPJP Executive Officer (or delegate);
- b) One or two current MPJP Canonical Stewards from a MPJP which sponsors education ministries;
- c) One or two current MPJP Canonical Stewards from a MPJP which sponsors health/aged care ministries; and
- d) Two or more people selected for their expertise in formation.

All Formation Committee members are expected to operate in the best interests of all MPJPs, regardless of their MPJP, sector experience or other considerations.

4. Term

The Formation Committee members will have a minimum three-year and maximum six-year term.

5. Office bearers

The AMPJP Council will appoint one of its members as the Formation Committee Chair. This appointment will be reviewed at least every three years.

In the event that the Chair is not present at a meeting, the participating members shall elect a Chair for that meeting.

The AMPJP Executive Officer will be the Minute Taker, Secretary and Treasurer for the Formation Committee.

6. Meetings

The Formation Committee will meet at least four times a year. The Formation Committee budget should allow for at least one face-to-face meeting each year with others as video/teleconferences.

As much as is possible, at the last meeting of the calendar year, the Formation Committee will determine the dates and locations of its meetings for the coming year.

The meeting papers will be circulated to all Formation Committee members at least seven days before their meeting. Minutes will be circulated to all Formation Committee members after a suitable time.

7. Authority

AMPJP Council will approve the Formation Committee's three-year plan and associated annual budget.

By April each year, the Formation Committee will provide the AMPJP Executive Officer with the income and expense categories for consideration in the budget allocations for the following July-June financial year.

8. Internal/External Communications

All formal communication between the Formation Committee and MPJPs will be via the Formation Committee Chair.

The Formation Committee will obtain the AMPJP Council Chair's approval before making or endorsing a statement to individuals or organisations.

9. Reporting

The Formation Committee Chair will provide the AMPJP Executive Officer with a brief written report on the Formation Committee activities/issues before each AMPJP Council meeting.

Attachment 1.

Selection criteria and process for the AMPJP Canonical Stewards Formation Committee

Selection Criteria

The criteria below should be addressed under the Nomination Forms three sections: (1) Relevant knowledge/Academic qualifications; (2) Relevant experience/expertise and (3) Other relevant competencies):

- Current MPJP Canonical Steward;**
 1. Currently serving as a Canonical Steward (AKA Trustee, Trustee Director, Councillor) from a MPJP which sponsors education ministries and/or health/aged care ministries; and
 2. Knowledge and experience in formation, preferably in a MPJP context.
- Formator**
 1. More than five years of experience as a formator/Mission Director in Catholic, preferably in MPJP contexts; and
 2. Minimum Masters level academic qualification(s) in the field of education, theology or similar.

Nomination process

- All AMPJP members will be invited to nominate one of their current Canonical Stewards for the Formation Committee when a vacancy arises.
- The nomination must be in the format of the AMPJP Canonical Stewards Formation Committee Nomination Form.
- At the conclusion of the nomination period, the AMPJP Executive Officer will present all nominations to the AMPJP Council.
- The AMPJP Council will assess all applications against the selection criteria.
- If the AMPJP Council believes other nominations are needed it will seek out suitable people to complete the nomination and appointment process.
- The AMPJP Council will appoint the person(s) as members of the Formation Committee – communicated via a letter from the AMPJP Council Chair

Formation Committee Chair

Nomination process

All members of the AMPJP Council will be invited to nominate her/himself or another Councillor for the role of Chair when this vacancy arises. Nominees must meet the selection criteria of current MPJP Canonical Steward and/or Formator.

Selection Criteria

Context

- Good understanding of AMPJP's purpose, priorities and ways of proceeding;
- Time, skills and temperament to work effectively with Formation Committee, AMPJP Council, and AMPJP Executive Officer

Conducting meeting

- Time and competence to work with AMPJP Executive Officer to develop Committee agenda and meeting papers
- Competence to ensure that meetings start and finish on time
- Competence to ensure that meetings address the most important issues
- Competence to ensure that all participants have an opportunity to contribute to discussions
- Competence to ensure that discussions and other interactions are respectful
- Competence to deal with differences and conflicts effectively

Leadership

- Time, skills and temperament to meet with Committee members between meetings, as required
- Time, skills and temperament to liaise with external parties on behalf of the Committee, as required
- Competence to facilitate the Committee developing and maintaining a strategic focus and medium/long term plans



**AMPJP Canonical Stewards Formation Committee
Nomination Form**

First name: **Family name:**.....

Email:..... **Phone:**

Gender: Male Female Other

Aboriginality: Aboriginal Torres Strait Islander Neither Aboriginal nor Torres Strait Islander

MPJP affiliation (if any):

Category of membership:

- Current MPJP Canonical Steward from a MPJP which sponsors education ministries;
- Current MPJP Canonical Steward from a MPJP which sponsors health/aged care ministries; and
- Formator (*person with significant knowledge and experience in formation, preferably in a MPJP context*)

Please attach resume or provide relevant details under the headings below:

- Academic qualifications:
- Relevant experience/expertise:
- Other relevant professional background
- Three relevant referees

Nominator

First name: **Family name:**.....

Email:..... **Phone:**

I nominate this person on behalf of MPJP:
.....

Signed: **Date:**

I accept this nomination and agree to operate in the best interests of all MPJPs, regardless of their MPJP, sector experience or other considerations.

Signed: **Date:**