

FAITH FORMATION FOR CHILDREN COMMITTEE

Terms of Reference (Revised 10/2007)

A NAME OF COMMITTEE

1. The name of the Committee is "**Faith Formation For Children Committee**" (FFC Committee). The FFC Committee is formed by the Parish Priest for the Spiritual well being of the Parish. Volunteers helping in the Faith Formation are called "**Faith Formators**".

B VISION

2. A Catholic Community where Christian Love and Faith can be felt.

C MISSION

3. To provide a platform for children and youth to develop and nurture spirited Catholic Faith over a period of time from Preschool and Primary School to Secondary School and to vigorously prepare the children for the Sacraments of Baptism, Reconciliation, Holy Eucharist and Confirmation, stressing the importance of Prayers and Living our Catholic Faith in our daily lives.

D OBJECTIVE

4. The Objective of the Faith Formation Program is to endeavor to build a solid faith foundation of the children so that by the time they leave us, they will be ready for the world, to cling to their faith, practice their faith, to search further on the true faith and to be able to defend their faith.

E MEMBERS & OFFICE BEARERS

5. All active Faith Formators are automatic members of the FFC Committee; membership of a member shall cease upon resignation or retirement of the member. Members agree to abide by these Terms of Reference and the Guidelines made under these constitutions.
6. The Chairman (Chairperson) of the FFC Committee shall be appointed by the Parish Priest. The first Chairman was appointed on the 13 November 2001.
7. The Chairman (Chairperson) shall chair the meetings, make final decisions and be responsible for the business of the Committee, he or she reports directly to the Parish Priest.
8. The Committee shall elect from among its members the following Office Bearers: - Secretary, Treasurer and other Office Bearers necessary for the management of the Committee. The terms of service of the Office Bearers are for a period of 2 years. Retiring Office Bearers and all active members are eligible for re-election.
9. The Secretary shall take minutes and proceedings of meetings and be generally responsible in coordinating all the activities of the Committee.
10. The Treasurer shall take care of the money of the Committee and be responsible for its accurate accounting.
11. Faith Formators are appointed by the Parish Priest and willingly serve the Lord with a cheerful heart without hindrance and must be committed to the Faith Formation Program. Faith Formation Classes were started in the year 2002 and long-term continuity is aimed.
12. The Committee serves the Parish by providing Faith Formation Classes based on approved Catechism Courses primarily for children whose schools do not provide Catechism Classes.

F PARISH PROVISION

13. Parish Priest shall provide financial support and clean functional classrooms and other facilities necessary for the proper operation of the FFC Committee.
14. Parish Priest shall facilitate and provide facilities for Baptism, Confessions, First Holy Communion, Confirmation, Thanksgiving Masses and other amenities which are essential for the Faith Formation Courses.
15. The Parish Priest reserves his absolute rights to appoint Faith Formator and to remove him or her if he deems fit.

Approved by Parish Priest

(SIGNED)

(19/10/2007)

REV. FR. VINCENT CHIN

Date

(Original Terms of reference approved and signed on 23 October 2002)