

# Formation Committee

## Terms of Reference



The Board of Mercy Partners established a Formation Committee to which it delegates some responsibilities and tasks.

### Introduction

Mercy Partners is a Public Juridic Person established in 2008 to sponsor the Catholic ministries entrusted to its care by their founding religious congregations. Mercy Partners has ministries in the fields of education, health, aged care, community services and disability services and social enterprise.

### Mission of Mercy Partners

To contribute to the emergence of a world where the healing, liberating and life-giving mercy of God is experienced.

### Purpose of the Committee

The Formation Committee has been established to support the Mercy Partners Board and the Director of Formation to provide formation for Ministry leaders in accordance with the mission and obligations outlined in the Canonical Statutes and Constitution of Mercy Partners.

### Objectives

The objectives of the Formation Committee are:

- To be a resource and advisory group assisting the Director of Formation in developing, implementing and regularly reviewing comprehensive leadership formation for ministries within Mercy Partners.
- To provide advice to Board of Mercy Partners on movements and initiatives in the wider Church and society that impact on Mercy Partners formation responsibilities.

### Tasks and Responsibilities

Work with and assist the Director of Formation to:

- Implement and review the Leadership Formation Framework which reflects the responsibilities of Mercy Partners for Catholic Identity, Governance, Mission and Spirituality.
- Develop opportunities for Formation that meet the diverse and evolving needs of Mercy Partners ministries.
- Develop formation policy and procedures for approval by the Board of Mercy Partners.
- Review the formation activities of Mercy Partners.
- Review the potential risks to Mercy Partners in relation to the provision of formation.
- Support the Board of Mercy Partners in its own formation.

### Accountability

The Formation Committee is:

- Accountable to Mercy Partners Board through the Committee Chair.
- To provide a written report to the Board at least quarterly.

### Membership

The Committee members shall be appointed by the Mercy Partners Board for a term of office to be determined by them. The Committee will comprise a member of Mercy Partners Board and a minimum of three external representatives with appropriate areas of expertise. Other members may be co-opted as required.

The Director of Formation and CEO are *ex officio* members of the Committee.

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### Proceedings of the Committee

The Committee will meet as least quarterly. The Committee will review its Terms of Reference bi-annually and make recommendations to the Board regarding any proposed changes.

The Committee will maintain minutes and other records.

### Committee Chairperson

A Director of the Board of Mercy Partners or a nominee is appointed as Chairperson of the Committee. The appointment is for a period to be determined by the Board.

Where the Chairperson is unavailable for a particular meeting, the Committee will choose another member to chair the meeting.

### Secretary

The Committee will arrange for a secretary to keep Minutes of the meetings. Minutes will be provided to Mercy Partners Board.

Version Control					
Version #	Overview of updates	Author	Approved By	Date Approved	Next Review Due
4	Removed reference to Mercy Partners Council and replaced with the Board of Mercy Partners.	SL	Formation Chair	5 October 2022	2023 Formation Committee Meeting