

Calvin Institute of Christian Worship
By-Laws

Background

Founded in 1997, the Calvin Institute of Christian Worship (hereafter, CICW) is an interdisciplinary study and ministry center dedicated to both understanding and revitalizing the practice of Christian worship. CICW is an institution of Calvin College, which works in close institutional and programmatic collaboration with Calvin Theological Seminary and the Christian Reformed Church in North America. The Institute is designed to draw upon the unique resources at a Christian liberal arts college—with its collegial environment, international faculty and student body, wide interdisciplinary expertise, and culture of ongoing learning—to partner with congregations, denominations, parachurch organizations, professional organizations and publishers to further our mission.

I Purposes

- A. Mission Statement: The Calvin Institute of Christian Worship aims to promote the scholarly study of the theology, history, and practice of Christian worship and the renewal of worship in congregations.
- B. Core Values: The implementation of this mission is guided by the following core values.
 - 1. Integration of Faith and Learning. Worship can be immeasurably enriched by rigorous study of the history, theology, and practice of Christian worship. The Institute is charged with modeling the integration of faith and learning which is at the heart of Calvin College's mission.
 - 2. Global and Historical Perspective. We have much to learn from Christian worship in ancient North Africa and modern-day Korea, in medieval Europe and modern-day South America. The Institute is charged to promote learning about and from Christian worship in all times and places.
 - 3. Inter-disciplinary Scope. Artists, theologians, cultural anthropologists, missionaries, musicians, historians, pastors, and sociologists all have unique insights into ways Christians may worship God more profoundly. The Institute is charged to promote active discussions among practitioners of several disciplines.
 - 4. Wide Ecumenical Audience. The Institute is charged with respecting and cultivating the strengths of the Reformed, evangelical tradition in which Calvin College and Calvin Theological Seminary stand, as well as to engage Christians in other traditions.
 - 5. Constructive Purpose. The Institute is charged to encourage public worship that is both spiritually vital and theologically rooted, that has both integrity and relevance, and not to promote unnecessary divisions over worship styles.

- II Activities:** The goal of CICW is achieved through several different kinds of activities, including the following:

- A. Curriculum. Institute staff ordinarily serve as teachers or consultants for courses at the college and seminary in the study of worship, including various worship-related interim courses offered in several disciplines, a core course in worship required for all seminarians, a series of elective courses at the seminary for specialized study, an elective course in worship in the Religion department of the college, elective courses on worship-related topics in the music department, and courses leading to a B. A. in church music offered at the college.
- B. Resource and Research Center. The Institute collaborates with the Calvin library and especially the Ministry Resource Center to support a collection of library resources to support the scholarly study of worship-related topics and to provide practical worship-related resources for local congregations.
- C. Scholarly Conferences and Publications. The Institute serves as a catalyst for the scholarly study of Christian worship through scholarly conferences, seminars for faculty and church leaders, and published volumes of research on worship-related topics.
- D. Conferences. The Institute promotes worship renewal in local congregations by sponsoring both the annual Symposium on Worship and the Arts at Calvin each January and regional conferences offered at sites throughout North America.
- E. Outreach to Churches. The Institute sponsors periodic local and regional educational events and retreats at locations throughout North America. In addition, the Institute works closely with other agencies of the Christian Reformed Church in North America, and other institutions throughout North America, and beyond.
- F. Guest Lectures and Presentations. The Institute sponsors guest lectures, conferences, art exhibits, and musical performances in order to provide members of the Calvin community with opportunities to learn from internationally recognized leaders in the worship-related fields.
- G. Published Worship Resources. The Institute sponsors the publication of books and music in cooperation with several publishing companies.
- H. Consulting. The Institute provides assistance and consultation for congregations that seek to promote renewal of worship.

III Administration: Director & Staff

- A. Duties of the Director of CICW
 - 1. Initiate and administer the programs of CICW, with the advice and consent of the Board
 - 2. Supervise CICW staff
 - 3. Seek to secure external funding for CICW
 - 4. Serve as chief liaison between CICW and its Governing Board.
 - 5. Serve as budget officer for the CICW and oversee the budget of all CICW activities.

6. Provide an annual report, to be submitted first to the Governing Board for review, and then to the reporting dean. The director shall submit a summary of the annual report to Faculty Senate for information.
7. In consultation with the Board chair, prepare the agenda and necessary materials for meetings of the Governing Board. These materials are to be submitted to the secretary of the Board for distribution.

B. Status of the Director

1. The director shall hold faculty status in the academic department corresponding with his or her training and expertise and shall receive a course load reduction ordinarily equivalent to three courses plus a summer stipend.
2. The director shall not serve as the chair of the Governing Board.
3. The director shall not serve as department chair during his or her term as director.

C. Selection of the Director

1. The provost shall appoint a search committee appropriate to the mission of the CICW. Search committee composition will include at least one member of an academic department related to worship (especially, but not limited to religion, music, and art), at least one member of the Governing Board from the seminary, and at least one member of the Governing Board from the college. Typically, it will also include the Dean for Research and Scholarship of the College.
2. The search committee will make a recommendation to the provost who will make a recommendation to the Professional Status Committee.
3. If departmental approval is necessary, their approval should be part of the recommendation to the Professional Status Committee, so that the PSC decision is final, not pending.
4. The director shall be appointed by the Professional Status Committee for a three-year term.
5. The director will report to the Dean for Research and Scholarship.

- D. Evaluation of the Director:** by the beginning of the third year of the director's three-year term, the provost shall oversee an evaluation of the director's performance. The evaluation will be conducted by the reporting dean, incorporating input from the board. The reporting dean shall submit a recommendation regarding reappointment to the Professional Status Committee.

IV Administration: Governing Board

- A. Composition:** The CICW Governing Board shall consist of 8 members: the Dean for Research & Scholarship; four Calvin College faculty members (one each from the religion and music departments, and two at-large); one faculty or staff member representing the chapel program (Chaplain's or Dean of the Chapel office); and two representatives of Calvin Theological Seminary (typically one administrator and one faculty member). In addition, director of CICW will normally be present at board meetings as a non-voting *ex officio* member. There are no other *ex officio* members appointed to the Governing Board.

- B. Selection: Members of the Board will be selected by the normal Committee on Governance process for committee assignments. The Seminary representatives will be appointed by the Seminary President.
- C. Committee service: Membership on the CICW Governing Board shall be applied to community service requirements according to governance rules.
- D. Administrative Support
 - 1. A board secretary shall be appointed by the Governing Board for a one-year term. Administrative support for the governing board (e.g., a secretary for governing board meetings) can be appointed from existing staff of the Calvin Institute of Christian Worship, with any such person(s) holding an ex officio status on the governing board.
 - 2. No limit shall be placed on the number of consecutive terms the board secretary may serve
 - 3. The board secretary shall arrange and distribute materials for meetings and submit minutes to the appropriate college entities.
- E. Terms
 - 1. Members, other than the director and dean, shall serve staggered, four-year terms. Terms shall be shortened as necessary to stagger the terms of the initial board.
 - 2. Members whose terms have expired typically shall be eligible again after a two year hiatus.
- F. Frequency of board meetings
 - 1. The director shall convene a meeting of the board at least once each full semester.
 - 2. The chair will convene additional meetings at the request of three or more members of the Board. A quorum must be present at all meetings.
- G. The Chair
 - 1. The chair of the Governing Board shall be appointed by Committee on Governance for a two-year term.
 - 2. The Chair may be reappointed by the Committee on Governance but may not serve for more than two consecutive terms.
- H. Powers of the Governing Board
 - 1. The Board shall have powers of advice and consent with regard to the operation of CICW, holding the director accountable to the founding document and the policies of Calvin College.
 - 2. The Board shall offer advice to the director on questions of initiatives, policies, and procedures of CICW.
 - 3. The Governing Board shall approve a ceiling on the dollar amount of grant awards that can be made by the Director of the Center/Institute without the consent of the Governing Board.

4. The Director of the Center/Institute may seek funding from foundations and grant agencies outside Calvin College. Awarded grants, however, require approval of the Governing Board prior to the acceptance of the grant monies. The acceptance of such funding by the Governing Board carries with it the board's approval of the distribution of the funds specified within the parameters of the grant.
5. Any reallocation among the various budget lines in excess of 10 percent of the total approved budget for that year requires the approval of the Governing Board.
6. The board shall approve the next year's budget and expenditures in advance of the fiscal year.
7. The board shall receive routine financial statements at least once per full semester.
8. The provost, through the reporting dean, shall oversee external reviews such as reappointments of the director as well as external reviews of the center or institute.

V Hiring Policies

- A. All college policies relating to hiring and reviewing of employees shall be followed.
- B. Employee position descriptions must be approved by the college's Job Evaluation Committee; title and wages should be consistent with Human Resources policies.

VI Amendment

- A. These bylaws may be amended by a two-thirds vote of the entire Governing Board. The powers of the Governing Board shall be exercised in accord with the Bylaws.
- B. Amendments approved by the Board then go to the Committee on Governance for approval and to Faculty Senate for information. In consultation with the director and the governing board, the Committee on Governance may recommend substantial changes be sent to Faculty Senate for approval

Approved by Committee on Governance on: October 31, 2006

Approved by Faculty Senate on: December 4, 2006

Approved by the Calvin Institute of Christian Worship Governing Board on:

Received for information by the Board of Trustees on:

Revised by COG, October 9, 2009