

## **Sodality Mission Statement: “To Jesus Through Mary”**

**Spiritual Life Mission:** To live the *Way of Life* that recognizes the presence of Christ in the Sodalist’s everyday life. The prayer basis of the Sodality *Way of Life* was founded upon the Spiritual Exercises of St. Ignatius. This *Way of Life* builds Faith, which makes all things possible, and Hope, which gives courage. These two virtues, in turn, lead to Charity, which reflects the love of God and mankind. These theological virtues exemplify the life of Mary, Our Holy Mother, whom Sodalists venerate and seek to emulate. The spiritual life of Sodalists is the primary function of Sodality. It is the driving force of God’s gifts that lead Sodalists to goodness and social action.

**Apostolic Life Mission:** The Apostolic Life Mission of the Sodality reflects spirituality in the *Way of Life* of a Sodalist. The mission channels spirituality to service in the family, in the Church, and in the community. Sodalists respond by their Christian vocation to papal encyclicals which call for social action through service in areas that challenge and demand their involvement as Christians. Some of these involvements are service to the Church and parish programs which care for the sick, the elderly, the poor, and the homeless, as well as concern for Christian education and legislation. Sodalists are concerned about family life and issues before the parish council, school board and parent teacher associations.

### **A Brief History of the Sodality:**

In 1563 a young Jesuit priest named Father Jean Leontius (Van de Leeuw) was teaching a small class in the Jesuit College in Rome when one day, around a little Altar of the Blessed Virgin Mary, he gathered his prized pupils. He sketched out a single program that appeared to fit instinctively into precisely the needs of that time when the Church was being persecuted. These young students bound themselves in Faith, Hope and Love to Christ Jesus. As active and fervent Catholics, they were to be recognized as followers of Christ by their military zeal, charity and service. They found in Mary the great inspiration to give themselves to the service of Christ. They loved her for what she was and did for the Lord. They showed Our Lady special veneration, placing their groups under her loving protection. This was the beginning of the first structured Sodality.

Later in the century (1584), Pope Gregory XIII acknowledged the Sodality in the Roman College, and granted it a list of special indulgences. This Sodality was made the Mother Sodality for the world and was given the title “Prima Primaria.” The Sodalities spread quickly throughout Europe and later came to America. About two hundred years later, women and girls were finally admitted to the society by Pope Benedict XIV (1751).

The Sodality came to North America in 1739 when Clement XII issued a Papal Bull approving the Sodality founded in 1730 at the Ursuline School in New Orleans, Louisiana. Georgetown University was the site of the first Sodality in the newly formed United States of America. It had been established and functioning since shortly after the founding of the College in 1789, although it was not affiliated with Rome until 1833.

Early in the last century, the Sodality was used as a basic organization for men and women who met separately, both stressing corporate Mass and Holy Communion. While regular meetings were held, they proved insufficient to instill the Common Rule of Sodality, resulting in revision of the Rule in 1910. The first Rule has a magnificent strength: "The Sodality of Our Lady, an association founded by the Society of Jesus and approved by the Holy See, is a religious body which aims at fostering in its members an ardent devotion, reverence, and filial love toward the Blessed Virgin..." (The New Sodality Manual, Lord, S.J., p 17, 1945).

Again, the Jesuits were commissioned to begin promulgating the Rule, this time through the instrument of a magazine, *The Queen's Work*. Editor F. Garesche, S.J, fulfilled this purpose for many years and succeeded in bringing about a diocesan union of Sodalities. Father Daniel A. Lord, S.J., succeeded Father Garesche, both as editor of *The Queen's Work* and promoter of Sodality. From 1929 on, the movement flourished under his leadership and maintained a phenomenal growth. From the first National parish Advisory Board (1929) to the National Diocesan Directors Conference (1954), much credit could be traced to him. "Catholic Action" was the key work in 1932 when summer schools for Catholic Action for the training of Sodality leaders were organized. By 1963, 250,000 had participated in the program.

Due to the rapid growth of Sodalities and the need for unity among Sodalities internationally, other higher governing bodies were established, including The World Federation of Sodalities and The National Federation of Sodalities. The Second Vatican Council in 1965 heralded significant changes in Sodalities. New "General Principles" replaced the Common Rule of 1910. At the World Federation of Sodalities in Rome in 1970, it was voted to change the name of Sodality to "Christian Life Communities." After an experimental period of three years, Pope Paul VI gave final approval to the General Principles and Statutes of Christian Life, and both the National and World Federation of Sodalities became the National and World Federation of Christian Life Communities. Spirituality, Community, and Mission are the essential elements for each CLC member. The Spirituality is Ignatian; the Community reinforces the movement of integrating faith and daily living; and the Mission is not just being involved in an activity, but is a whole quality of being present to the mission of Christ in the world today.

The World Federation of Christian Life Communities is based in Rome. The National Federation of Christian Life Community (NFCLC) – National Office for

the United States – is located in St. Louis, Missouri. Groups exist today in states from coast to coast and are to be found internationally in over 60 countries (as of 2005 A.D.)

When the concept of the Christian Life Communities was introduced in the early seventies in the Archdiocese of Washington, there were many meetings and workshops to explain its direction to the parish Sodalities as well as to invite membership. For four years the Sodality Union of the Archdiocese of Washington retained both names in its title. The Executive Council of the Sodality Union voted in 1983 to drop Christian Life Communities. The two factors that contributed to each organization remaining as it was were: lack of Jesuit support for the Christian Life Communities here, and the decision of the Sodality Union membership to remain Sodality.

Where does the parish Sodality stand today? Sodality has no central Organization since the former World Federation of Sodalities no longer exists. Each Sodality is autonomous. Fortunately for Sodalities in the Archdiocese of Washington, there is the Sodality Union, a medium by which affiliated parishes can get together to celebrate, to share ideas and concerns, and to give and receive assistance. In 1988 the Sodality Union revised its aims and objectives under two committees:

The Spiritual Life Committee, which seeks to foster growth and depth in the spiritual life of all Sodalities. It fosters programs ranging from enhancing individual and family prayer to promoting visitation for prayer with others in times of need.

The Apostolic Life committee, which seeks to enhance and expand the response of parish Sodalities in areas that challenge and demand our involvement as Christians...i.e., abortion, the elderly, the homeless, education, legislation, drugs, AIDS, and more.

## **Devotions to Jesus through Mary**

Daily Mass (if possible)

Daily Rosary

Prayer – Morning and Evening

Liturgy of the Hours

Veneration of the Blessed Sacrament

Frequent reception of the Sacraments of the Holy Eucharist and Reconciliation

Spiritual Readings – Bible; Lives of the Saints; Liturgy of the Hours;  
Catechism and Encyclicals.

### Forms of Prayer

Mass  
Conversations with God  
Meditation and Contemplation  
Examination of Conscience  
Attending Days of Recollection and Retreats

### Benefits from Being a Sodalist

Indulgences granted by Popes  
Gain Grace  
Collective and individual acts of charity  
Opportunities to grow in Faith, Hope and Charity in a Church community  
Opportunity to practice the virtues and works of Mercy  
Pray for deceased members and others (yourself included)

### Rules and Regulations for a Sodality

**Constitution and By-Laws:** The Sodality of Our Lady at St. Hugh of Grenoble Parish in Greenbelt, Maryland has an established Constitution and By-Laws which govern its functions. See Appendix A.

**Sodality Union of the Archdiocese of Washington:** Our Sodality is affiliated with the Sodality Union of the Archdiocese of Washington. To the extent feasible the structure of the St. Hugh's Parish Sodality corresponds to that of the Sodality Union.

**Membership:** Any practicing Catholic 18 years of age or older may become a member. Junior Sodality membership is open to youth from 6<sup>th</sup> to 12<sup>th</sup> grade.

**New Members:** Prospective members must be instructed in the Apostolic spirituality. There are two definite steps in the training of the candidate: Instruction and Practice. Through instruction the candidate must acquire a clear knowledge of the objectives of the Sodality *Way of Life*, and then put them into practice. The candidate gradually acquires the necessary apostolate habits of prayer in action. As the candidate learns various duties of the Sodality, they are expected to fulfill them in daily living during the training period and thereafter.

**Meetings:** General Meetings of the Sodality at St. Hugh's are held on the 1st Sunday of each month, from September through May, following the 8:00 a.m. Mass. There are no general meetings during the months of June, July and August, however, members still attend Mass together during these months. The Executive Council meets monthly at a time mutually agreeable to the members of the Council. All who attend meetings expect them to be well conducted, informative and productive. In general we adhere to the basic parliamentary procedure as given in Robert's Rules of Order, Revised, and to the principle that "rights must be respected – rights of the majority, of the minority, of the individual members, of absentees and the rights of all of these together." Appendix B provides an outline of the typical meeting agenda.

### **Duties and Responsibilities:**

Our Moderator is the Pastor or is appointed by the Pastor and has the following responsibilities:

- Serve the Sodality as a representative of and liaison with the Parish hierarchy; act as an Advisor and assist the members of the Sodality in the accomplishment of their purposes; and attend the meetings of the General Body and of the Executive Council
- Consult with the Nominating Committee on nominees for office and with the Prefect on appointed officers and committee chairs.
- Encourage and foster the spiritual growth of Sodalists and promote the development of the Christian Community.
- By virtue of the mission given him by the hierarchy, whose authority he represents, keep the Sodalists informed on doctrinal and pastoral matters within the Parish.

The Officers of a Parish Sodality shall be the Prefect, Vice Prefect, Recording Secretary, Corresponding Secretary and the Treasurer. They are elected by the membership for a term of two years at the monthly meeting in May of the election year. (The "term of two years" and the "meeting in May" can vary in some of the parishes.) Appendix C contains a description of the duties and responsibilities of elected officers

The Executive Council is comprised of the elected officers, chairpersons of standing and special committees, past prefects and interested members of the General Body. The Executive Council shall approve the programs and activities for the year and present their recommendations at the regular meeting of the General Body. It shall also function for the General Body during summer recess.

The responsibilities of the General Body shall be to participate actively in all programs of the Sodality. Each member shall have a voice in all business that may arise at a general meeting.

The Sodality Union of the Archdiocese of Washington suggests that affiliated Sodalities establish the following standing committees:

Spiritual Life  
Apostolic Life  
Membership  
Public Relations  
Hospitality  
Ways and Means  
Special Services  
Junior Sodality

The duties and responsibilities of these standing committees are described in Appendix E.

**APPENDIX A  
CONSTITUTION AND BY-LAWS  
SODALITY OF OUR LADY ST. HUGH'S  
CONSTITUTION**

**ARTICLE I – NAME**

The Sodality of Our Lady St. Hugh's, Greenbelt, MD has been established under the title and invocation of the Blessed Virgin Mary, Our Lady of the Annunciation.

**ARTICLE II – PURPOSE**

The purpose of the Organization is to foster in its members an ardent devotion, reverence and filial love toward our Blessed Mother and thereby assist them in becoming good Catholics, bent upon sanctifying themselves and their neighbors and defending the cause of the Church.

**ARTICLE III – MEMBERSHIP**

1. Any practicing Catholic 18 years of age or older may become a member. Junior Sodality membership is open to youth from 6<sup>th</sup> to 12<sup>th</sup> grade.
2. New candidates desiring membership in the Sodality should be willing and able to attend meetings and participate in other Sodality activities.

**ARTICLE IV – OFFICERS**

1. The officers of this Organization shall be:

A. Spiritual Moderator	D. Recording Secretary
B. Prefect	E. Corresponding Secretary
C. Vice Prefect	F. Treasurer
2. The Spiritual Moderator shall be the Pastor, Associate Pastor or a Deacon appointed by the Pastor.
3. The Prefect, Vice Prefect, Recording Secretary, Corresponding Secretary, and Treasurer shall be elected by the membership at the monthly meeting in May. Should a vacancy occur in any elective office, the membership shall vote for a successor at its next regular monthly meeting for the unexpired term.
4. No Officer, except the Spiritual Moderator shall hold the same office more than two (2) consecutive terms, however, election of officers will be held after one (1) term. Any officer wishing to stay additional terms may, at the approval of the body, be permitted to continue. A term consists of two years.

5. Members may be elected to an office previously held, if at least one term has elapsed since the member held that office.

#### **ARTICLE V – EXECUTIVE COUNCIL**

There will be an Executive Council composed of the Spiritual Moderator, Sodality Officers and Committee Chairs.

#### **ARTICLE VI – MEETINGS**

1. The regular Sodality meetings shall be held on the first Sunday of each month during the months of September through May, unless otherwise notified.
2. The Executive Council shall meet each month as announced in advance by the Moderator or Prefect.

#### **\*\*\*\* DUTIES OF OFFICERS \*\*\*\***

##### **Spiritual Moderator**

The Spiritual Moderator shall advise and direct the Sodality with regard to purpose and methods best suited for the Christian life of the community. He shall approve all nominations for office and recommend changes for the spiritual welfare of the Sodality and sign checks if needed.

##### **Prefect**

The Prefect shall preside at all meetings and shall preserve order according to the "Parliamentary Procedures." The Prefect shall protect the rights of the members and carry out their will in accordance with the provision of the Constitution and By-Laws of the Sodality. The Prefect shall appoint all committee chairpersons, and may call special meetings of the Executive Council, Governing Body and Committees, when needed, with the approval of the Spiritual Moderator. The Prefect shall sign checks as needed.

##### **Vice Prefect**

The Vice Prefect shall take the place of the Prefect in case of absence or disability and shall assist in formulating and carrying out projects and activities of the Sodality.

##### **Recording Secretary**

The Recording Secretary shall record all minutes of regular meetings, executive and special meetings in permanent books provided for that purpose. The recording secretary shall, at the expiration of their term of office, transfer all official minutes and

records to the new recording secretary. The records shall be available upon request by the spiritual Moderator, Prefect or Auditors and shall be submitted within five (5) days of said request.

### **Corresponding Secretary**

The Corresponding Secretary shall attend to all correspondence of the Sodality under the direction of the Prefect. The Corresponding Secretary shall be in charge of all notices and communications pertaining to the Sodality and perform such other duties as the Prefect or Spiritual Moderator may direct.

### **Treasurer**

The Treasurer shall receive monies from dues and all other sources of the Sodality and keep an itemized record of same along with all disbursements in a permanent book provided for that purpose. The Treasurer shall make a monthly report at regular meetings and shall deposit all money in a bank in the name of the Sodality. The Treasurer shall retain all receipts, bank statements, canceled checks and all financial reports received and submit same to Auditing Committee when advised by the Prefect or Spiritual Moderator. The Treasurer shall submit to the Pastor, if requested, a complete report at the end of each year and shall give all records and files of the Sodality to the new Treasurer at the expiration of their term. The Treasurer shall handle the mailing of all disbursements by check and shall sign checks. Any check over \$250.00 requires two signatures, while checks over \$500 require signature of the Moderator, Prefect and Treasurer.

### **Executive Council**

The Executive Council shall plan the general activities of the year with the Spiritual Moderator and present their recommendations at regular meetings.

This Constitution revised and adopted- - - -

October 30, 2011

Rev. Walter J. Tappe

Laurie Njoku, Prefect

## **SODALITY OF OUR LADY ST. HUGH'S**

### **BY-LAWS**

#### **DUES**

1. Assessments shall be ten dollars (\$10.00) annually for each Sodalist.
2. Active and inactive members are requested to pay dues annually.

#### **MEMBERSHIP**

1. Membership in this Sodality consists of active and inactive members. Active Members are those who attend regular Sodality Masses, Holy Communions and meetings. Also considered active are the sick members. Inactive member are those who have joined but do not participate in any regular meetings.
2. Solemn reception of new members shall be held each year.

#### **OFFICERS**

1. The installation of the newly elected officers shall take place at the end of the term of the outgoing officers.
2. Newly received Sodalists shall not hold an elected office until after one year (1) of membership.

#### **COMMITTEES**

1. There shall be two kinds of committees in operation, permanent committees and special committees.
  - a. Permanent committees shall consist of as many members as deemed necessary to efficiently transact the activities of the committee's program. A report from each committee shall be given at each regular meeting if the Prefect so desires.

b. Special committees shall be appointed for a specially defined purpose, provided that such purpose does not impinge upon the recognized duties, privileges and obligations of the permanent committees. Such special committees may be dissolved by the Prefect with the approval of the Executive Committee and Spiritual Moderator upon accomplishment of its purpose.

### **AMENDMENTS**

1. These By-laws may be amended at any regular meeting of the Sodality by a majority vote, provided the proposed amendment has been read at two (2) previous regular meetings.
2. The Spiritual Moderator may make any adjustments as he deems necessary. This privilege is accorded to him because of the Canonical nature of the Sodality of Our Lady and will be used only in case of extreme measure.
3. These By-Laws shall be in effect when approved and adopted and shall supersede all previous editions.

Complete Constitution and By-Laws shall be read at two (2) regular meetings before final approval and adoption.

These By-Laws revised and adopted- - - -

**December 2, 2012**

Rev. Walter J. Tappe

JoEllen Sarff, Prefect

## **APPENDIX B CONDUCTING A MEETING**

In order to conduct an effective Sodality meeting, an agenda is a necessity. It is an outline of the items to be considered and should be prepared in advance by the Prefect. It ensures an orderly presentation of the business to be conducted and approximates the time required for the meeting, as well as that allotted for any activity.

The agenda for a typical Sodality meeting is as follows:

### **Meeting Is Called to Order**

First item on the agenda is the announcement by the Prefect that the meeting is called to order.

### **Opening Prayer**

The Prefect asks the Moderator or head of Spiritual Life Committee or designee to say the prayer

### **Welcome Those Attending**

The Prefect welcomes all who are attending and may introduce guests at this time. The Prefect stands while speaking and sits when another person has been given the floor.

### **Minutes of the Previous Meeting**

The Recording Secretary, having previously circulated the minutes of the meeting, asks if there are any corrections. The minutes either stand "approved as read" or "approved as corrected." Approval is by general consent.

### **Treasurer's Report**

The Prefect requests the Treasurer to read the report. After the report is read, the Prefect asks, "Are there any questions?" Hearing none, the Prefect announces that the report will be filed for audit.

### **Corresponding Secretary**

The Corresponding Secretary is requested to read the correspondence including the date, the sender's name, and then the briefed message.

### **Committee Reports**

Prefect calls only on those Chairs who have prepared a report (having checked with them prior to the meeting).

**Unfinished Business**

This includes activities, policies, and procedures that have been discussed at previous meetings and upon which further action or discussion is required.

**New Business**

Ideas for new projects or activities are presented here. If they have been assigned to Chair, the Prefect introduces them. Otherwise the Prefect explains the project.

**Announcements – for information****Moderator's Message****Closing Prayer****Adjournment**

## **APPENDIX C**

### **DUTIES & RESPONSIBILITIES OF ELECTED OFFICIALS**

**Prefect:** Many and varied are the duties of the Prefect in a Parish Sodality. Great are the privileges and obligations of this office. At the time of installation, a solemn promise is made to Our Lady and her Divine Son to promote its aims and purposes. Placing complete confidence in Christ and His Blessed mother, the new Prefect faces the realities of organizational work as well as the problems of dealing with people and with situations. The Prefect will:

- Preside at all meetings of the Parish Sodality and the Executive Council and preserve order according to parliamentary procedure.
- Be an ex-officio member of all committees of the parish Sodality except the Nominating Committee.
- Appoint one or more Corresponding Secretaries, the Historian and the Parliamentarian, as well as Standing Committees and Special Committee Chairs.
- Approve the disbursement of all Parish Sodality funds.
- Represent the Parish Sodality in the Archdiocese and in community groups as may be appropriate.
- Direct the work of the Parish Sodality with the aid of the other Officers and Committee Chairs.
- Keep the vice Prefect fully informed on all matters of the Parish Sodality.
- Present a complete written report of work completed in office at the Annual Meeting and, perhaps, render an oral report.
- Deliver to the incoming Prefect all pertinent files within thirty (30) days from the date of installation.
- Know the members and make oneself available to them and to be a good listener.
- Guide the members of the Sodality toward the fulfillment of the objectives of the organization.
- Bring the Sodalist closer to Christ and to Mary by example of fairness, understanding, confidence, and cooperation.
- Encourage Sodalists in their responsibilities to their Parish and the importance of participation in parish activities.
- Encourage Sodalists to be informed in their faith and in the various issues of the Church and the world.
- Expand and develop the programs of the Sodality in order to intensify and strengthen the work.
- Be aware of the needs within the parish and the community so that service can be given by the Sodalist when and where it is needed.
- Suggest programs for Sodality meetings that will inform, inspire, and motivate Sodalists to greater involvement in their Sodality, Parish and community.

- Adjust personal plans so as to cooperate with other parish activities.
- Encourage interest and participation in programs and events sponsored by the Archdiocese.
- Recognize talent and encourage Sodalists to use their talents in their particular apostolate.
- Praise Sodalists who have participated actively in the work of the Sodality, and be prepared to assume the blame if things fail.
- Delegate specific functions, both spiritual and apostolic, to the chair of each committee in order to carry out the Sodality programs.
- Make use of all opportunities to increase the spirituality of each Sodalist with special emphasis on the role of Mary in one's personal life.
- Be an ambassador of Mary by being a true leader and example for others to follow.

### **Vice Prefect**

- Preside at all meetings and assume the duties of the Prefect when necessary.
- Assume the duties as "interim" Prefect for the unexpired term of the Prefect upon resignation, removal, or death of that Officer.
- Assist in all ways and perform other duties as may be assigned by the Prefect or the Executive Council.
- Familiarize oneself with the responsibilities of the Prefect.
- Deliver to the incoming Vice Prefect all pertinent files within thirty (30) days from the date of installation.

### **Recording Secretary**

- Record and present for approval all minutes of the meetings of the Executive Council and the General Body.
- Submit copies of the minutes to the Moderator, Prefect, Vice Prefect and the Historian.
- Keep in good order a permanent file of all records.
- Perform such other duties as may be assigned by the Prefect and the Executive Council.
- Deliver to the incoming Recording Secretary all pertinent files and Records within thirty (30) days from the date of installation.

### **Corresponding Secretary:**

- Take care of all incoming and outgoing correspondence.
- Pick up incoming Sodality mail in the our mailbox in the Parish Office.
- Prepare all bulletin notices with the Prefect's guidance and approval.

**Treasurer:**

- Be responsible for the collection, safekeeping and disbursement of the Parish Sodality funds, including dues.
- Record receipt of all dues and issue membership cards to dues paying members.
- Coordinate with the Membership Committee to validate membership rolls.
- Disburse funds only upon receipt of original bills and after proper approval by the Prefect.
- Sign checks for the Parish Sodality according to individual Parish guidelines.
- Act as a member of the Ways and Means Committee and assist in preparing the annual budget.
- Present a financial report at each meeting of the Executive Council and of the general body, and an annual report at the closing meeting of the Parish Sodality.
- Present the financial records of the Parish Sodality for audit at the direction of the Prefect or the Executive Council.
- Deliver to the incoming Treasurer all pertinent files within thirty (30) days from the date of installation.

## **APPENDIX D DUTIES & RESPONSIBILITIES OF APPOINTED OFFICIALS**

### **Program Coordinator**

- Be responsible for coordinating the year's program and functions with the Prefect and Executive Council.
- When requested, assist other Parish organizations in planning their programs and functions.
- Coordinate with other Parish organizations on the Parish Events Calendar.
- Reserve meeting space and arrange for set up for meetings of the General Body, the Executive Council and other Sodality-sponsored programs and events.

### **Historian**

- Act as custodian for all photographs, citations, awards, etc. to be filed (at the end of the term) in the Parish Archives.
- Maintain a written record of the activities and achievements of the Sodality yearly and present a display at appropriate Parish events (such as membership drives, Parish anniversaries, ministry fairs, etc.).

### **Parliamentarian and/or Parliamentary Advisor**

- Serve as an advisor on parliamentary procedure to the Prefect.
- Serve as an ex-officio member of the By-Laws Committee.
- Be thoroughly familiar with Roberts Rules of Order, Revised, and the By-Laws of the Sodality.

### **Standing Committee Chairs**

- Regard participation in the Executive Council as a most important apostolic service.
- Become familiar with the history of the Sodality, its By-Laws which specify the duties of the officers and Executive Council Members; and the programs of the Sodality.
- Be well informed as to the specific duties of his/her committee and cooperate with all members of the Executive Council so that they may act with understanding and strength for the common good of the Sodality.
- Attend all meetings of the Executive Council and the General Body unless there is valid reason for absence.
- Help develop the program for the year and distribute it at the first meeting of the new season.

- Meet with Committee Chairs of the Sodality Union when necessary.
- Keep the Prefect advised of all programs and make announcements and progress reports at Monthly Executive Council and General Meetings.
- Publicize programs with reports and other appropriate means.
- Provide assistance to other Parish organizations and represent the Sodality at their meetings upon request.

## **APPENDIX E**

### **DUTIES & RESPONSIBILITIES OF STANDING COMMITTEES**

#### **Spiritual Life:**

- Seeks to foster growth and depth in spiritual life of Sodalists.
- Fosters programs ranging from enhancing individual and family prayer to promoting visitation for prayer with others in times of need.
- Aids in the spiritual growth of Sodalists by organizing various Spiritual Life Activities, such as spiritual education, days of recollection, liturgy and retreats.
- Acquaints Sodalists with the Spiritual Exercises of St. Ignatius through lectures and discussion groups.
- Encourages Sodalists to practice daily prayer through activities such as attendance of daily Mass, recitation of the Rosary, spiritual readings and Liturgy of the Hours.
- Promote an understanding of and an active participation in the Sacred Liturgy and Scripture Services through study and discussion groups.
- Encourage Sodalists to study and learn the Church's teaching on Evangelization and Ecumenism, especially other Catholic Rites.
- Cooperates with other religious communities and organizations to develop a mutual understanding and a sympathetic attitude towards all mankind.
- In coordination with the Apostolic Life Committee, maintains a list of speakers and Retreat Masters for use by the Sodality.

#### **Apostolic Life:**

- Seeks to enhance and expand the response of parish Sodalists in areas that challenge and demand our involvement as committed Christians.
- Encourages Sodalists to develop a way of life that is committed to the services of the Church in the areas dealing with the needs of the people of God, i.e., respect for life, aging, housing, education, legislation, welfare and all aspects of social justice.
- Encourages Sodalists to serve in other Parish apostolates such as an Extraordinary Minister of the Holy Eucharist, Lector, Altar Guild, Hospitality, Bereavement, Choir, Rite of Christian Initiation for Adults, Catechists, Fundraising, and/or Candidate Formation.
- Encourage active participation in Visiting Programs that will help fulfill the needs of those residing in hospitals, nursing homes, and other institutions.
- Foster development of a deeper knowledge and understanding of the people of other countries, their customs and their religions through programs, conferences, and home related activities.
- In coordination with the Spiritual Life Committee, maintains a list of speakers and Retreat Masters.

#### **Membership**

- Compile and maintain an up-to-date list of all the members of the Sodality, to include name, address, telephone number, and email addresses.

- Plan and conduct membership drives, participate in ministry fairs, and distribute literature about the Sodality's mission to prospective new members at various Parish events as appropriate.
- Oversee the conduct of candidate formation programs and new member and new officer installation ceremonies.
- Keep the Moderator, the Sodality, the Parish Office and other organizations in the Parish informed of changes to officers as they occur.
- Keep the Sodality Union informed of changes in Moderator or Prefect.
- Circulate and collect attendance sign in sheets at the general meetings.
- Determine eligibility for installation of new members, voting and office holders for Sodality elections based on attendance records.
- Deliver to the incoming Chairperson all pertinent files within thirty (30) days from the date of installation.

### **Public Relations**

- Keep Sodalists informed concerning matters of importance with the Sodality, the Parish, the Sodality Union, and the Archdiocese.
- Publish or make known to the Sodality any relevant community programs.
- Report Sodality news to the Parish Office, the Parish Bulletin and other appropriate media.
- Encourage the publication of a Parish Sodality newsletter and post updates on Sodality on the Parish website

### **Hospitality**

- Develop a spirit of sociability by planning, organizing and executing arrangements for Sodality General Meetings, Sodality-sponsored special events, Parish Coffee Socials, and other Parish-wide events that promote spiritual life, apostolic life and community building within the Parish.

### **Ways and Means**

- Conduct the fund-raising projects of the Sodality.

### **Special Services**

- Coordinate with the Sodality Union and serve as Parish liaison on locally planned tours or pilgrimages.
- Help the Sodality Union plan, organize and promote tours and pilgrimages of a religious, educational and/or historic interest in the United States and abroad for Sodalists.
- Make better known the Shrines of Our Lady by pilgrimages, thus fostering greater devotion to Our Lady.
- Create an awareness of our Catholic national heritage by promoting tours to national shrines.
- Promote a closer union with other Sodalists through tours or pilgrimages to communities that share a common interest.

**Junior Sodality**

- Encourage faith among young Catholic parishioners by building on the energy, enthusiasm, fresh ideas and the idealism of youth within the Parish.
- Strengthen family life by encouraging participation in Parish activities.
- Develop leadership skills.

**Special Committees**

The Prefect, with the approval of the Moderator, may create a special committee for a specific purpose provided that such purpose does not impinge on the recognized duties of the standing committees.

Two of the special committees that shall be established biannually are the Audit Committee and the Nominating Committee.