



*Guidelines*

*Catholic  
Charismatic  
Renewal*

*Dioceses of Tucson, Arizona*



## *Holy Spirit*

Oh Holy Spirit  
Love of the Father and of the Son

Always inspire  
What I should think  
What I should say  
How I should say it  
When I should be silent  
How I should act  
What I should do  
For the *Glory of God*  
The good of the souls  
And my own sanctification

Holy Spirit  
Give me wisdom to understand  
A great capacity to retain  
Method and power to learn  
Insight to interpret  
Grace and ability to talk.  
Give me wisdom to start  
Direction to advance  
And perfection to end  
Amén

(Cardenal Verdier)

Breath into me Holy Spirit, that my thoughts may all be holy.  
Move in me, Holy Spirit, that my work too, may be holy.  
Attract my heart, Holy Spirit, that I may love only what is holy.  
Strengthen me, Holy Spirit, that I may defend all that is holy.  
Protect me, Holy Spirit, that I always may be holy. (St. Augustine)

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## PRESENTATION

The Catholic Charismatic Renewal of the Dioceses of Tucson (CCRDT) has as its priority, the Evangelization and Catechesis of all the Vicariates that are part of our local Church. We found that there is a need to integrate the different gifts of the Holy Spirit for a more effective service. "United for the Glory of God" is our principal objective for the Spiritual growth of the people of God in our diocese.

We are a diverse Church in which we become enriched, as we unite our cultures, traditions and our different ways of thinking. Therefore it is necessary to clarify our identity and mission that we share in the CCRDT and the directives (statutes) that will help us walk together with one goal, which is our salvation. Having a guide to follow, we will be able to give a better direction to all that will be serving at the parish level, the vicariate level and at the Diocesan Level, having available a number of concepts that will guide us in our mission.

The Catholic Church of the Diocese of Tucson and of the entire World has been blessed with this movement which is known as the "Charismatic Renewal Movement" or as the "Renewal Movement in the Spirit". This movement has brought forth abundant fruit of conversion and holiness, the same in Catholics as non-Catholics. Many Catholics who had left the Catholic Church have found, through this movement, a great desire to serve in the different ministries offered in our parishes. Others who were not Catholic have converted to the Holy Catholic Church. The Catholic Charismatic Renewal (CCR) has led others to discover their true vocation as parents or as a celibate Religious or in the Priesthood.

The CCR in the Diocese of Tucson has moved the parishioners to start Charismatic Prayer Groups where the gifts of the Holy Spirit are manifested. The CCR has brought our parishioners to discover the Spiritual need of our parishes and thereby help in the Evangelization and Catechesis, as we have been called to do by the Second Vatican Council. From Pope John XXIII to our present Pope, the Charismatic Renewal Movement in the Catholic Church has called forth communities to come alive and where their first calling is to save souls.

The Directives of the CCRDT:

1. Are necessary to maintain order in our ministries within the CCR and to avoid divisions and unacceptable Christian behavior.
2. Will help in the development of each area of a person's life (human, spiritual, intellectual and pastoral) so as to be more compassionate and caring towards our brothers and sisters in our community.
3. Will make us aware of what it means to be united and subordinated in love and obedience to the clergy (Bishop, priests and deacons) and to respect their authority.
4. Will strengthen the fraternal communion between all those that have been called to serve God, to have greater unity, seeking to serve others and giving Glory to God.

Father Marco Antonio Basulto-Pitol  
Spiritual Director (Liaison) of the CCRDT  
Tucson, AZ 2008

## INTRODUCTION

The Charismatic Renewal has been defined as “a current of grace” in the bosom of the Church. It is a way of understanding spiritual life, a new outpouring of power of the Spirit of God, a New Pentecost, and thus it has no “founder”, nor can it be seen as “another movement” but, utilizing the words of Cardinal Suenens, “The Charismatic Renewal is not so much a movement of the Church, but in fact the Church in movement.”

On the day of Pentecost, Jesus kept the promise he had made; the Holy Spirit was poured out upon the disciples, who were gathered with Mary, the mother of Jesus, united in prayer. From the beginning of the Church, it is the Holy Spirit who is the force that moves her and gives her the power to do the things Jesus did in His name, and enables her to carry out her mission. Throughout the history of the Church, the Holy Spirit has guided her through her journey and growth, renewing and reviving in her at different moments the Spirit of the first Church born on the day of Pentecost.

At this very moment of our History, God is pouring out His Holy Spirit in a new way. We are all experiencing once again the fire of Pentecost.

According to Decon Luis F. Entrialgo P: <sup>1</sup> “For our world today, each day more materialistic, there is nothing better than the testimony of this Spiritual Renewal that the Spirit has brought forth visibly in the most diverse regions and surroundings” (Paul VI, May 19<sup>th</sup>, 1975). “The vigor and the fruitful prosperity of the Charismatic Renewal truthfully attest to the powerful presence of the Holy Spirit that is present in the Church...The Charismatic Renewal is an eloquent manifestation of this vitality today” (John Paul II, May, 1987).

## HISTORY

The CCR (CATHOLIC CHARISMATIC RENEWAL) is born from a Pentecostal movement that started in 1901 at a bible school led by Carlos Fox Parham. He was an ex-pastor from the Methodist Church who directed a group in holiness, initiating all those that followed him into reading of the bible and into new forms of prayer. Through the Baptism in the Holy Spirit there was a manifestation of extraordinary gifts like glosolalia or speaking in tongues. In 1906 he started expanding the Pentecostal Movement with W. J. Seymour, an Afro-American minister who took classes with Parham. Seymour and opened a Praise Ministry known as “Apostolic Mission of Faith”. He introduced certain elements that were taken from his culture that made the prayer and praising much more expressive during praise and adoration through singing, screams and music, as well as Afro-American rhythms, prayer in tongues and healing prayers. After that the Pentecostal system was introduced into the traditional protestant churches such as: Evangelists, Methodists, Baptists, Presbyterians and others.

The first Catholics to publicly promote the Charismatic Movement in the bosom of the Catholic Church were William Storey and Ralph Keyfer, lay professors of Theology of the University of Duquesne. They practiced their profession in the Catholic Church and they also served in the renovation of the liturgy and social and apostolic works in their diocese. As they felt the great need to renew their lives in the light of the Holy Spirit, they contacted non-Catholic Christians interested in doing the same. That is how they met Pastor William Lewis, who participated in the Charismatic Movement; he introduced them to other people, bringing them to form a group that came together to pray and meditate on the Bible. This encounter took them to encounter a new faith experience in practicing the gift of tongues and the gift of healing.

This experience was well known in two Catholic Universities: Notre Dame in Indiana and East Lansing in Michigan. On the 8<sup>th</sup> and 9<sup>th</sup> of November in 1967, 90 people got together at Notre Dame to meditate upon what was happening in their lives. We could say that this was the first Catholic Charismatic prayer group. After this first meeting, the expansion of the movement in the United States and in Latin America was unbelievable. These prayer groups are the largest lay movement in the Hispanic North American Ministry.

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<sup>1</sup> Diacono Luis F. Entrialgo P. Como un Nuevo Pentecosrtes... ¿Qué es la Renovación en el Espiritu Santo? Available online at <http://www.rccuba.com/RCCquees.htm>



## **1. THE CHARISMATIC MOVEMENT IN THE CATHOLIC CHURCH**

The Catholic Charismatic Renewal is an International Movement of praise in the Holy Spirit, approved by the Catholic Church and united with the magisterium of the Church and its pastors. (D.C. 298-300; 304-311).

At the International level, the CCR is not the only movement, it does not have a founder or a group of founders, nor does it have a list of members. It is a very diverse collection of people, groups and activities that in some areas are independent of each other, with different stages of spiritual growth and formation. Although, they all are guided by Diocesan guidelines, they all share the same Catholic religious experience and common objectives in evangelization and sanctification. The connection among the different Catholic Charismatic Renewal communities takes place at the parish level, the vicariate level, the diocesan level, as well as regional, national and international levels.

The ICCRS/SIRCC (INTERNATIONAL CHARISMATIC RENEWAL SERVICE/SERVICIO INTERNACIONAL DE LA RENOVACION CARISMATICA CATOLICA) exists at the international level, which is the chief Institution that coordinates the CCR. Its mission is to promote the Catholic Charismatic Movement throughout the world and to be in contact with the Holy See through the Counsel for the Laity.

The National Service Committee of the Charismatic Renewal exists at the national level. Its function is to represent and promote the Catholic Charismatic Movement at the national level, strengthening the ties with the offices of the Bishops of the United States and with Diocesan organizations.

Fr Jordi Rivero clearly explains the great support Pope John Paul II gave to the Charismatic Renewal to encourage to pray: <sup>2</sup>

## **2. POPE JOHN PAUL II AND THE CHARISMATIC RENEWAL MOVEMENT**

### **2.1 December 1979**

Pope John Paul II, speaking to a group of International leaders of the Charismatic Renewal Movement on the 11<sup>th</sup> of December of 1979, said: "I am convinced that this movement is a very important component for the renovation of all the Church". He told them that since he was eleven years old he prayed to the Holy Spirit every single day and he added: "This was my own spiritual initiation, so I understand all of these charisms. They are all part of the richness of our Lord. I am convinced that this movement is a sign of His action among us."

There is no one who can doubt the place the Catholic Charismatic Renewal Movement has in the Church after the World Conference of the Ecclesial Movements, which was celebrated from the 27<sup>th</sup> to the 29<sup>th</sup> of May, 1998. This conference was promoted officially by the Pontific Council for the laity, which formally invited the Catholic Charismatic Renewal Movement. A representative of the Catholic Charismatic Renewal Movement presented the Holy Father, in the name of all the movements, their vows of fidelity to the Holy Father and the Church.

### **2.2 - May 1994**

"Thanks to the Charismatic Movement many Christians, men and women, youth and adults have re-discovered Pentecost as a live reality and presence in the everyday lives...I wish for the Spirituality of Pentecost to spread throughout the Church, as a powerful renewal of prayer, of holiness, of communion and revelation."

The Pope encouraged the initiative "burning bush", promoted by the Charismatic Renewal in the Spirit, as he pointed out, it is "permanent adoration, day and night before the blessed sacrament, an

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<sup>2</sup> Padre Jordi Rivero. La Renovacion Carismatica. Available online at [http://www.corazones.org/espiritualidad/movimientos/renovacion\\_carismatica.htm](http://www.corazones.org/espiritualidad/movimientos/renovacion_carismatica.htm)

invitation to the faithful to return to the upper room". His objective, according to the Pope, is that all the baptized, "united in the contemplation of the Holy Eucharist, intercede for the total unity of all Christians and for the conversion of sinners...I wholeheartedly hope that this initiative will bring many to re-discover the gifts of the Spirit, that in Pentecost have an everlasting flow of living water."

"Among us, with her hands elevated above her... the Virgin Mother of Christ and Mother of the Church is praying; may we all pray with her, under the protection of the Holy Spirit, light of truth, strength of authentic peace."

## **2.3 HISTORY OF THE CHARISMATIC RENEWAL IN THE DIOCESE OF TUCSON**

### **2.3.1 History of the Charismatic Renewal in Yuma**

1978. In the month of July a small group of people (10), married couples, gathered. They were: Rogelio and Rita Camarillo, Miguel and Maria Zamorano, Fernando and Tomasita Castañeda, Manuel and Myrka Garcia, Luis and Celia Arviso. Together in prayer with Father Clark Moore and his friend, a priest who came to visit him from Missouri, entered into a profound level of prayer. Our visitor guided by the Holy Spirit gave us an inspired message which said: "the Holy Spirit shall be shed abundantly in this Parish and His force shall pour forth like rivers filled with water that give life and will give birth to fresh springs in the desert of Yuma, Imperial Valley and all its surroundings." Those of us who witnessed this message can testify how the Charismatic Renewal Movement rapidly spread to all the parishes around us and spread all the way to Phoenix and Tucson. The community grew in such a way that we were able to have our first Charismatic Encounter within one year.

1979. The title of the first Encounter was: "Evangelizing under the gust of the Holy Spirit." Father Clark Moore was our first Spiritual Director, supporting us and guiding us with his great wisdom. Fr. Richard Troutman was our Pastor and he gave us his unconditional support. Charism en Misiones family was of great help. The first ones to give conferences at the Encounter were Father Dario Betancourt of Colombia, Father Carlos Hernandez, Father Juan Carlos Ortiz, Marilyn Kramer, Guillermo Valencia and Santos Flores.

1980. Theme: "Evangelized Church and Evangelizer." The theme came from a message given by Pope John Paul II on the need of evangelizing within the family—the nucleus and cell of society.

1981. III Encounter: "Walk and Remain in the Spirit," Conference Speakers: Father Dario Betancourt and Charism en Misiones team.

1982. IV Encounter: "Jesus Teaches His Disciples Today," with the participation of Father Dario Betancourt and Charism en Misiones team.

1983. V Encounter: "Go and Make Them My Disciples," Conference Speakers: Father Alfredo Gaytan, Sister Teresa Knapp, and Mr. & Mrs. Clemente and Liliana Gaytan.

1984. VI Encounter: "Jesus is our Lord"; Conference Speakers: Father Jose Manuel de la Garza, Betty Gonzales and Lupita Rodriguez of Monterey.

1985. VII Encounter: "My Lord, Teach Us to Pray." Conference Speakers: Father Jose Manuel de la Garza and Father Alfredo Gaytan, Yolanda Cajigas and Martha Reyes from Los Angeles.

1986. VIII Encounter: "The Kingdom of God is Here." Conference Speakers invited were: Father Jose Villareal of Monterrey and Betty Gonzales and Abigail Zepeda.

1987. IX Encounter: "In the Fire of a New Pentecost." Conference Speakers: Father Dario Betancourt, Father Segundo Cano, Blanca Ruiz and Rudy Mendoza.

1988. X Conference: "Mary Queen of Peace," dedicated to knowing Jesus more through Mary. Conference Speakers: Father Alfredo Gaytan, Father Jorge Cordova, Rudy Montoya, Fernando and Marichel. All are greatly anointed by the Lord.

1989. XI Encounter: "Jesus Christ, Savior of the World." Conference Speakers: Father Jorge Cordova from Quito, Ecuador; Father Lucas Cassaret of Bolivia; Father Higinio Lopera of Columbia; Blanca Ruiz of Columbia. In Music Partipation were Martha Reyes of Los Angeles and Pepe Vidal of Bolivia.

1990. XII Encounter: "Father, Make us all One." Conference Speakers: Father Dario Betancourt and Father Jorge Cordova.

1991. XIII Encounter: "The Harvest is Plentiful but the Laborers are Few." Conference Speakers: Father Segundo Cano, Father Jorge Cordova and Blanca Ruiz.

1992. XIV "All that Rooted to Me Will Give Much Fruit"; Conference Speakers: Father Segundo Cano, Father Alfredo Gaytan, Guillermo Valencia and Oscar y and Alicia Cuevas.

1993. XV Encounter: "Take your Cross and Follow Me"; Conference Speakers: Father Jacinto Holguin of Texas, Father Javier Rodriguez of Mexico, Maria San Giovanni of the Dominican Republic and Oscar and Alicia Cuevas.

1994. XVI Encounter: "You Shall be my People and I Shall be Your God"; Conference Speakers: Father Andres Davila and Oscar and Alicia Cuevas.

1995. XVII Encounter: "I Am the Bread of Life"; Conference Speakers: Father Andres Davila of Puerto Rico, Father Alfredo Gaytan of Texas and Roberto Mateos of Los Angeles.

1996. XVIII Encounter: "Jesus Christ, Fountain of Healing and Deliverance of His People"; Conference Speakers: Father Javier Hinojosa of Monterrey, Vicky Davis of Los Angeles, California.

1997. XIX Encounter: Because it was the 100<sup>th</sup> Anniversary of our diocese, the objective of the Diocesan Plan was to make the faithful aware that our Church should be a living Church. The theme picked was: "Lord, That We Become Live Rocks in Your Church"; Conference Speakers: Father Juan Diaz Vilar from New Jersey, Father Gilberto Malü and our brothers in Christ Carlos and Martha Reyes from Tijuana, Baja California.

1998. XX Encounter: "I Will Send You the True Spirit." Conference Speakers: Father Alfredo Gaytan of Texas, Father Kike Cordero of Puerto Rico and Yolanda Cajigas of Tucson, Arizona.

1999. XXI Encounter: "Father, Blessed is your Name." Conference Speakers: Monsenior Erensto Alvarez of Culiacan, Sinaloa, Mexico; Carlos Reyes of Tijuana, Baja California; Guillermo Valencia and Felix and Leticia Arriero of Los Angeles, California.

2000. XXII Encounter: "Christ, the Same Yesterday, Today and Forever." We celebrated the beginning of a new millennium with this very special theme. Conference Speakers: Father Juan Diaz Vilar, Father Gilberto Malü and Carlos and Martha Reyes.

2001. XXIII Encounter: "Mary Full of Grace." Conference Speakers: Father Juan Diaz Vilar of New Jersey and Father Ruben Bellante of Argentina.

2002. XXIV Encounter: "Holy Spirit, Fountain of Wisdom." Conference Speakers: Father John Mario Montoya of Columbia, Father Ricardo Campos of Mexicali, B.C. and Candelaria Torres.

2003. XXV Encounter: "I Am the Alpha and the Omega." Conference Speakers: Monsignor. Wilfredo Peña of Puerto Rico, Father John Mario Montoya of Columbia and Gela Sandoval of Los Angeles

2004. XXVI Encounter: "Holy Eucharist, Mystery of Love"; Conference Speakers: Monsignor Rafael Chavez Ponce de Leon of Morelia, Mich. Mexico; Miguel Angel Gutierrez of Villahermosa, Tab. Mexico; and Martha Reyes of Los Angeles, Ca.

2005. XXVII Encounter: "Listening at the Feet of the Master." Conference Speakers: Father Carlos Triana of Mexico D.F.; Father David Hurtado of Sonoyta, Son. Mexico; Religious Felix Eslava of Leon, Nicaragua; and Martha Reyes of Los Angeles, Ca.

2006. XXVIII Encounter: "Jesus Christ, Giver of Life." Conference Speakers: Father Ricardo Campos of Mexicali, B.C.; Kimberly Krammer Gonzales of Mexico D.F.; Esther Julia Garzón of Los Angeles, CA. In Concert: Music Ministry "Warriors of Jesus Christ" of Yuma.

Those of us who have participated in the community have experienced the unconditional and infinite love of God with all those that open their heart and make the decision to serve our Lord. It is necessary at this time to recognize the unconditional support that our Pastors have given us and we would like to publicly make known our gratitude to: Father Clark Moore; Father Richard Troutman, who gave us his support and guidance for twenty years; Father Nacho Gameros; Father Jorge Cordova; Father Dan Taylor and Father Patrick Crino.

We pray that God will continue to bless their priesthood so that they may continue to guide their people. We thank all those that have served our Lord in humility throughout the years.

We pray that Christ will always be our only compensation.

(Compiled by Deacon Rafael Vidal from St. Francis of Asisi Parish in Yuma)

### **2.3. The Catholic Charismatic Renewal Movement in Nogales, Arizona**

Making history in the 70's, Nogales awakens to a great Spirit of faith. The Catholic Charismatic Renewal Movement is born, and a group of people meet at a prayer group filled with love and a great desire to change their lives and the lives of their community. They fling themselves filled with the fire of the Holy Spirit into evangelization and, like Peter, they hurl their fishing nets. They are Margarita y Felipe Fernandez, Alfonso Flores, Jesus y Alfonsina Garcia and Yolanda Cajigas. They work without rest, and meet to sing and praise the Lord in the Chapel of Lourdes School. They also held prayer groups in homes. The Lord does great works and He pours His gifts upon the community; great conversions take place. "THE FIRE OF THE HOLY SPIRIT BURNS WITH GREAT FORCE!

They have their first Regional Encounter on the 23<sup>rd</sup>, 24<sup>th</sup> and 25<sup>th</sup> of February, 1979. The theme is: "The Church, Community and Love". With the help of Charism Missions; Conference Speakers: Monsignor Carlos Talavera from the Diocese of Coatzacoalclos, Veracruz; Father Genero Mujica; Marilyn Kramer and the team from Charism en Misiones from Los Angeles, Ca. Francis J. Green, Bishop of Tucson, signed the Welcoming letter.

The Second Regional Encounter took place in February of 1980 financed by the neighboring communities of Nogales, Arizona and Nogales, Mexico. The theme was: "The Family, The Domestic Church." The conference speaker was Father Alfonso Navarro, Missionary of the Holy Spirit. The welcoming letter to the Encounter was signed by Bishop Green.

The Third Regional Encounter took place under the auspices of Sacred Heart of Jesus Parish. The Pastor of the parish was Monsignor Oliver and the Spiritual Director was Father Octavio Tye. The event took place on the 27<sup>th</sup>, 28<sup>th</sup> and 29<sup>th</sup> of March, 1981. The theme was "The Holy Spirit, Soul of the Church". Conference Speakers were: Father Salvador Carrillo Alday and Father Dario Betencourt.

The Fourth Regional Encounter's theme was: "Jesus Healing His Church". The conference speakers were Father Onesimo Zepeda and Father Ernesto Alvarez.

Time goes by and there are changes in leadership: Sandra Dibene, Panchita Buelna, Carmelita Gonzales, Tulita Cerros, Hortensia and Anita Ramos. With great spirit they fought to bring souls to the Lord. The prayer group takes place in the Chapel of San Jose Hospital (today known as Holy Cross), always under the direction of Sacred Heart of Jesus Parish. As time goes by most of these people go in different directions. Convinced that their only path is Jesus, they start serving in their parishes in different ministries. The Charismatic Movement suffers a decrease in attendance, and the few that continue to participate, struggle without very good results, but continue to be firm in the "yes" they gave the Lord. Things continued this way until 1996, when a young deacon, filled with the Holy Spirit, came to our parish, Sacred Heart of Jesus. His name was ANTONIO FELIPE MARTINEZ, and with him came a great hope for the Charismatic Movement in Nogales. He was ordained a priest in the month of September, and he immediately united all the faithful in a Life in the Spirit Retreat which lasted 13 weeks. He was supported by Sandra Dibene, Panchita Buelna, Carmelita Gonzales, Maria Elena Valencia, Carmen Ramos, Martha Gutierrez, Lupita Sainz, Aida de la Ossa, Cuqui Suig, Lolita Rudolph, Lucy Villela, Elvia and Rene Miranda, David Rojas and Maria Zambrano. The Retreat culminated with the Baptism in the Holy Spirit. Many persevered, others didn't agree with the Charismatic Movement and left.

After that great event, more people started to attend Charismatic Masses. Also a small choir was formed and was directed by Maria Elena Valencia. The members of the choir were Elvia and Rene Miranda, Lolita Rodolph, Lucy Villela, Carmelita Gonzales, Lety Ruiz, Carmelita Erickson and Carmen Ramos. Father Felipe had a dream, a great restlessness, to build up the Charismatic prayer group. He wasn't satisfied with what had been achieved up until that time. He then makes the decision to organize a Charismatic Encounter at the Diocesan level. This was impacting news. He wanted to organize an event of that magnitude with only 18 servers and not one penny in our pockets. That seemed impossible! It would cost between four and five thousand dollars, but Father Felipe had great faith and trust in the Lord. He came to Nogales to sow and he wasn't leaving with empty hands.

We asked for help from our brothers in Christ from The Charismatic Renewal Pastoral Counsel of Tucson, which was formed by Salvador and Juanita Gonzales, Santiago and Lupita Dorantes, Tina Gardner, Sarita Sota, Isabel Beicker, Don Chalio and Cafecito. They were always ready for whatever came their way, and they supported Father Felipe one hundred percent. God was with us. Our Pastor at the time was Father Marcos Velasquez who also supported the project and we also had the support of Bishop Moreno. Blessed be the Lord! With great enthusiasm we started to prepare for our first Diocesan Encounter.

Many years had gone by since the last Encounter in the 80's; that was the reason we called it the first Encounter of the new generation. The theme was: "I am the Alpha and the Omega, the First and the Last, The Beginning and the End". It took place at the Lourdes School Gymnasium on the 30<sup>th</sup>, 31<sup>st</sup> of May and the 1<sup>st</sup> of June of 1997. Our special guests were our loving Bishop Manuel Moreno; Father Felipe Flores of Monterrey, N. L.; Father Omar Vega of Jalisco; Carlos Aguirre of Somerton, AZ and the Tucson Music Ministry of Youth and Adults. It was with God's help and the financial help of many good people and the team members of the Tucson Community "VOZ EN EL DESIERTO" that the First Encounter took place.

The Lord has done great works in our community. Presently we have been able to organize Youth Encounters, Marriage Encounters and Encounters for Women only, Life in the Spirit Seminars and Life in the Spirit Growth workshops.

The work continues going forth with enthusiasm and great faith. GLORY TO THE LORD! Our community has grown. We thank the Blessed Trinity and our Blessed Mother for Father Felipe Martinez. We thank our Bishops Manuel Moreno and Gerald Kicanas, Father Marcos Velasquez, Father Marco A. Basulto, and especially our Pastor, Father Martin Martinez for his unconditional support of the Catholic Charismatic Renewal Movement in Nogales.

Now in 2008, the Charismatic Renewal in Nogales, AZ burns the fire of the Holy Spirit; although it seemed like it was going out, it came back burning with more fire than ever.

Thanks to Margarita and Felipe, to Mr. Flores, to Jesus and Alfonsina, to Yolanda, Father Felipe, David, Sandra, Panchita, Maria Elena, and Carmen. Thanks to each team member who was and who presently continues to give much effort and great work, but most of all for their great love for the Lord.

We hope the Holy Spirit continues to spread its love and fire in all of our hearts, so that we continue to deliver Jesus' testimony to the ends of the earth!

(Compiled by Mrs. Maria Zambrano, Sacred Heart of Jesus Parish in Nogales, AZ)

### **3. TERMS USED IN THE CHARISMATIC MOVEMENT**

(Adapted from Fr. Salvador Carrillo Alday's *Los Carismas del Espiritu para la Construccion de la Comunidad*)<sup>3</sup>

#### **3.1 BAPTISM IN THE SPIRIT OR MANIFESTATION OF THE HOLY SPIRIT**

It is an experience of Pentecost on a personal level, where an encounter with the Living Jesus takes place, receiving in communion the capacity to use the charismas. That is one receives the gifts of the Holy Spirit given freely to all those who believe. They are given for the spiritual growth of the Christian community, for the good of everyone and to empower evangelization.

#### **3.2 THE STATE OF GRACE**

According to Father Salvador Carrillo Alday when the Holy Spirit takes hold of the faithful and He converts him/her into His temple, the person becomes instantly saved: the action of God fills him/her. Through the confession that comes directly from the heart, he/she receives forgiveness for sins: his/her soul is lifted to a state of living in union with divine life (2 Peter 1:4) that we will call "state of grace", "state of adopted filial life", a state of supernatural life that is more valuable than the natural life and has obtained the abundant and joyfulness of eternal life.

By our Baptism we are all given the grace of God to live our lives according to his teaching and to share that goodness with others. This grace of God gives us the strength we need to be open to the Holy Spirit and thereby be strengthened in the gifts of the Holy Spirit so that we may live grace-filled lives.

#### **3.3 THE GIFTS OF THE SPIRIT**

When the Holy Spirit comes upon the faithful, He makes them a "vital member" of the one body: the body of Christ—the Church. "As in one body we have many parts, and all the parts do not have the same function, so we though many, are one body in Christ and individually parts of one another, since we have gifts that differ according to the grace given to us" (Rom. 2.4-6).

This is a fundamental reality. With Jesus we form one body, consisting of the Head (Christ) and the members who serve different and specific functions, but all organized for the good of the one body. We share one soul: the Holy Spirit who gives life and stirs the entire body.

The Spirit, soul of our supernatural being, gives us "graces"—gifts, charismas, functions, and activities—in order to complete our mission of being "a member of the body of Christ". These spiritual gifts, that we call "charismas", are given freely but are not specifically given for personal sanctification, but, rather, are "manifestations" of the Spirit for the common good (1Cor.12.7). Charismas are not natural talents or capabilities, but gifts that the Holy Spirit bestows on each member of the body of Christ, so that each can serve the whole body.

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<sup>3</sup> P. Salvador Carrillo Alday, M.Sp.S. Los carismas del espíritu para la Construcción de la comunidad Available online at <http://www.rccuba.com/Temas/Carismas/Carismas Comunidad.htm>

### 3.4 DIVERSITY IN THE CHARISMS

The charismas are innumerable to meet the needs of the community to be constructed; they vary in importance, as they are needed in edifying the Church. They vary in nature, according to the specific function they are designated to accomplish.

Saint Paul encouraged the Corinthians to aspire the charismas of the Spirit: “Strive eagerly for the greatest spiritual gifts.” He wrote: “Pursue love, but strive eagerly for the spiritual gifts, since you strive early for the spiritual gifts, seek to have an abundance of them for building up the church” (cfr 1Cor. 12:31; 14:1.12).

Some charismas manifest a temporary grace: for example, a vision, a prophetic word, a word of wisdom, a word of knowledge. Others gifts manifest themselves as permanent charisms: for example, apostleship, the gift of priesthood, and diakonia of instruction.

Some charismas build the Church in some way: for example, the gifts of exhortation and of assistance; others in other ways: for example, the gifts of healing and miracles.

Some gifts focus on a state of life, for example marriage and virginity (1Cor. 7: 7). Others contribute to a specific activity in the body of Christ, for example, to preside, to exercise acts of mercy (Rom 12:8).

What charisms have in common is that they fulfill their function in virtue of a positive, realistic, supernatural and transforming action of the Holy Spirit.

Fr. Salvador Carillo Alday<sup>4</sup> list the following as the main texts of the New Testament that talk about the “gifts of the Spirit” or “Spiritual Gifts” are as follows:

- Ibid“To each individual the manifestation of the Spirit is given for some benefit. To one is given through the Spirit the expression of wisdom; to another the expression of knowledge according to the same Spirit; to another faith by the same Spirit; to another gift of healing by the one Spirit; to another mighty deeds; to another prophecy; to another discernment of spirits; to another varieties of tongues; to another interpretation of tongues. But one and the same Spirit produces all of these, distributing them individually to each person as he wishes” (1 Cor. 12:7,11).
- “Now you are Christ's body, and individually parts of it. Some people god has designated in the church to be, first, apostles; second, prophets; third, teachers; then, mighty deeds; then gifts of healing, assistance, administration, and varieties of tongues” (1Cor. 2:27,28).
- “Since we have gifts that differ according to the grace given to us, let us exercise them. If prophecy, in proportion to the faith; if ministry, in ministering; if one is a teacher, in teaching, if one exhorts, in exhortation; if one contributes, in generosity; if one is over others, with diligence; if one does acts of mercy, with cheerfulness” (Rom. 12: 6-8).
- “And he gave some as apostles, others as prophets, others as evangelists, others as pastors and teachers. To equip the holy ones for the work of ministry, for building up the body of Christ, until we attain to the unity of faith and knowledge of the son of God, to mature manhood, to the extent of the full stature of Christ” (Ef 4:11-13).
- As each one has received a gift, use it to serve one another as good stewards of God's varied grace. Whoever preaches, let it be with the words of God, whoever serves, let it be with the strength that God supplies, so that in all things God may be glorified through Jesus Christ, to whom belong glory and dominion forever and ever. Amen” (1P 4, 10-11).

He also suggests the following texts: 1 Cor. 3: 5:10: 7, 7, 12, 1, 3; 13: 5; 2 Cor. 6:3; 12: 1, 12; Ti. 1:4; 1 Ti 1:12; Mc 16:17; Acts 6:4; 11:27; 13:1; 20:28.

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<sup>4</sup> Ibid.

### 3.5 SYSTEMATIZATION OF CHARISM

Fr. Carillo Alday<sup>5</sup> point out that “a rigid systematization of the charismas would be inadequate” as the number of charismas are uncountable.

Without attempting to make an exact, perfect and complete classification, Fr. Carillo Alday provides the following groups:

**1. Charismas of “apostolate”, teachings”, governing”.**

Apostles: 1 Cor. 12:28; Ef. 4, 11.

Prophets: 1 Cor. 12, 28; Ef. 4, 11.

Pastors: Ef. 4, 11; Acts 20, 28.

Teachers: 1 Cor. 12, 28; Rm. 12, 7; Ef. 4, 11.

Evangelists: Ef. 4, 11; Acts 21, 8.

Episcopus, Presbyters, deacons: Acts 14, 23; 14, 2: 20, 17.28; Phil. 1, 1; Titus 1, 5.

Different Diakonias: Acts 6, 1-6; Rom. 12, 7; Ef. 4, 12; 1P 4, 11.

**2. Charism of knowledge and the word.**

Word of Prophecy: 1 Cor. 12: 10; Rom. 12: 6.

Word of Wisdom: 1 Cor 12: 8.

Word of Knowledge (science): 1 Cor. 12: 8.

Depth of Mysteries: 1 Cor. 13: 2.

Visions: Acts 2: 17; 9: 3, 17.

Discernemnt: 1 Cor. 12: 10: 14, 29.

Xenoglosia: Acts 2: 6, 11; Mc 16: 17.

Tongues (glosolalia): 1 Cor. 12: 10, 29; Acts 10: 46; 19: 6.

Interpretation of Tongues: 1 Cor. 12: 10, 30.

**3. Charismas of Service.**

Administration Functions: 1 Cor. 12: 28.

Presiding: Rom. 12: 8.

Assisting the needs: 1 Cor. 12: 28.

Exhort: Rm. 12: 8.

Works of mercy: Rom. 12: 8.

Distributing one’s possessions: 1 Cor. 13: 3.

Giving up one’s life: 1 Cor. 13: 3.

**4. Charismas of power.**

Faith: Acts 14: 9; Cor. 12: 9.

Healing: Mc. 15: 18; 1 Cor. 12: 9, 28.

Acts of power: Acts. 4: 30; 1 cor. 12: 10, 28.

Exorcisms: Mc 16, 17.

**5. Charismas of the state of life.**

Marriage: 1 Cor. 7: 7.

Celibacy, virginity, consecrating single life: 1 Cor. 7: 7, 34.

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<sup>5</sup> Ibid.



### 3.6 REST IN THE SPIRIT

(Adopted from *El Descanso en el Espíritu* by Fr. Ceferino Santos, S.J.)<sup>6</sup>

**3.6.1. Definition.** The true rest in the Spirit is a charismatic gift, given to transmit a type of protection from God, with which faith is nourished, an inner peace descends, the ability to understand the teachings received develops, and it becomes easier to practice Christian life. It suppresses the blocks and resistance we sometimes have which cause us not to be conscious of the action of our Lord in our lives. Sometimes it is expressed by a surrender to God, leading to a state in which we temporarily lose our corporal balance, falling gently to the floor or in our chair and a temporary cessation of movement of our body.

#### 3.6.2 Explanations.

(A) The “rest in the Spirit” is part of the gift of healing. It is a direct touch to the inner senses of imagination and memory, with a burning presence of God, His love and His peace. Sometimes, the body is immobilized temporarily and God then heals us internally, exteriorly or sometimes delivers us.

(B) We can resist this phenomenon of healing, but when the person resists then the fruits of peace and prayer will not be manifested. Those who do not resist this gift, after receiving prayer and the laying of hands, fall gently to the ground, or become relaxed and immobilized in their seat. This phenomenon is passing and very brief.

(C) The main factor of the “Rest in the Spirit” is the healing presence of the living God, who purifies, frees us of personal difficulties and internal blocks. He strengthens our soul to carry the burden of our Christian obligation in a renewed manner.

(D) An area of controversy and discussion of the “rest in the Spirit” is the feeling of bewilderment when you feel the weight of God’s love linked with the phenomenon of falling gently. When the “rest in the Spirit” is genuine, the falling of one’s body is an exterior sign of a new surrender to Christ and a complete acceptance of the will of God.

(E) While the person “rests in the Spirit,” he or she continues to have complete control of his/her mind and will. His/her mind is free to continue praying concentrating more in God. Other effects, depending on the individual’s needs, are the extinction of traumas, of interior mental blocks or burdens, spiritual illumination or healing.

(F) The true “rest in the Spirit” facilitates praying and the sense of God’s profound presence and love.

(G) Both these internal effects can take place without the exterior sign of falling to the ground by the powerful impulse of the overpowering love of God.

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<sup>6</sup> Padre Ceferino Santos, S.J. *El Descanso en el Espíritu* Available online at:  
<http://www.tinet.org/~ass/descanso.htm>

### 3.7 SACRAMENTALS (From the Catechism of the Catholic Church)<sup>7</sup>

#### The characteristics of sacramentals

**1668** Sacramentals are instituted for the sanctification of certain ministries of the Church, certain states of life, a great variety of circumstances in Christian life, and the use of many things helpful to man. In accordance with bishops' pastoral decisions, they can also respond to the needs, culture, and special history of the Christian people of a particular region or time. They always include a prayer, often accompanied by a specific sign, such as the laying on of hands, the sign of the cross, or the sprinkling of holy water (which recalls Baptism).

**1669** Sacramentals derive from the baptismal priesthood: every baptized person is called to be a "blessing," and to bless.<sup>174</sup> Hence lay people may preside at certain blessings; the more a blessing concerns ecclesial and sacramental life, the more is its administration reserved to the ordained ministry (bishops, priests, or deacons).<sup>175</sup>

**1670** Sacramentals do not confer the grace of the Holy Spirit in the way that the sacraments do, but by the Church's prayer, they prepare us to receive grace and dispose us to cooperate with it. "For well-disposed members of the faithful, the liturgy of the sacraments and sacramentals sanctifies almost every event of their lives with the divine grace which flows from the Paschal mystery of the Passion, Death, and Resurrection of Christ. From this source all sacraments and sacramentals draw their power. There is scarcely any proper use of material things which cannot be thus directed toward the sanctification of men and the praise of God."<sup>176</sup>

#### Various forms of sacramentals

**1671** Among sacramentals *blessings* (of persons, meals, objects, and places) come first. Every blessing praises God and prays for his gifts. In Christ, Christians are blessed by God the Father "with every spiritual blessing."<sup>177</sup> This is why the Church imparts blessings by invoking the name of Jesus, usually while making the holy sign of the cross of Christ.

**1672** Certain blessings have a lasting importance because they consecrate persons to God, or reserve objects and places for liturgical use. Among those blessings which are intended for persons - not to be confused with sacramental ordination - are the blessing of the abbot or abbess of a monastery, the consecration of virgins and widows, the rite of religious profession and the blessing of certain ministries of the Church (readers, acolytes, catechists, etc.). The dedication or blessing of a church or an altar, the blessing of holy oils, vessels, and vestments, bells, etc., can be mentioned as examples of blessings that concern objects.

**1673** When the Church asks publicly and authoritatively in the name of Jesus Christ that a person or object be protected against the power of the Evil One and withdrawn from his dominion, it is called exorcism. Jesus performed exorcisms and from him the Church has received the power and office of exorcizing.<sup>178</sup> In a simple form, exorcism is performed at the celebration of Baptism. The solemn exorcism, called "a major exorcism," can be performed only by a priest and with the permission of the bishop. The priest must proceed with prudence, strictly observing the rules established by the Church. Exorcism is directed at the expulsion of demons or to the liberation from demonic possession through the spiritual authority which Jesus entrusted to his Church. Illness, especially psychological illness, is a

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<sup>7</sup> CATECHISM OF THE CATHOLIC CHURCH SECOND EDITION. SECTION TWO  
THE SEVEN SACRAMENTS OF THE CHURCH. CHAPTER FOUR  
OTHER LITURGICAL CELEBRATIONS. ARTICLE 1 SACRAMENTALS. Available online at  
<http://www.scborromeo.org/ccc/p2s2c4a1.htm>

very different matter; treating this is the concern of medical science. Therefore, before an exorcism is performed, it is important to ascertain that one is dealing with the presence of the Evil One, and not an illness.<sup>179</sup>

## **4. ORGANIZATION**

### **4.1 VISION: “United for the Glory of God”**

- To form disciples who become later teachers of prayer and holiness of life
- To evangelize the baptized Catholics who have fallen away from their faith, encouraging them to serve their Christian vocations.
- To Share the faith through community encounters (prayer, retreats, gatherings, formation, etc.)
- To catechize all (ministers and non ministers) in the holy doctrine of the Christian faith, based on the values of God's Kingdom.
- To motivate the members of RCC to work in their parishes encouraging community life through the different services with a strong collaboration and obedience to their pastors and the clergy in general.
- To strengthen the bond amongst the ministers with a clear understanding of what it means to be Church (parochial and Diocesan activities)
- To support the life of prayer and charitable work at the Diocese level and beyond when needed
- To promote the priestly, missionary, religious and lay vocations that continue the charismatic trajectory
- To strengthen matrimonial and family relations through retreats and support groups
- To support children and youth ministry
- To evangelize with new methods and forms of expression: new in their methods, in their ardor and exresion.
- To be self sufficient through fundraising activities

It is the set of general propositions that they show what RCC wants to be in the future. This vision can change in accordance with the needs and is developed for a certain time (at least a period of five years). The vision marks the course to follow.

#### **4.1.1 GOALS:**

- To convince others of the need for an authentic personal continuous that lead us to maturity in our union with Christ and his Church:
- To taking the kerigma and the catechesis.
- To have Theological Formation based on dialogue with the different Churches defending our faith
- To promote prayer groups in the parish
- To take courses/Formation Retreats/ evangelization
- To have Vicariate and Diocesan meetings
- To form in line the charismas for the building up of the kingdom of God.
- To impel charity in service and in fraternal communion at the parochial, vicarial, and diocesan levels.

**4.2 MISSION:** The Catholic Charismatic Renewal of the Diocese of Tucson (CCRDT) has as it main objective the salvation of all men baptized and non-baptized, through a personal encounter with Christ, through the Kerygma and the manifestation of the natural and supernatural gifts of the Holy

Spirit, taking them to an authentic conversion, exhorting them to a commitment of service at their parish, vicariate and diocesan levels.

### **4.3 PLAN OF ACTION**

#### **4.3.1 Evangelization**

Evangelization with the power of the Holy Spirit through “Life in the Spirit” retreats, “Praise and Prayer” retreats, Charismatic Encounters, healing Masses and Holy Hour celebrations.

#### **4.3.2 Formation:**

Growth classes, Bible formation, *Echoes of Faith* workshops, the course *Healing our Wounds* (based on the 12 steps), *To Belong*, San Andres and San Ignacio de Loyola Courses, Formation of Disciples, Formation of preaching the Word of God, documents of the Magisterium of the Church, and Theology classes.

#### **4.3.3 Liturgy:**

Forming communities with frequent participation in Prayer Groups, Charismatic Masses, and Holy Hour celebrations; helping the faithful discover their gifts and encouraging them to collaborate in their parishes and in diocesan pastoral activities.

#### **4.3.4 Fraternal Communion**

Improve communication among all the prayer groups, promoting monthly gatherings to share information, to pray and gather together at the parish level, the vicariate level and at meetings every three months at the diocesan level.

#### **4.3.5 Planning and Evaluation**

Monthly meetings with the Team group at the parish and vicariate level, and at the EPRCDT level to pray, discern, plan and evaluate pastoral activities and social events.

### **4.4 MEANS OF COMMUNICATION**

Have access to a webpage on the diocesan website; edit a quarterly bulletin

### **4.5 CHARISMATIC PRAYER GROUPS**

#### **DEFINITION, NATURE, FRUITS AND PASTORAL ACTION**

The “Prayer Groups” are an expression of the fruits of the Holy Spirit. It is a group of people who frequently meet to manifest their faith in God and to give testimony that they are the people of God who come together to praise Him. They can be small or large groups of people. The larger groups with a greater number of people are called “Assemblies of Prayer.” These groups have a richness in gifts that the Holy Spirit pours upon them according to the needs of that community. These gifts are put to work for the good of others. There is no distinction between people. The invited guests are all those that love to pray embracing the healing doctrine of the Catholic Church.

The fruits of these prayer groups (small and large) manifest themselves through a generous offering of themselves to God through an authentic commitment, sanctifying life, participation in a sacramental and liturgical life, a profound calling to prayer and reading of the Word of God. They are educated in respect to the Tradition and Magisterium of the Church. There is a greater participation in the Eucharist as the center of their lives.

The pastoral process of the Charismatic Prayer Groups is inspired by the Holy Bible which narrates how the first Christians filled with the Holy Spirit praised God and proclaimed with great enthusiasm their faith in Christ and their love of the Father (Acts 2, 2-4) and the fountain of inspiration is 1Cor 12: 4-11:

There are different kinds of spiritual gifts but the same Spirit; there are different forms of service but the same Lord; there are different workings but the same God who produces all of them in everyone. To each individual the manifestation of the Spirit is given for a benefit. To one is given through the Spirit the expression of wisdom; to another the expression of knowledge according to the same Spirit; to another faith by the same Spirit; to another gifts of healing by the one Spirit; to another mighty deeds; to another prophecy; to another discernment of spirits; to another varieties of tongues; to another interpretation of tongues. But one and the same Spirit produces all of these, distributing them individually to each person as he wishes.

We can interpret this biblical text which inspires the Charismatic Renewal as an ideal that belonged to the first primitive communities in two ways:

- Reinstating some of the charismas which have disappeared with the passage of time, for example the service of healing and the service of speaking in tongues.
- Motivating all baptized Catholics to engage in a service in their own parishes.

#### **4.6 SMALL PRAYER GROUPS**

Small prayer groups are made up of a small number of people, between 8 and 12. It is recommended that the group should not have more than 12 people, for rapid spiritual growth. When there are less people in the group they have more opportunities to share their beautiful faith experiences. They can meet in Church or at the home of a member of the parish, according to the parish priest's decision. These groups multiply like cells, following the style of the ecclesial communities based in Latin America. They are the leaven in the evangelization of the communities, encouraging other families to become part of the community. So that there is orderliness in these groups that meet in people's homes, there should be a coordinating team so these groups can be supervised, making sure that they are following the doctrine of the Catholic Church. The meetings are weekly but they are also asked to participate in the Prayer Group Assembly at Church and any activities that may take place in the parish. Normally the group meets for an hour and a half, but it may be extended to two hours. The readings will be the same ones for each group changing them each week and, if the coordinators choose, they can have a calendar noting the scriptures that will be shared beforehand.

The steps that are followed in a small prayer group are:

1. Welcome and greetings: 5 minutes
2. Hymns and songs of praise which are previously chosen and announced: 10 minutes
3. Prayer to God the Father and hymns: 5 minutes
4. Prayer to God the Son and hymn: 5 minutes
5. Prayer to God the Holy Spirit: 5 minutes
6. Reading of the day, Sunday reading or another planned reading: 5 minutes
7. Personal reflection in silence: 5 minutes
8. The coordinator explains the bible passage: 10 minutes
9. Everyone shares their point of view on the reading: 20 minutes
10. Spontaneous praising and prayer according to the charismas: 10 minutes
11. Prayer and singing to the most Holy Virgin Mary: 5 minutes
12. Petitions: 10 minutes
13. Pray "Our Father", "Hail Mary" and "Glory Be" 5 minutes
14. Laying on of hands and prayer for those that request it: 10 minutes
15. Announcements: 5 minutes
16. Get together and farewell

#### **4.7 PRAYER GROUP ASSEMBLIES**

The large prayer groups or "Prayer Group Assemblies" are not limited by the amount of people attending, but attendance must accord with the size of the building.

The organizational structure consists of the coordinating team or the elected team, coordinator, sub-coordinator, secretary, treasurer, and other services such as: hospitality, motivation with praise, liturgy, intercessory prayer, preaching, master of ceremony, sound system, music, decoration,

publicity, kitchen, special services, marriage group, social events, ministry coordinator, cleaning, book store and religious articles. All of these ministries are needed to coordinate a retreat or massive religious event at the parish, vicariate or diocesan level.

All Prayer Group Assemblies are directed by a coordinating team called the Leadership Group. All prayer groups are different; they have their own job plans and projects, but they all share the mission of the Catholic Charismatic Renewal Movement: Evangelization through a personal encounter with Christ, authentic conversion, submission to the Holy Spirit, manifestation of chrisms, spontaneous praise, sanctification and integration to the service of the community.

The Prayer Group Assemblies belong to their individual parish, where they meet and follow the Catholic Church doctrine, supporting their pastors in other parish services. These groups are guided by Group Coordinators which maintain communication and respect the authority of their priests and collaborate with them when they are asked.

The Prayer Group Assemblies generally meet weekly on a specific day designated by the pastor. If the parish priest sees fit, he may suspend the group or change the meeting day for reason of a special church celebration or because of another community event, asking the group to participate with the community in the celebration.

Although Prayer Group Assemblies are separate from each other because they belong to each parish, they follow the same directives of the CCRDT and are in communion with all the charismatic community of the diocese. They participate in general meetings for servers and parish retreats, vicariate level encounters or diocesan level encounters. The Leadership Team is asked, the same as the parish team coordinators, to come together in prayer, to plan, to evaluate and to share once a month, at the parish which has been previously selected with previous authorization by the pastor.

The Prayer Group Assemblies have a duration of approximately two hours. As was mentioned, the group is open to all, but the teaching is based on the Holy Bible and the Apostolic Tradition. It is very important to establish the teachings of the Church's Magisterium in order not to fall into sect practices.

The types of prayers that can take place during a prayer group assembly are as follows:

1. Praying the Rosary
2. Prayer of praise, thanks, forgiveness, healing, adoration, etc.
3. Proclamation of the Word
4. Teaching
5. Songs of praise
6. Moments of silence
7. Petitions
8. Testimonies
- 9.

#### **4.8 INITIATION RETREATS**

Initiation Retreats are also known as "Life in the Spirit Retreats" or "New Life". The retreats have an evangelization process; generally they go for three days (Friday afternoon, all day Saturday and Sunday). Depending on the pastoral needs, this evangelization process can last one or two days (summarizing the teachings). Some parishes prefer to give the teachings once a week to try and establish the attendant's weekly participation in the community. The time for retreats will be determined by the priest in charge in agreement with the servers.

The most common teachings are:

1. God's Love
2. Sin and Its Consequences
3. The Salvation of Jesus
4. Faith and Conversion
5. Jesus, my Lord
6. The Promise of the Father

7. The Promise Is for You
8. Pray for the Power of the Holy Spirit
9. Filled with the Spirit, His Fruits and Charismas
10. Growth and Transformation in Christ
11. The Community, Body of Christ

#### **4.9 DIOCESAN CHARISMATIC ENCOUNTERS AND CONFERENCES**

Charismatic Encounters are spiritual retreats to which people of other parishes are invited. The Encounters may be parish based, when organized by the team of a certain parish, and other parish communities are invited to attend. It can also be organized at the vicariate level where the parish teams come together to plan the event. These events can take place at a parish or at another place that is adequate to the amount of people that will attend. The duration may be from one to three days.

These Encounters are not for overnight stays. If people from out of town are invited, there is a hospitality ministry. The teachings could be on a variety of themes, depending on the objective of the planning or it may be directed to a pastoral need. These events need a team of people that will fulfill all the ministries mentioned previously.

Charismatic Conferences at the diocesan level require the participation of the leadership teams of each parish that wishes to serve at the event. They are massive events where a compelling experience is lived through powerful prayer and all the gifts of the Holy Spirit are put to work. These events have as a goal to share the event with other parish communities, to become enriched with everyone's gifts, and to motivate and strengthen their commitment to serve in their parish communities. The ministries are the same as for the Encounters.

#### **4.10 DESIGNATION**

Evangelization and Formation can be planned for different people according to the parish pastoral, vicariate, or diocesan plan: For families, adults (men and women), couples, women, men, youth, and young children.

### **5. FORMATION:**

#### **5.1 SPIRITUAL GROWTH CLASSES**

After a person has been evangelized, they are invited to continue their spiritual growth in spiritual growth classes that include the Catholic doctrine based on Holy Scripture, the Catechism of the Catholic Church and documents of the Church. These Spiritual Growth groups, in general, meet at the parish where they are invited to attend and, most commonly are registered members. With the authorization of the parish priest, the meetings may be at another location, with the recommendation that the meetings continue at the same place from start to end.

The Spiritual Growth teachings are based on the books of St. John the Baptist Community of Coyoacan, Mex.: *The First Steps 1 and 2; Growth in the Spirit 3 and 4; People of God 5 and 6*. There are eight classes at each level.

#### **5.2 SAN ANDRES SCHOOL AND SAN IGNACIO DE LOYOLA SCHOOL**

At present, the workshops given on the San Andres School and the San Ignacio de Loyola School take place at the Holy See in Guadalajara, Jal., Mexico. They are for the formation of leaders helping them grow in God's knowledge and in the teachings of the Church leading them to commitment. The San Andres School is a program recommended in the formation of servers, with pedagogic teachings that help form disciples with an evangelizing mission. (For more information go to: <http://www.evangelizacion.com/>)

San Ignacio de Loyola School is directed by Javier Silva Castañeda. He is based in the City of Guadalajara, Jal. Mexico. The courses he offers are on the study of Spiritual Discernment and also psycho-spiritual courses.

**5.3 COURSES: “HEALING OUR HURTS”** (Based on the 12 Steps and *Belonging* written by Linn brothers).

These courses are based on literature written by Dennis Linn, Sheila Fabricant Linn and Mathew Linn. They have as a goal to help people with different addictions heal their emotional wounds and to support them in their process of healing through sharing testimonies and providing mutual support, motivating them to help others.

#### **5.4 ECHOES OF FAITH**

The *Echoes of Faith* program is a formation program for catechists or leaders who will be teaching the faith with an enriched doctrine in different theological subjects. This formation can be given before, during or after receiving the 6 levels of spiritual growth.

Other formation courses are recommended, such as: Forming Disciples, Forming Preachers of the Word of God, Forming Teachers and Pastors and many other teaching programs that the parish, vicariate or diocese agree to offer.

#### **5.5 THEOLOGY CLASSES**

In addition to basic formation courses, we have apologetic courses, Holy Scripture, Pontific Documents, and Catechism of the Catholic Church and other teachings of Catholic Theology.

### **6. LITURGY**

#### **6.1 CHARISMATIC MASS CELEBRATIONS**

Some parish communities have a Charismatic Mass, monthly, every two months or when the team members establish a time with the authorization of their pastor. The Charismatic Mass can be presided by the parish priest or by priests who are invited from other parishes of the dioceses or from outside the diocese with prior authorization from the Chancellor's Office of the diocese. The Charismatic Mass starts with Praising Songs lasting between 5 to 30 minutes, which come to an end at the entrance procession celebrating the Mass with the proper Mass Rites established in the Roman Missal.

Depending on the priest celebrating the Mass, the manifestation of the gifts of the Holy Spirit can be manifested during consecration, with a moment of adoration and praise songs or go through the consecration in complete silence. At other times the priest will decide if the prayer of interior healing or physical healing will be given after communion or at the end of the Eucharistic celebration. The prayer for interior healing or physical healing can be a simple prayer aloud, singing praises to God with or without laying of hands. This prayer can be done from the altar or coming close to the people to lay hands. The laying of hands should be done with utmost respect without pushing the person being prayed on or touching them inappropriately. It is not necessary to actually touch the person when laying hands. Generally, the hands are laid on their head and another server stands behind in case the person falls in the Spirit, so that they might not fall and hurt themselves. If the priest celebrating mass finds it necessary, after Communion, he may lay hands on the people needing healing prayer with or without the help of the intercessory prayer ministry. In the Holy Scriptures, the laying of hands is not a sign of power, but a sign of compassion, like Jesus when he came close to the needy people. During the laying hands in the prayer of healing, the gifts of tongues, interpretation of tongues, messages, word of knowledge, prophecy and deliverance, etc. can be used.

#### **6.2 HOLY HOUR CELEBRATIONS (Viewing of the Blessed Sacrament)**

The “Holy Hour Celebrations” can vary between one hour or more, according to the agreement between the community and the priest presiding, while respecting the directives here written. During Holy Hour there can be liturgical prayer, spontaneous prayer, praising songs and hymns, psalms, reading of scriptures, and reflection. The songs are of meditation, inviting the community to unite in songs of praise and adoration. During the viewing of the Blessed Sacrament there can be prayer and laying on of hands and, if the priest sees fit, there can be a procession with the Blessed Sacrament to give a special blessing to the people that are present. The ministry of intercessory prayer can



accompany the priest during the procession and help in the prayer and laying on of hands as they see the need, without interrupting the sense of adoration.

## **7. STRUCTURE**

### **7.1 THE STRUCTURE OF THE PASTORAL TEAM OF THE CHARISMATIC RENEWAL IN THE DIOCESE OF TUCSON (PTCRDT)**

The Diocesan Pastoral Team is not a sect within the Church, but a group of people selected by the community and approved by the authority of the Diocesan Church to promote, strengthen and bring maturity to the CCRDT within the different prayer groups at a parish level.

An organizational structure is necessary in the Diocesan team in order to better handle the exercise of power that has been designated. This power should not be used in a manner that is outside of the hierarchy of the Catholic Church. There should be a clear sense of discipline, accepting the doctrine of the Church and the sense of co-responsibility in communion with the other groups of the Church. The authority that the PTCRDT represents shall be acknowledged in terms of service and not of manipulation or domination. This structure of the Diocesan Team will help us have better discernment and an authentic ecclesial teaching that will guide us towards one goal—unity and renovation of the Church that Christ founded in communion with the hierarchy (deacons, priests and bishop).

The PTCRDT consists of the Diocesan Spiritual Director, Vicariate Directors (priests and/or deacons) selected by the Bishop as guide and supervisor. It also consists of a Coordinator, Sub-Coordinator, Secretary, Finance Coordinator, Event Coordinator, and Public Relations Coordinator. Decisions are made by the Pastoral Team as Coordinator of the Charismatic Renewal and officially designated by the Bishop who governs the Diocese of Tucson.

### **7.2 MEMBERS OF THE PASTORAL TEAM OF THE CHARISMATIC RENEWAL IN THE DIOCESE OF TUCSON (PTCRDT)**

- Spiritual Director
- Deacon (s)
- Coordinator
- Sub-Coordinator
- Secretary
- Treasurer
- Event Coordinator
- Public Relations

### **7.3 REQUIREMENTS OF THE PTCRDT**

1. Registered and serving in one's parish in ministry in addition to being part of the Charismatic Renewal.
2. Complete all requirements necessary to serve in your parish (finger prints and child protection education).
3. Attend a Life in the Spirit Retreat and spiritual growth courses.
4. Participate in the parish prayer group weekly.
5. Be in communion with the Hierarchy of the Church and the other Church Movements.
6. Have all sacraments of initiation, and the sacrament of marriage for couples.
7. Practice good conduct and testimony of life according to the moral Christian teachings.

### **7.4 COMMON PTCRDT RESPONSIBILITIES**

1. Attend the monthly meetings of ministry coordinators at vicariate (s) level.
2. Attend the monthly meetings of the Pastoral Team.
3. Attend the monthly pray/formation meetings of servers.
4. Promote and encourage prayer groups, retreats and spiritual growth in the parishes of the Diocese.
5. To organize the annual diocesan conference (s), gathering the different parish prayer groups of the Diocese of Tucson and coordinate the event (s) at diocesan level making them to

- participate as just one charismatic community.
6. Manage the evangelization, formation, liturgy, finances and means of communication.
  7. To organize vicariate events together with the vicariate coordinators.
  8. Participate in the election of possible members of the PTCRDT.
  9. Make sure that the statutes are followed in the prayer groups of the diocese.

**ABSENCES:** To be absent from three meetings without giving previous notice is grounds for the suspension of duty or office.

## **8. FUNCTIONS AND OBLIGATIONS OF THE PTCRDT**

### **8.1 DIOCESAN SPIRITUAL DIRECTOR of the CCRDT**

1. Love and support the CCR especially understand and accept the natural and supernatural charismas that take us to a commitment in our service.
2. Appreciate the fruits of the Holy Spirit in the CCR and having a clear desire to support the leaders in their spiritual growth and in the development of their service.
3. To be part of and be active in the Diocese of Tucson supporting the Bishop and collaborating with the priests that need help in the diocese.
4. Be officially assigned by the Bishop of the Diocese of Tucson.
5. Understand and practice the Directives of the CCRDT previously approved by the Bishop/Spiritual Director (liaison) and make sure that they are carried out.
6. Support, cooperate and share the responsibilities of the prayer group leaders of the diocese maintaining efficient communication, promoting pastoral care, encouraging them to unite with the other Church groups and with the Hierarchy of the Church, staying in contact with the Spiritual Directors at the vicariate level and making sure that all are in compliance with the directives of the CCRDT.
7. As the representative of the Bishop at the diocesan level of the Charismatic Renewal, the Spiritual Director, if the Bishop delegates authority, can make final decisions in planning, organization of events, finances and any other matters related to the improvement of the pastoral team and for good relationships among the servers of the Charismatic Renewal.
8. Attend the monthly meetings of the PTCRDT or assign one or more deacons in his place to represent him in leadership and spiritual matters, most of all in making important decisions caused by conflicts, tensions or actions against the Church authority.
9. To be present to the members of CCRDT in their spiritual growth with counseling, empathy and moral support and with the sacraments.
10. Provide written material for for greater spiritual and intellectual growth and maturity.
11. If the Spiritual Director is not sure about the decision he needs to make, he will consult with the Vicariate representing the Hispanic Community in the Diocese of Tucson, and if necessary, go directly to the Bishop.
12. When there is a difficult situation between groups, a meeting should be called, preparing beforehand with prayer and meditation, in order to analyze and evaluate together with the PTCRDT the service exercised, and the relationship that exists with God and the brothers in the faith, and to find a solution to the problem.
13. Assist the Spiritual Directors of each Vicariate, staying in contact in case they need help.

14. Assist the prayer groups with liturgical celebrations, teachings and other services, giving assistance in their formation.
15. Attend a Charismatic retreat or conference for priests at least once a year for nourishment in the life of faith and to re-energize so as to continue serving in this ministry.
16. Attend Annual meetings in Region No. 8, which is the area to which the Diocese of Tucson belongs, which covers from the State of Washington down on the East side all the way to California.
17. Help the Pastoral Team establish pastoral short or long term plans for the evangelization and formation of leaders, with a clear goal based on the vision and mission of the Charismatic Renewal.
18. Convene once or twice a year with members of the Team Leaders together with their Spiritual Directors to convey and plan diocesan events. Making use of the opportunity that all are gathered, a teaching would be given, and sharing of information encourage regarding the development of their pastoral activities in the parishes and at the vicariate level.
19. Confirm with the Spiritual Directors and Coordinators that the team members of the prayer groups are registered in their parish and are serving and are attending the prayer group weekly, have satisfied all the requirements of the Diocese of Tucson, have had their finger prints taken and viewed the talk on the prevention of abuse of minors and vulnerable adults.
20. Remain in contact visiting the prayer groups of the Diocese of Tucson, encouraging them in perseverance and service, and promoting fraternity.

## **8.2 DEACONS**

1. Assist and represent the Spiritual Director in his work with the PTCRDT, and the ministries of the CCRDT.
2. Help the Spiritual Director in giving spiritual direction and discernment to all members.
3. Help with the theological, catechetical and pastoral formation.
4. Help with the liturgical services.
5. Assist during retreats and conferences with preaching the Word of God.
6. Help in discerning the Plan of God.

## **8.3 COORDINATOR**

1. Responsible for the progress of the pastoral activities of the ministries of PTCRDT.
2. Periodically inform the Spiritual Director and members of the Pastoral Team about pastoral activities and any matters related to the Charismatic Renewal.
3. Lead the monthly PTCRDT, made up of the coordinators in charge of ministries, and general meetings for the members.
4. Represent the PTCRDT before other organizations at the regional and national level or before other Church movements.
5. Supervise, organize, delegate and support the servers of different diocesan ministries and prayer groups.
6. Maintain an effective level of communication with all the servers at different events.
7. Delegate responsibility among the ministry coordinators during an event coordinated by the PTCRDT.
8. Find a solution to unexpected situations during pastoral events.
9. Evaluate, together with the Pastoral Team of the PTCRDT each event that has taken place.
10. Make a decision in good judgment in situations that call for an immediate response, advising the team that is serving, including the Spiritual Director, if it is something significant, and making sure that the decision will not affect the directives.

## **8.4 SUB-COORDINATOR**

1. Assist the Coordinator in the pastoral activities of all the ministries.
2. Represent the Coordinator in the different pastoral activities if the Coordinator cannot be present.

3. Lead the monthly PTCRDT meeting of the ministry coordinators and General Meetings for servers, in the absence of the Coordinator.
4. Act with the Coordinator, if possible, in the Charismatic Renewal Conferences at the regional and national level, or with other groups of the Church.
5. Act in place of the Coordinator in his or her absence.

#### **8.5 SECRETARY**

1. Take Minutes of all the PTCRDT meetings.
2. Have the minutes of the previous meetings ready on time, before or during the meetings.
3. Call, if necessary, all members that will be part of a meeting to inform them of an upcoming meeting and making sure they will be present.
4. File the Minutes of the meetings and any other information related to the Charismatic Renewal.
5. Prepare a monthly pastoral activity report to send to the Spiritual Director, General Vicar of Hispanic Matters, Office of Hispanic Ministry, Chancellor's Office of the Diocese and to the office of the Bishop.
6. Keep a record of all pastoral activities based on the Annual Activity Calendar previously planned.
7. Prepare the meeting agenda for meetings when the Spiritual Director and/or the Coordinator request this service.

#### **8.6 TREASURER**

1. Keep record of all financial matters concerning PTCRDT, following the regulations of the Diocese of Tucson.
2. Provide at the meeting after each event the financial report of all expenses and revenue and the current balance.
3. Keep records of all the people that contribute monetary donations to the Charismatic Renewal account fund.
4. Be available in case to counsel the treasurers of any prayer groups of the diocese.
5. Prepare an inventory list of all real and personal property of the CCRDT and update it annually.
6. Prepare a monthly financial report to present at the General Member Meetings. This report, with the quarterly report, will be given to the Spiritual Director of the diocese, the PTCRDT Coordinator, the General Vicar of Hispanic Matters and the Pastoral Services department.
7. Maintain good communication with the Event Coordinator to keep control of the tickets distributed to people for coming events. In the same manner, keep control of all incoming money, recorded by three money counters previously assigned. Collect all money for tickets sold before an event; issue an original receipt and leave a copy of the receipt in the file. It is recommended that the tickets have a ticket stub in order to keep a record for accounting purposes.
8. Make sure that any checks made out will have two signatures. The second signer will be nominated by the community and approved by the PTCRDT.
9. Have cash on hand for unexpected expenses, when writing a check is not possible, but not to exceed \$200.00.

#### **8.7 EVENT COORDINATOR**

1. Plan the event together with the PTCRDT, under the direction of the Spiritual Director. Small events are planned six months in advance and large events are planned 1-2 years before.
2. Find adequate space for such events.
3. Plan with the Financial Coordinator to pay the building deposit.
4. Before sending a letter of invitation, make phone calls, or contact by email, the preachers, music ministry, and priests who will help with the liturgy and confessions, especially if they are outside the diocese.
5. Send an invitation by mail or fax to all those selected to participate in an event of the diocese. The letter should include the date the letter was written, the name of person invited where he or she will be participating, and how many days we need him or her to participate. The letter shall be signed by the Spiritual Director, Coordinator and Sub-Coordinator.
6. Request a letter of recommendation if the person invited is from another diocese. If a lay person is invited, his or her bishop, parish priest or deacon will sign the letter authorizing his/her participation in this diocese. If a priest is invited, it will be required that he send the original letter

to the Chancellor's Office at the Diocese of Tucson with authorization from his Bishop. The letters sent to the diocese will be composed as follows: Date letter was written, addressed to the Chancellor of the diocese, an explanation of what his participation will be, and the days he will be participating in the event and the signature of the person giving the letter of recommendation. The original letters preferably should have the seal of the parish or diocese. The process may be accelerated by requesting a fax be sent to said parish or diocese before sending the original. The invitation should be sent at least three months before the event. The letter shall be valid for 12 months.

7. Call upon all the coordinators of the different ministries to prepare the event. Present a program of the different activities to the PTCRDT, containing the participation of preachers, choirs, liturgical activity, breaks, etc., for the event, making known how the program will run and any pending matters which need to be addressed.
8. During the event, ensure adherence to the times established in the program. Assist the Master of Ceremonies or any other coordinator of the different ministries during the event, maintaining contact with them and encouraging them.
9. If the Conference is at a diocesan level, assist the Public Relations Coordinator distributing publicity among the various prayer groups in the diocese. If it is a local event, the publicity will be distributed among the parishes with the pastor's prior approval.

### **8.8 PUBLIC RELATIONS**

Once the Discernment Team together in prayer has picked the Theme and conference talks for the event, the Coordinator of Public Relations and the Event Coordinator will meet to:

1. Plan the event along with the PTCRDT, directed by the Spiritual Director.
2. He will assist the Events Coordinator to distribute publicity among the different prayer groups in the diocese, if the event is at the Diocesan level. If it's a local event the publicity will be distributed among the parishes with the pastor's previous approval.
3. Visit all of the parishes that do not have a prayer group and talk with the priest in charge, give him a presentation of the pastoral action of the CCRDT and their fruits.
4. Promote the start of new prayer groups in the parishes that do not have one.
5. Offer spiritual growth courses at the parishes.
6. Promote Life in the Spirit retreats.
7. Visit and talk to the parish coordinators of the diocese to offer support.
8. Support radio projects, television and bulletins of the CCDT.

### **8.9 LENGTH OF TERM**

1. Priests and Deacons: The Bishop will determine the term of service.
2. Coordinators: Three years term with no re-election.
3. Sub-Coordinator: Two years term with re-election to an additional year.
4. Secretary: Two years term with re-election to an additional year.
5. Treasurer: Two years term with re-election to an additional year.
6. Events Coordinator: Two years term with re-election to an additional year.
7. Public Relations Coordinator: Two years term with re-election to an additional year.

### **8.10 ELECTION OF PASTORAL MEMBERS**

1. Call together the community of the Charismatic Renewal of Tucson and request the names of three people who they consider capable of exercising the responsibilities of the vacant position. He/she must be a person in good standing, with good moral values, in communion with the hierarchy of the church and who is a means of unity. He/she will be a responsible person in his/her household and community.
2. The PTCRDT will inform the Spiritual Director of the results of the election, who in turn will interview each one of the candidates and will give his recommendation to the PTCRDT.
3. The Spiritual Director will call together all the members of the PTCRDT and they will pray together to discern which person will take the position. After the nomination, they will recommend the person to the Bishop of Tucson.
4. A letter will be sent to the Bishop asking for his approval of the elected member.
5. As soon as possible, notification of the new member of the PTCRDT will be given to all prayer group coordinators of the Diocese of Tucson. Notice will be sent by mail or email.

6. The new member will assume office when officially notified by the Bishop of the diocese, specifying what his or her duties are and the length of his/her term of service in the PTCRDT.

## **9. ORGANIZATIONAL STRUCTURE OF PRAYER GROUPS AT THE VICARIATE LEVEL**

### **9.1 PASTORAL TEAM LEADERS**

These are members of the Charismatic community at parish and vicariate level who have been chosen to assume community leadership on parish, vicariate and diocesan events. They are responsible for the people that attend the prayer groups and they exercise a pastoral function. This service is understood to be in obedience, respect and support to his or her pastor and should be exercised to lead the people he or she serves to God with good Christian testimony. His/her duties require good interpersonal relationships with the other members of the Catholic Charismatic Renewal and the other members of the parish. They, in prayer and discernment, give direction to the spiritual life of the people of the community, especially those under their care.

- **MEMBERS OF THE PASTORAL TEAM**

- Vicariate Spiritual Director
  - Deacon (s)
  - Coordinator
  - Sub-Coordinator
  - Secretary
  - Treasurer
  - Events Coordinator
  - Public Relations Coordinator

- **REQUIREMENTS OF THE MEMBERS OF PASTORAL TEAM**

1. Registered in one's parish and serving in ministry in addition to being part of the Charismatic Renewal.
2. Complete all requirements necessary to serve in your parish (finger prints and child protection education).
3. Attend a Life in the Spirit Retreat and spiritual growth courses.
4. Participate weekly in the parish prayer group.
5. Be in communion with the Hierarchy of the Church and the other Church Movements.
6. Have all sacraments of initiation, and the sacrament of marriage for couples.
7. Practice good conduct and testimony of life according to moral Christian teachings.

- **COMMON RESPONSIBILITIES OF THE PASTORAL TEAM**

1. Attend the monthly meetings of the leader's team.
2. Attend the Coordinator meetings.
3. Attend the monthly meetings for servers.
4. Promote and encourage parish prayer groups.
5. Partake in the planning and organization of retreats and spiritual growth courses in the parish they serve in.
6. Assist in retreats, conferences, formation and social events and other events at the vicariate level.
7. Participate in the election of possible members of the PTCRDT.
8. Ensure that the statutes are followed at the parish and vicariate level.

- **ABSENCES**

- To be absent from three meetings without giving prior notice is grounds for the suspension of duties or removal from office.

## **9.2 FUNCTIONS AND OBLIGATIONS OF THE MEMBERS OF THE PASTORAL TEAM**

**9.2.1** The Vicariate Team will have as a goal to have an office space where the obligatory meetings and extraordinary meetings will take place.

**9.2.2** The office space will be equipped with necessary office equipment and furniture, such as telephone, desk, filing cabinets, computer, printer, etc.

## **9.3 VICARIATE SPIRITUAL DIRECTOR**

1. Love and support the CCR, especially understand and accept the natural and supernatural charismas that take us to a commitment in our service.
2. Appreciate the fruits of the Holy Spirit in the CCR and having a clear desire to support the leaders in their spiritual growth and in the development of their service.
3. To be part of and be active in the Dioceses of Tucson supporting the Bishop and collaborating with the priests that need help in the diocese.
4. Be officially assigned by the Bishop of the Diocese of Tucson.
5. Understand and practice the Directives of the CCRDT previously approved by the Bishop/Spiritual Director (liaison) and make sure that they are carried out.
6. Support, cooperate and share the responsibilities of the prayer group leaders of the diocese maintaining efficient communication, promoting pastoral care, encouraging them to unite with the other Church groups and with the Hierarchy of the Church, staying in contact with the Spiritual Directors at the vicariate level and making sure that all are in compliance with the directives of the CCRDT.
7. As the representative of the Bishop at the diocesan level of the Charismatic Renewal, the Spiritual Director, if the Bishop delegates authority, can make final decisions in planning, organization of events, finances and any other matters related to the improvement of the pastoral team and for good relationships among the servers of the Charismatic Renewal.
8. Attend the monthly meetings of the PTCRDT or assign one or more deacons in his place to represent him in leadership and spiritual matters, most of all in making important decisions caused by conflicts, tensions or actions against the Church authority.
9. Maintain good communication with the General Spiritual Director of the Diocese of Tucson to inform him of certain matters and talk over situations needing improvement.
10. To be present to the members of CCRDT in their spiritual growth with counseling, empathy and moral support and with the sacraments.
11. Provide written material for for greater spiritual and intellectual growth and maturity.
12. If the Spiritual Director is not sure about the decision he needs to make, he will consult with the Vicariate representing the Hispanic Community in the Diocese of Tucson, and if necessary, go directly to the Bishop.
13. When there is a difficult situation between groups, a meeting should be called, preparing beforehand with prayer and meditation, in order to analyze and evaluate together with the PTCRDT the service exercised, and the relationship that exists with God and the brothers in the faith, and to find a solution to the problem.
14. Assist the prayer groups with liturgical celebrations, teachings and other services, giving assistance in their formation.

15. Attend a Charismatic retreat or conference for priests at least once a year for nourishment in the life of faith and to re-energize so as to continue serving in this ministry.
16. Attend Annual meetings in Region No. 8, which is the area to which the Diocese of Tucson belongs, which covers from the State of Washington down on the East side all the way to California.
17. Help the Pastoral Team establish pastoral short or long term plans for the evangelization and formation of leaders, with a clear goal based on the vision and mission of the Charismatic Renewal.
18. Convene once or twice a year with members of the Team Leaders together with their Spiritual Directors to convey and plan diocesan events. Making use of the opportunity that all are gathered, a teaching would be given, and sharing of information encourage regarding the development of their pastoral activities in the parishes and at the vicariate level.
19. Confirm with the Spiritual Directors and Coordinators that the team members of the prayer groups are registered in their parish and are serving and are attending the prayer group weekly, have satisfied all the requirements of the Diocese of Tucson, have had their finger prints taken and viewed the talk on the prevention of abuse of minors and vulnerable adults. Remain in contact visiting the prayer groups of the Diocese of Tucson, encouraging them in perseverance and service, and promoting fraternity.
20. Take part in the Charismatic prayer and liturgical activities in other communities of the diocese.

#### **9.4 DEACONS**

1. Assist and represent the Vicariate Spiritual Director at meetings or other activities at the vicariate level.
2. Help the Spiritual Director in giving spiritual direction and discernment to the pastoral parish and vicariate teams.
3. Help with the theological, catechetical and pastoral formation.
4. Help with the liturgical services.
5. Assist during retreats and conferences with preaching the Word of God.
6. Help in discerning the Plan of God for the Charismatic Renewal at the vicariate level.

#### **9.5 VICARIATE COORDINATOR**

1. Responsible of the progress of the pastoral activities of the ministries of the pastoral team.
2. Periodically inform the Spiritual Director coordinating the CCR at the vicariate level about the pastoral activities and any matters related to the Charismatic Renewal.
3. Lead the monthly pastoral team meeting, meeting for all ministry coordinators and general meetings for servers at the parish and vicariate level.
4. Represent the parish coordinators at the Diocesan level.
5. Supervise, organize, delegate and support the servers of parishes where he/she serves.
6. Maintain an effective level of communication with all the servers at different events.
7. Delegate responsibility among the ministry coordinators during an event coordinated by the pastoral team.
8. Find a solution to unexpected situations during pastoral events.
9. Plan and evaluate together with the Pastoral Team, making sure the events will take place.
10. Make a decision in good judgment in situations that call for an immediate response, advising the team that is serving, including the Vicariate Spiritual Director, if it is something significant, and making sure the decision will not affect the directives.



## **9.6 PARISH COORDINATOR**

1. Responsible of the progress of the pastoral activities of the ministries of the pastoral team.
2. Periodically inform the pastor, associate, or deacon coordinating the CCR at the vicariate level, and other members of the pastoral team, about the pastoral activities and any matters related to the Charismatic Renewal.
3. Lead the monthly pastoral team meeting, the meeting for all ministry coordinators and general meetings for servers at the parish level.
4. Represent the pastoral team at the parish level.
5. Supervise, organize, delegate and support the servers of parishes where he/she serves.
6. Maintain an effective level of communication with all the servers at different events.
7. Delegate responsibility among the ministry coordinators during an event coordinated by the pastoral team.
8. Find a solution to unexpected situations during pastoral events.
9. Plan and evaluate with the Pastoral Team, making sure the events will take place.
10. Make a decision in good judgment in situations that call for an immediate response, advising the team that he/she is serving, including his/her pastor or vicariate coordinator if it is something significant, making sure the decision will not affect the directives.

## **9.7 SUB-COORDINATOR**

1. Assist the Coordinator in the progress of the pastoral activities of all ministries.
2. Represent the Coordinator at the different pastoral activities if the Coordinator can not be present.
3. Lead the monthly pastoral team meeting of the ministry coordinators and General Meetings for servers in absence of the Coordinator.
4. Act with the Coordinator, if possible, in the Charismatic Renewal Meetings at the diocesan level.
5. Act in place of the Coordinator in his/her absence.

## **9.8 SECRETARY**

1. Take Minutes of all Pastoral Team meetings.
2. Have minutes of the previous meetings ready on time, before or during the meetings.
3. Call, if necessary, all members that will be part of a meeting to inform them of an upcoming meeting and making sure they will be present.
4. File minutes of the meetings and any other information related to the CCRDT.
5. Prepare a monthly pastoral activity report to send to the Vicariate Spiritual Director, General Spiritual Director and Coordinator of the PTCRDT.
6. Keep a record of all pastoral activities based on the Annual Activity Calendar previously planned.
7. Prepare the meeting agenda for meetings when the Spiritual Director and/or the Coordinator request this service.

## **9.9 TREASURER**

1. Keep records of all financial matters concerning CCRDT, following the regulations of the Diocese of Tucson.
2. Provide at the meeting after each event the financial report of all expenses and revenue and the current balance.
3. Keep records of all the people that contribute monetary donations to the Charismatic Renewal account fund.
4. Prepare an Inventory list of all real and personal property of the CCRDT and update it annually.
5. Request that the parish book keeper prepare a monthly, bi-month or quarterly financial report for Pastoral Team and parish meetings. This report, with the monthly report, will be given to the Vicariate Spiritual Director and Vicariate Coordinator.
6. Maintain good communication with the Event Coordinator to keep control of names, telephone numbers and addresses of the people who receive tickets to sell. Collect all money for tickets sold before the event; issue an original receipt and leave a copy of the receipt in the file. It is recommended that the tickets have a ticket stub in order to keep a record for accounting purposes.
7. Count the money with a team of at least three people, at set times during the event, making sure to have a security box available.

8. Deliver the money to the parish which will deposit the money in the CCR account, and issue a signed receipt.
9. No parish group may open a savings or checking account under the name of the parish or CCRDT, as the diocese has certain regulations to avoid the mismanagement of money.

#### **9.10 EVENT COORDINATOR**

1. Plan the event together with the Pastoral Team, under the direction of the Spiritual Director. Small events are planned six months in advance and massive events are planned 1-2 years before.
2. Find adequate space for such events.
3. Plan with the Financial Coordinator to pay the building deposit.
4. Before sending a letter of invitation, make phone calls, or contact by email, the preachers, music ministry, and priests who will help with the liturgy and confessions, especially if they are outside the diocese.
5. Send an invitation by mail or fax to all those selected to participate in an event of the diocese. The letter should include the date the letter was written, the name of person invited where he or she will be participating, and how many days we need him or her to participate. The letter shall be signed by the Spiritual Director, Coordinator and Sub-Coordinator.
6. Request a letter of recommendation if the person invited is from another diocese. If a lay person is invited, his or her bishop, parish priest or deacon will sign the letter authorizing his/her participation in this diocese. If a priest is invited, it will be required that he send the original letter to the Chancellor's Office at the Diocese of Tucson with authorization from his Bishop. The letters sent to the diocese will be composed as follows: Date letter was written, addressed to the Chancellor of the diocese, an explanation of what his participation will be, and the days he will be participating in the event and the signature of the person giving the letter of recommendation. The original letters preferably should have the seal of the parish or diocese. The process may be accelerated by requesting a fax be sent to said parish or diocese before sending the original. The invitation should be sent at least three months before the event. The letter shall be valid for 12 months.
7. Call upon all the coordinators of the different ministries to prepare the event. Present a program of the different activities to the Pastoral Team, containing the participation of preachers, choirs, liturgical activity, breaks, etc., for the event, making known how the program will run and any pending matters which need to be addressed.
8. During the event, ensure adherence to the times established in the program. Assist the Master of Ceremonies or any other coordinator of the different ministries during the event, maintaining contact with them and encouraging them.
9. In case of a Diocesan Conference, ask the PTCRDT to help distribute publicity among the various prayer groups of the diocese. If the Conference is local, the publicity will be distributed among the parishes with the pastor's previous approval.

#### **9.11 PUBLIC RELATIONS**

After the Discernment Prayer Team has decided on the Theme and conference talks for the event, the Coordinator of Public Relations and the Event Coordinator will meet to:

1. Plan the event along with the Pastoral Team under the direction of the Spiritual Director.
2. Assist in the distribution of parish and vicariate level events.
3. Promote evangelization through social means of communication.
4. Support radio projects, television and bulletins of the CCRDT.

#### **9.12 LENGTH OF TERM**

1. Priests and Deacons: The Bishop will determine the term of service.
2. Coordinators: Three years term with no re-election.
3. Sub-Coordinator: Two years term with re-election to an additional year.
4. Secretary: Two years term with re-election to an additional year.
5. Treasurer: Two years term with re-election to an additional year.
6. Events Coordinator: Two years term with re-election to an additional year.
7. Public Relations Coordinator: Two years term with re-election to an additional year.

### **9.13 ELECTION OF PASTORAL TEAM**

1. Call together the leaders of the Charismatic prayer groups of each parish in the vicariate, and request the names of three people who are capable of exercising the responsibilities of the vacant position. He/she must be a person in good standing, with good moral values, in communion with the hierarchy of the church and who is a means of unity. He/she will be a responsible person in his/her household and community.
2. The Pastoral Team will inform the Vicariate Spiritual Director of the results of the election, who in turn will interview each one of the candidates and will give his recommendation to the Pastoral Team.
3. The Vicariate Spiritual Director will contact the pastor of the candidate's parish and request information regarding the candidate.
4. The Vicariate Spiritual Director will call together all the members of the Pastoral Team and they will pray together to discern which person will take the position; a consensus of the community will be taken prior to the election. The Pastoral Team and the Vicariate Spiritual Director will then nominate the most competent person for the position.
5. A request will be made to the candidate's parish priest, to issue a letter officially notifying the new elected member of the Pastoral Team.
6. Notification of name of new member will be given as soon as possible to the Pastoral Team and all prayer group coordinators of the Vicariate. Notice will be sent by mail or email to the PTCRDT.
7. The new member will assume the Pastoral Team position when officially notified by his/her pastor who is in accord with the Pastoral Team. The pastor will notify him/her in writing, specifying what his/her duties are and the term of service.

### **10. MINISTRY COORDINATORS OF THE CCRDT**

These are members of the Charismatic community at the parish or vicariate level who have been chosen by their pastors to lead in the various ministries of the CCRDT, and help organize with the Coordinating Team the different ministries in the Prayer Group Assemblies, Retreats, Conferences or other events. They exist to assist the members of the Coordinating Team in this mission.

All of these ministries are necessary to serve at retreats and large events at the parish, vicariate and Diocesan level. The coordinating teams of the parish, vicariate or diocese will decide what ministries are needed for the events they are organizing.

1. Hospitality
2. Motivation
3. Liturgy
4. Intercessory Prayer Ministry
5. Preaching
6. Master of Ceremony
7. Sound system
8. Music
9. Decoration
10. Publicity
11. Kitchen
12. Event Site Supervisor
13. Keeping Order on Premises
14. Special Services
15. Marriage Ministry
16. Social Gatherings and Activities
17. Ministry Coordinator
18. Clean-up Ministry
19. Guest Housing
20. Book Store and Religious Articles

### **10.1 REQUIREMENTS FOR THE MINISTRY COORDINATORS OF THE CCRDT**

The Requirements for the ministry coordinators are the same as the ones mentioned above for the other members of the CCRDT and Pastoral Teams.

## **10.2 RESPONSIBILITIES FOR THE MINISTRY COORDINATORS OF THE CCRDT**

1. Attend the monthly meetings of Pastoral Team.
2. Attend the Coordinator meetings.
3. Attend the monthly meetings for servers.
4. Promote and encourage parish prayer groups.
5. Partake in the planning and organization of retreats and spiritual growth courses in the parish they serve.
6. Assist in retreats, conferences, formation, social and other events at the parish and vicariate level.
7. Participate in the election of possible members of the parish Pastoral Team.
8. Make sure that the statutes are followed at the parish and vicariate level.

## **10.3 ABSENCES**

Absence from three meetings without giving prior notice is grounds for suspension of duty or office.

## **10.4 FUNCTIONS AND OBLIGATIONS OF THE MINISTRY COORDINATORS**

### **HOSPITALITY: WELCOMING MINISTRY**

- Meets beforehand to plan and organize so that each member is aware of his/her duties during the event.
- Welcomes the people attending the encounter, the prayer group assembly or any other event that has been planned by the community.
- Keeps order inside and outside the building where the event is taking place.
- Leads the Extraordinary Ministers of the Eucharist during communion.
- Collects the offertory during Mass and takes it to the Funds Coordinator
- Guides the priests to the place where confessions will be held
- Ensures that any person attending the event is inside during the conferences. If it is not necessary for the servers to be outside the assembly, IT IS THEIR DUTY to be inside tending to their ministry.
- Maintains order during lunch and snack times.
- Remains in contact with the Welcoming Coordinator at all times.
- Complies with the requirements for all servers

### **MOTIVATION**

- Let the Holy Spirit guide you, be prepared and be in prayer when a programmed speaker is delayed, when there is a delay in the program or something unexpected happens during the event. Know how to act on the spot, motivating the audience with short phrases, Psalms, biblical texts, works of knowledge, singing along with the choir, etc.
- Distinguish between times of motivation and times for profound praise.
- Help the assembly to participate in the praise; when this occurs, lower your voice and listen.
- Be in agreement with the Music Ministry to motivate with great joy so that the audience may be filled with joy through praise and song.

### **LITURGY**

- Prepare the area for the exposition of the Blessed Sacrament. Prepare the altar for the Eucharistic Celebrations.
- Prepare the readings for Mass and choose the appropriate persons to do the readings.
- Be in contact with the Music Ministry so that the songs for mass will be in accordance with the liturgy of the day.

- Choose the Extraordinary Ministers of the Eucharist to serve during Communion.
- Organize the procession according to the celebration and/or the liturgical season. (e.g., entrance procession, offertory procession)
- Be aware of how many priests and Extraordinary Ministers of the Eucharist are participating during Mass. Have the necessary vestments and Communion cups.
- When an event takes place outside the parish present a list of articles necessary for liturgy celebrations to the pastor of your parish in a timely manner and return all items to the parish at the end of the event. If for some reason the items are not returned promptly, the liturgy ministry will be responsible for them.
- Be in contact with the priest, Spiritual Director, Coordinator and Sub-Coordinator during all activities where the Liturgy Ministry will be working.
- Collect the offertory.
- Extend an invitation to priests and select Extraordinary Ministers of the Eucharist with ample time in advance for special events (Encounters, Retreats, Charismatic Masses, etc.)

## **PREACHING MINISTRY**

The person preaching the word of God transmits the plan of Salvation that God has for His people; he/she talks on behalf of the Church. Therefore it is of vital importance that he/she follows the following requirements:

- Take a course on preaching
- Complete six (6) Spiritual Growth Courses
- Comply with the requirements for all servers
- Be a positive life testimony in the community and in the family.
- Have received all sacraments according to his/her civil state; without the sacraments he/she will not be able to preach in public
- Attend the group meetings and formation classes. If he/she does not comply with these obligations, he/she will receive a warning. If after the warning he/she continues in disobedience, he/she will not be permitted to preach until notification is given by the Coordinating Team.
- He/she will not participate in other ministries, being active one hundred percent in his/her ministry.
- Be responsible for any material he/she uses for preaching.
- Have a calendar with all of the events taking place during the year. Has the responsibility of notifying the General Coordinator or Sub-Coordinator if he/she is not able to attend an event.
- Comply with all the requirements of the diocese.

## **MASTER OF CEREMONY**

- Comply with the requirements for all servers
- Host the event in a cheerful manner inviting everyone to participate according to the theme presented.
- Present the speakers, priests, etc.
- Present the theme of the conference being addressed during the event.
- Make announcements during breaks and other designated times in the program.
- Announce the religious articles for sale.
- Serve as lector for the opening and closing Masses.

## **PRAYER OF INTERCESSION**

- Comply with the requirements for all servers, remain in the state of grace, have love and charity, be in constant prayer during the conference that is being preached
- Be aware of any need for prayer that may come up during the breaks at the event
- Follow the instructions given by the priest or speaker preaching the word of God in reference to the type of prayer after the conference
- If a difficult situation comes up, contact the priest or Coordinator
- Have a prayer team previously authorized for laying on of hands. During the laying on of hands, it is not correct to push or force the person to fall in the spirit; allow the Lord to do His work
- If the priest requests your help, assist him with prayer during Holy Hour and during prayer for healing; if he does not request your help, respect the priest's decision.
- Follow the regulations for Charismatic servers, be in the state of grace, demonstrate love and charity towards all, and give their own life testimony

## **SOUND SYSTEM**

- Comply with the requirements for all servers
- Prepare one hour before the event and be punctual at events in which the sound system will be needed.
- Be responsible for the maintenance and cleaning of equipment
- In the case of equipment being lost or any other need arising that is related to the equipment, immediately contact the Financial Matters Coordinator
- Make sure no one other than the Sound System Ministry makes use of the sound system (exceptions only when approved by the Pastoral Team)
- The Sound System Coordinator is in charge of transporting, loading and unloading the sound system. If he/she needs help, he/she should ask the Event Coordinator for assistance.
- Regulate the sound system volume according to the size of the event, making sure the volume is at a reasonable level so that the speaker and music may be heard.
- If there is a change during the event, the Event Coordinator will contact the Sound System Coordinator
- The only person that can be present at the sound system site is the Sound System Coordinator
- Any emergency that cannot be handled by the Sound System Coordinator should be brought to the attention of the General Coordinator

## **PRAISE (MUSIC – CHOIR)**

- Comply with the requirements for all servers
- Praise God through singing, thus motivating the event
- Being punctual is very important for this ministry
- Come to practice
- Be dressed according to the moral norms for servers
- Be in contact with the other ministries that will work together on the different events and with the music ministry in order to have true unity and harmony
- Constantly seek personal spiritual growth
- Form and help prepare new members for this ministry

## **DECORATION**

- Comply with the requirements for servers

- Decorate the event site according to the theme for the event
- Avoid over decorating, bear in mind that the event is for proclaiming the Word of God
- Decorations should be simple, keeping in mind that those looking at it should feel the presence of God in their spirit.
- Search for the decoration materials well in advance. Present the decoration ideas to the coordinators for their approval.
- Decorating should take place the day before the event

## **PUBLICITY**

- Comply with the requirements for all servers
- Be directly in contact with the media (printed matter, radio, television, newspaper, etc.)
- Design flyers, poster boards, tickets
- Make the program for the event
- Find sponsors for the publicity
- Go to the media to announce programmed events
- Be in contact with the coordinators of each community; have their addresses, telephone numbers and e-mails
- Send publicity about events to all communities in and out of the city where the event will take place
- Form a team that will announce the events at all Masses at each parish (have previous authorization from parish pastor)

## **KITCHEN**

A crucial ministry at any event where preparation of food is required, such as:

- Encounters
- Evangelization Retreats
- Praising Nights
- Closing ceremonies of Spiritual Growth Courses
- Comply with the requirements for all servers
- Follow the program times for serving food
- Give priority to those that attended the event
- Serve food to the ministry members at the time agreed upon by the General Coordinator
- Every person should have a ticket to purchase their food. If there is a need, refer them to the Financial Matters Department
- The cleaning of heavy cooking equipment is the responsibility of their ministry, as is the cleaning of the kitchen, the dining area and any other areas used to serve food
- It is of vital importance to have an inventory of all existing food products and materials before and after the event

## **EVENT SITE SUPERVISOR**

- Comply with the requirements for all servers
- Have everything necessary for the event: tables, chairs, set ups, etc.
- Check electricity
- Have area for the Blessed Sacrament ready for the prayer group
- Have chairs ready in an adequate area for confessions
- Set up chairs for music ministry
- Identify places for evangelization events, such as: Convention building, stadiums, parks, etc.
- Apply for required permits for each event
- Check on means for transporting equipment to the event; have a parking area reserved near the entrance of the building

- Reserve parking for the priests and conference speakers, etc.
- Check on transportation of materials for the event
- If any problems come up, contact the General Coordinator or Sub-Coordinator

## **MINISTRY COORDINATORS**

These are the representatives and the backbone of the CCR. Their duty is to saturate everyone with the Spirit of the Lord. Their responsibilities are:

- Be present at each event
- Any coordinator who does not attend a planning meeting because of his/her job, illness or any other personal problem must justify and notify before hand; his/her responsibility is to send a representative to the meeting to represent his/her ministry.
- Motivate each member of his/her ministry to participate and cooperate for the good of the ministry
- Learn to delegate and trust the members of the ministry
- Encourage the spiritual gifts of servers
- Any suggestion made to another coordinator regarding his/her ministry should be done in writing or should be taken directly to the General Coordinator or Sub-Coordinator
- Any problems that may arise should be taken to the General Coordinator or Sub-Coordinator

## **SPECIAL SERVICES**

The responsibility of this ministry is to be at the service of priests and conference speakers invited to the event.

- Comply with the requirements for all servers
- Have snacks and drinks available during encounters and retreats. Be sure their food is served during breakfast, lunch and dinner breaks
- Be aware if someone wants to speak to them; make sure they are available
- See that they are not interrupted during their rest time
- Be in contact with the Coordinator or Sub-Coordinator in case any questions or any problems arise

## **GATHERINGS AND SOCIAL ACTIVITIES**

- Comply with the requirements for all servers
- Choose 4 or 5 members from each community
- Each prayer group will be responsible for the social gathering when it takes place in their parish. The Gathering and Social Activities Ministry will contact the parish prayer group and will be present during the gathering.
- When organizing a social activity, contact the Pastoral Team and ask for help according to the activity
- All the members who accept being part of this ministry will be responsible for the area being cleaned before and after the activity
- Keep in contact with the Pastoral Coordinator and Sub-Coordinator

## **MARRIAGE MINISTRY**

The goal of this ministry is to bring all our brothers and sisters to a more authentic consciousness of marriage. This ministry helps each couple search, find and expand on what their pre-marital engagement relationship was and what their relationship in their marriage is now.

- Comply with the requirements for all servers
- Develop a dialogue, communication and understanding in order to develop a good relationship



- Lean to know one's self
- Come to know and understand one's partner and that our partner understands him- or herself
- Accept each other
- Work together to reach true happiness
- Realize that happiness is the result of love
- Develop respect, courtesy, gentleness and tenderness
- Learn to recognize the good qualities in each other
- Know the light of Christian faith; ask yourself: who am I before my partner? Who is my partner before me? Understand the purpose of marriage and family in the eyes of God, with the purpose of reminding us where we came from (from God), what are we doing here (for God), and where are we going (to God)
- Teach to discover the Mystic Sacrament of Marriage through the love encompassed the Blessed Trinity (1Jn 5,7)
- Keep in contact with the Pastoral Coordinator

### **YOUTH MINISTRY**

- Comply with the requirements and obligations as we listed above the guidelines.
- Prepare to serve with enthusiasm and joy
- Be at least on the 4<sup>th</sup> level of the Spiritual Growth courses
- Be responsible for teaching systematic and progressive teachings appropriate for this stage in young people's lives
- Ages 13 through 17 and 18 to 45 (adolescents and young adults)
- Youth Ministry will have its own pastoral plan based on the vision and misión of the Diocesan Charismatic Renewal. It will have youth specific goals.

### **CHILDREN'S MINISTRY**

This ministry was formed to help the parents that attend spiritual growth classes, retreats, events, etc. It also helps children so that they will be filled with God's love at a very early age. The responsibilities of this ministry are:

- Comply with the requirements for all servers
- Motivate the child to praise God
- Present biblical stories to the children appropriate for their age
- Make up teams and divide the children according to the age
- Obtain necessary material to implement the main objective – GOD
- Be patient and loving with the children
- Be present one hour before the event to designate the area where the children will remain
- Follow the requirements of the diocese faithfully in reference to working with children

### **CLEAN-UP**

- Comply with the requirements for all servers
- Be in charge of cleaning the facilities and furnishings where events and activities of the CCR have taken place such as halls, bathrooms, tables and chairs, etc.
- Make sure bathrooms are functioning properly
- Have all cleaning materials needed (brooms, mop dusters, vacuums, cleaning products)
- Be kind and caring to the people attending the event
- Eat before the people at the event come out to eat

- Make inventory of cleaning supplies before and after each event. Deliver the inventory to the Coordinator or Sub-Coordinator

## **LODGING**

- Comply with the requirements for all servers
- Contact the members of the different communities to ask for lodging for people coming to the event from out of town
- Have lodging available with families in the community where the event is taking place for the priests and conference speakers from out of town; or if the priest or conference speakers prefer a hotel, make reservations in advance.
- If needed, have a list with addresses, telephone numbers and hotel prices in the city where the event will take place
- Have a list of people offering their homes for incoming guests
- Have information available on restaurants close to the site of the event for those who may prefer to eat somewhere else.

## **EVANGELIZATION TABLE (BOOK STORE AND RELIGIOUS ARTICLES)**

- Comply with the requirements for all servers
- The bookstore should be available all year long during Encounters, Retreats, Prayer Group Assemblies, Charismatic Masses, etc.
- Stock up on books and religious articles in advance for each event
- Be in contact with editors and bookstores, especially with Charismatic Renewal bookstores. Find reasonable prices so that the items can be at an accessible price.
- Let there be harmony in the ministry

## **PARKING**

- Comply with the requirements for all servers
- Persevere in the service and development of this ministry
- Watch over parking places
- See that all vehicles are parked correctly
- Reserve parking for vehicles transporting materials for the event
- Reserve enough space so that all transporting vehicles can easily load and unload
- Reserve parking for priests and conference speakers
- Place signs on the street indicating where the event will take place
- Dress appropriately (no shorts or tee-shirts)

### **10.5 TERM OF MINISTRY COORDINATORS**

Ministry Coordinators: Two years term with re-election to one additional year

### **10.6 ELECTION OF MINISTRY COORDINATORS**

1. Call together the community of the Charismatic Renewal of the parish and request the names of three people whom they consider capable of exercising the responsibilities of the vacant position. He/she should be a person in good standing, with good moral values, who is in communion with the hierarchy of the church and is a means of unity. He/she will be a responsible person in his/her household and community.
2. The Pastoral Team will inform the Vicariate Spiritual Director of the results of the election, who in turn will interview each one of the candidates and will give his recommendation to the Pastoral Team.

3. The Vicariate Spiritual Director will contact the pastor of candidate's parish and request information regarding the candidate.
4. The Vicariate Spiritual Director will call together all the members of the Pastoral Team and they will come together in prayer to discern which person will take the position; a consensus from the community will be sought prior to the election. The Pastoral Team and the Vicariate Spiritual Director will then nominate the most competent person for the position.
5. A request will be made to the candidate's parish priest, to issue a letter officially notifying the new elected member of the Pastoral Team.
6. Notification of the name of new member will be given as soon as possible to the Pastoral Team and all prayer group coordinators of the vicariate. Notice will be sent by mail or email to the PTCRDT.
7. The new member will assume his/her position when officially notified by his/her pastor who is in accord with the Pastoral Team. The pastor will notify him/her in writing, specifying what his/her duties are and the term of service.

## **11. SERVERS**

They are people who participate in the different ministries, according to their calling and are in full communion with the Church. They give their service without secondary interests and are under direct supervision of the Ministry Coordinators, serving as teachers, conference speakers, prayer, etc.

## **12. NON-ACTIVE PARITIPANTS**

These are people who come to the events in the community but do not serve. They can be members of the parish or outside of the parish that come as visitors. They have no responsibilities but their participation in prayer enriches all members.

## **13. ORGANIZATIONAL STRUCTURE OF PRAYER GROUPS AT THE PARISH LEVEL**

### **13.1 PASTORAL TEAM LEADERS**

These are members of the Charismatic community at the parish or vicariate level who have been chosen to be in leadership in the parish community. They are responsible for the people who attend the prayer groups, exercising a pastoral function. This service is understood to be in obedience, respect and support of the pastor and should be exercised to lead the people he/she serves to God through good Christian testimony. His/her duties require good interpersonal relationships with the other members of the Catholic Charismatic Renewal and other members of the parish. They, in prayer and discernment, give direction to the spiritual life of the people of the community, especially those under his/her care.

- **MEMBERS OF THE PASORAL TEAM**

- Coordinator
- Sub-Coordinator
- Secretary
- Treasurer
- Events Coordinator
- Public Relations Coordinator

- **REQUIREMENTS OF THE MEMBERS OF PASTORAL TEAM**

1. Registered in one's parish and serving in ministry in addition to being part of the Charismatic Renewal.
2. Complete all requirements necessary to serve in your parish (finger prints and child protection education).
3. Attend a Life in the Spirit Retreat and spiritual growth courses.
4. Participate in the parish prayer group weekly.
5. Be in communion with the Hierarchy of the Church and the other Church Movements.

6. Have all sacraments of initiation if single, and the sacrament of marriage for couples. If a person is married but has not received the sacrament of marriage, but he or she had participated in ministries of the CCR Movement in the past, he or she will not be able to participate in preaching, give teachings, be a catechist, serve in the ministry of motivation or any ministry which requires service in order to participate before the people of God; he or she may participate in the hospitality ministry, registration, servers or any ministry which does not require servers to be with the public or participate before the people of God.
7. Practice good conduct and testimony of life according to moral Christian teachings.

- **COMMON RESPONSIBILITIES OF THE PASTORAL TEAM**

1. Attend the monthly meetings for team leaders.
2. Attend the Coordinator meetings.
3. Attend the monthly meetings for servers.
4. Promote and encourage parish prayer groups.
5. Partake in the planning and organization of retreats and spiritual growth courses in the parish they serve.
6. Assist at retreats, conferences, formation and social events and other events at the vicariate level.
7. Participate in the election of possible members of the PTCRDT.
8. Make sure that the statutes are followed at the parish level and at the vicariate level.

- **ABSENCES**

To be absent from three meetings without giving prior notice is grounds for suspension of duty or office.

## **13.2 FUNCTIONS AND OBLIGATIONS OF THE MEMBERS OF THE PASTORAL TEAM**

### **13.3 PARISH COORDINATOR**

1. Responsible for the progress of the pastoral activities of the ministries of the pastoral team.
2. Periodically inform the pastor or priest or deacon coordinating the CCR at the vicariate level and other members of the pastoral team about the pastoral activities and any matters related to the Charismatic Renewal.
3. Lead the monthly pastoral team meeting, the meeting for all ministry coordinators and general meetings for servers at the parish level.
4. Represent the pastoral team at the parish level.
5. Supervise, organize, delegate and support the servers of the parish where he/she serves.
6. Maintain an effective level of communication with all the servers at different events.
7. Delegate responsibility among the ministry coordinators during an event coordinated by the pastoral team.
8. Find a solution to unexpected situations during pastoral events.
9. Plan and evaluate together with the Pastoral Team making sure that events take place.
10. Make decisions in good judgment in situations that call for an immediate response, advising the team that is serving, including his/her pastor or vicariate coordinator if it is something significant, making sure the decision will not affect the directives.

### **13.4 SUB-COORDINATOR**

1. Assist the Coordinator in the progress of the pastoral activities of all ministries.
2. Represent the Coordinator at the different pastoral activities if the Coordinator can not be present.
3. Lead the monthly pastoral team meeting of the ministry coordinators and General Meetings for servers in the absence of the Coordinator.
4. Act with the Coordinator, if possible, in the Charismatic Renewal Meetings at the Diocesan level.
5. Act in place of the Coordinator in his/her absence.

### **13.5 SECRETARY**

1. Take Minutes for all Pastoral Team meetings.
2. Have minutes of the previous meetings ready on time, before or during the meetings.
3. Call if necessary all members that will be part of a meeting to inform them of an upcoming meeting, making sure they will be present.
4. File minutes of the meetings and any other information related to the CCRDT.
5. Prepare a monthly pastoral activity report to send to the Vicariate Spiritual Director, General Spiritual Director and Coordinator of the PTCRDT.
6. Keep a record of all the pastoral activities based on the Annual Activity Calendar previously planned.
7. Prepare the meeting agenda for meetings when the Spiritual Director and/or the Coordinator request this service.

### **13.6 TREASURER**

1. Keep records of all financial matters concerning the CCRDT, following the rules of the Diocese of Tucson.
2. Present at the meeting after each event the financial report of all expenses and revenue and current balance.
3. Keep records of all the people who contribute monetary donations to the Charismatic Renewal account fund.
4. Prepare an Inventory list of all real and personal property of the CCRDT and update it annually.
5. Request that the bookkeeper of the parish prepare a monthly, bi-monthly or quarterly financial report to present at Pastoral Team and parish meetings. This report, together with the monthly report, will be given to the Vicariate Spiritual Director and Vicariate Coordinator.
6. Maintain good communication with the Event Coordinator to keep control of names, telephone numbers and addresses of the people who receive tickets to sell. Collect all money for tickets sold before the event; issue an original receipt and leave a copy of the receipt in the file. It is recommended that tickets have a ticket stub in order to keep a record for accounting purposes.
7. Count the money with a team of at least three people, at set times during the event, making sure to having a security box available.
8. Deliver the money to the parish which will deposit the money in the CCR account and issue a signed receipt.
9. No parish group may open a savings or checking account under the name of the parish or CCRDT, as the diocese has certain regulations to avoid the mismanagement of money.

### **13.7 EVENT COORDINATOR**

1. Plan the event with the Pastoral Team under the direction of the Spiritual Director. Small events are planned six months in advance and massive events are planned 1-2 years before.
2. Find adequate space for such events.
3. Plan with the Financial Coordinator to pay the building deposit.
4. Before sending a letter of invitation, make phone calls or contact by email the preachers, music ministry, and priests to help with the liturgy and confessions, especially if they are outside the diocese.
5. Send an invitation by mail or fax to all those selected to participate in an event at this diocese. The letter should be dated with the date the letter was written, name of person invited, where he will be participating, and how many days we need him to participate. The letter shall be signed by the Spiritual Director, Coordinator and Sub-Coordinator.
6. If the person invited is from another diocese, a letter of recommendation will be requested. If a lay person is invited, his/her bishop, parish priest or deacon will sign the letter authorizing his/her participation in this diocese. If a priest is invited, it will be required that he send the original letter to the Chancellor's Office of the Diocese of Tucson with authorization from his Bishop. The letters sent to the diocese will be composed as follows: Date the letter was written, addressed to the Chancellor of the diocese, indicate what his participation will be, and state what days he will be participating in the event, and signed by the person giving the recommendation letter. Preferably the original letters should have the parish or diocesan seal. The process could be accelerated by

requesting a fax be sent by said parish or diocese before sending the original. The invitation should be sent at least three months before the event. The letter shall be valid for 12 months.

7. He/she shall call upon all the coordinators of the different ministries to prepare the event. He/she shall present a program of the different activities to the Pastoral Team (containing the participation of preachers, choirs, liturgical activity, breaks, etc.) for the event and making known how the program will run and any pending matters which need to be addressed.
8. During the event, he/she shall make sure that the times established in the program are adhered to. He/she shall assist the Master of Ceremonies or any other coordinator of the different ministries during the event, maintaining contact with them and encouraging them.
9. In case of a Diocesan Conference, he/she will ask the PTCRDT to help distribute publicity among the various prayer groups of the diocese. If the Conference is at a local level, the publicity will be distributed among the parishes with the pastor's prior approval.

### **13.8 PUBLIC RELATIONS**

After the Discernment Prayer Team has decided on the theme for the conference or event, the Coordinator of Public Relations and the Event Coordinator will meet to:

1. Plan the event with the Pastoral Team under the direction of the Spiritual Director.
2. Assist in the distribution publicity for parish and vicariate level events.
3. Promote evangelization through social means of communication.
4. Support radio and television projects and bulletins of the CCRDT.

### **13.9 TERM OF SERVICE**

1. Priests and Deacons: The Bishop will determine the term of service.
2. Coordinators: Three years term with no re-election.
3. Sub-Coordinator: Two years term with re-election to an additional year.
4. Secretary: Two years term with re-election of to an additional year.
5. Treasurer: Two years term with re-election of to an additional year.
6. Events Coordinator: Two years term with re-election to an additional year.
7. Public Relations Coordinator: Two years with re-election to an additional year

### **13.10 ELECTION OF PASTORAL TEAM**

1. Call together the community of the Charismatic Renewal of Tucson and request the names of three people who are consider capable of exercising the responsibilities of the vacant position. He/she should be a person in good standing, with good moral values be in communion with the hierarchy of the church and be a means of unity. He/she will be a responsible person in his/her household and community.
2. The Pastoral Team will inform the Vicariate Spiritual Director of the results of the election, who in turn will interview each one of the candidates and will give his recommendation to the Pastoral Team.
3. The Vicariate Spiritual Director will contact the pastor of the candidate's parish and request information regarding the candidate.
4. The Vicariate Spiritual Director will call together all the members of the Pastoral Team and they will come together in prayer to discern which person will take the position; a consensus of the community will be sought prior to the election. The Pastoral Team and the Vicariate Spiritual Director will then nominate the most competent person for the position.
5. A request will be made to the candidate's parish priest, to issue a letter officially notifying the new elected member of the Pastoral Team.
6. Notification of the name of new member will be given as soon as possible to the Pastoral Team, all prayer group coordinators of the vicariate. Notice will be sent by mail or via internet to the PTCRDT.
7. The new member will take possession of the Pastoral Team position when officially notified by his/her pastor who is in accord with the Pastoral Team. The pastor will notify him/her in writing, specifying what his/her duties are and the term of service.

## **14. MINISTRY COORDINATORS OF THE CCRDT**

These are members of the Charismatic community at parish or vicariate level that have been chosen by their pastors to lead in the different ministries of the CCRDT and help organize, together with the Coordinating Team, the different ministries in the Prayer Group Assemblies, Retreats, Conferences or other events. They exist to assist the members of the Coordinating Team in this mission.

All of these ministries are necessary to serve in retreats, large events, at the parish, vicariate and diocesan level. The coordinating teams of the parish, vicariate or diocesan level will decide what ministries are needed for the events they are organizing.

1. Hospitality
2. Motivation
3. Liturgy
4. Intercession Prayer Ministry
5. Preaching
6. Master of Ceremony
7. Sound system
8. Music
9. Decoration
10. Publicity
11. Kitchen
12. In charge of Building
13. Keeping Order of Premises
14. Special Services
15. Marriage Ministry
16. Social gatherings and Activities
17. Ministry Coordinator
18. Clean-up Ministry
19. Guest Housing
20. Bookstore and religious articles

#### **14.1 REQUIREMENTS FOR THE MINISTRY COORDINATORS OF THE CCRDT**

The Requirements for the ministry coordinators are the same as the ones mentioned above for the other members of the CCRDT and Pastoral Teams.

#### **14.2 RESPONSIBILITIES FOR THE MINISTRY COORDINATORS OF THE CCRDT**

1. Attend the monthly meetings of the Pastoral Team.
2. Attend the Coordinator meetings.
3. Attend the monthly meetings for servers.
4. Promote and encourage parish prayer groups .
5. Partake in the planning and organization of retreats and spiritual growth courses in the parish they serve.
6. Assist in retreats, conferences, formation and social events and other events at the parish and vicariate level.
7. Participate in the election of possible members of the parish Pastoral Team.
8. Make sure that the statutes are complied with at the parish and vicariate level.

#### **14.3 ABSENCES**

To be absent from three meetings without giving prior notice is grounds for suspension of duty or office.

#### **14.4 FUNCTIONS AND OBLIGATIONS OF THE MINISTRY COORDINATORS**

##### **HOSPITALITY: WELCOMING MINISTRY**

- Meet beforehand to plan and organize so that each member is aware of his/her duties during the event.

- Welcome people attending the encounter, the prayer group assembly or other event that has been planned by the community.
- Keep order inside and outside the building where the event is taking place.
- Lead the Extraordinary Ministers of the Eucharist during Communion.
- Collect the offertory during Mass and take it to the Funds Coordinator
- Guide the priests to the place where confessions will be held
- Ensure that any person attending the event is inside during the conference. If it is not necessary for the servers to be outside the Assembly, IT IS THEIR DUTY to be inside tending to their ministry.
- Keep order during lunch and snack times.
- Be in contact with the Welcoming Coordinator at all times.
- Comply with the requirements for all servers

## **MOTIVATION**

- Let the Holy Spirit guide you, be prepared and be in prayer when a programmed speaker is delayed, when there is a delay in the program or something unexpected happens during the event. Know how to act on the spot, motivating the audience with short phrases, Psalms, biblical texts, work of knowledge, singing along with the choir, etc.
- Distinguish between times of motivation and times for profound praise.
- Bring the assembly to participate in the praise and when this happens, lower your voice and listen.
- Be in agreement with the Music Ministry to motivate with great joy so that the audience will be filled with joy through praise and singing.

## **LITURGY**

- Prepare the area for the Blessed Sacrament. Prepare the altar for Eucharistic Celebrations.
- Prepare the readings for Mass and choose the appropriate person to do the readings.
- Be in contact with the Music Ministry so that the songs for Mass will accord with the liturgy of the day.
- Choose the Extraordinary Ministers of the Eucharistic to serve during Communion.
- Organize the procession according to the celebration and/or the liturgical season. (e.g., entrance procession, offertory procession)
- Know how many priests and Eucharistic Ministers are participating during Mass. Have the necessary vestments and communion cups.
- When an event takes place outside the parish, present a list of articles necessary for liturgy celebrations to the pastor of your parish in a timely manner and return all items to the parish at the end of the event. If items are not returned promptly, the liturgy ministry will be responsible for them.
- Be in contact with the priest, Spiritual Director, Coordinator and Sub-Coordinator during all activities where the Liturgy Ministry will be working.
- Collect the offertory.
- Extend an invitation to priests and select the Extraordinary Ministers of the Eucharist in advance for special events (Encounters, Retreats, Charismatic Masses, etc.)

## **PREACHING MINISTRY**

The person preaching the word of God transmits the plan of Salvation that God has for His people; he/she talks on behalf of the Church. Therefore it is of vital importance that he/she follows the following requirements:

- Take a course on preaching



- Complete six (6) Spiritual Growth Courses
- Comply with the requirements for all servers
- Be a positive life testimony in the community and in the family.
- Have received all sacraments according to his/her civil state; without the sacraments he/she will not be able to preach in public
- Attend the group meetings and formation classes. If he/she does not comply with these obligations, he/she will receive a warning. If after the warning he/she continues in disobedience, he/she will not be permitted to preach until notification is given by the Coordinating Team.
- He/she will not participate in other ministries, being active one hundred percent in his/her ministry.
- Be responsible for any material he/she uses for preaching.
- Have a calendar with all of the events taking place during the year. Has the responsibility of notifying the General Coordinator or Sub-Coordinator if he/she is not able to attend an event.
- Comply with all requirements of the diocese.

### **MASTER OF CEREMONY**

- Comply with the requirements for all servers
- Host the event in a cheerful manner inviting everyone to participate according to the theme presented.
- Present the speakers, priests, etc.
- Present the theme of the conference being addressed during the event.
- Make announcements during breaks and other designated times in the program.
- Announce the religious articles for sale.
- Serve as lector for the opening and closing Masses.

### **PRAYER OF INTERCESSION**

- Comply with the requirements for all servers, remain in the state of grace, have love and charity for all brothers in Christ and give life testimony
- Be in constant prayer during the conference that is being preached
- Be aware of any need for prayer that may come up during the breaks at the event
- Follow the instructions given by the priest or speaker preaching the word of God in reference to the type of prayer after the conference
- If a difficult situation comes up, contact the priest or Coordinator
- Have a prayer team previously authorized for laying on of hands. During the laying on of hands, it is not correct to push or force the person to fall in the spirit; allow the Lord to do His work
- If the priest requests your help, assist him with prayer during Holy Hour and during prayer for healing; if he does not request your help, respect the priest's decision.

### **SOUND SYSTEM**

- Comply with the requirements for all servers
- Prepare one hour before the event and be punctual at events the sound system will be needed.
- Be responsible in the maintenance and cleaning of equipment
- In the case of equipment being lost or any other need arising that is related to the equipment, immediately contact the Financial Matters Coordinator
- Make sure no one other than the Sound System Ministry makes use of the sound system (exceptions only when approved by the Pastoral Team)

- The Sound System Coordinator is in charge of transporting, loading and unloading the sound system. If he/she needs help, he/she should ask the Event Coordinator for assistance.
- Regulate the sound system volume according to the size of the event, making sure the volume is at a reasonable level for the speaker and music to be heard.
- If there is a change during the event, the Event Coordinator will contact the Sound System Coordinator
- The only person that can be present at the sound system site is the Sound System Coordinator
- Any emergency that cannot be handled by the Sound System Coordinator should be brought to the attention of the General Coordinator

### **PRAISING (MUSIC – CHOIR)**

- Comply with the requirements for all servers
- Praise God through singing, thus motivating the event
- Being punctual is very important for this ministry
- Come to practice
- Be dressed according to the moral norms for servers
- Be in contact with the other ministries that will work together on the different events with the music ministry in order to have true unity and harmony
- Constantly seek personal spiritual growth
- Form and help prepare new members for this ministry

### **DECORATION**

- Comply with the requirements for servers
- Decorate the event site according to the theme of the event
- Avoid over decorating, bear in mind that the event is for proclaiming the Word of God
- Decorations should be simple, keeping in mind that those looking at it should feel the presence of God in their spirit.
- Search for the decoration materials well in advance. Present the decoration ideas to the coordinators for their approval
- Decorating should take place the day before the event

### **PUBLICITY**

- Comply with the requirements for servers
- Be directly in contact with the media (printed matter, radio, television, newspaper, etc.)
- Design flyers, poster boards, tickets
- Make the program for the event
- Find sponsors for the publicity
- Go to the media to announce programmed events
- Be in contact with the coordinators of each community, have their addresses, telephone numbers and e-mails
- Send publicity about events to all communities in and out of the city where the event will take place
- Form a team that will announce the events at all Masses at each parish (have previous authorization from parish pastor)

### **KITCHEN**

A crucial ministry in any event where preparation of food is required, such as:

- Encounters
- Evangelization Retreats

- Praising Nights
  - Closing ceremonies of Spiritual Growth Courses
- Comply with the requirements for all servers
  - Follow the program times for serving the food
  - Give priority to those that attended the event
  - Serve food to the ministry members at the time agreed upon by the General Coordinator
  - Every person should have a ticket to purchase their food. If there is a need, refer them to the Financial Matters Department
  - The cleaning of heavy cooking equipment is the responsibility of the ministry, as is the cleaning of the kitchen, the dining area and any other areas used to serve food
  - It is of vital importance to have an inventory of all existing food products and materials before and after the event

### **IN CHARGE OF EVENT SITE**

- Comply with the requirements for all servers
- Have everything necessary for the event: tables, chairs, set ups, etc.
- Check electricity
- Have area for the Blessed Sacrament ready for the prayer group
- Have chairs ready in an adequate area for confessions
- Set up chairs for music ministry
- Identify places for evangelization events, such as: Convention building, stadiums, parks, etc.
- Apply for required permits for each event
- Check on means transporting equipment for the event, have a parking area reserved close to the entrance of the building
- Reserve parking for the priests and conference speakers, etc.
- Check on transportation of materials for the event
- If any problems come up, contact the General Coordinator or Sub-Coordinator

### **MINISTRY COORDINATOR**

They are the representatives and the backbone of the CCR. Their duty is to saturate everyone with the Spirit of the Lord. Their responsibilities are:

- Be present in each event
- Any coordinator that does not attend a planning meeting because of his/her job, sickness or any other personal problem, must justify and notify before hand; his/her responsibility is to send a representative to the meeting to represent his/her ministry.
- Motivate each member of his/her ministry to participate and cooperate for the good of the ministry
- Learn to delegate and trust the members of the ministry
- Encourage the spiritual gifts of servers
- Any suggestion made to another coordinator regarding his/her ministry should be done in writing or should be taken directly to the General Coordinator or Sub-Coordinator
- Any problems that may arise should be taken to the General Coordinator or Sub-Coordinator

### **SPECIAL SERVICES**

The responsibility of this ministry is to be at the service of priests and conference speakers invited to the event.

- Comply with the requirements for all servers

- Have snacks and drinks available during encounters and retreats. Be sure their food is served during breakfast, lunch and dinner breaks
- Be aware if someone wants to speak to them; make sure they're available
- See that they are not interrupted during their rest time
- Be in contact with the Coordinator or Sub-Coordinator in case any questions or any problems arise

### **GATHERINGS AND SOCIAL ACTIVITIES**

- Comply with the requirements for all servers
- Choose 4 or 5 members of each community
- Each prayer group will be responsible for the social gathering when it takes place in their parish. The Gathering and Social Activities Ministry will contact the parish prayer group and will be present during the gathering.
- When organizing a social activity, contact the Pastoral Team and ask for help according to the activity
- All the members that accept being part of this ministry will be responsible for the area being cleaned before and after the activity
- Keep in contact with the Pastoral Coordinator and Sub-Coordinator

### **MARRIAGE MINISTRY**

The goal of this ministry is to bring all our brothers and sisters to a more authentic consciousness of marriage. This ministry helps each couple search, find and expand on what their pre-marital engagement relationship was and what their relationship in their marriage is now.

- Comply with the requirements for all servers
- Develop a dialogue, communication and understanding in order to develop a good relationship
- Lean to know one's self
- Come to know and understand one's partner and that our partner understands him- or herself
- Accept each other
- Work together to reach true happiness
- Realize that happiness is the result of love
- Develop respect, courtesy, gentleness and tenderness
- Learn to recognize the good qualities in each other
- Know the light of Christian faith; ask yourself: who am I before my partner? Who is my partner before me? Understand the purpose of marriage and family in the eyes of God, with the purpose of reminding us where we came from (from God), what are we doing here (for God), and where are we going (to God)
- Teach others to discover the Mystic Sacrament of Marriage through the love encompassed in the Blessed Trinity (1Jn 5,7)
- Keep in contact with the Pastoral Coordinator

### **YOUTH MINISTRY**

- Comply with the requirements of our diocese regarding this ministry
- Comply with the requirements for all servers
- Prepare to serve with enthusiasm and joy
- Be at least on the 4<sup>th</sup> level of the Spiritual Growth courses
- Be responsible for teaching systematic and progressive teachings appropriate for this stage in young people's lives
- Ages 13 through 17 and 18 through 30 (adolescents and young adults)
- Youth Ministry will have its own pastoral plan based on the vision and misión of the Diocesan Charismatic Renewal. Youth Ministry will have youth specific goals.

## **CHILDREN'S MINISTRY**

This ministry was formed to help the parents that attend spiritual growth classes, retreats, events, etc. It also helps children so that they will be filled with God's love at a very early age. The responsibilities of this ministry are:

- Comply with the requirements for all servers
- Motivate the child to praise God
- Present biblical stories to the children appropriate for their age
- Make up teams and divide the children according to the age
- Obtain necessary material to implement the main objective – GOD
- Be patient and loving with the children
- Be present one hour before the event to designate the area where the children will remain
- Follow the requirements of the diocese faithfully in reference to working with children

## **CLEAN-UP**

- Comply with the requirements for all servers
- Be in charge of cleaning the facilities and furnishings where events and activities of the CCR have taken place such as halls, bathrooms, tables and chairs, etc.
- Make sure bathrooms are functioning properly
- Have all cleaning materials needed (brooms, mop dusters, vacuums, cleaning products)
- Be kind and caring to the people attending the event
- Eat before the people at the event come out to eat
- Make inventory of cleaning supplies before and after each event. Deliver the inventory to the Coordinator or Sub-Coordinator

## **LODGING**

- Comply with the requirements for all servers
- Contact the members of the different communities to ask for lodging for people coming to the event from out of town
- Have lodging available with families in the community where the event is taking place for the priests and conference speakers from out of town; or if the priest or conference speakers prefer a hotel, make reservations in advance.
- If needed, have a list with addresses, telephone numbers and hotel prices in the city where the event will take place
- Have a list of people offering their homes for incoming guests
- Have information available on restaurants close to the site of the event for those who prefer to eat somewhere else.

## **EVANGELIZATION TABLE (BOOK STORE AND RELIGIOUS ARTICLES)**

- Comply with the requirements for all servers
- The bookstore should be available all year long during Encounters, Retreats, Prayer Group Assemblies, Charismatic Masses, etc.
- Stock up on books and religious articles in advance for each event

- Be in contact with editors and bookstores, especially with Charismatic Renewal bookstores. Find reasonable prices so that the items can be at an accessible price.
- Let there be harmony in the ministry

## **PARKING**

- Comply with the requirements for all servers
- Persevere in the service and development of this ministry
- Watch over parking places
- See that all vehicles are parked correctly
- Reserve parking for vehicles transporting materials for the event
- Reserve enough space so that all transporting vehicles can easily load and unload
- Reserve parking for priests and conference speakers
- Place signs on the street indicating where the event will take place
- Dress appropriately (no shorts or tee-shirts)

### **14.5 TERM OF MINISTRY COORDINATORS**

Ministry Coordinators: 2 years with re-election to one additional year

### **14.6 ELECTION OF MINISTRY COORDINATORS**

1. Call together the community of the Charismatic Renewal of the parish and request the names of three people whom they consider capable of exercising the responsibilities of the vacant position. He/she should be a person in good standing, with good moral values, who is in communion with the hierarchy of the church and is a means of unity. He/she will be a responsible person in his/her household and community.
2. The Pastoral Team will inform the Vicariate Spiritual Director of the results of the election, who in turn will interview each one of the candidates and will give his recommendation to the Pastoral Team.
3. The Vicariate Spiritual Director will contact the pastor of candidate's parish and request information regarding the candidate..
4. The Vicariate Spiritual Director will call together all the members of the Pastoral Team and they will come together in prayer to discern which person will take the position; a consensus from the community will be sought prior to the election. The Pastoral Team and the Vicariate Spiritual Director will then nominate the most competent person for the position.
5. A request will be made to the candidate's parish priest, to issue a letter officially notifying the newly elected member of the Pastoral Team.
6. Notification of name of the new member will be given as soon as possible to Pastoral Team and all prayer group coordinators of the vicariate. Notice will be sent by mail or via email to the PTCRDT.
7. The new member will assume his/her position when officially notified by his/her pastor who is in accord with the Pastoral Team. The pastor will notify him/her in writing, specifying what his/her duties are and the term of service.

## **15. SERVERS**

They are people who participate in the different ministries, according to their calling and are in full communion with the Church. They give their service without secondary interests and are under direct supervision of the Ministry Coordinators, serving as teachers, conference speakers, prayer, etc.

## **16. NON-ACTIVE PARITIPANTS**

These are people who come to the events in the community but do not serve. They can be members of the parish or outside of the parish that come as visitors. They have no responsibilities but their participation in prayer enriches all members.

## **Creator Spiritus**

Creator Spirit all Divine,  
come visit every soul of Thine.  
And fill with Thy Celestial Flame  
the hearts which Thou Thyself did frame.  
O Gift of God, Thine is the Sweet  
consoling name of Paraclete.  
And spring of life and fire of love,  
and unction flowing from above.  
The mystic seven-fold gifts are Thine,  
finger of God's Right Hand Divine.  
The Father's Promise sent to teach,  
the tongue a rich and heavenly speech.  
Kindle with fire brought from above  
each sense, and fill our hearts with love,  
And grant our flesh so weak and frail,  
the strength of Thine which cannot fail.  
Drive far away our deadly foe,  
and grant us Thy true peace to know,  
So we, led by Thy Guidance still,  
may safely pass through every ill.  
To us, through Thee, the grace be shown,  
To know the father and the Son,  
And Spirit of Them Both, may we  
forever rest our Faith in Thee.  
To Sire and Son be praises meet,  
and to the Holy Paraclete.  
And may Christ send us from above,  
that Holy Spirit's gift of love. AMEN.

