



MATER DEI
MARRIAGE ENCOUNTER COMMUNITY
Website: www.materdeime.com

HANDBOOK for WORKERS

FOREWORD

This worker's handbook was made possible through the initiative of the 2004-2007 Board of Trustees and the Research Training and Development Ministry (RTDM) headed by Nono Cecille Delgado.

This handbook is a guide for workers for them to have a basic understanding of what service in the community entails. We tried to present what is currently being practiced. And, this handbook is a work in progress. In the future, more policies and guidelines will be crafted according to the needs and resources available.

It is our hope that with the past made accessible, members will appreciate their heritage and in the process learn something about themselves and the community to which they belong.

Congratulations! God invited you to work in His vineyard. In serving others, we also serve God. It is a privilege to serve others.

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PICTURE OF OUR ICON

MATER DEI
(Mother of God)



COMMUNITY PRAYER

O Blessed Virgin Mary,
Our beloved Mater Dei,
we know that you are always mindful
of the many dangers and evils
which threaten our daily existence.
Look upon us with favor, our Mother,
and shield all of us with your protective mantle.
Guide us and sustain us, dear Mater Dei,
so that we may always live as true
sons and daughters of the Father.
O Virgin Mother, pray for us
that we may be transformed into
loving, caring and responsible
couples and families for others.
Help our Mater Dei Marriage
Encounter Community to enrich,
deepen and strengthen marriages
and family relationships
for the greater glory of God.

Amen

VISION AND MISSION

VISION:

A community witnessing to Christ's gospel of reconciliation in individual, conjugal, family and community life.

MISSION:

To build a Christ-centered community whose members are loving, caring and responsible couples and families for others through programs and activities that will --

- *Enrich, deepen & strengthen marriage and family relationships*
- *Nurture spiritual growth*
- *Render outreach activities*

GENERAL POLICIES AND GUIDELINES

1. Members are encouraged to dress modestly during community activities.
2. The rule of one-solid-one-liquid shall be strictly observed in all Marriage and Family Encounter class deepening and other community meetings.
3. Drinking of liquor or any intoxicating beverages in any community activity is strongly discouraged.
4. Smoking is discouraged within the seminar area.
5. The community anniversary shall be celebrated every month of March of each year to coincide with the Feast of the Annunciation.
6. A format of directories to be given to participants of activities conducted by the Marriage Life Apostolate, Family Life Apostolate, Spiritual Growth Apostolate and Outreach Apostolate and other apostolates or ministries shall be as follows:
 - Page 1 - Community Name, Logo, Vision & Mission and Community Prayer.
 - Page 2 - Spiritual Advisers (with address and date of ordination) and Trustees (in alphabetical order with address, contact nos., wedding anniversary).
 - Page 3 - Apostolate which conducted the seminar, title of seminar, date and venue and Directory of said Apostolate)
 - Page 4 - Directory of participants (in alphabetical order, address, wedding date & contact No.)
 - Page 5 - (Names of resource person/speakers);
7. Marriage Encounter and Family Encounter classes who have finished their 10th class deepening session are encouraged to sponsor an outreach activity or apostolic work with pre-identified beneficiaries in coordination with the Outreach Apostolate (OrA).
8. Only one (1) major activity should be held at any one time. If two or more major activities are to be held simultaneously, prior approval of the Board of Trustees should be obtained.
9. Requests for supplies and materials should be coursed through the Central Secretariat;
10. The annual election of officers of the community, by the Board of Trustees, shall be during the regular meeting of the Board of Trustees for the month of April or immediately thereafter.
11. Soon after their installation, the servant leaders and workers shall be informed by the Board of Trustees as regards the various programs and activities of the community.
12. There shall be a quarterly meeting between the Board of Trustees and the Head Couples.
13. The planning session for yearly community activities shall be held in the month of October and the Head Couples should submit their Pre-Planning Report Form on or before the 1st Friday of September to the Secretary.
14. Any change in existing programs, policies, and organizational structure of apostolates and ministries should be with the prior approval of the Board of Trustees.
15. Solicitation of funds from non-members for and in the name of the community should be with the prior approval of the Board of Trustees.
16. Cash donations/pledges in all community activities shall be reflected in the Financial Report for said activity.
17. All love offerings received during a particular activity, except those received during Friday Prayer Meetings, must be turned over to the Treasurer or their duly authorized representative during the Prayer Meeting immediately after every activity.
18. The Financial Report of an ME Weekend should be signed by the class treasurer, duly noted by class shepherd, and approved by the head couple of the Marriage Life Apostolate. Liquidation Reports of apostolates/ministries must bear the signature of chair couple and duly approved by the head couple of the apostolate/ministry.
19. The family of a deceased member of the community shall be entitled to burial assistance;
20. A copy of the community primer shall be given to all graduates soon after their MEWS;

21. A servant-workers' handbook shall be issued to members after their attendance of the ME-Maturing in Spirit Seminar.

FINANCIAL POLICIES AND GUIDELINES

1. Solicitation of funds from non-members for and in the name of the community should be with the prior approval of the Board of Trustees.
2. Cash donations/pledges in all community activities shall be reflected in the Financial Report to be prepared by the Apostolate/Ministry in charge of the activity.
3. All love offerings received during a particular activity, except those received during Friday Prayer Meetings, must be turned over to the Treasurer or their duly authorized representative during the Prayer Meeting immediately after said activity.
4. The Financial Report of an ME Weekend should be signed by the class treasurer, duly noted by class shepherd, and approved by the Head Couple of the Marriage Life Apostolate. Liquidation Reports of apostolates/ministries must bear the signature of Chair Couple and must be duly approved by the Head Couple of the apostolate/ministry.
5. The family of a deceased member of the community shall be entitled to funeral/burial assistance.
6. Requests for cash advances must be submitted to the Budget and Finance at least one (1) month prior to the activity duly signed by the chair couple and the Head Couple.
7. Release of funds for programs and activities shall be subject to availability of funds.
8. Cash advances shall be spent only on expenses related to specific activities for which funds were requested & duly supported by receipts.
9. Liquidation of cash advance must be submitted within two (2) weeks after the completion of each program or activity.
10. No new cash advance shall be released until after the previous cash advance for said activity is liquidated.
11. Official receipts must be issued for all donations, solicitations, pledges, tithings and candidate fees for ME/FE.
12. The following are the standard allowance for:

I.	LAY SPEAKER:	
	a. one hour talk	1,500.00
	b. half day talk	3,000.00
	c. one day talk	4,000.00

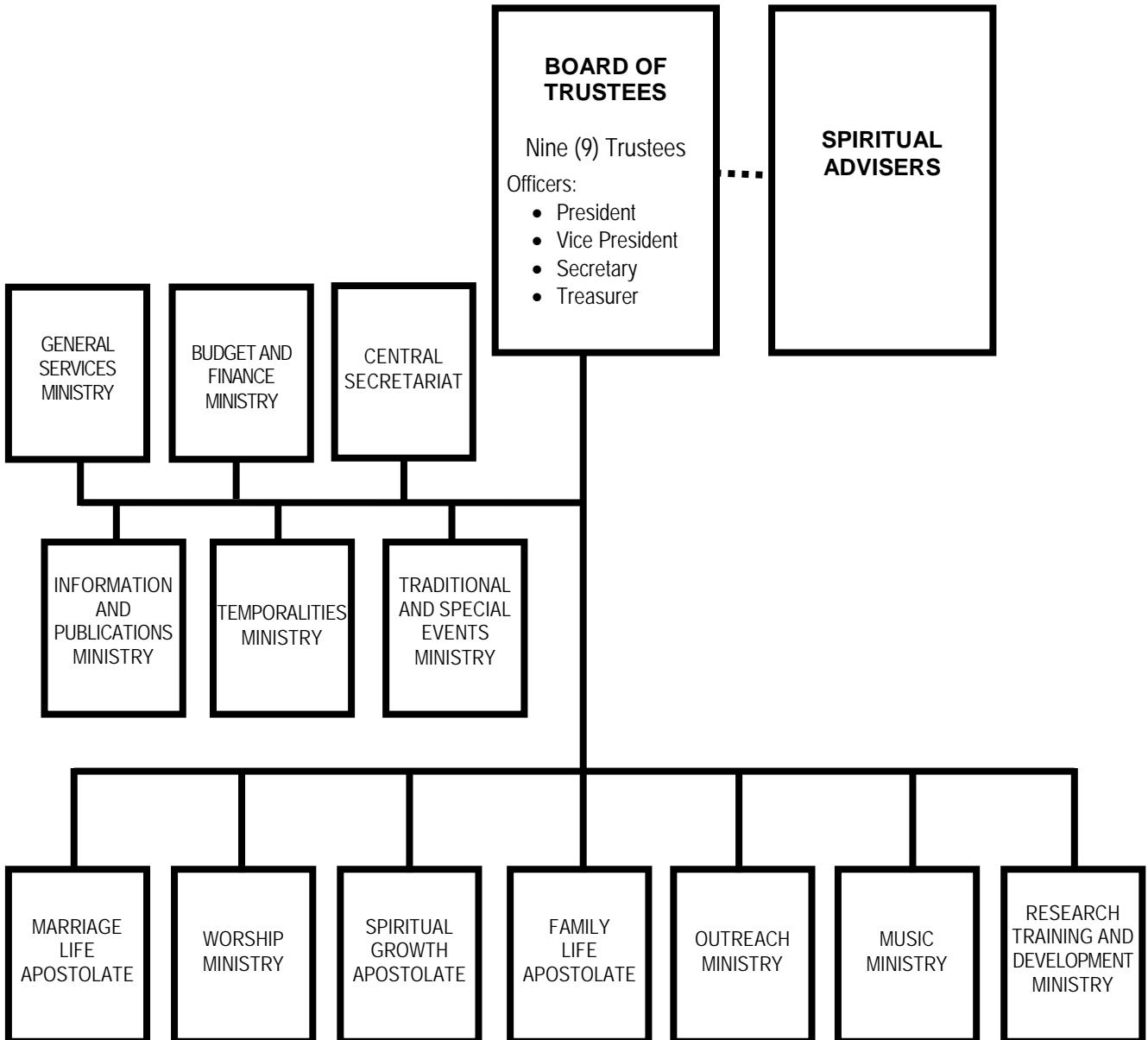
II.	PRIEST:	
	a. one hour talk or Mass	2,000.00
	b. half-day talk	3,500.00
	c. one day talk	4,500.00
	d. one hour talk/Mass/Baptism (LSS)	3,500.00
	e. one weekend (MEW/FEW)	6,000.00

III.	SPIRITUAL DIRECTOR:	
	a. one hour talk	2,500.00
	b. half day talk	4,000.00
	c. one day talk	5,000.00
	d. LSS/MSS	4,000.00

IV.	MSGR. or BISHOP	
	a. one hour talk	4,000.00
	b. Mass	5,000.00

V.	TEAM COUPLE/FAMILY	
	a. MEW (per couple)	2,000.00
	b. FEW (per family)	2,500.00
	c. UGNAYAN (per couple)	1,000.00
VI.	INSTRUMENTALIST/VOCALIST	
	a. PG (including practice)	500.00
	b. MEW (instrumentalist or vocalist)	1,000.00
	c. FEW (instrumentalist)	1,000.00
	d. LSS/MSS (instrumentalist per day)	300.00
VII.	Tips to house helps:	
	a. MEW/FEW/SADE	400.00
	b. WM	400.00
	c. SGA	400.00
VIII.	Lodging expenses only: (food c/o sponsoring class)	
	Music Team (one (1) vocalist & one (1) instrumentalist)	
	a. MEW	1,200.00
	b. FEW	1,200.00
IX.	Food Allowance (Seminars/Workshops) (Live-out):	
	Snacks	
	a. Participant/day	30.00
	b. Speaker/day	30.00
	c. RTDM worker/day	30.00
	Lunch:	
	a. Speaker/day	100.00
	b. RTDM worker/day	100.00
X.	Subsidy	
	a. Music Ministry/month	1,500.00
	b. MLA/MEW	1,000.00

MDMEC Organizational Chart

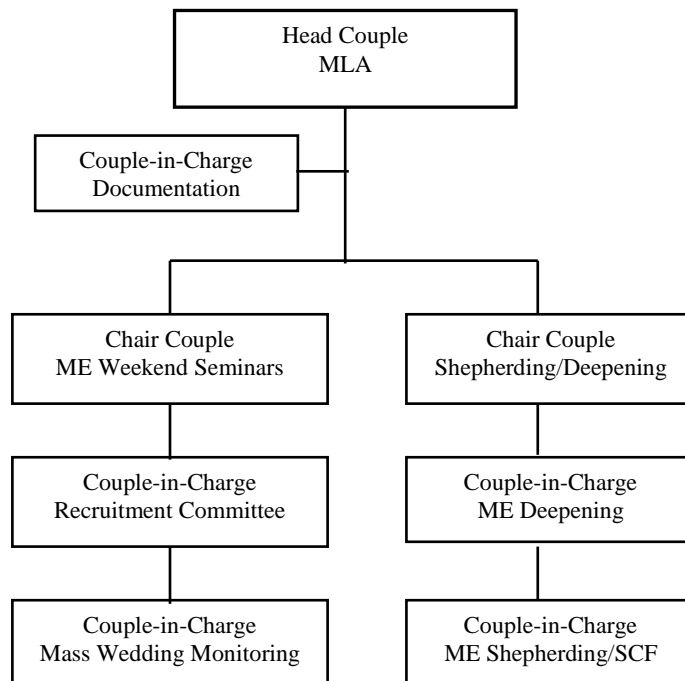


MARRIAGE LIFE APOSTOLATE (MLA)

I. Objectives:

- To enrich, deepen and strengthen the marital relationship of a couple through the ME weekend seminars and its ten (10) deepening sessions.
- To guide ME classes in sponsoring an ME weekend seminar as its initial experience of being couples for others.

II. Organizational Chart:



III. Duties & Responsibilities:

1. Head Couple:

- Acts as head of the Apostolate;
- Responsible for the management and supervision of the various MLA activities;
- Monitors the implementation, supervision and evaluation of activities, policies, systems and procedures of the MLA as approved by the Board of Trustees;
- Responsible for the yearly scheduling of ME Weekends and the corresponding venue for presentation in the annual planning of programs and activities and the Ecclesial Team;
- Orients all ME class shepherd couples of their overall duties and responsibilities such as the importance of attending the Prayer Gathering and other activities conducted by the community;
- Furnishes Class Shepherd Couple the manual used during ME weekend, class deepening manual and SDP & MLA Forms one (1) month before accepting an ME class assigned to them by the community;
- Submits a written accomplishment report every six (6) months of all activities under MLA to the Central Secretariat;
- Recommends for approval of the Board of Trustees the chair couples and couples-in-charge of the each programs;

- Delivers the administrative talk during the MEWS;
- Presides in the selection of coordinating couples of the graduating class;
- Recommends the attendance of qualified prospective class shepherd couples in all training programs;
- Requests assistance from Research Training Development Ministry in the evaluation of trainees for class shepherds;
- Recommends for approval of the Board of Trustees the prospective class shepherds for all ME Weekends in accordance with Art. VII sec. 5 of the By-Laws of the community;
- Requests a representative from the Board of Trustees to conduct the general information topic during orientation workshop for new graduates;
- Reminds the Class Shepherd Couple that class deepening sessions shall push through even with only one (1) couple present;
- Ensures that a criteria in recruitment of candidates is strictly followed;
- Reminds the Shepherd Couple that they shall facilitate their class deepening sessions in the absence of a scheduled team couple, their alternate or any of the members of the pool;
- Furnishes the RTDM and Central Secretariat a quarterly summary of class deepening reports;
- Approves all cash advances and liquidation reports in all MLA activities;
- Ensures that funds for the apostolate are prudently and judiciously utilized;
- Prepares and submits a yearly budget for MLA to the Board of Trustees for approval;
- Informs the OrA about ME classes who have finished their 10th deepening session for scheduling of their outreach activity or apostolic work;
- Performs other tasks that may be assigned by the BOT.

1.1. Documentation:

- Acts as secretary during apostolate meetings;
- Prepares articles for the Monthly Newsletter of the Community "UPDATES";
- Submits to the Community Secretariat all documents of the apostolate;
- Submits official documents needed by the BOT;
- Performs other tasks that may be assigned by the Head Couple.

2. Chair Couple – MEW Seminar Program:

- Acts as head of the program;
- Ensures that the procedures in the preparation and conduct of the ME Weekend are in compliance with the guidelines and policies of the community;
- follows-up regularly with the class shepherd of the sponsoring class that all necessary preparations for the sponsored MEWS are ably undertaken;
- Responsible in confirming and informing the Retreat House about the estimated number of couples who will occupy the venue;
- Responsible in confirming the availability of the Ecclesial Team in the MEWS;
- Submits ME weekend report to the Head Couple and to the Central Secretariat immediately after the activity;
- Delivers the Administrative Talk in the MEWS in the absence of the Head Couple;
- Joins the Team Couple of the MEWS in selecting the class coordinating couples in the absence of the Head Couple;
- Together with a representative from the Board of Trustees, conducts the orientation workshop with the sponsoring class;
- Ensures that the material requirements of the MEWS are made available to the sponsoring class;

- Assists the sponsoring class in the correct preparation of the MEWS financial report, countersigns and submits the same together with the net cash proceeds to the MLA Head Couple;
- Submits to the Central Secretariat a copy of the class directory, information sheets of the participating couples and class picture not later than one week after an MEWS;
- Performs other tasks that may be assigned by the Head Couple.

2.1. Couple-in-Charge - Recruitment Committee:

- Ensures that there is an adequate number of candidates in the MEWS, so that sponsoring class will not incur any deficit;
- Must be present in all business meetings of the sponsoring class in order to closely monitor the progress of recruitment of participants to the MEWS;
- Keeps a record of prospective candidates who failed to come to the MEWS for future follow-up;
- Follow-up the prospective candidates who are listed in the Deepening Reports of ME classes;
- Ensures that the criteria in recruiting candidates to the MEWS are strictly followed;
- Coordinates closely with the different ME class shepherds as to their candidates to all MEW seminar of the community
- Reports directly to the Chair Couple of the program about the status of the recruitment of both the sponsoring class and other ME classes;
- Performs other tasks that may be assigned by the Chair Couple.

2.2. Couple-in-Charge – Mass Wedding Monitoring:

- Works closely with all ME class shepherds in arranging the sacramental wedding of all unmarried and civilly married members of ME classes;
- Responsible in gathering all the necessary documents in order to obtain a license for a church wedding;
- Makes all necessary preparations for a mass wedding;
- Perform other tasks that may be assigned by the Head Couple.

3. Chair Couple – ME Shepherding/ME Deepening Program:

- Acts as head of the program;
- Assists the Head Couple in the conduct of the ME Shepherding and ME Deepening program;
- Prepares the agenda for the Shepherds and Coordinators forum in consultation with the Head Couple and with the approval of the Board of Trustees;
- Monitors the performance of all ME class shepherd couples and sees to it that their duties and responsibilities are being followed;
- Informs the OrA Chair Couples ME classes who have finished their 10th class deepening session for scheduling of their outreach activity or apostolic work;
- Works closely with all the class shepherds about their responsibility of attending all community sponsored seminars, workshops and recollections/retreats;
- Coordinates with all class shepherds to secure the names of their recommendees to the training program for prospective shepherd couples;
- Ensures that all ME classes effectively hold their class deepening session even with only one (1) couple present;
- May make visits to class deepening sessions;
- Follow-up with the Team Couple of their presence in class deepening sessions;

- Reminds the Class Shepherd Couple that they shall facilitate their class deepening in the absence of a scheduled team couple, their alternate or any of the members of the pool;
- Religiously collects class deepening reports;
- Collects regularly SDP forms;
- Submits regularly a quarterly summary of deepening reports to RTDM and Central Secretariat;
- Furnishes the couple-in-charge of recruitment committee a copy of the class deepening report;
- Performs other tasks that may be assigned by the Head Couple.

3.1 Couple-in-Charge: ME Shepherding/SCF

- Assists the Chair Couple in the performance of their duties;;
- Works closely with all the class shepherds and members of the class about their responsibility of attending all community sponsored seminars, workshops and recollections/retreats;
- Coordinates with all class shepherds to secure the names of their recommendees to the training program for prospective shepherd couples;
- Prepares the agenda for the Shepherds and Coordinators forum in consultation with the Chair Couple;
- Assures the majority of attendance during forum;
- Submits the minutes of the forum to the Chair Couple within two weeks after the forum;
- Performs other tasks that may be assigned by the Chair Couple.

3.2 Couple- in-Charge: ME Deepening

- Assists the Chair Couple in the performance of their duties;
- Ensures that all ME classes effectively hold their class deepening session following the approved policies and guidelines of the community;
- May make visits to class deepening sessions;
- Follow-up with the Team Couple of their presence in class deepening sessions;
- Religiously collects class deepening reports;
- Submits regularly to the Head Couple a record of all class deepening sessions;
- Informs the OrA Chair Couples ME classes who have finished their 10th class deepening session for scheduling of their outreach activity or apostolic work;
- Furnishes copies of deepening reports to RTDM;
- Performs other tasks that may be assigned by the Head Couple.

MATER DEI Marriage Encounter Community

SPIRITUAL DEVELOPMENT PATH (SDP)

ME Class Activities Class No. _____ Original Members _____

I. Aspirancy Program - (1st – 4th month)

Meeting	Activity/Date/Venue	Resource Person	Particulars	Attendees
1 st meeting	MEWS (Entry Point)	Ecclesial Team MLA Sponsoring Class	MEW Seminar	
2 nd meeting (Friday after MEW)	Weekly Prayer Meeting Date: Fridays Venue: Violago	Worship Ministry Community Members	Welcome of new encountered member couples	
3 rd meeting (Sunday after MEW)	1 st Deepening Session Date: Venue: ELCO	Guest TC: _____	"Our Couple Love"	
4 th meeting (two weeks after 3 rd meeting)	Orientation Workshop:	BOT MLA CC-MEW	Vision/Mission Org. Structure Programs/Activities SDP (I-V) MEW Sponsorship	
5 th meeting (two weeks after 4 th meeting)	2 nd Deepening Session Date: Venue:	Guest TC: _____	"Focus on Feelings"	
6 th meeting	Class Business Meeting Date: Venue:	MLA CC- Shepherding/ Deepening	Recruitment Update; Material & Financial Preparation; Practice MEW Songs	
7 th meeting (pls. refer schedule with SGA)	ME-LSS Date: Venue:	SGA Workers Speakers Facilitators	Attendance of all class members is a <u>must!</u>	
8 th meeting	MEWS Date: Venue:	Ecclesial Team MLA workers Sponsoring Class	MEWS	

*Please submit copies to MLA & Central Secretariat one (1) week after sponsorship of MEWS.

Prepared by:

Noted by:

Class Secretary_____
Shepherd Couple

MATER DEI Marriage Encounter Community

SPIRITUAL DEVELOPMENT PATH (SDP)

ME Class Activities Class No. _____ Original Members _____

II. Membership Program - (5th – 12th month)

Month	Date/Venue	Particulars	Resource Person	Attendees
5 th month		3 rd Class Deepening	TC:	
6 th month		4 th Class Deepening	TC:	
7 th month		5 th .Class Deepening	TC:	
8 th month		6 th Class Deepening	TC:	
9 th month		7 th Class Deepening	TC:	
10 th month		8 th Class Deepening	TC:	
11 th month		9 th Class Deepening	TC:	
12 th month		10 th Class Deepening	TC:	

**Reminders to Shepherd Couple & Class Coordinating Couples:

Concerns	Activities	Schedules
Classes on their 6 th month	Sponsorship of a Weekly Prayer Gathering	Fridays of the month
Classes on their 5 th , 6 th , 8 th & 9 th month	Attend the Basic Talk on Gospel Christology	April and October
Classes on their 6 th , 7 th , 9 th & 10 th month	Attend the Basic Talk on Gospel Mariology	May and November
Classes on their 7 th , 8 th , 10 th & 11 th month	Attend the ME – MSS	June & December

*Please submit copies to MLA & Central Secretariat one (1) week after anniversary month.

Prepared by:

Noted by:

Class Secretary_____
Shepherd Couple

MATER DEI Marriage Encounter Community

SPIRITUAL DEVELOPMENT PATH (SDP)

ME Class Activities Class No. _____ Original Member _____

III. Worker's Formation Program - (1st year and on-ward)

Schedules	Activities	Particulars	Resource Person/s	Attendees
April – June	Talk on Basic Attitude for Congregational Work on Ministry	Prayer Gathering [Five (5) Talks]	Spiritual Director and or BOT	
July	Enrolment into Ministries/Apostolates	Installation of Servant-Workers	Spiritual Director & BOT	
February & August	Basic Seminar on Sacred Scriptures	Classes on their 1 st year & 3 rd , 4 th , 6 th & 7 th month	RTD/WM	
March & September	Basic Seminar on Prayer	Classes on their 1 st year & 4 th , 5 th , 7 th & 8 th month	RTD/WM	
March or April	Workers' Retreat	Pls. refer to SGA or WM schedule	SGA or WM	

IV. Shepherd's Formation Program - (1st year and on-ward)

Schedule	Activities	Resource Person/s	Attendees
June & July	ME Shepherding Formation Seminar & Workshop	RTDM Facilitators, In-house Speakers, MLA representative/s, MLA recommended participants, Genogram Processors	
January	Fullness of Life Seminar (open to all)	Outside Speakers Target Participants (100 persons)	

V. Basic On-Going Formation Program - (regular/continuing)

Schedules	Activities	Resource Person/s	Ave. Attendees
Fridays 7:30pm – 10:00pm	Weekly Prayer Meetings	Worship Ministry	
2 nd Tuesdays & 3 rd Thursdays 7:30pm -10:00pm	Bible Study & Discipleship	SGA	

*Please submit copies to MLA & Central Secretariat after the 2nd class anniversary.

Prepared by:

Noted by:

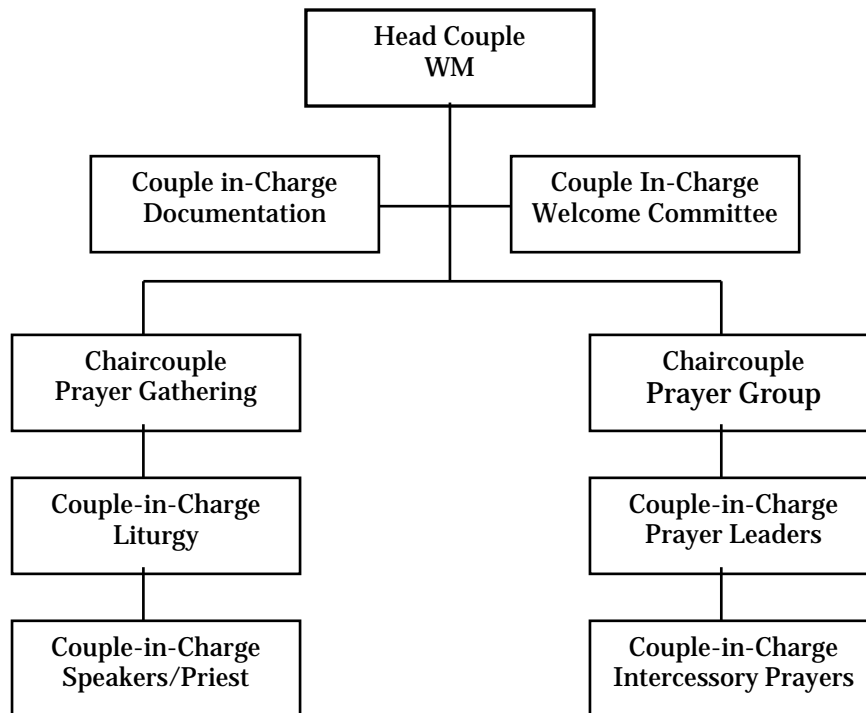
Class Secretary_____
Shepherd Couple

WORSHIP MINISTRY (WM)

I. Objectives:

- To develop and sustain the spirituality of members through weekly prayer gatherings.
- To lead in the prayers for the intentions of the community.

II. Organizational Chart:



III. Duties & Responsibilities:

1. Head Couple:

- Acts as head of the Ministry;
- Responsible for the management and supervision of the various activities;
- Monitors the implementation, supervision and evaluation of activities, policies, systems and procedures as approved by the Board of Trustees;
- Responsible for the yearly schedule of guest speakers and or sharers in the Weekly Prayer Gathering, presiding Priest in the Eucharistic Mass, guest speakers topics;
- Submits accomplishment report of all activities;
- Recommends for approval of the Board of Trustees the Chair Couples and Couples-in-Charge;
- Recommends qualified participant couples to the seminars and workshops conducted by the community;
- Approves all cash advances and liquidation reports;
- Ensures that funds are prudently and judiciously utilized;
- Prepares the yearly budget for approval of the Board of Trustees;
- Performs other tasks that may be assigned by the Board of Trustees.

1.1. Documentation:

- Acts as secretary during apostolate meetings;

- Prepares articles for the Monthly Newsletter of the Community, “*UPDATES*”;
- Submits to the Central Secretariat all documents of the apostolate;
- Submits official documents needed by the Board of Trustees;
- Performs other tasks that may be assigned by the Head Couple.

1.2. Couple-in-Charge – Welcome Committee:

- Closely coordinates with the sponsoring class in welcoming members to the Weekly Prayer Gathering;
- Performs other tasks that may be assigned by the Head Couple and the BOT.

2. Chaircouple – Prayer Gathering:

- Acts as head of the program;
- Ensures that the procedures in the preparation and conduct of the Weekly Prayer Gathering are in compliance with the guidelines and policies of the community;
- Consults the Head Couple about the topics of speakers in the Weekly Prayer Gathering;
- Orients the ME class who will sponsor the Prayer Gathering for the month of their duties and responsibilities for the duration of their sponsorship;
- Introduces the guest speaker/sharer in the Weekly Prayer Gathering;
- Makes the announcements in the Weekly Prayer Gathering about the community activities of the apostolates and ministries;
- Assigns somebody who will take charge of announcements in the OHP or LCD;
- Sees to it that Special Ministers of Holy Communion in community masses and in other activities are still valid;
- Requests and liquidates cash advances;
- Submits to the community treasurer or their duly authorized representative love offerings at the end of every Prayer Gathering;
- Performs other tasks that may be assigned by the Head Couple.

2.1. Couple-in-Charge – Liturgy:

- Sees to it that all necessary preparations are undertaken for the First Friday Mass and other Eucharistic celebrations and rites in the Prayer Gathering;
- Assigns the Special Ministers of the Holy Communion, Lectors and Commentators;
- Gives instructions to the offerors as regards what to do during the Offertory;
- Performs other tasks that may be assigned by the Chair Couple.

2.2. Couple-in-Charge – Resource Speakers/Priest:

- Screens and submits to the Chair Couple the list of invited priests and speakers and their corresponding dates;
- Prior to the Prayer Gathering, checks or confirms the availability of the invited priest/guest speaker on the scheduled appointment;
- Ensures that guest speakers/priests are paid the approved amount of stipend;
- Performs other tasks that may be assigned by the Chair Couple.

3. Chair Couple – Prayer Group

3.1. Couple-in-Charge – Prayer Leaders

- Assists the Chair Couple in scheduling of Prayer Leaders;
- Sees to it that the prepared prayer is in accordance with the policies and guidelines of the community;
- Performs other tasks that may be assigned by the Chair Couple;

3.2. Couple-in-Charge – Intercessory Prayer

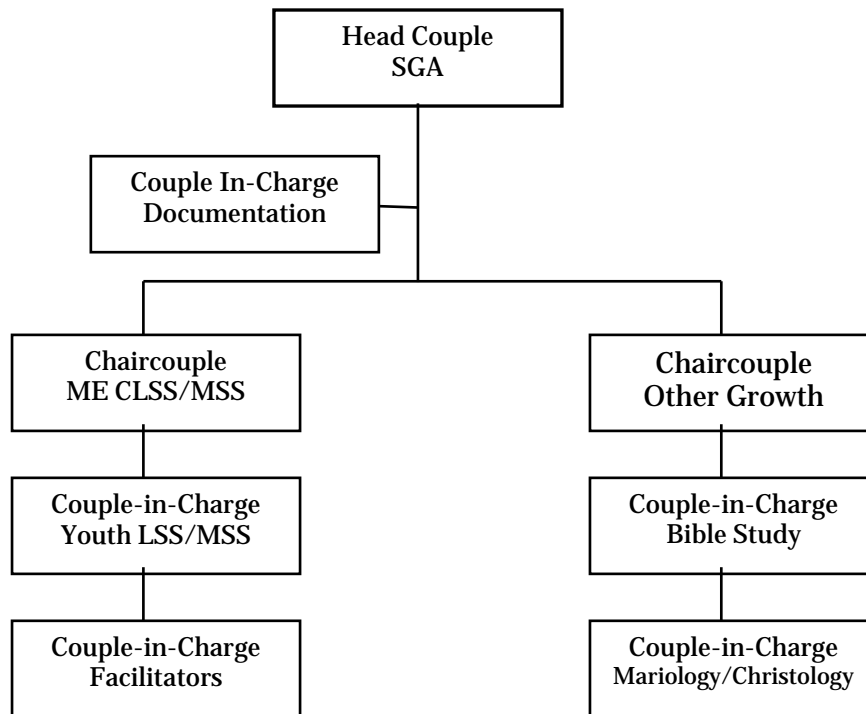
- Assists the Chair Couple in assigning prayer warriors in all activities of the community and of the departed members;
- Performs other tasks that may be assigned by the Chair Couple;

SPIRITUAL GROWTH APOSTOLATE (SGA)

I. Objectives:

- To nurture the spiritual growth of the members through the conduct of ME Life in the Spirit Seminars (ME-LSS), Maturing in Spirit Seminars (ME-MSS), Youth LSS & MSS, Bible Study and other spiritual growth programs.

II. Organizational Chart:



III. Duties & Responsibilities:

1. Head Couple:

- Acts as head of the ministry;
- Responsible for the management and supervision of the various activities;
- Monitors the implementation, supervision and evaluation of activities, policies, systems and procedures as approved by the Board of Trustees;
- Responsible for the yearly scheduling of ME-LSS, ME-MSS, Bible Study and other spiritual growth seminars and workshops and the corresponding venue for presentation in the annual planning of programs and activities;
- Scouts for the venue of the seminars and its resource speakers for ME-LSS & ME-MSS;
- Submits quarterly written accomplishment report of all activities to the Central Secretariat;
- Recommends for approval of the Board of Trustees the Chaircouples and Couples-in-Charge of the programs;
- Recommends qualified participant couples to the seminars and workshops to be conducted by the community;
- Delivers the Introductory Talks of ME-LSS/ME-MSS;

- Delivers the Administrative Talk in the ME-LSS and ME-MSS and other spiritual growth seminars;
- Requests assistance from the Research Training Development Ministry in the evaluation of trainees;
- Together with the Chaircouple of the program, presides in the selection of the coordinating couples of the graduating class;
- Approves all cash advances and liquidation reports;
- Ensures that funds for the apostolate are prudently and judiciously utilized;
- Prepares the yearly budget for SGA;
- Performs other tasks that may be assigned by the Board of Trustees.

1.1. Couple-in-Charge – Documentation

- Acts as secretary during apostolate meetings;
- Prepares articles for the Monthly Newsletter of the Community, “*UPDATES*”;
- Prepares and submits to the Central Secretariat all documents of the apostolate;
- Prepares and submits official documents needed by the BOT;
- Performs other tasks that may be assigned by the Head Couple.

2. Chair Couple – ME-LSS/MSS:

- Acts as head of the program;
- Oversees the conduct of the various activities of the ministry;
- Ensures that the procedures in the preparation and conduct of the ME-LSS/MSS are in compliance with the approved guidelines and policies of the community;
- Coordinates regularly with the Sponsoring class in the preparation of seminars;
- Consults and coordinates with the Head Couple as regards of the invited speakers and sharers of the seminars;
- Informs/Follow-up with the chapters the attendance of their members in the ME-LSS/MSS seminars;
- Delivers the Introductory Talk in the absence of the Head Couple;
- Acts as moderator in the seminar;
- Submits a written accomplishment report one week after every seminar;
- Delivers the Administrative Talk in the absence of the Head Couple;
- Joins the Head Couple in the selection of Class Coordinating Couples and may presides if the Head Couple is not available;
- Recommends qualified participants to the seminar conducted by the community;
- Request RTDM in the evaluation of prospective participants to the seminars conducted by the community;
- Informs, coordinates with and responsible in returning to the Property custodian of all equipment used in the seminar;
- Submits to the Head Couple duly signed financial report including cash acquired not later than one week after the seminar;
- Performs other tasks that may be assigned by the Head Couple.

2.1. Couple-in-Charge – ME-LSS:

- Assists the Chair Couple in the proper conduct of the ME-LSS in accordance with the approved guidelines and policies of the community;
- Contacts and confirms the speakers/sharers in scheduled seminars;
- Acts as Moderator in the absence of the Chair Couple;
- Responsible in assigning facilitators in group sharing;

- Assist the Chair Couple in the preparation of financial reports;
- Assist the sponsoring class in the preparation of class directory, certificates of attendance and furnishes the Central Secretariat;
- Performs other tasks that may be assigned by the Chair Couple.

2.2. Couple-in-Charge – ME-MSS:

- Assists the Chair Couple in the proper conduct of ME MSS in accordance with the approved guidelines and policies of the community;
- Contacts and confirms the speakers/sharers in scheduled seminars;
- Acts as Moderator in the absence of the Chair Couple;
- Responsible in assigning facilitators in group sharing;
- Assist the Chair Couple in the preparation of financial reports;
- Assist the sponsoring class in the preparation of class directory, certificates of attendance and furnishes the Central Secretariat;
- Performs other tasks that may be assigned by the Chair Couple.

2.3. Couple-in-Charge: Youth LSS/MSS:

- Assists the Chair Couple in the proper conduct of the Youth LSS/MSS in accordance with the approved guidelines and policies of the community;
- Contacts and confirms the speakers/sharers in scheduled seminars;
- Acts as Moderator in the absence of the Chair Couple;
- Responsible in assigning facilitators in group sharing;
- Assist the Chair Couple in the preparation of financial reports;
- Assist the sponsoring class in the preparation of class directory, certificates of attendance and furnishes the Central Secretariat;
- Performs other tasks that may be assigned by the Chair Couple.

2.4. Couple-in-Charge – Facilitators:

- Assists the Chair Couple in the proper conduct of the mass during seminars in accordance with the approved guidelines and policies of the community;
- Contacts and confirms the attendance of lectors and commentators during the mass;
- Ensures the attendance of group facilitators during the conduct of seminars and workshops;
- Contacts and confirms other participants in the mass;
- Performs other tasks that may be assigned by the Chair Couple.

3. Chair Couple – Other Growth Programs

- Acts as head of the program;
- Oversees the conduct of the various activities of the ministry;
- Ensures that the procedures in the preparation and conduct of Bible Study and other spiritual growth seminars are in compliance with the approved guidelines and policies of the community;
- Consults and coordinates with RTDM as regards of the invited speakers of the seminars;
- Informs/Follow-up with the chapters the attendance of their members in other spiritual growth seminars;
- Delivers the Introductory Talk in the absence of the Head Couple;
- Submits a written accomplishment report one week after every seminar;
- Delivers the Administrative Talk in the absence of the Head Couple;

3.1. Couple-in-Charge – Bible Study:

- Assists the Chair Couple in the proper conduct of Bible Study in accordance with the approved guidelines and policies of the community;
- Consults and coordinates with the Chair Couple as regards of the invited speakers and sharers;
- Informs/Follow-up with the chapters the attendance of their members to the Bible Study;
- Ensures majority of attendance during Bible Study and Discipleship;
- Submits a written accomplishment report one week after every activity;
- Performs other tasks that may be assigned by the Chair Couple.

3.2 Couple-in-Charge – Mariology, Christology, Sacred Scriptures and Prayers Seminars:

- Assists the Chair Couple in the inviting participants during the conduct of Mariology, Christology, Sacred Scriptures and Prayers Seminars;
- Consults and coordinates with RTDM as regards of the invited speakers;
- Informs/Follow-up with the chapters the attendance of their members to the Mariology, Christology Sacred Scriptures & Prayer Seminars;
- Performs other tasks that may be assigned by the Chair Couple.

Qualifications of ME-LSS/MSS Speakers

1. Must be married in the Catholic Church;
2. Must have good moral character;
3. Must have the time and commitment to serve the community;
4. Must possess effective communication skills both oral and written;
5. Must have completed the ME-LSS/MSS Speakers Writing Workshop;
6. Must have passed a supervised talk preparation process under an assigned supervising team;
7. Must have undertaken a final review and evaluation by a panel composed of not less than three (3) senior team presenters appointed by the BOT;

Qualification of Group Facilitator

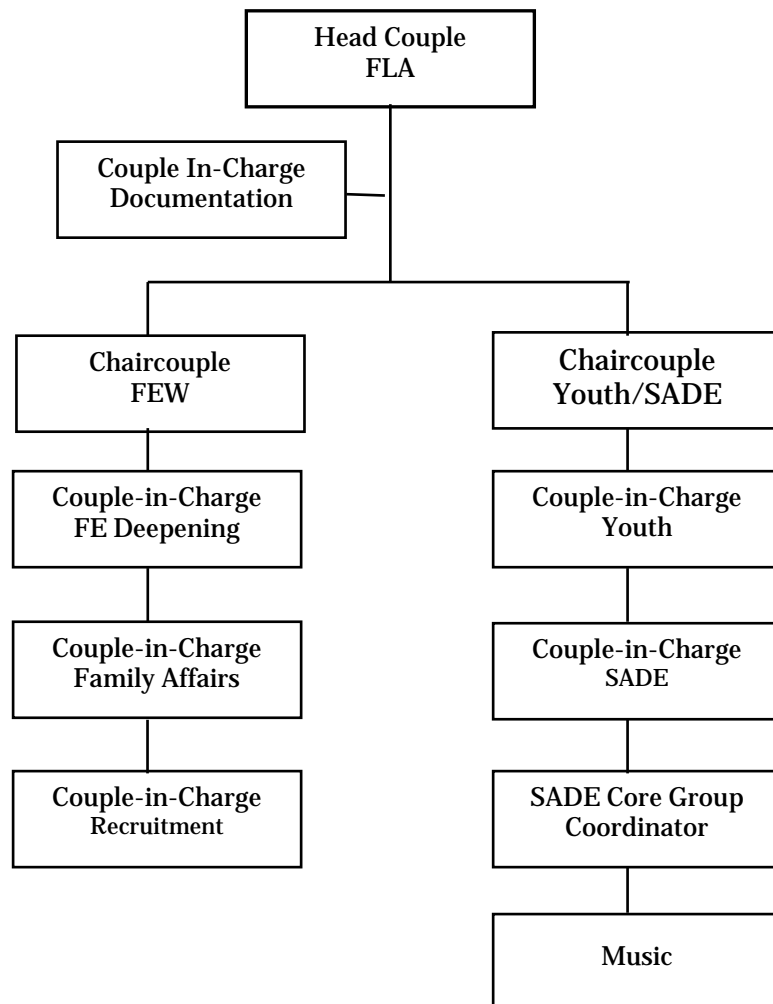
1. Must be married in the Catholic Church;
2. Must have good moral character;
3. Must have the time and commitment to serve the community;
4. Must possess effective communication skills;
5. Must have completed the ME-LSS & ME-MSS;
6. Must have attended the Group Facilitators Workshop conducted by the community;

FAMILY LIFE APOSTOLATE (FLA)

I. Objectives:

- To enrich, deepen and strengthen family relationship through the FEW seminars and its deepening sessions.
- To guide FEW classes in sponsoring FEW seminars as an initial experience of being families for others.

II. Organizational Chart:



III. Duties & Responsibilities:

1. Head Couple:

- Acts a head of the apostolate;
- Responsible for the management and supervision of the various activities;
- Monitors the implementation, supervision and evaluation of activities, policies, systems and procedures as approved by Board of Trustees;
- Responsible for the yearly schedule of FEWeekends and SADEWeekends, its corresponding venue and Ecclesial Team;

- Submits quarterly written accomplishment report of all activities to the Central Secretariat;
- Recommends for approval of the Board of Trustees the Chair Couples and Couples-in-Charge of the programs;
- Recommends qualified participants to the seminars and workshops conducted by the community;
- Delivers the Administrative Talk in the FEW;
- Together with the Team Families of the weekend, presides in the selection of coordinating families of the graduating class;
- Approves all cash advances and liquidation reports;
- Ensures that funds for the apostolate are prudently and judiciously utilized;
- Prepares the yearly budget for FLA for approval of the Board of Trustees;
- Performs other tasks that may be assigned by the BOT.

1.1. Couple-in-Charge Documentation:

- Acts as secretary during apostolate meetings;
- Prepares articles for the Monthly Newsletter of the Community, "UPDATES";
- Submits to the Community Secretariat all documents of the apostolate;
- Submits official documents needed by the BOT;
- Performs other tasks that may be assigned by the Head Couple.

2. Chair Couple – FEW Seminars:

- Acts as head of the program;
- Ensures that the procedures in the preparation and conduct of the FE Weekend are in compliance with the guidelines and policies of the community;
- Responsible in informing and confirming the retreat house about the estimated number of participants;
- Responsible in confirming the availability of Ecclesial Team during the FE Weekend;
- Coordinates with the chapter couple-in-charge the participation of their members to the FE Weekend;
- Submits a written evaluation reports on the conduct of FEW to the Central Secretariat one week after the activity;
- Delivers the Administrative Talk in the absence of the Head Couple;
- Joins the Team Family of the weekend in selecting the Coordinating Families in the absence of the Head Couple;
- Conducts the orientation workshop to the sponsoring class prior to their sponsorship;
- Ensures that material requirements for the FEW are available to the sponsoring class;
- Assists the sponsoring class in the correct preparation of the Financial Report for submission;
- Submits to the Central Secretariat copy of Class Directory, information sheets of participants and their class picture one week after the weekend;
- Performs other tasks that may be assigned by the Chair Couple.

2.1. Couple-in-Charge – FE Deepening:

- Ensures that all FE classes effectively conduct the deepening sessions following the approved policies and guidelines of the community;
- May make visits to the deepening sessions of the FE classes;
- Submits to the Chair Couple a report of all class deepening sessions;
- Perform other tasks that may be assigned by the Chair Couple;

2.2. Couple-in-Charge – Family Affairs:

- Ensures that all FE classes effectively conduct the Family Affairs following the approved policies and guidelines of the community;
- May make visits to the Family Affairs Activities of the FE classes;
- Submits to the Chair Couple a report of all class deepening sessions;
- Perform other tasks that may be assigned by the Chair Couple.

2.3. Couple-in-Charge – Recruitment Committee:

- Assures that the number of participant families in the FE Weekend is not below the minimum requirement set by the community;
- Closely monitors the recruitment of participants to the FEW;
- Keeps a record of all prospective candidates who failed to attend for future follow-up;
- Submits reports to the Chair Couple about the recruitment status of both the sponsoring class and other FE classes;
- Ensures that the criteria of recruiting candidates are properly observed;
- Performs other tasks that may be assigned by the Chair Couple.

2.4. Couple-in-Charge – Music:

- Responsible in providing music to the FEW;
- Ensures the availability of the needed musical instruments to the Family Encounter Weekend;
- Ensures the proper handling of all musical instruments and equipments used in the FEW;
- Reports directly and regularly to the Chair Couple;
- Performs other tasks that may be assigned by the Chair Couple.

3. Chaircouple – Youth & SADE:

- Acts as head of the program;
- Oversees the conduct of SADE weekends and other youth program;
- Ensures that the procedures in the preparation and conduct of SADE and Youth programs are in compliance with the guidelines and policies of the community;
- Prepares and submits the SADE weekend financial report to the Head Couple;
- Acts as house parent in the SADE weekend;
- Performs other tasks that may be given by the Head Couple.

3.1. Couple In-Charge – Youth:

- Assists the Chair couple in the conduct of the various youth activity;
- Submits evaluation report on the conduct of a youth activity one week after the activity;
- Prepares and submits the financial report of the activity;
- Performs other tasks that may be assigned by the Chair Couple.

3.2. Couple In-Charge – SADE:

- Sees to it that the SADE weekend is conducted in accordance with the existing policies and guidelines;
- Submits evaluation report on the conduct of every SADE weekend one week after the weekend;
- Prepares and submits financial report of the activity;
- Acts as house parent in weekend in the absence of the Chair Couple;
- Performs other tasks that may be given by the Chair Couple;

3.3. Couple In-Charge – Music:

- Responsible in providing music in the SADE weekend;

- Responsible in handling the musical instruments and other equipment used during the SADE weekend;
- Performs other tasks that may be assigned by the Chair Couple.

3.4. SADE Core Group – Overall Coordinator:

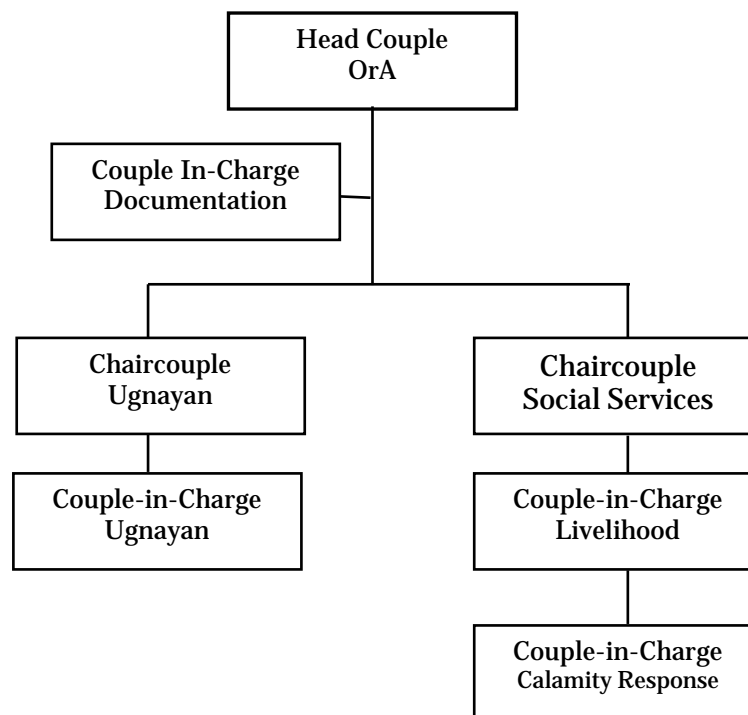
- Responsible in assigning teams to all SADE weekends;
- Responsible in the screening and training of prospective SADE teams;
- Sees to it that the SADE weekend is conducted in accordance with the format and approved guidelines of the community;
- Makes consultation and reports directly to the Chair Couple;
- Performs other tasks that may be assigned by the Chair Couple.

OUTREACH APOSTOLATE (OrA)

I. Objectives:

- To conduct a one (1) day marriage enrichment seminar for the under-privileged members of society to be sponsored by ME/FE classes who have finished their 10th class deepening sessions.
- To lead social service activities in coordination with ME/FE classes and the different Apostolates and Ministries of the community.

II. Organizational Chart:



III. Duties & Responsibilities:

1. Head Couple:

- Acts as head of the apostolate;
- Responsible for the management and supervision of the various activities;
- Monitors the implementation, supervision and evaluation of activities, policies, systems and procedures as approved by the Board of Trustees;
- Recommends for approval of the Board of Trustees the Chair Couple and Couples-in-Charge;
- Coordinates with the MLA and FLA regarding their request for schedules of apostolic work and outreach activity of an ME and FE classes who have finished their 10th deepening sessions;
- Delivers the administrative Talk in the marriage enrichment seminar;
- Submits a quarterly accomplishment report of all activities to the Central Secretariat;
- Together with a representative from the Board of Trustees, coordinates with the Parish Priest where seminar will be conducted;

- Approves all cash advances and liquidation reports;
- Ensures that funds for the apostolate are prudently and judiciously utilized;
- Prepares the yearly budget to the Board of Trustees for approval;
- Performs other tasks that may be assigned by the BOT.

1.1. Couple-in-Charge - Documentation:

- Acts as secretary during apostolate meetings;
- Prepares articles for the Monthly Newsletter of the Community, "UPDATES";
- Submits to the Community Secretariat all documents of the apostolate;
- Submits official documents needed by the Board of Trustees;
- Performs other tasks that may be assigned by the Head Couple.

2. Chair Couple – Ugnayan Seminars

- Assists the Head Couple in the proper implementation of the Ugnayan marriage enrichment seminars;
- Coordinates with the MLA and FLA with regards to the sponsorship of a marriage enrichment seminars by the ME and FE classes who have finished their 10th deepening sessions;
- Coordinates with the different apostolates, ministries and other group/s in their schedule for apostolic work;
- Responsible in confirming the availability of the team couples and Priest;
- Delivers the administrative talk in the absence of the Head Couple;
- Submits a copy of class directory, information sheets and class pictures not later than one week after the seminar to the Central Secretariat;
- Performs other tasks that may be given by the Chair couple.

2.1. Couple-in-Charge – Ugnayan Enrichment Seminars:

- Assists the Chair Couple in the proper implementation of the Ugnayan marriage enrichment seminars;
- Assists the Chair Couple in confirming the availability of the team couples and Priest;
- Delivers the administrative talk in the absence of the Chair Couple;
- Prepares and submits a copy of class directory, information sheets and class pictures not later than one week after the seminar to the Central Secretariat;
- Performs other tasks that may be given by the Chair couple.

3. Chair Couple – Social Services:

- Acts as head of the program;
- Conducts the orientation to the sponsoring class or groups in the conduct of a outreach activity and apostolic works;
- Submits financial and evaluation reports on the conduct every seminar;
- Prepares and requests cash advances for the various activities;
- Prepares and submits liquidation reports;
- Oversees in implementing charity missions conducted by the community;
- May solicit donations in cash or in kind for livelihood activities, charity works, calamity response conducted by the community;
- Sees to it the expenses for social action programs and projects shall be within the limits of the approved budget;
- Performs other tasks that may be assigned to them by the Head Couple.

3.1. Couple-in-Charge – Charity Works:

- Assists the Chair Couple in implementing charity missions conducted by the community;

- Helps in the solicitation of donations in cash or in kind for charity missions of the community;
- Prepares and submits financial reports;
- Performs other tasks that may be assigned by the Chair Couple.

3.2. Couple-in-Charge – Calamity Response:

- Assists the Chair Couple in implementing calamity response conducted by the community;
- Helps in the solicitation of donations in cash or in kind for calamity response of the community;
- Prepares and submits financial reports;
- Performs other tasks that may be assigned by the Chair Couple.

3.3. Couple-in-Charge – Livelihood:

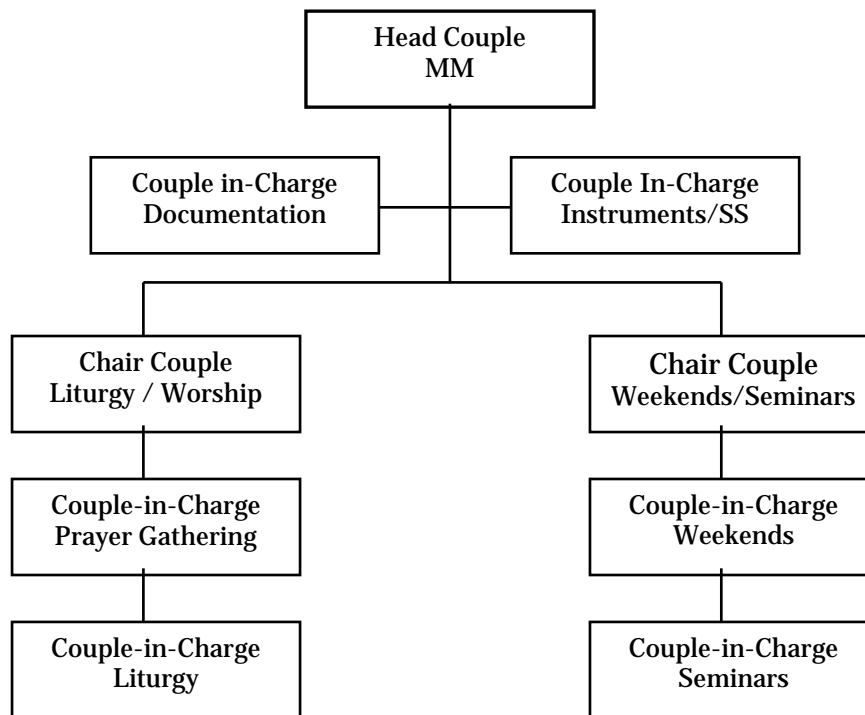
- Assists the Chair Couple in the implementing livelihood activities conducted by the community;
- Helps in the solicitation of donations in cash or in kind for livelihood activities of the community;
- Prepares and submits financial reports;
- Performs other tasks that may be given by the Chair couple.

Music Ministry (MM)

I. Objectives:

- To provide music needs for all activities of the community;

II. Organizational Chart:



III. Duties and Responsibilities:

1. Head Couple:

- Act as head of the Ministry;
- Responsible for the management and supervision of the various activities;
- Monitors the implementation, supervision and evaluation of activities, policies, systems and procedures as approved by the Board of Trustees;
- Submits accomplishment report of all activities;
- Recommends for approval of the Board of Trustees the Chair Couples and Couples-in-Charge;
- Approves all cash advances and liquidation reports;
- Ensures that funds for the ministry are prudently and judiciously utilized;
- Prepares submits the yearly budget for their approval of the Board of Trustees;
- Performs other tasks that may be assigned by the BOT

1.1. Couple-in-Charge Documentation:

- Acts as secretary during apostolate meetings;
- Prepares articles for the Monthly Newsletter of the Community, "UPDATES";

- Submits to the Community Secretariat all documents of the apostolate;
- Submits official documents needed by the Board of Trustees;
- Performs other tasks that may be assigned by the Head Couple.

1.2. Couple-in-Charge – Instruments/Sound System:

- Responsible for the proper handling of all musical instruments;
- Responsible in providing accompaniment in all musical activities;
- Performs other tasks that may be assigned by the Chair Couple.

2. Chair Couple – Liturgy/Worship:

- Acts as head of the program;
- Ensures the availability of the needed musical instruments and sound system for the Weekly Prayer Gathering;
- Responsible in providing music during all Eucharistic celebrations;
- Prepares and submits cash advances and liquidations;
- Responsible for the recruitment of new members;
- Performs other tasks that may be assigned by the Head Couple.

2.1. Couple-in-Charge – Prayer Gatherings:

- Assists the Chair Couple in recruiting of members;
- Responsible in disseminating to choir members all information that they need in relation to their regular schedule of practice sessions;
- Responsible in providing music during Weekly Prayer Gathering;
- Performs other tasks that may be assigned by the Chair Couple.

3. Chair Couple – Weekends/Seminars

- Act as head of the program;
- Prepares and submits cash advances and liquidations;
- Responsible for the recruitment of new members;
- Responsible in disseminating to choir members all information that they need in relation to their regular schedule of practice sessions;
- Responsible in providing music during Weekends and Seminars;
- Performs other tasks that may be assigned by the Chair Couple.

3.1. Couple-in-Charge – Weekend Singers:

- Assists the Chair Couple in recruiting of members;
- Schedules the practice & dry-run with the sponsoring class;
- Performs other tasks that may be assigned by the Chair Couple.

3.2. Couple-in-Charge – ME-LSS/MSS

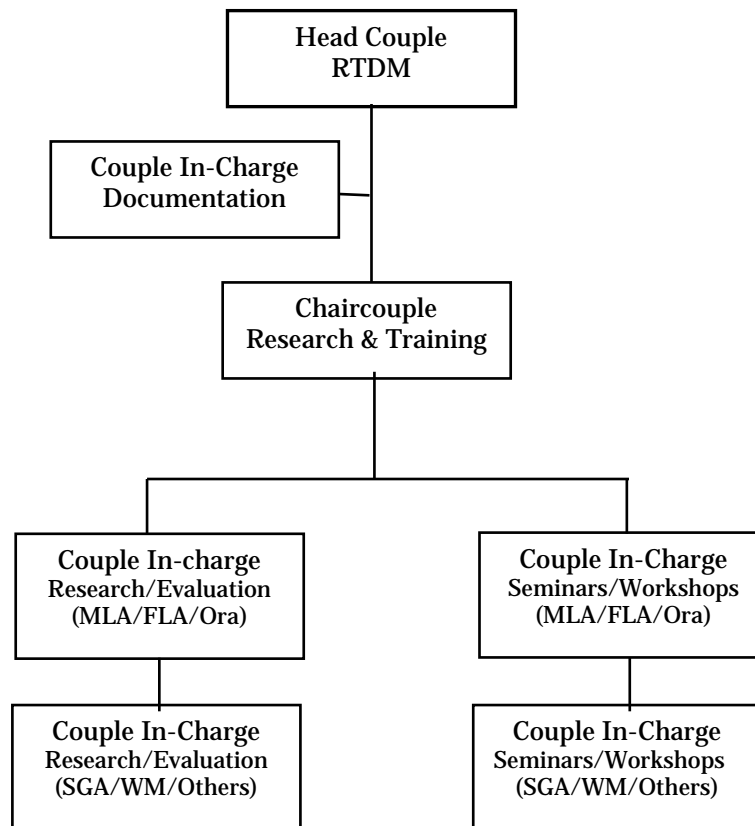
- Assists the Chair Couple in recruiting of members;
- Schedules the practice & dry-run with the sponsoring class;
- Performs other tasks that may be assigned by the Chair Couple.

RESEARCH TRAINING & DEVELOPMENT MINISTRY **(RTDM)**

I. Objectives:

- To conduct the approved training programs of the community;
- To evaluate the effectiveness and relevance of existing programs and propose/recommend alternative programs, if needed

II. Organizational Chart:



III. Duties & Responsibilities:

1. Head Couple:

- Acts as head of the Ministry;
- Responsible for the management and supervision of the various activities;
- Monitors in the implementation, supervision and evaluation of activities, policies, systems and procedures;
- Responsible for assessing the effectiveness and relevance of existing programs of the various apostolates and ministries;
- Submits periodically to the BOT the results of its research studies;
- Recommends to the BOT innovative programs that may be developed to empower workers and leaders;
- Responsible for the yearly scheduling of training seminars and workshops;

- Responsible in inviting speakers for the seminars/workshop;
- Prepares, submits results of training to the Central Secretariat;
- Furnishes the partner apostolate concerned the results of the training;
- Ensures that training funds are prudently and judiciously utilized;
- Approves all cash advances and liquidation reports;
- Prepares the yearly budget for approval of the Board of Trustees;
- Performs other tasks that may be assigned by the BOT.

1.1. Couple-in-Charge – Documentation:

- Acts as secretary during apostolate meetings;
- Prepares articles for the Monthly Newsletter of the Community, “*UPDATES*”;
- Submits to the Community Secretariat all documents of the apostolate;
- Submits official documents needed by the Board of Trustees;
- Performs other tasks that may be assigned by the Head Couple.

2. Chair Couple – Research & Training:

- Acts as head of the program;
- Responsible for assessing the effectiveness and relevance of existing programs of the various apostolates and ministries;
- Prepares and submits periodically results of research studies of alternative programs;
- Prepares and submits post evaluation reports for activities conducted by the apostolates or ministries;
- Implements approved training programs and conducts necessary follow-up;
- Ensures that the procedures and preparation in the conduct of seminars and workshops are in compliance with the approved guidelines and policies of the community;
- Coordinates with the partner apostolates or ministries about their recommended participants;
- Assists the Head Couple in inviting speakers (in-house and outside) and the corresponding venue;
- Prepares and submits evaluation reports;
- Performs other tasks that may be assigned by the Head Couple.

2.1. Couple-in-Charge – Research and Evaluation (MLA, FLA & OrA):

- Assists the Chair Couple in the conduct of research studies for MLA, FLA & OrA to further improve the existing programs;
- May make visit to the activities being conducted by the apostolates or ministry for evaluation purposes;
- Perform other tasks that may be assigned by the Chair Couple.

2.2. Couple-in-Charge – Research and Evaluation (SGA, WM & Others):

- Assists the Chair Couple in the conduct of research studies for SGA, WM and other apostolates and ministries;
- May make visit to the activities being conducted by the apostolates or ministry for evaluation purposes;
- Perform other tasks that may be assigned by the Chair Couple.

2.3. Couple-in-Charge – Seminars & Workshops (MLA, FLA& OrA):

- Assist the Chair Couple in the conduct of training and workshops for MLA, FLA and OrA;
- Performs other tasks that may be assigned by the Chair Couple.

2.4. Couple-in-Charge – Seminars & Workshops (SGA, WM & others):

- Assist the Chair Couple in the conduct of seminars and workshops for SGA, WM and other apostolates and ministries;
- Performs other tasks that may be assigned by the Chair Couple.

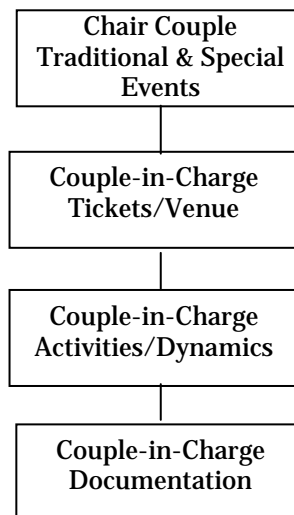
Board of Trustees Staff for:

Traditional & Special Events

I. Objectives:

- To plan, organize and implement the approved traditional and special events of the community.

II. Organizational Chart:



III. Duties & Responsibilities:

1. Chair Couple – Traditional/Special Events:

- Plans, organizes and implements the traditional and special events of the community;
- Prepares and submits written evaluation reports;
- Prepares and submits cash advances and liquidation reports;
- Ensures that funds are prudently and judiciously utilized;
- Prepares and submits the yearly budget for approval of the BOT;
- Performs other tasks that may be assigned by the BOT.

1.1. Couple-in-Charge – Tickets/Venue:

- Assists the Chair Couple in the preparation of registration forms, tickets, etc.;
- Responsible in looking for suitable venue;
- Responsible in the distribution and collection of tickets;
- Performs other tasks that may be assigned by the Chair Couple.

1.2. Couple-in-Charge – Activities/Dynamics:

- Assists the Chair Couple in the planning and implementation of approved activities;
- Performs other tasks assigned by the Chair Couple.

1.3. Couple-in-Charge – Documentation:

- Acts as secretary during apostolate meetings;
- Prepares articles for the Monthly Newsletter of the Community;
- Submits to the Community Secretariat all documents of the apostolate;
- Submits official documents needed by the BOT;
- Performs other tasks that may be assigned by the Head Couple.

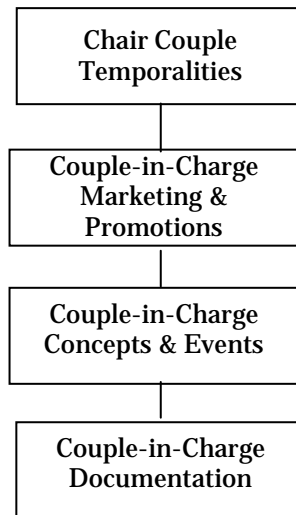
Board of Trustees Staff for:

Temporalities

I. Objectives:

- To plan, study and organize fund-raising projects for the community.

II. Organizational Chart:



III. Duties & Responsibilities:

1. Chair Couple: Temporalities

- Plans and organizes fund-raising projects which are to be implemented upon approval by the BOT;
- Ensures that the procedures in the preparation and conduct of the activities are in compliance with the guidelines and policies of the community;
- Prepares and submits written evaluation reports in the conduct of the various activities of the ministry;
- Ensures that funds are prudently and judiciously utilized;
- Approves cash advances and submits liquidation reports to the community treasurer;
- Prepares the yearly budget for approval of the BOT;
- Performs other tasks that may be assigned by the BOT.

1.1. Couple-in-Charge – Marketing & Promotions:

- Assists the Chair Couple in marketing and promotions;
- Performs other tasks that may be assigned by the Chair Couple.

1.2. Couple-in-Charge – Concepts & Events:

- Assists the Chair Couple in the preparation and conduct for the approved concepts and events;
- Performs other tasks that may be assigned by the Chair Couple.

1.3. Couple-in-Charge – Documentation:

- Acts as secretary during apostolate meetings;

- Prepares articles for the Monthly Newsletter of the Community;
- Submits to the Community Secretariat all documents of the apostolate;
- Submits official documents needed by the Board of Trustees;
- Performs other tasks that may be assigned by the Head Couple.

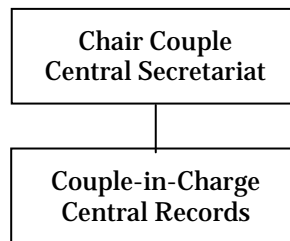
Board of Trustees Staff for:

Central Secretariat

I. Objectives:

- To maintain a record and file management for the community;

II. Organizational Chart:



III. Duties & Responsibilities:

1. Chair Couple – Central Secretariat:

- Coordinates with the Secretary Couple of the community for records management;
- Acts as head of the program;
- Supervises records/information management system for the community;
- Performs other tasks that may be assigned by the BOT.

1.1. Couple-In-Charge – Central Records:

- Assists the Chair Couple in maintaining an efficient, effective and adequate records/information management system;
- Maintains a Mater Dei bulletin board at the community office and at the Prayer Gathering;
- Responsible for filing of documents of all apostolates and ministries activities;
- Performs other tasks that may be assigned by the Chaircouple

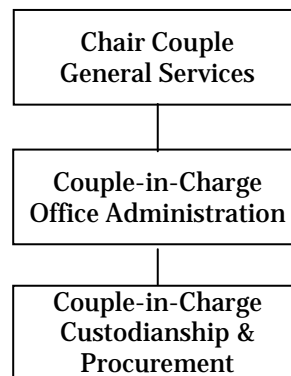
Board of Trustees Staff for:

General Services

I. Objectives:

- To maintain and safekeep the physical assets of the community.

II. Organizational Chart:



III. Duties & Responsibilities:

1. Chair Couple – General Services:

- Acts as head of the program;
- Monitors closely all the equipment of the community that they are well maintained;
- Performs other tasks that may be assigned by the Elders.

1.1. Couple-in-Charge – Office Administration

- Reports immediately to the Chair Couple any findings of disorder of office furniture;
- Sees to it that log book is properly filled-up who use of the office;
- Maintains office cleanliness;
- Performs other tasks that may be assigned by the Chair Couple.

1.2. Couple-in-Charge – Custodianship & Procurement

- Safeguard all physical assets of the community;
- Keeps records and or list of all assets of the community;
- Ensures that all equipment is well maintained and manage;
- Issues out to the apostolates or ministries the property or equipment for their use and maintains on file memorandum receipts;
- Maintains a record book of equipment with date, time and name of the member who borrowed and returned such equipment;
- Sees to it that the log book is properly filled-up by the borrower;
- Checks if released equipment are still in good condition before acceptance of the same;
- Reports immediately to the Chair Couple any findings of disorder of returned equipment for appropriate action;
- Performs other tasks that may be assigned by the Chair Couple.

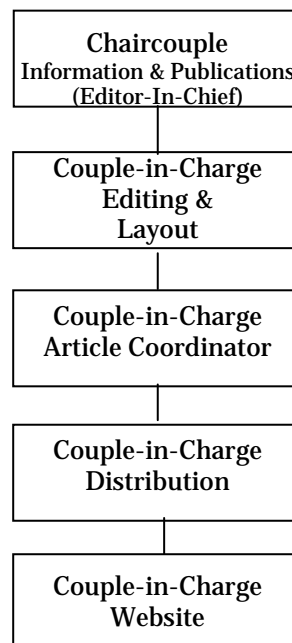
Board of Trustees Staff for:

Publication & Information

I. Objectives:

- To provide responsible information dissemination through publications and other media.

II. Organizational Chart:



III. Duties and responsibilities:

1. Chair Couple – Publication & Information (Editor-in-Chief):

- Responsible in editing of articles for inclusion the community Update, website or other media, in coordination with the President and/or Secretary of the community;
- Performs other tasks that may be assigned by the BOT

1.1 Couple-In-Charge – Editing & Layout:

- Assists the Chair Couple in Editing and proof-reading all news articles, schedules and announcements;
- Occasionally condenses articles due to space constraints;
- Follow-up with Secretary Couple for official announcements to the general membership;
- Performs other tasks that may be assigned by the Chair Couple.

1.2. Couple-in-Charge – Article Coordinator:

- Coordinates with all apostolates/ministries for their programs & activities for dissemination to the general membership;
- Collects and collates newsworthy information and pictures including schedules and announcements from all apostolates & ministries and chapters for dissemination to the community Updates;
- Occasionally composes the necessary news articles if and when apostolates/ministries/chapters are unable to submit a report of their activities;
- May prepare articles for special activities of the community;
- Performs other tasks that may be assigned by the Chaircouple.

1.3. Couple-in-Charge – Distribution

- Responsible for the distribution of the Updates every 1st Friday and allots copies for the office, central secretariat, chapters, MLA and new ME class;
- Performs other tasks that maybe assigned by the Chaircouple.

1.4. Couple-in-Charge – Website

- Responsible for gathering data for the website
- Performs other tasks that maybe assigned by the Chaircouple.

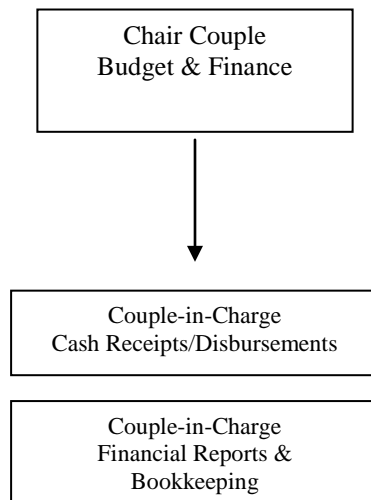
Board Of Trustees Staff for:

Budget & Finance

I. Objectives:

- To provide support in the proper posting and preparation of all financial reports of the community.

II. Organizational Chart:



III. Duties & Responsibilities:

1. Chair Couple:

- Coordinates with the Treasurer Couple as regards the funds of the community;
- Coordinates the timely compliance of the Community on the reportorial requirements of the concerned government agencies and NGO's;
- Coordinates with the apostolates and ministries concerning matters that would expedite or facilitate the discharge of B & F's functions;
- Perform other tasks that may be assigned by the BOT.

1.1 Couple-in-Charge – Cash Receipts/Disbursements:

- Assists the Chair Couple of the timely and accurate recording of cash and other cash items received by the community;
- Assists the Chair Couple of the timely and accurate recording of all disbursements of the community;
- Assists the Chair Couple in the posting all cash advances of the different apostolates and ministries;
- Performs other tasks that may be given by the Chair Couple.

1.2 Couple-In-Charge – Financial Reports & Bookkeeping :

- Takes charge in the timely preparation and submission of the community's financial statements and other reports required by the government and concerned NGO's;
- Coordinates with the External Auditor as regards the audit of the community's financial transactions and facilitates the preparation and release & submission of audited financial statements.
- Assists the Chair Couple in the timely and accurately preparing of all financial statements and other related reports;
- Assists the Chair Couple in the proper safekeeping of all books of account of the community;
- Performs other tasks that may be given by the Chair Couple.

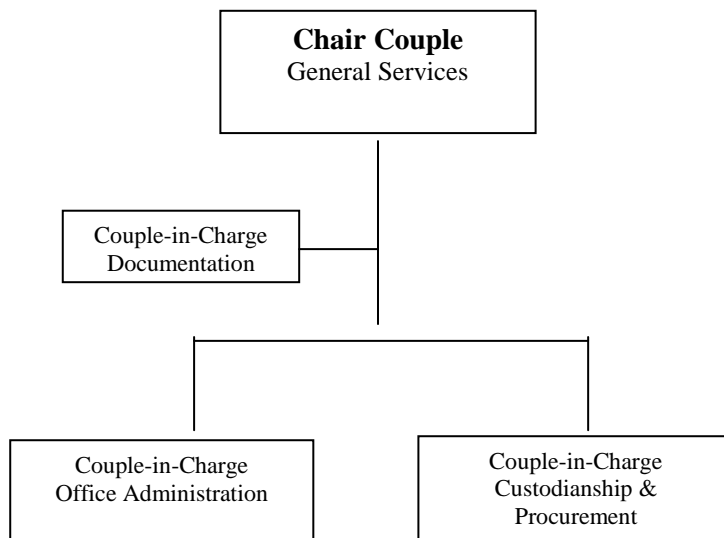
Board Of Trustees Staff for:

General Services

I. Objectives:

- To provide support in the proper maintenance and safekeeping of the physical assets of the community.

II. Functional Chart:



III. Duties & Responsibilities:

A. Chair Couple:

1. Reports directly to the Board of Trustees;
2. Monitors closely all equipment of the community that they are all maintained;
3. Sees to it that the office is always clean.
4. Prepares the yearly budget for approval of the Board of Trustees.
5. Perform other tasks that may be assigned by the BOT.

B. Couple-in-Charge – Documentation:

1. Acts as secretary during meetings;
2. Prepares articles for the Monthly Newsletter of the Community, “**UPDATES**”;
3. Prepares all documents for submission to the Central Secretariat duly noted by the CC;
4. Performs other tasks that may be assigned by the CC.

C. Couple-in-Charge – Office Administration:

1. Reports immediately to the CC any findings of disorder of office furniture and equipment;
2. Sees to it that log book is properly filled-up who use the office;
3. Maintains office cleanliness;
4. Performs other tasks that may be given by the CC.

D. Couple-In-Charge – Custodianship & Procurement :

1. Safeguards all physical assets of the community;
2. Keeps records and or lists of all assets of the community;
3. Ensures that all equipment is well maintained and manage;
4. Issues out to the apostolate or ministry the property or equipment for their use and maintains on file a memorandum receipts;
5. Maintains a record book of equipment with date, time and name of member who borrowed ;
6. Sees to it that the log book is properly filled-up by the borrower;
7. Checks if released equipment are still I good condition before acceptance of the same;
8. Reports immediately to the CC any findings disorders of returned equipment for appropriate action;
9. Performs other tasks that may be given by the CC.