# Continuation Committee Structure - Example

*Note: This material comes from Cure of Ars as they worked on their Continuation Committee Structure.*

**From the Christ Renews His Parish Manual**

*“The Christ Renews process needs to be organized without becoming an organization. Experience tells us that this happens in parishes when the responsibility for the faithful continuation of Christ Renews is shared by those who know and trust the process through their own personal participation. In the American tradition we call this a committee – the Continuation Committee. But in the Christian tradition this is* ***a gathering of servants rather than a meeting of managers****.”*

**Why does Christ Renews have a Continuation Committee (CC)?**

* To ensure the Christ Renews His Parish process is experienced in a faithful manner over time.
* To be a serving organ in the Body of Christ, praying always for the parish community and the Christ Renews community and process
* To make certain the process remains Catholic.
* To keep the men’s and women’s retreats as similar as possible
* To initiate Policies and Procedures to be followed by every team.
* To help teams run a weekend
* To review each weekend for improvement purposes
* To train future faith-sharing facilitators, discernment facilitators, and CSDs
* To address issues which invariably come forward in an organic process
* To be a repository of information past and present
* To be a liaison to the parish and those that run the parish facilities
* To keep an inventory of materials and supplies
* To schedule future retreats and facilities
* To be a vehicle of communication for parishioners, current and past teams, and other Christ Renews parishes

**Continuation Committee Structure**

* “Jesus Christ is the permanent Chairman, the Holy Spirit is its Chief Counsel, and the pastor of the parish is its last word.” (The Pastor’s word establishes and determines the authority and jurisdiction of the Continuation Committee in all matters).\*
* Permanent Member – The Pastor or his representative(s).\*
* Rotating Members: Recommendation: Two team members from each of the last four renewal weekends (men and women), preferably CSD and Lay Director.\*
* Curé of Ars structure at present is in the transitional phase:
  + Pastor
  + Permanent Member representing the Parish Office Staff
  + Permanent Member as Continuation Committee Facilitator
  + Rotating Members - CSDs (two years), LDs (one year), Volunteers through the initial and transitional phases (one year).
* At the Continuing Phase (Team 5), the regular membership will be 15 members.

After four renewal weekends the committee should look like this:

* “Jesus Christ is the permanent Chairman, the Holy Spirit is its Chief Counsel, and the pastor of the parish is its last word.” (The Pastor’s word establishes and determines the authority and jurisdiction of the Continuation Committee in all matters).
* Permanent Member – The Pastor or his representative. (Representative should have served as a SD or CSD of a previous Renewal Weekend.)
* Rotating Members: Eight are recommended – two team members from each of the last four renewal weekends (men and women), preferably CSD and Lay Director.

However, since we have had only one renewal weekend, at this time the manual states: “Until such time as the Continuation committee has a full complement of eight past team members, the committee should feel free to draw on others who have participated in the process, especially members of the original core committee”.

The following are ideas on what types of “jobs” are needed to be done through this organization. This is just a springboard to launch discussion, suggestions, new ideas, etc.

**Who are the Continuation Committee members?**

A team of parishioners in ministry (*Handbook, Part Five, Page 2*):

* Who have participated in all phases of the Christ Renews process
* Who believe in maintaining the integrity and authenticity of the process.
* Who are willing to assume responsibility for the continuation of the process
* Who are commissioned to exercise this responsibility
* Who are formed in the values of the Gospel and informed about the content of the Christ Renews Handbook
* Who are aware of the mission of the Church and the vision of a renewed parish as a ministering community
* Who share this mission, vision, ministry and responsibility with the pastor.
* Who are committed to exercising this responsibility by serving on the Continuation Committee

**Responsibilities for Continuation Committee Coordination**

Spiritual Director (or representative) - Pastor

The pastor’s word brought Christ Renews to Cure’ and the pastor’s continuing word sustains the renewal process, and nourishes the resulting spiritual and ministerial growth\*

The pastor’s word establishes and determines the authority and jurisdiction of the CC in\*

* Collaborating with the parish structure\*
* Coordinating activities with all parish organizations\*
* Communicating information to all parishioners\*

Exercising responsibility for all phases of the Christ Renews process.\*

The pastor establishes guidelines for the selection of CSDs and appoints future CSDs\*

The pastor gives final approval to Christ Renews Policies (not procedures unless deemed necessary)

**Ideas for Structuring Continuation Committee with suggested responsibilities**

1. Select Co-Chairpersons from Men’s & Women’s Teams. (This could be a direct appointment by Monsignor, a vote by the committee, or discernment ... TBD)
   * + Responsible for prayerfully conducting each meeting and exhorting the committee members to pray always for the Cure parish and the Christ Renews process in the parish.
     + Spokespersons for Christ Renews
     + Call meetings as needed, definitely several just before a weekend and then afterwards. Meetings to document policies and procedures are needed in the immediate future
     + Formulate an agenda for each meeting
     + Review with members any suggestions, complaints, or issues with the view of improving Christ Renews at Cure
     + In first year tackle as many policies and procedures needed to keep conflict from arising. In subsequent years, as needed
     + Liaison to mission parishes along with intended CSDs at any information sessions
     + Communicate with the Spiritual Director (Monsignor) after each meeting indicating decisions made and those that need his approval.
     + Regularly evaluate how the Christ Renews process is doing at Cure
2. Other members could volunteer or be discerned for “job functions”.
   * Secretary/Historian (keep all document (or copies) in the Parish Office)
     + Keep minutes of all meetings
     + Inform members of upcoming meetings and agenda in a timely manner
     + Keep updated lists of all past retreatants with name, address, phone, email, (team and discerned role if retreatant went through formation)
     + Keep list of “spiritual gifts” – e.g persons who are trained facilitators
     + Keep record of logos, bible verse themes, dates of retreats, etc.
     + Keep Cure Christ Renews history such as how Christ Renews got started here, the Ascension gifting, Holy Cross participation, how the Holy Spirit replica in the chapel came to be, etc.
   * Policies & Procedures Coordinators (Initially this may take 2-4 people meeting outside of Continuation Committee meetings to develop the documents; these should be in place before a Mission Team begins functioning.)
     + Develop policies and procedures from list presented by the Continuation Committee. Solicit help of individuals who have experience or ideas, whether members of the committee or not
     + Present documents to Continuation Committee for discussion and initial approval
     + Continuation Committee Chairs will meet with Monsignor for final approval
   * Equipment, Materials, and Buildings Coordinator (preferably a former facilitator)
     + Inventory, replace, and store all supplies. Be sure all borrowed items are returned in good condition.
     + Know the whereabouts of all equipment needed to put on a retreat
     + Keep all the schedules, procedures, materials, and handout masters, etc. in order and up-to-date
     + Know the logistics of running a retreat weekend and work closely with team facilitators to pass on knowledge.
     + Organize the purchase of bibles, Christ Renews manuals, Christ candles, votive candles, etc.
     + Organize return and replacement of Christ Renews manuals
     + Chief liaison to School Principal, School Kitchen Staff, Parish Music Coordinator, Parish Sacristan, and Parish Office Staff. Train new CSD, Team Facilitators, Liturgists, and Sacristans as well as Team members on who is allowed to make contact with these key people).
   * Communications Coordinators
     + Develop Christ Renews website, keep updated, and link to other parishes in the area
     + Communicate all important dates/info to the Cure Christ Renews community – discernment dates, Agape service dates, retreat weekends, chapel support times, HELP names, and food signups for all area parishes.
     + Communicate important dates/info about the Cure Christ Renews community to the area parishes as above.
   * Scheduler
     + The point person for initiating scheduling of retreat dates, school facilities for retreat, church facilities for retreat, meeting rooms for Team formation, meeting rooms for Continuation Committee, etc.
   * Acknowledgments
     + Thank you notes/gifts for all who have helped our process if not covered by the Team. In particular teachers of the classrooms used, etc.
     + Write a general HELP letter to be read during HELP time from the Continuation Committee exhorting the retreatants.
     + Write HELP letters to each retreatant
     + Remind all committee members to write HELP letters to retreatants.
   * Treasurer
     + Keep records of all expenses and reimbursements.
     + Develop a budget for Christ Renews
     + Work with Cure Parish Office Staff to coordinate monetary transfers
     + Coordinate using “no tax sheet” for non-profit institution purchases
   * Training and Events Coordinator
     + Set up training sessions for facilitators, CSDs and organize the facilitators according to policy for each retreat
     + Organize the Ministry Sharing and Support Evening
     + Attend the Evening of Pentecost to conduct “Parish Opportunities” and “Ministerial Accountability” presentations.
     + Organize Christ Renews participation in parish events – e.g. Ministry Signup Sunday, Parish Picnic

Policies and Procedures to Develop

* Who can attend a Cure Christ Renews weekend?
  + Age
  + Cure’ RCIA participant living outside boundaries
  + Non-Catholic?
* HELP letters Policy
  + What do we do with HELP letters for a person who could not make it to the retreat
  + Procedure to avoid loss and mix-up of HELP letters
  + Template to send to those who collect HELP letters
  + When to make the last “pickup” in the vestibule
  + What to do with women’s letters in the HELP box at the time of the men’s retreat.
  + What to do with men’s letters at the time of the women’s retreat.
* Procedures for Registration
  + Wait List
  + Timed Registrations
  + Determination of maximum number of retreatants
* Procedures for follow-up contact after registration
* Pulpit Talks
  + Who does them
  + Content instruction
  + Length
  + Do we need a practice session?
* Liaison to School Principal/Secretary, Church Scheduler, Parish Music Coordinator, School Maintenance Personnel, Parish Sacristan, Parish Office Staff, Kitchen Staff, etc.
  + Need to streamline and minimize the contact
  + Suggestion: Have a Continuation Committee member (preferably Eqpt, Materials, Buildings Coordinator) be the main contact who will train the present Team according to the policy
* Policy for membership on the Continuation Committee of the future
  + Rotation
  + Chairperson or Co-Chairpersons?
  + How is chair selected?
  + How to handle the transition from now until the finish of the fourth retreat weekend
  + Do we need a “permanent” member (not necessarily a CSD) who “knows everything?”
* Financial Procedures
* Policy for how a CSD, Faith Sharing Facilitator, and Discernment Facilitator is selected
  + How does a person present themselves for these services?
  + Who does Monsignor confer with before making the invitation
* Policy for Gifting and Thanking after a retreat
* Training for Sacristans and Eucharistic Ministers