



# CORE CHARTER

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## 1. PURPOSE

- 1.1. The ACTS Core Charter defines the roles and responsibilities of the ACTS Core for a parish or coalition of parishes (henceforth, Parish), and its governance of the ACTS: Adoration, Community, Theology and Service® (ACTS) Retreat as set forth by ACTS Missions® (ACTSM).
  - A. An ACTS Retreat is a Catholic lay retreat sponsored by a parish for its community that begins on Thursday evening and ends with Sunday Mass.
    - i. The intent of the retreat is to provide an opportunity for a personal encounter with Jesus Christ with a twofold purpose: promote intentional Christ-centered discipleship and build parish community.
  - B. ACTSM is the ecclesiastically recognized authority that governs the ACTS Apostolate and the legal owner of the copyrighted works that define and describe ACTS at all levels.
  - C. ACTS Missions Chapters (ACTSM Chapter) are a component of the ACTS apostolate in a given diocese where ACTS is present. ACTSM Chapter is the legal representative of ACTSM that provides education and evangelization resources and are authorized to establish ACTS Cores in collaboration with parish pastors once the missioning process is complete.
  - D. If your (Arch)Diocese does not have an ACTSM Chapter, then ACTSM will be the primary point of contact.
- 1.2. The ACTS Core is a commission of 12 to 15 voting members, and several non-voting members including an appointed Pastor's Liaison and retreat leadership teams who are registered adult parishioners elected to serve their Parish community as the stewards of ACTS.
- 1.3. The two main functions of the ACTS Core are:
  - A. To facilitate ACTS Retreats as an evangelization tool for the benefit of the Parish as prescribed by ACTSM. These retreats promote intentional discipleship and build parish community through a personal encounter with Jesus Christ.
  - B. To invite ACTS Retreat attendees to go forth beyond the ACTS Retreat experience by continuing their journey with and to Jesus Christ through active participation in spiritual development, service orientation, and ongoing Parish community building.

## 2. GOVERNANCE

- 2.1. ACTSM, or an ACTSM Chapter, will install an ACTS Core upon the completion of the Missioning process. (See 15. Definition of Terms)
- 2.2. The ACTS Core continues and fulfills the Parish Agreement signed by ACTSM and the parish pastor on behalf of the Parish community.
- 2.3. The ACTS Core works on behalf of the pastor, under his authority and with his blessing, to administer ACTS Retreats as prescribed by ACTSM.
- 2.4. The ACTS Core, as a local ACTS Apostolate component, is part of ACTSM effort to evangelize through ACTS Retreats and therefore is responsible to ACTSM and ACTSM Chapter for its facilitation and stewardship of the ACTS Retreat in their parish.

- 2.5. If there is a request for the Core to introduce a second language retreat, Teen ACTS, or participate in a Mission Retreat, the Core is responsible for consulting with the Pastor and notifying ACTSM or an ACTSM Chapter of the request and wait for further instruction and approval from ACTSM.
- 2.6. The ACTS Core's stewardship of the parish-based ACTS Retreat encompasses the ACTS Core and all approved ACTS retreats and events.

### **3. QUALIFICATIONS FOR CORE MEMBERS**

- 3.1. ACTS Core Members must be registered parishioners of the Parish in which they intend to serve and must have the pastor approve that they are practicing Catholics in good standing with the Church and ready to serve in an ACTS leadership role.
- 3.2. All Candidates must have attended an adult ACTS Retreat and served on at least one adult ACTS Retreat Team. However, previous directors and more experienced team members are preferred.
  - A. This does not apply to Members of the Parish's inaugural ACTS Core established at the completion of the Missioning process. All subsequent Members must meet 3.2.
  - B. The Pastor's Liaison is not subject to these criteria but is invited to attend an ACTS Retreat and complete the ACTS Retreat Training to familiarize themselves with ACTS Retreats.
- 3.3. All potential Members should demonstrate servant leadership in the Parish or in some other service capacity.
- 3.4. All newly elected Members must complete ACTS Retreat Training and ACTS Core Training within the first six months of their term.

### **4. TERMS AND NOMINATIONS**

- 4.1. The standard term of an ACTS Core Member is three years.
  - A. Upon completing a full term of service, an outgoing ACTS Core Member must remain off the ACTS Core for three years before becoming eligible for re-election.
  - B. For newly installed ACTS Cores that have 12 Members, four of the initial Members will select staggered terms of 1-year terms, four will select 2-year terms, and four will select 3-year terms.
    - i. All future Members will serve 3-year terms.
      - a. Preference should be given to first time core members rather than recurrent ones
    - ii. Determining which new Members will serve 1-, 2- and 3-year terms will be done by:
      - a. Consensus,
      - b. OR by prayerfully drawing names,
      - c. OR they may volunteer for a term limit,
      - d. OR by voting for all members.

- 4.2. Electing Candidates to succeed outgoing Members who have fulfilled their term.
- A. The ACTS Core Facilitator shall initiate this process within three to six months prior to the outgoing Member(s) fulfillment date.
  - B. The Communications Coordinator will compile a preliminary list of candidates who meet basic criteria to serve as ACTS Core Members and provide this to the ACTS Core Facilitator.
  - C. The ACTS Core will discuss the preliminary list in Executive Session to remove any individuals based on their inability to exercise faithful and responsible stewardship of the ACTS Retreat process, their lack of capacity for servant leadership, inactivity in the parish, or not meeting the Qualifications stated in Section 3.
  - D. The ACTS Core Facilitator shall provide this list of five to ten names for each gender to the pastor to review and ensure that all nominees being considered are in good standing and are deemed fit to serve in a leadership role at the Parish.
    - i. It is the pastor's prerogative to remove a nominee from consideration.
    - ii. The ACTS Core will not inquire about nor seek explanation for the pastor's decision to remove a nominee(s) from consideration.
- 4.3. The ACTS Core Facilitator will receive the revised list from the pastor with only the remaining eligible nominees and presents this list to the ACTS Core at its next scheduled meeting to discern new core members.
- 4.4. If electing ACTS Core Members by Prayerful Selection:
- A. The ACTS Core Meeting will move into Executive Session and the finalized list of nominees will be divided into male and female categories.
  - B. The Spiritual Coordinator will facilitate a brief prayer ritual by reciting either of these two Scripture passages: 1 Kgs 3:9-12 or Acts 1:23-26.
  - C. The names will be drawn one at a time, alternating men and women, and the names are recorded in the order drawn. These are the candidates for the ACTS Core.
  - D. The ACTS Core will draw more names than there are Members needed to provide additional potential candidates as alternates in case someone declines the invitation or for future use.
  - E. The candidates for each gender will be invited to serve on the ACTS Core in the order their names were drawn until all vacancies are filled.
- 4.5. If electing ACTS Core Members by Vote:
- A. The nominees on the finalized list will be voted on by the ACTS Core in Executive Session to determine possible candidates for upcoming open Member positions.
  - B. The ACTS Core votes to fill open positions according to gender balance. Individuals with the most votes are invited to join the ACTS Core, and the next highest become the pool of alternates.
- 4.6. How a Candidate becomes a Member.
- A. If a candidate declines the invitation, then an invitation is extended to the next individual from the pool of alternates of the same gender.
  - B. Each candidate will receive an ACTS Core Charter and ACTS Core Member YES Agreement to review prior to making their commitment.
  - C. If a candidate accepts the invitation, then he or she meets with the ACTS Core Facilitator prior to the next ACTS Core Meeting to review the YES Agreement to have a clear understanding of the commitment and scope of responsibility.

- D. The candidates will attend the last ACTS Core Meeting prior to the start of their term where they will execute their YES Agreements in the presence of the attending Members.
  - E. At that same meeting, roles for the forthcoming 12-month cycle will be determined and the ACTS Core will continue its mission.
  - F. The new ACTS Core Members should be introduced to the Parish at-large by a method approved by the pastor.
- 4.7. Identifying Candidates to succeed Members who are unable to fulfill their term.
- A. Members must provide the ACTS Core Facilitator with written notice of his or her intent to vacate their position and include the effective date of the resignation.
  - B. The Communications Coordinator provides the most recent list of candidates (but does not create a new one) to the ACTS Core Facilitator.
  - C. The ACTS Core Facilitator must provide this list to the pastor to review to make sure that there has been no change in the potential candidates' standing that in his view would preclude a person(s) from serving on the ACTS Core.
  - D. The ACTS Core then proceeds to follow the process set forth in 4.3 – 4.6.
  - E. The new Member completes the existing term of the Member who resigned mid-term, not a new 3-year term.
  - F. If the time remaining on the term is one year or less, the replacement Core member is eligible to serve a successive three-year term. If the time remaining is more than one year, then the Member qualifies as completing a full term of service. (See 4.1 A)

## 5. CONDITIONS

### ***For Core Members***

- 5.1. ACTS Core Members shall refrain from serving or directing on ACTS Retreat Teams. The Core's role is to support all retreat programs at their parish including Men's, Women's, Teen's and second language retreats, not to be on teams. Additionally, this gives others an opportunity to experience the Team dynamic of the ACTS Retreat process.
- 5.2. ACTS Core Members are called to conduct themselves honorably by striving to be models of the Faith as part of their servant leadership.
- 5.3. Any new ACTS Core Member may not be a spouse or an immediate family member of a sitting or newly elected ACTS Core Member.
- 5.4. The Parish will maintain gender balance for the ACTS Core with membership to consist of equal males and females.
  - A. Each ACTS Core should document its process in recruiting and electing new ACTS Core Members to demonstrate a good faith effort to honor this intent.
- 5.5. The ACTS Core may vote to remove a Member at any time and only for good cause. Good cause for removal of a Core member includes, but is not limited to, one who misses 25% of the meetings over a calendar year or fails to perform their assigned role. In addition, the Pastor may remove a core member at any time at his discretion.

### ***For Directors***

5.6. For the purpose of mutual accountability, ACTS Retreat Directors, Co-Directors, and Spiritual Companions will attend ACTS Core Meetings as non-voting (“*ex officio*”) members from the time they are selected for an upcoming ACTS Retreat until the meeting immediately following the Pentecost Event.

- A. The Director will report on leadership and Team activity and provide updates on the Team Formation process.
- B. The ACTS Core will provide the Director with updates on its activities to support the upcoming ACTS Retreat.
- C. The ACTS Core will mentor, support and coach ACTS Retreat Directors throughout the ACTS Retreat process.
- D. At the final meeting with the ACTS Core, ACTS Retreat Directors will submit an After-Action Report as outlined in the ACTS Retreat Manual to the ACTS Core.
- E. In the event of an emergency or an unforeseen situation, ACTS Retreat Directors may delegate attending the ACTS Core meetings to a Co-Director.

## **6. ROLES AND RESPONSIBILITIES**

All Officer and Members At-Large positions will be selected annually by consensus, prayerful selection, volunteering for specific roles, or by voting when new ACTS Core Members are commissioned. Members may elect or be chosen to serve in the same role. Should the Facilitator of the Core not be able to serve, the Co-Facilitator shall assume the duties of the Facilitator and the Core shall then elect a new Co-Facilitator.

### **6.1. Officers**

#### ***Facilitator***

- A. Organizes and facilitates the ACTS Core meetings. Prepares agendas in advance of the meetings. Keeps members on task.
- B. Serves as primary point of contact for and in communication with the pastor, ACTSM and ACTSM Chapter.
- C. Mentors new ACTS Core Members and gives them access to the archive of previous meeting minutes and reviews the ACTS Core YES Agreement with each new member.
- D. Oversees and directs the mentorship of the ACTS Retreat Director.
- E. Oversees individual ACTS Core Members’ support of the ACTS Retreat.
- F. Serves as de facto parish representative at ACTSM and ACTSM Chapter meetings or events.

#### ***Co-Facilitator***

- A. Serves as the ACTS Core Facilitator in his or her absence.
- B. Coordinates ACTS Retreat dates with parish and retreat center(s).
- C. Coordinates the date, time and location of the ACTS Core Day Retreat.
- D. Mentors and supports ACTS Core Members as needed.
- E. Is the opposite gender of the Facilitator.

### ***Financial Coordinator***

- A. Accounts for monies allocated by the parish for ACTS Core purposes.
- B. Consults with parish administrator (or designated financial administrator) on adherence to parish and/or diocesan policy, including collecting and submitting money from the team and retreatants.
- C. Provides a financial report at every monthly ACTS Core Meeting and is responsible for providing the report to the parish Pastor and financial administrator.
- D. Mentors and supports the ACTS Retreat Director on following the ACTS Retreat Budget as outlined in the ACTS Retreat Manual.
- E. Coordinates with the rest of the Core and the Director to set the registration fee for the retreats.
- F. Coordinates with parish administrator and retreat leadership team on guidelines and process of scholarship requests and distribution.
- G. Works with the parish administrator (or designated financial custodian) on collecting the Evangelization Tithe and sending it to ACTSM.

### ***Communications Coordinator***

- A. This role is held by one person, however, if a Core determines that another Core member is needed to assist with the following responsibilities, they may split database and communication duties.
- B. Records, amends, finalizes, and stores the ACTS Core Meeting Minutes and sends to ACTSM Chapter.
- C. Collects and distributes member reports prior to the upcoming meeting and keeps a record of these.
- D. Maintains a database of ACTS Retreat attendees and Team Member roles and records essential information for qualifying future candidates for ACTS Retreat Director and ACTS Core Membership.
- E. Submits updated ACTS Core Rosters, ACTS Retreat Team and Retreatant rosters to designated ACTSM Chapter.
- F. Transmits official communication on behalf of the ACTS Core to the parish community as per parish communication policy and approved methods.
- G. Submits all ACTS Retreat dates and Retreat Director's contact information directly to ACTSM and ACTSM Chapter for publishing on its website and other media channels.
- H. Builds and maintains an information repository of current and accurate ACTS resources.

## **6.2. Members At-Large**

### ***Retreat Support Coordinator(s)***

- A. This role may be held by two people, one for men and one for women; however, if a Parish is having trouble maintaining their numbers on core, they may determine that this role may be held by one person.
- B. Coordinates any outside volunteer support needed for an ACTS Retreat beginning with the Sendoff, Candlelight, the Reception after the return Mass, and transportation to and from the retreat site as per parish and diocesan policies.
- C. Works with ACTS Retreat Directors to schedule and secure a venue for a Team's Day Retreat.
- D. Coordinates with the Teen ACTS Coordinator for any additional adult support (i.e. chaperones or cook team volunteers).



- E. Fulfills any other duties needed to support ACTS Retreats and ACTS Core activities for the parish as assigned by the Facilitator.

***Retreat Supply Coordinator(s)***

- A. This role may be held by two people, one for men and one for women; however, if a Parish is having trouble maintaining their numbers on core, they may determine that this role may be held by one person.
- B. Builds and maintains an inventory of supplies for all ACTS Retreats: men's, women's and teens.
- C. Advises an ACTS Retreat Director of supplies available.
- D. Develops a check-out system for and distributes supplies as requested by an ACTS Retreat Director.
- E. Receives purchase requests from an ACTS Retreat Director to present to the ACTS Core for a decision.
- F. Fulfills any other duties needed to support ACTS Retreats and ACTS Core activities for the Parish as assigned by the Facilitator.

***Spiritual Coordinator(s)***

- A. This role may be held by two people, one for men and one for women; however, if a Parish is having trouble maintaining their numbers on core, they may determine that this role may be held by one person.
- B. Offers opening and closing prayers at the ACTS Core Meetings.
- C. Facilitates the ACTS Core's annual Day Retreat.
  - i. The purpose of the Core's annual Day Retreat is to spiritually prepare the Core for their role as servant leaders supporting ACTS Retreat teams at the parish. This can be facilitated in the same manner as a team Mini Retreat.
- D. Works with ACTS Retreat Directors and Spiritual Companions to support the Team's Day Retreat as needed.
- E. Supports ACTS Retreat Spiritual Companions as needed.
- F. Organizes prayer events for the parish and coordinates with ACTS Retreat Leadership to facilitate integration of retreatants into small church communities. Small church communities are comprised of men, women, couples or families from the same parish that meet regularly in prayer to continue their faith journey.
- G. Fulfills any other duties needed to support ACTS Retreats and ACTS Core activities for the parish as assigned by the Facilitator.

***Music Coordinator***

- A. Does not need to be a musician but should be familiar with how music fits into the liturgy.
- B. Collaborates with parish administrator or music minister to ensure that all music used for ACTS Retreats falls under the scope of the Parish's music license and advises the Retreat Director and Music Lead accordingly.
- C. Coordinates all music support for Sendoff, Candlelight, and the optional reception after the return Mass.
- D. Coordinates any music for all ACTS Core sponsored parish events.
- E. Coordinates with parish music minister for participation in the return Mass, and any other ACTS Core activities at the Parish.
- F. Fulfills any other duties needed to support ACTS Retreats and ACTS Core activities for the parish as assigned by the Facilitator.

### **Events Coordinator**

- A. Proposes and/or organizes ACTS Core sponsored parish events.
- B. Proposes and/or organizes ACTS Core fundraisers at the parish (per Parish/Diocesan policy).
- C. All proposed activities or events must be approved by the ACTS Core and then submitted to the pastor for final approval. Any activity beyond the scope of the parish must be approved by ACTSM.
- D. Events sponsored by ACTS Core should be open for all parishioners (parish or coalition) to attend. Exceptions are executive sessions of Core meetings, team meetings, Pentecost event, optional team only de-brief, and ACTS retreats that are only for team members and registered participants.
- E. Fulfills any other duties needed to support ACTS Retreats and ACTS Core activities for the parish as assigned by the Facilitator.

### **6.3. Specialized Roles**

#### ***Teen ACTS Coordinator (Only if your Parish has a Teen ACTS Retreat)***

- A. Is a voting member who commits to this service via the YES Agreement and fully participates in all ACTS Core meetings. The High School Youth Minister at the Parish is the preferred person for this role. This role does not have a term limit and this Core Member can serve on the parish Teen ACTS retreat.
- B. If the High School Youth Minister is unable to regularly attend Core Meetings, they may appoint someone to attend on their behalf with the Pastor's approval.
- C. The High School Youth Minister should have attended an adult ACTS retreat and served on an adult ACTS Retreat team. However, it is not required.
- D. If the Parish does not have a High School Youth Minister, the Pastor may appoint another person to fulfill this role with the following qualifications:
  - i. must have attended an adult ACTS Retreat (it is preferred that they served on an adult ACTS team as well),
  - ii. served on a Teen ACTS Retreat Team,
  - iii. attended the Teen ACTS Retreat Training,
  - iv. and has a working knowledge of how the Teen ACTS Retreat exists in the life of the Parish's comprehensive youth ministry program.
- E. Advises the ACTS Core on laws and parish and diocesan policy governing Youth and Youth Ministry.
- F. Collaborates with the ACTS Core to schedule Teen ACTS Retreat dates.
- G. Works with the Pastor to discern and select adult and teen directors that meet ACTSM Teen ACTS criteria.
- H. Ensures Directors provide After Action Reports to the ACTS Core.
- I. Fulfills any other duties needed to support ACTS Retreat and ACTS Core activities for the parish as assigned by the Facilitator.

#### ***Bilingual Coordinator(s) (Only if your Parish has ACTS Retreats in a second language)***

- A. Represents a community or culture of parishioners administering ACTS Retreats in a second language.
- B. Facilitates and ensures communication and support between the ACTS Core and the ACTS Retreat Team of the additional language.
- C. Communicates news of all ACTS Core sponsored events to ensure that all are invited and welcomed as part of the Parish community.

- D. Ensures there are authorized ACTSM language-specific resources to administer and support ACTS Retreats.
- E. This role may be held by one person; however, a parish may determine if it needs to have two Bilingual Coordinators, one for men and one for women. In order to better support the bilingual coordinator, and better integrate the parish community, a best practice for parishes with strong bilingual communities is to incorporate bilingual speakers into other core roles.
- F. Fulfills any other duties needed to support ACTS Retreats and ACTS Core activities for the parish as assigned by the Facilitator.

#### **6.4. Non-Voting Members (*ex officio*).**

##### ***Pastor's Liaison***

- A. The pastor's representative who attends meetings on his behalf to advise on Parish policy and communicate the pastor's input and decisions.
- B. Is selected by the pastor and does not have a term limit.
- C. Keeps the pastor apprised of all ACTS Core activity.
- D. Participates in discussion as needed and is the only non-voting member allowed in Executive Sessions.
- E. Is encouraged to attend all pertinent training courses provided by ACTSM or ACTSM Chapter.

##### ***ACTS Retreat Directors***

- A. Attend meetings from the time they accept the invitation to serve as an ACTS Retreat Director until the meeting immediately following the Pentecost Event.
- B. Reports on Pre-Team and Team Formation development and provides a written report for the Communications Coordinator to record.
- C. Reports on the ACTS Retreat experience at the last meeting he or she attends and submits an After-Action Report following the model provided in the ACTS Retreat Manual.
- D. The ACTS Retreat Directors should encourage the rest of the Retreat Leadership Team (Co-Director/s, Spiritual Companion) to attend the ACTS Core Meetings to ensure mutual accountability of the ACTS Retreat Process and to facilitate coordination of supplies and logistics.

##### ***Committees (Optional)***

- A. The Core may establish one or more committees delegating specified authority to a committee and may appoint or remove members of the committee.
- B. A Committee may include one or more Core Members and may include parishioners who are not on core.

## **7. MEETINGS**

7.1. The ACTS Core shall at minimum hold regularly scheduled monthly meetings.

7.2. ACTS Core Meetings should follow the processes set forth in *Robert's Rule of Order* (2011).

- 7.3. ACTS Core Meetings shall be posted and open to the Parish community except for executive session.
- 7.4. Parishioners wishing to address the ACTS Core must request to do so from the ACTS Core Facilitator within the timeframe determined by the ACTS Core prior to the upcoming meeting.
- 7.5. There shall be a quorum of two-thirds at a meeting where decisions are made.
- 7.6. Regarding matters decided by a vote, a core should strive for consensus. If none is met, then a simple majority rules.

## **8. GENERAL RESPONSIBILITIES**

- 8.1. The ACTS Core will shepherd the ACTS Retreat Process.
- A. The ACTS Core will coordinate with the Parish administrator to schedule ACTS Retreats at least one year in advance.
  - B. The ACTS Core will select the ACTS Retreat Director only for adult retreats. (See 9.1-9.4)
  - C. The ACTS Core will provide mentorship, support and resources to the ACTS Retreat Director throughout the ACTS Retreat process, will remind him/her of the commitments he/she agreed to in the Director's YES Agreement as needed, and will be accountable to the Director for its responsibility to support the ACTS Retreat process.
  - D. The ACTS Core will ensure that all Directors and Teams meet all standards and specific requirements set by the (Arch)Diocese for ACTS Retreats and events.
  - E. The ACTS Core will ensure that ACTS Retreat Directors invite new persons to serve on Team to give others an opportunity to share in the Team experience as per the instruction in the ACTS Retreat Manual. The recommendation is that 1/3 of the team be experienced team members and the remaining 2/3 be comprised of those that have just attended an ACTS Retreat or have never been invited to serve on team.
  - F. The ACTS Core will assist with administrative responsibilities for the ACTS Retreat process as outlined in the ACTS Retreat Manual and/or as circumstances allow to enable the Team to focus on spiritual formation for the upcoming ACTS Retreat.
  - G. The ACTS Core will coordinate and staff:
    - i. The Sendoff event to the ACTS Retreat.
    - ii. The Candlelight event at the retreat site.
    - iii. Transportation to and from the retreat site to the Parish.
    - iv. The Reception after the Return Mass if the Parish decides to provide this.
  - H. The ACTS Core will coordinate the date, time and location for the Team Meetings, Commissioning Mass, and Pentecost Event with the pastor and the ACTS Retreat Director, and schedule it in advance.
  - I. The ACTS Core will invite all persons who have recently completed an ACTS Retreat to upcoming ACTS Core and Parish activities.
- 8.2. The ACTS Core will plan activities to build Parish Community
- A. The ACTS Core will seek to build Parish community through coordinated Parish activities.
  - B. The ACTS Core will sponsor events that invite all parishioners to participate and give those who've attended ACTS Retreats an opportunity to serve, to meet, and to build relationships with the parish community at-large.

- C. The ACTS Core will work to educate all that the purpose of ACTS is to build a Parish community of disciples through an encounter with Jesus Christ.
- D. The ACTS Core will work to avoid the misrepresentation of ACTS as a clique and prayerfully and charitably address any persons conducting activity that could be perceived as such.

### 8.3. The ACTS Core will help others Go Forth

- A. The ACTS Core will invite all who have participated in ACTS Retreats to continue their faith journey with and to Jesus Christ in service to the parish by coordinating spiritual and service events.
- B. The ACTS Core will coordinate with the parish pastor to facilitate the formation of Small Church Communities.
- C. The ACTS Core will encourage all parishioners to continue their intentional discipleship by serving the parish in ministries, activities or initiatives.
- D. The ACTS Core will obtain information on volunteer opportunities from ACTSM or ACTSM Chapter such as serving on Mission Teams or joining ACTS Missioners and share the information with their Parish community.

## 9. ACTS RETREAT DIRECTOR SELECTION PROCESS

### 9.1. Qualifications of the ACTS Retreat Director

- A. Must be a registered parishioner of the Parish offering the ACTS Retreat and must have the Pastor approve that they are in good standing with the Church and ready to serve in an ACTS Leadership role.
- B. If directing an adult retreat, then he/she must have served on two adult ACTS Retreat Teams.
- C. Must have demonstrated servant leadership in some capacity at the parish.
- D. Must meet any additional (Arch)Diocesan requirements.

### 9.2. Identifying Candidates

- A. The ACTS Core is obligated to discern good Director candidates for ACTS Retreats to ensure responsible and faithful stewardship of the ACTS Retreat process.
- B. The ACTS Core Facilitator shall initiate this process at least eight months prior to the ACTS Retreat date.
- C. The Communications Coordinator will compile a preliminary list of nominees who meet the basic criteria outlined in section 8.1.B.i.
- D. In Executive Session, the ACTS Core will determine if there are nominees on the preliminary list who should not be considered at this time for reasons including but not limited to: concerns about their ability to exercise faithful and responsible stewardship of the ACTS Retreat process, their servant leadership, prior service as director, or inactivity in the Parish.
- E. The ACTS Core Facilitator shall provide the revised list of five to fifteen names to the pastor to review to ensure that all persons being considered are deemed fit to serve in a leadership role at the Parish.
- F. The pastor has the right to remove anyone from the revised list.
  - i. The ACTS Core will not inquire about nor seek explanation for the pastor's decision to remove an individual(s) from consideration.

- G. The ACTS Core Facilitator will receive the updated list from the pastor to include only the remaining eligible nominees and presents this list in Executive Session at the next Core meeting to begin the selection process.

### 9.3. Selection

- A. The Spiritual Coordinator will facilitate the discernment process by reciting either of these two Scripture passages: 1 Kgs 3:9-12 or Acts 1:23-26.
- B. The nominees on the finalized list will be placed in a container.
- C. The names will be drawn one at a time and the names are recorded in the order drawn. ACTSM recommends drawing six to ten names. These are the candidates for the ACTS Retreat Director position.
- D. The ACTS Core Facilitator will contact the first candidate whose name was drawn and invite him or her to prayerfully consider accepting the call to serve as the ACTS Retreat Director. If that candidate declines, then the next candidate whose name was drawn is extended this invitation. This continues until a candidate accepts the invitation.
- E. Once a candidate accepts this invitation, he or she meets with the ACTS Core Facilitator to review the Director's YES Agreement and discuss the role, responsibilities, and expectations of the ACTS Retreat Director.
- F. The candidate executes the YES Agreement at the forthcoming ACTS Core Meeting in the presence of the attending Members which formalizes that he or she is the next ACTS Retreat Director.

### 9.4. Removal and Replacement

- A. The ACTS Core has an obligation to safeguard the integrity of the ACTS Retreat. If, at any point, it becomes clear that the Director willfully intends to deviate from the ACTS Retreat process, then the Core may elect to remove and replace the Director.
- B. Removing or replacing an ACTS Retreat Director should only be done when all other options to resolve issues have been exhausted and in consultation with the pastor.
- C. If, at any point during the Pre-Team or Team Formation, the Director cannot fulfill his or her commitment for any reason whatsoever and resigns his or her commission (or is removed), then the Co-Director fills the role of Director. If there are 2 Co-Directors, then the ACTS Core determines which will become the Director.

## 10. AMENDMENT OF THE CHARTER

- 10.1. Any proposed changes to the ACTS Core Charter must be submitted to ACTSM and ACTSM Chapter for review and approval.
- 10.2. Once ACTSM approves the amendment, it requires an affirmative vote of two-thirds quorum of the ACTS Core Membership and the pastor's approval to be formally adopted.
- 10.3. A copy of the final adopted changes (amendment) should be sent to ACTSM and the local ACTSM Chapter.

## 11. ACTS CORE MEMBER YES AGREEMENT

Dear Lord Jesus and Fellow Core Members,

I realize that I have been called and am committing myself, here and now, to the work of preparing myself spiritually and mentally for the Core position set before me. My mission is to advance the integrity of the ACTS Retreat and building my parish community. In order to accomplish my mission, I commit myself to the following:

1. I will attend all regularly scheduled Core meetings. When emergencies arise, I will notify the Facilitator prior to the meeting and provide my reports and requested inputs before the meetings.
2. To the best of my ability, I will be on time so that the meetings can run smoothly, and I do not miss any of the information being transmitted. I will prepare my information and reports for each meeting.
3. Allow the Lord to guide my service according to 1 Peter 5:5: "...clothe yourselves with humility in your dealings with one another, for 'God opposes the proud but bestows favor on the humble.'"
4. I agree to take the ACTS Core and ACTS Retreat Trainings within 6 months of my Core appointment.
5. I commit to the building of the ACTS Core as part of the ACTS Apostolate, learning to serve my parish from the heart, for you Lord, our parish priest and my fellow Core members.
6. I will ensure that our retreat directors and teams stay true to *The Essential Elements of the ACTS Retreat*.
7. I commit to the full length of my term and to staying focused on prayer throughout.
8. I agree to all terms and conditions outlined in this ACTS Core Charter including refraining from serving on team.
9. I will take the big picture view of what is good for my parish community and not my personal desires.
10. I am committed to keeping our pastor (or his liaison) informed of all ACTS events and activities within the community.
11. I commit to serve my role on ACTS Core for all ACTS Retreats at my parish.

You asked and I answered Yes! I \_\_\_\_\_ commit to this "YES Agreement".

\_\_\_\_\_  
Core Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Core Facilitator

\_\_\_\_\_  
Pastor





### 13. ACTS CORE COALITION ADDENDUM

This Agreement to form an ACTS Core Coalition is freely made and entered into by:  
*(parish name)* *(physical address)*

|       |    |       |
|-------|----|-------|
| _____ | at | _____ |
| _____ | at | _____ |
| _____ | at | _____ |
| _____ | at | _____ |
| _____ | at | _____ |
| _____ | at | _____ |

Hereinafter referred to as the Coalition of \_\_\_\_\_  
in the Arch/Diocese of \_\_\_\_\_.

The parishes indicated above desire to work together to foster increased parish community by jointly utilizing ACTS.

ACTS Missions (ACTSM) wishes to maintain the integrity of ACTS by helping the Coalition establish an ACTS Core: a volunteer group of registered parishioners who facilitate ACTS for the coalition of parish per our ACTS Core documents.

Therefore, the parties to this Agreement agree to the terms and conditions specified below:

*To Enter This Agreement:*

1. Each parish of the Coalition’s ACTS Core (hereinafter “ACTS Core”) will execute individual Parish Agreements with ACTSM.
2. Each parish acknowledges that the Coalition is equivalent to the “Parish” in the Parish Agreement regarding the terms, roles and responsibilities described therein; and the ACTS Core Charter.
3. Each parish acknowledges that the ACTS Core will be one entity representative of all parishes entering this Agreement and strive for equal representation in its Membership.
4. Each parish should be represented by at least one member of the ACTS Core.
5. Each ACTS Core Member will execute an ACTS Core “YES” Agreement.
6. The ACTS Core will follow the procedures and processes outlined in the ACTS Core Charter, and execute the responsibilities therein, treating all parishes of the Coalition as one Parish community with respect to ACTS.
7. The initial ACTS Core should be equally made up of parishioners from each parish.
8. Each parish pastor may designate a Parish Liaison who may attend the ACTS Core meetings as per the ACTS Core Charter.
9. The parish pastors shall determine how to best maintain the ACTS Core’s funds in accordance with diocesan policies. The ACTS Core Financial Coordinator shall be allowed to periodically review accounting as related to ACTS to provide reports to the ACTS Core.

*To Exit This Agreement:*

1. Upon dissolution of the Coalition, all funds collected and/or raised by and for the ACTS Core shall be (check one):
  - Evenly distributed among the parishes.
  - Returned to the parishes per the amounts given by each less the Coalition’s expenses.
2. Should one or more parishes elect to disassociate itself from the Coalition, the parish pastor(s) (or designee) shall notify the Coalition, ACTSM, and ACTSM Chapter in writing. The ACTS Core’s funds shall (check one):
  - Remain with the ACTS Core and the seceding parish (or parishes) will forfeit any claim to those funds.
  - Be divided equally among the parishes and the parish (or parishes) seceding from the Coalition shall receive an equal share.
  - Be distributed to the parish (or parishes) per its contribution minus the parish’s share of the Coalition’s outstanding expenses.
3. A parish (or parishes) disassociating from the Coalition wishing to continue ACTS must establish their own parish ACTS Core. Prior to establishing an ACTS Core, the seceding parish (or parishes) must receive ACTSM or ACTSM Chapter’s written approval.
4. A parish (or parishes) wishing to discontinue ACTS needs to advise ACTSM and its ACTSM Chapter in writing that it has no intent of continuing ACTS nor facilitating ACTS Retreats.
5. All supplies that have been bought by or given and donated to the Coalition for the facilitation of the ACTS Retreat are to be:
  - Distributed evenly upon dissolution of the Coalition.
  - Forfeited to the Coalition in the event of a parish seceding from the Coalition.

Any changes to this Agreement shall be added as addendums to this document and executed by all parish pastors. Copies of such addendums are to be given to ACTSM and its ACTSM Chapter. This agreement in no way modifies the processes or stipulations expressed in the Parish Agreement, nor impacts the ACTSM directives, policies and procedures that govern ACTS.

Signatures:

|        |             |           |      |
|--------|-------------|-----------|------|
|        |             |           |      |
| Parish | Pastor Name | Signature | Date |
|        |             |           |      |
| Parish | Pastor Name | Signature | Date |
|        |             |           |      |
| Parish | Pastor Name | Signature | Date |
|        |             |           |      |
| Parish | Pastor Name | Signature | Date |
|        |             |           |      |
| Parish | Pastor Name | Signature | Date |

## 14. THE ESSENTIAL ELEMENTS OF THE ACTS RETREAT



Mandatory elements are in **BOLD**.

Retreat Leadership Teams are required to read the ACTS Retreat Manual and take the ACTS Retreat Training.

### THURSDAY

- TEAM MASS** or **Team Prayer Service** if Mass is not possible
- Retreatants arrive; Dinner
- Welcome, **CONFIDENTIALITY**, Introduction of Team
- Surrender attachments (phones, electronic devices, watches, etc.)
- STATIONS OF THE CROSS**
- Closing Prayer
- DISMISSAL IN SILENCE**
- Team Meeting

### FRIDAY

- MASS** or **Morning Prayer** if Mass is not possible; followed by Breakfast
- Overview of ACTS, Theme Introduction, **CONFIDENTIALITY**
- Introduction of Retreatants
- VALUES TALK** and **FAITH SHARING**; followed by Lunch
- ADORATION TALK** and **FAITH SHARING**
- THEOLOGY TALK** and **FAITH SHARING**; followed by Dinner
- FORGIVENESS TALK** and **FAITH SHARING**
- SACRAMENT OF RECONCILIATION**
- Optional Eucharistic Adoration (Pastor ensures adherence to the *Rites and Rubrics of the Catholic Church*)
- Optional Praise and Worship and/or Social
- Team Meeting

### SATURDAY

- MASS** or **Morning Prayer** if Mass is not possible; followed by Breakfast
- COMMUNITY TALK** and **FAITH SHARING**
- SERVICE TALK** and **FAITH SHARING**; followed by Lunch
- SACRAMENTS TALK** and **FAITH SHARING**
- Optional Eucharistic Adoration (Pastor ensures adherence to the *Rites and Rubrics of the Catholic Church*)
- Optional retreatant parodies
- LOVE LETTERS**; followed by Dinner
- FOOT WASHING**
- CANDLELIGHT**
- AGAPE**
- Team Meeting

### SUNDAY

- Morning Prayer; followed by Breakfast
- STAY CONNECTED TALK**
- GO FORTH TALK (CONFIDENTIALITY)**
- RETURN MASS** at sponsoring parish
- Optional Reception following Mass

ACTS Missions and the Archdiocese of San Antonio co-own the trademark, ACTS: Adoration, Community, Theology, and Service®. ACTS Missions solely owns the copyrights to the materials that define and describe the processes and procedures for ACTS at all levels including the ACTS Retreat. ACTS Missions is charged with maintaining the integrity of the ACTS Apostolate. Changes to the ACTS Retreat format are not permitted. If changes are made without express written consent from ACTS Missions, then the name "ACTS" may not be used in the title, description, or publication of the retreat, and all copyrighted materials must be returned to ACTS Missions.

## 15. DEFINITION OF TERMS

|   |  |
|---|--|
| The ACTS Apostolate                                     | <p>An association of lay Catholics dedicated to the advancement of ACTS Retreats. The intent of the retreat is to provide an opportunity for a personal encounter with Jesus Christ with a twofold purpose: promote intentional discipleship and build parish community.</p> <p>The ACTS Apostolate encompasses the following:<br/>ACTS Missions (headquartered in San Antonio, Texas, USA),<br/>ACTS Missions Chapters<br/>ACTS Cores</p> <p>The apostolate is faithful to the Roman Catholic Church and her teachings and operates in collaboration with the bishops and pastors of the dioceses in which ACTS is present.</p> |
| ACTS Missions   | <p>A component of the ACTS Apostolate that is the authoritative and governance entity over all aspects of the ACTS Retreat. ACTSM establishes Chapters in regions where support for evangelization and missioning are needed at the local level.</p>   |
| ACTS Missions Chapter (authorized ACTSM representative) | <p>A component of the ACTS Apostolate that provides education and evangelization resources to the ACTS Cores in their assigned region (diocese/s). Chapters establish ACTS Cores in collaboration with parish pastors once the retreat missioning process is complete.</p>   |
| ACTS Core   | <p>A component of the ACTS Apostolate located at the parish that implements ACTS Retreats and ensures fidelity to the ACTS Missions' authorized retreat format. ACTS Cores establish and support retreat teams within the parish and support pastor and parish initiatives in an effort to build parish community.</p>   |
| ACTS Retreat  | <p>An ACTS Retreat (a function of the ACTS Apostolate) is a Catholic lay retreat sponsored by a parish for its community that begins on Thursday evening and ends with Sunday Mass. The team of lay parishioners directs the weekend for fellow parishioners, with the blessing and support of the parish pastor. Team and/or retreatants of other parishes and faiths may participate.</p>  |

The ACTS Retreat focuses on prayer, service and teaching. Holy Scripture and the teachings of the Roman Catholic Church are the guides for the apostolate. The goal of the ACTS Retreat is for a retreatant to accept an invitation into a new relationship with our Lord through:

- **Adoration:** Responding to God’s gifts of grace, mercy and love through prayer and worship
- **Community:** Living and participating in the One Body of Christ as Church
- **Theology:** Deepening our relationship with God through prayerful study
- **Service:** Answering the call to discipleship by following the model that Christ gave us

An ACTS Retreat strives to achieve the directives of Vatican II and the goals of the Revised Code of Canon Law of 1983 to place more emphasis on *community and pastoral care* within a parish. The retreat environment creates an opportunity for retreatants to experience God’s love and joy; and then return to their parishes with a deeper love for one another, and a desire to become more involved in the parish faith community.

|                    |   |
|--------------------|---|
| Candidate          | A parishioner who has been selected from a pool of nominees for a leadership position in ACTS, such as the ACTS Retreat Director or an ACTS Core Member.  |
| Coalition          | A group of two or more parishes whose parish pastors agree to receive, and support ACTS Retreats as set forth in the ACTS Core Coalition Addendum to build parish community. ACTSM recommends no more than six parishes in a Coalition.   |
| Missioning Process | <p>Consists of two rounds of men’s and women’s ACTS Retreats facilitated by Teams of experienced and trusted lay volunteers. The first round inaugurates the parish with ACTS Retreats and the second round serves to train parishioners who attended the first round on how to facilitate an ACTS Retreat. After the fourth ACTS Retreat, an ACTS Core (a leadership team of lay parishioners who serve staggered three-year terms) is established. The parish is actively mentored for its first year by a regional ACTS Missions Chapter and continued support is provided in the form of education resources, trainings, access to news and updates, membership programs, and service opportunities.</p> <p>If a parish is interested in adding Teen ACTS Retreats or Adult ACTS Retreat in a second language, they must contact ACTSM or ACTSM Chapter and request approval.</p> |

|                  |  |
|------------------|--|
| Nominee          | A parishioner who meets the basic criteria to be considered for an ACTS leadership position.   |
| Preliminary List | The initial list of nominees who meet the basic criteria to be considered for an ACTS leadership position compiled by the Communications Coordinator.            |
| Revised List     | The list of nominees that has been reviewed and revised by the ACTS Core to be submitted to the parish pastor for his review.                                    |
| Finalized List   | The list of nominees that has been reviewed and updated by the pastor from which the ACTS Core will select (discern) candidates for an ACTS leadership position. |