

# **CATHOLIC ADULT FELLOWSHIP**

## **LEADERSHIP HANDBOOK**

*First Edition: April 1, 2008*

# Catholic Adult Fellowship • Leadership Handbook

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## **Welcome to Catholic Adult Fellowship**

Greetings and welcome to the Catholic Adult Fellowship Leadership Handbook.

To provide a quick background on our group, Catholic Adult Fellowship was started by lay Catholics who wanted to meet regularly to grow in their Catholic faith.

At its heart, Catholic Adult Fellowship's vision is to become more Christ-like and more effective in the service of Christ's Church. As part of the "New Evangelization" of the Church proclaimed by Pope John Paul II, CAF members hope to achieve authentic Catholic adult faith renewal as their goal, which is brought about by living four foundational disciplines – Study, Prayer, Fellowship, and Service.

CAF offers weekly programs in which we learn about and share our Catholic faith (Study). We open and close each session with prayer and promote community and individual prayer such as Eucharistic Adoration (Prayer). We join together for wholesome fun at least once a month (Fellowship). We seek group volunteer opportunities with a focus on Catholic organizations and parishes (Service).

CAF was founded as a group that is open to all Catholic adults in the local area, of all vocations and from every parish.

Those of us who have been a part of CAF have been greatly enriched by being able to share a common love for the faith, holy fellowship, in-depth studies of Catholicism, and service opportunities.

We hope that this handbook may be of help to you if you are considering starting a group for Catholic adults, and may God bless you on your journey.

In Christ,  
The leadership of Catholic Adult Fellowship,  
Terre Haute and Indianapolis, Ind.  
April 2008

## **Purpose of the Catholic Adult Fellowship Handbook**

The purpose of the CAF Handbook is to: help Catholic leaders start a CAF chapter in their parish, deanery or diocese; to give a general framework to help Catholic leaders start a Catholic adult faith group, even if they do not wish to specifically establish a CAF chapter; and to assist leadership of current CAF chapters.

## **Section 1: What Catholic Adult Fellowship Is**

## **I. Catholic Adult Fellowship’s Identity Statement**

Catholic Adult Fellowship (CAF) is a group of Catholics who desire to grow in love, knowledge and service of Christ and His Church, with other adults.

Members are married and single adults, lay and religious. We realize the desire and need for Catholic community at every stage of an adult’s life.

CAF is a grass-roots fellowship made up of multiple chapters; led by lay Catholics; advised by religious; approved by a local parish, deanery or diocese; and guided by the Magisterium and Catechism of the Catholic Church.

As part of the “New Evangelization” of the Church proclaimed by Pope John Paul II, and being a Eucharistic people, **CAF has as its goal: authentic Catholic adult faith renewal.** CAF reaches out and is open to all Catholics — no matter where they are in their faith journey.

As a fellowship, we build personal relationships with each other, through which, we can encourage each other in our Catholic Christian spiritual growth. Members of the fellowship are personally responsible for making sure that CAF is always a safe place where women and men treat each other as brothers and sisters in Christ.

## **II. Catholic Adult Fellowship’s Vision Statement**

Catholic Adult Fellowship’s vision is to become more Christ-like and more effective in the service of Christ’s Church. We hope to achieve authentic Catholic adult faith renewal as our goal, which is brought about by living the Four Foundational Disciplines (Study, Prayer, Fellowship, and Service).

### **Section 2: What CAF Does**

CAF and its activities are based on Four Foundational Disciplines – Study, Prayer, Fellowship and Service.

#### **I. The Four Foundational Disciplines Defined:**

**1. Study** — The primary way that study is incorporated into CAF is through the weekly programs. Coming together as a group on a weekly basis for study is the central activity of CAF from which all the other activities radiate. Catholic faith formation programs include the use of both reason and faith, so that we can grow in both understanding of and love for our faith. This is what we try to do at CAF. Rather than just a way to store up facts about the faith, the hope is that the information and discussion we share each week can be applied to our lives, carried out into the world, and help transform us more and more into the likeness of Christ.

- **Weekly Program Guidelines** — CAF programs involve coming together each week at the same time and place, typically in a parish building, to learn about and discuss a topic that helps the group grow in their Catholic faith. Many different formats can be successful, but programs usually last about 1 ½ hours total, which includes opening and closing with prayer and any announcements. It is recommended to keep announcements brief and to use e-mail to give more details, otherwise the programs seem like meetings. After or before the official program, the group might consider gathering at a local restaurant or pub for food and fellowship.

- **Program Content** — Programs are typically facilitated by the Director or Assistant Director; but the content can be lead by CAF members, advisors or outside guest speakers. Content should be consistent with the magisterium (teaching authority) of the Catholic Church. CAF members should be asked what their content preferences are. Program content examples are: Theology of the Body, encyclicals, the Church and current events, parts of the Catechism, prayer forms, Bible Study, apologetics, etc.

**2. Prayer** — In his encyclical, “Deus Caritas Est” (“God is Love”), Pope Benedict XVI said, “Prayer, as a means of drawing ever new strength from Christ, is concretely and urgently needed.” Jesus Himself is found praying numerous times throughout the Gospels, both alone and in the company of his disciples and crowds of followers. We pray following Christ’s example. The church has a rich tradition in communal prayer which CAF draws upon.

- **Communal Prayer** — Opportunities for communal prayer include opening and closing programs with prayer; and can include sending out a weekly prayer and praise e-mail, which is compiled by one person from the e-mails they receive from the group; passing around a traveling Rosary to be prayed by a different person each week for the group’s prayer and praise intentions that week; and encouraging Eucharistic adoration at a regular time, such as one hour before the program.

**3. Fellowship** — In “Draw Near to God,” Pope John Paul II writes, “You are not a Christian all by yourself. To be a Christian means to believe and to live one’s faith together with others. For we are all members of the body of Christ.” Coming together for fun and fellowship on a regular basis is an important dimension of CAF. It meets our human and God-given desire for community; and provides a healthy and uplifting environment for holy friendships to develop.

- **Fellowship Activity Guidelines** — Fellowship activities should be welcoming to all vocations: married, single and religious.

- **Fellowship Activities** — Opportunities for fellowship can include meeting at a restaurant or pub after the weekly program; planned monthly fellowships, such as cookouts, bowling, guys/girls wholesome fun nights, or game nights; spontaneous fellowships such as dinner and a movie; and planned joint fellowships where a chapter invites other CAF chapters to join them for some event or activity in their town.

**4. Service** — We give of ourselves to others in service as an outpouring of gratitude to our God, who has given us all. In the discipline of service, we are to be humble and loving. Saint Paul, in his hymn to charity (1 Cor 13:3), teaches us that charitable service to others is always more than activity alone: “If I give away all I have,

and if I deliver my body to be burned, but do not have love, I gain nothing.” In “Deus Caritas Est,” Pope Benedict says this must be the rule by which all ecclesial service is carried out.

- **Service Project Guidelines** — Service projects should aim to build up the church; affirm the dignity of the human person; and help us be Christ to others, focusing on love, corporal and spiritual works of mercy, and Catholic social teaching. CAF members’ interests should be sought and taken into account. First preference should always be given to those projects which give back to the Catholic Church. Our next preference should be service projects which help other Christian organizations or individuals. As a general rule, CAF does not participate in national fundraising events such as the March of Dimes, Relay for Life or Race for the Cure, etc. There are several reasons for this. Firstly, many of these causes either are not in line with Catholic teaching or it would be difficult to determine if they are. Secondly, we would like our service efforts to be as personal and local as possible, so that they build up relationships within the community and allow us to express our love for Christ by our love of others.

- **Service Projects** — Service projects can take many forms, such as: helping a CAF member move; regular donations of fresh fruit to a local convent or monastery; making dinner for and spending time with convalescent home residents; adopting a needy family at Christmas.

## **II. The Four Foundational Disciplines Combined:**

**1. Retreats** — Jesus gives us an excellent example in the Gospels of the importance of retreats in the human experience. “And it happened that while He was praying alone, the disciples were with Him.” (Luke 9:18) Retreats are a way to incorporate all Four Foundational Disciplines into one event. They provide CAF members with a chance to get out of town, reconnect in a deep way with God, and have some relaxing fun as a group.

- **Retreat Guidelines** — It is suggested to hold a spring and a fall retreat at a location other than your parish and town. If possible, one of the retreats can be a joint venture with other nearby CAF chapters, to pool resources and celebrate the faith with other adult Catholics. Each retreatant pays for his/her cost to attend the retreat. If the chapter has done a fundraiser, the leadership can decide if some of the funds should be used to lower the cost each person pays. The retreat facility must be able to provide sleeping arrangements separating women and men. Room-sharing between women and men is only allowed for married couples. Alcohol is forbidden on CAF retreats. As with other CAF activities, the focus should remain on Christ and holy relationships as brothers and sisters in Christ.

## **Section 3: Starting a CAF Chapter**

### **I. New Chapter Process Check-Off List**

1. Pray for God’s guidance.

2. Seek one or two others who will work with you on this process and be committed to this ministry.
3. Review the CAF bylaws. The bylaws, found in Section 7 of this handbook, serve to establish the basic structure of a CAF chapter.
4. Identify a host parish, deanery or diocese.
  - Talk with the pastor, or deanery or diocese representative about what CAF is, based on the CAF Identity Statement and Vision.
  - In agreeing to host a chapter, the parish, deanery or diocese is agreeing to:
    - Provide weekly meeting space for the chapter
    - Provide use of the parish's, deanery's or diocese's certificate of insurance in the rare cases when one is requested, such as from a retreat center when setting up a retreat
  - The pastor or representative should be asked to serve as an advisor to the Director. As advisor, the pastor would offer spiritual advice regarding circumstances that might arise in the chapter. If the pastor is unwilling or unavailable, he may recommend another person to serve as advisor. More than one advisor is permitted.
5. Announce your first meeting in parish bulletins within the local deanery, and diocesan newspaper if desired, and by word of mouth.
  - At the meeting, explain what CAF is and ask potential members what evening works best.
  - Have members fill out a New Member and Liability Release form. (See "Section 8: Forms and Downloads")
6. Set up a regular meeting time/space with the parish, deanery or diocese office and have it entered on the facility's calendar to occur weekly.
7. Make contact with a current chapter Director if you have questions. Current chapters and contact info is at: [www.catholicadultfellowship.org](http://www.catholicadultfellowship.org).

## **Section 4: Leading a CAF Chapter**

### **I. In the Beginning**

When a CAF chapter is first started, the chapter duties will need to be completed by the Director, Assistant Director and Advisor(s). CAF is NOT a ministry that can be accomplished alone.

**1. Identifying and Recruiting Leaders** – One of the keys to a healthy chapter is identifying and recruiting leaders. Do not rush leadership; although it is not ideal, a chapter can survive with a Director and Advisor alone. Pray for leaders – at the right time, the Holy Spirit provides. Feel free to ask other CAF Directors for advice and guidance.

Here are the expectations for leaders in CAF:

1. Be a practicing Catholic.
2. Be able to carry out the specific duties of your ministry position.
3. Be available to attend Coordinators meetings.
4. Participate in as many CAF activities as possible, especially the weekly programs.
5. Pray in a special way for CAF and your ministry within it.
6. Be prepared to help with various administrative duties of CAF, and assist the director.
7. Relate well with people of all types, seek and seriously consider the input of others, and work with others toward a common goal.
8. Know that as a leader, you will be looked to by the group as an example of Christian living, and by the rest of the world as a representative of CAF; if you ever feel you cannot do this, please let the director know.
9. Discern a new director with the rest of the coordinators when the position is vacant.
10. Keep a binder with information related to your ministry, which can be passed on to the next person filling the position.

**2. Primary Leadership Roles** – There are three primary leadership roles for starting a chapter:

<b>Director</b>	<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Oversee the planning, delegation, execution and communication of all events/actions of the chapter</li> <li>• Facilitate the weekly programs</li> <li>• Act as final decision-maker, with input from other leaders within the chapter</li> <li>• Set agenda and time to meet regularly (such as monthly) with any chapter leadership (such as Asst. Dir. and coordinators)</li> <li>• Pray for CAF and role as Director</li> </ul>
<b>Assistant Director</b>	<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Assist the Director and serve as acting Director in absence of the Director</li> <li>• Pray for CAF and role as Assistant Director</li> </ul>
<b>Advisor</b>	<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Advise CAF leaders when needed</li> <li>• Assist CAF leadership with meeting space, programs, liability insurance, and other needs</li> <li>• Pray for CAF and role as Advisor</li> </ul>

**3. Leading a Weekly Program** – Programs are typically facilitated by the Director or Assistant Director; but the content can be lead by CAF members, advisors or outside guest speakers.

- **Program Format** — It is very helpful to have an established format for your weekly programs so they stay focused, and begin and conclude on time. A suggested format is one that lasts one and one-half hours total, which includes opening and closing with prayer and any CAF-related announcements. It is recommended to keep announcements brief and to use e-mail to give more details, otherwise the programs seem like meetings.

- **Role of the Facilitator** — The facilitator’s role is to make sure that the program runs smoothly and on time, following the established format. Some of the facilitator’s duties can include, chronologically: readying the meeting space; greeting people; starting the program on time; making any brief CAF-related announcements; inviting someone to open with prayer; introducing the program topic and leader; through gentle prompting and redirecting, ensuring that no one dominates the conversation or disrupts the program; inviting someone to close with prayer; concluding the program on time; closing down the meeting space.

- **Role of the Program Leader** — The program leader’s role is to speak informatively on the program topic, inviting questions and interaction within the group. While those gathered are invited to share their personal opinions, the leader’s program content should not contradict any Church teaching.

## **II. As the Chapter Grows**

When a larger chapter is developing, additional leadership and delegation of ministries will be needed. The Coordinator concept has been developed from past experience to help the Director and Assistant Director meet the ministry needs of a growing chapter. The coordinators minister under the direction of the Director.

**1. What is a Coordinator?** – A coordinator is a CAF member responsible for a particular ministry within the chapter. Suggested ministries are listed below.

**2. Selecting a Coordinator** – The coordinator is selected by the Director with the input of any other chapter leadership, such as the Assistant Director and other coordinators. All coordinators are asked to meet the expectations for CAF leadership found in Section 4. When asking someone to be a coordinator, they should receive a copy of the Leadership Expectations and agree to them before they consent to be a coordinator. They also should receive a binder in which they can keep materials related to their ministry, which will be passed on to the coordinator who comes after them.

**3. Coordinator Descriptions and Responsibilities** – All coordinators should report on their ministries to the rest of the chapter leadership at regular coordinators meetings called by the Director.

In addition, the following are descriptions of suggested coordinator ministries and the associated responsibilities:

<p><b>Programs Coordinator</b></p>	<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Poll chapter for ideas of weekly program topics</li> <li>• Find/schedule speakers for weekly programs</li> <li>• Work with parish in scheduling room for weekly programs</li> <li>• Find out audio/visual needs and make sure room is set up and taken down for weekly program</li> <li>• Sign up a volunteer for each program who will open and close the group with prayer</li> <li>• Communicate with the Director on a regular basis and with other chapter leadership at the coordinators meeting</li> <li>• Pray for CAF and your ministry</li> </ul> <p><b>Suggestions:</b></p> <ul style="list-style-type: none"> <li>• Set up the room to be as comfortable, inviting, and discussion-friendly as possible</li> <li>• Send around sign-up for Prayer Leader; e-mail the leader a day before the program as a reminder</li> <li>• Once every four months (or time-frame decided on by your chapter), have the weekly program be a Brainstorming Session where ideas are collected (but not critiqued!) for programs, fellowships, service and fundraising (if applicable) for the next four months; ideas are then voted on via e-mail</li> <li>• Traditionally, there is not a program the weeks of Thanksgiving and Christmas</li> </ul> <p><b>Program topic ideas:</b> Bible study, Catechism study, saints, different types of prayer, detailed look at encyclicals, church history, social justice, personal faith sharing</p> <p><b>Program format ideas:</b> a guest speaker with discussion included throughout; a CAF member or advisor leading a topic they are knowledgeable about; book study with chapters assigned to different CAF members</p>
<p><b>Fellowship Coordinator</b></p>	<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Poll chapter for ideas for fellowships</li> <li>• Coordinate, schedule and communicate regular (at least monthly) fellowship (fun, wholesome) events for the chapter</li> <li>• Communicate with the Director on a regular basis and with other chapter leadership at the coordinators meeting</li> </ul>

	<ul style="list-style-type: none"> <li>• Pray for CAF and your ministry</li> </ul> <p><b>Suggestions:</b></p> <ul style="list-style-type: none"> <li>• Coordinate gatherings for CAF members in town and without family nearby for holidays (e.g. Easter, Christmas)</li> <li>• Guys Night/Girls Night (wholesome activities)</li> <li>• Calendar Events, such as St. Valentine’s Day, St. Patrick’s Day, Fourth of July, etc.</li> </ul>
<p><b>Service Coordinator</b></p>	<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Poll chapter for ideas for service projects</li> <li>• Coordinate, schedule and communicate regular service events for the chapter</li> <li>• Communicate with the Director on a regular basis and with other chapter leadership at the coordinators meeting</li> <li>• Pray for CAF and your ministry</li> </ul> <p><b>Suggestions:</b></p> <ul style="list-style-type: none"> <li>• Consider acts of service to local parishes/religious congregations first</li> <li>• Coordinate service to CAF members when needed (e.g. moving, new baby)</li> <li>• Focus on Catholic ministries and organizations, not secular or national organizations which might be in conflict with Church teaching (such as March of Dimes or Race for the Cure)</li> </ul>
<p><b>Retreat Coordinator</b></p>	<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Coordinate retreats twice a year or when desired and possible</li> <li>• Reserve retreat location enough in advance to get desired dates (6 months ahead recommended)</li> <li>• Establish retreat topic, find speakers</li> <li>• Communicate with the Director on a regular basis and with other chapter leadership at the coordinators meeting</li> <li>• Pray for CAF and your ministry</li> </ul> <p><b>Suggestions:</b></p> <ul style="list-style-type: none"> <li>• Have participants bring snack foods to share</li> <li>• Find a retreat center that serves meals</li> <li>• Have a priest available for confession and Mass</li> <li>• Allow time for fellowship/relaxation</li> </ul>

<p><b>Communications/Outreach Coordinator</b></p>	<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Send weekly e-mail of upcoming activities to chapter members</li> <li>• Promote CAF via parish bulletins and diocesan newspaper</li> <li>• Ask new members to fill out a Membership and Liability Form, and keep them on file</li> <li>• Communicate with the Director on a regular basis and with other chapter leadership at the coordinators meeting</li> <li>• Pray for CAF and your ministry</li> </ul> <p><b>Suggestions:</b></p> <ul style="list-style-type: none"> <li>• Welcome new members, help them feel included</li> <li>• Update CAF Contact List monthly and e-mail to members</li> <li>• Consider outlets, such as parish ministry fairs, to let others know about CAF</li> </ul>
<p><b>Fundraising Coordinator</b></p>	<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Organize fundraisers for money to be used toward chapter material needs and helping fund retreat costs</li> <li>• Communicate with the Director on a regular basis and with other chapter leadership at the coordinators meeting</li> <li>• Pray for CAF and your ministry</li> </ul> <p><b>Suggestions:</b></p> <ul style="list-style-type: none"> <li>• Contact business owners in local parishes for fundraising opportunities</li> <li>• Maintain a CAF checking account</li> <li>• Pay bills (e.g. Retreat facility, mileage for out-of-town program speakers, etc.)</li> <li>• Order CAF T-shirts and sweatshirts, if applicable</li> <li>• Pay for a portion of each member’s retreat costs</li> </ul>

**4. Coordinators Meetings** – If your chapter grows to the point that you have coordinators, regular Coordinators Meetings should be held at a convenient time, such as an hour before a Weekly Program. If your chapter does not have coordinators, the Director and Assistant Director should meet as needed.

These meetings are designed to keep communication open within the leadership and maintain the collective leadership philosophy of CAF. It is suggested that minutes of the meeting and actions taken are written down and sent to CAF leadership afterward. It is important to note that all confidential information is to remain so. When there is a matter that, over time, does not have consensus within the leadership, the Director will

prayerfully guide the chapter in the direction that is believed appropriate. In this situation, the Advisors will be very helpful, but the Director is ultimately responsible in all the matters of the chapter.

**5. Planning Activities** – Group brainstorming is a way for the entire chapter to be involved in suggesting ideas for future programs, fellowships, acts of service and fundraisers. One suggestion is to hold a brainstorming program during a regular weekly program, three times a year, to generate ideas for the next four months. In the brainstorming session, all ideas are welcome. At this stage, the idea is to be creative, not critical. These suggestions are written down during the program, and then e-mailed to the membership where they have a chance to vote for the ideas they like best. The Director and chapter leadership will take this information and work out a final schedule.

## **Section 5: Building a Healthy Chapter**

### **I. Christian Relationships**

Members of the chapter are personally responsible for making sure that CAF is always a safe place where women and men treat each other as brothers and sisters in Christ. CAF is not a dating service.

### **II. Communication**

**1. Within a Chapter** – A listserv, such as through Yahoo Groups, can be set up to communicate CAF information with all members. The listserv should only be used for disseminating CAF information, such as weekly activity updates, coordinating upcoming events, and informing members of pertinent happenings within the Church. It is not to be used for sharing jokes or other forms of “spam.”

**2. Weekly E-Mail** – A weekly e-mail could include a welcome to new members, birthdays, a summary of the most recent meeting, a list of the next several upcoming meetings and fellowships, retreat information, prayer requests, retreat and service opportunities.

**3. Membership Contact List** – The membership form includes a checkbox indicating whether the person’s information may be included in a member contact list. For privacy purposes, this list is only to be given to CAF members and “friends of CAF” (such as the Advisor). The list could include name, address, telephone number(s), e-mail, and birth date.

**4. With the Local Community** – Catholic media (such as parish newsletters and bulletin boards, diocesan newspapers, Catholic radio and e-mail listserves) and word of mouth are the recommended methods of spreading the word about CAF. Because CAF is a group for Catholic adults, and is not designed to accommodate the general public and non-Catholics, the secular media is not recommended.

### **III. Fundraising for a Chapter**

CAF chapters are extremely inexpensive to maintain because everyone is pitching in and the programs are generally very informal. Fund raising events, which are optional, can help pay for retreats, supplies, mileage reimbursement for speakers, service projects, and an added benefit is that they can also be acts of service and provide a fellowship opportunity for members. One suggestion is to contact business owners in your parish or diocese for fundraising opportunities. Asking CAF members to pay a membership fee is NEVER recommended as a way to raise funds.

### **IV. Checking/Bank Account**

If the chapter is going to raise and spend funds, then a checking account will be needed. Check with your host parish for advice and the possibility of having an account with the parish.

## **Section 6: Insurance and Liability**

### **I. Insurance**

When a host parish, deanery or diocese agrees to host a Catholic Adult Fellowship chapter, it is understood that the chapter will be covered under the sponsor's insurance, through the pastor's consent. This protects others from any accidental harm that may come to property or persons caused by CAF members during CAF events such as meetings, programs, fellowships, retreats, etc.

### **II. Liability Form**

The purpose of the Liability Release Form is to protect CAF, its members and the host parish, deanery or diocese from litigation. Liability Forms are to be signed by each new member when they join, and for each special event as needed, such as retreats, hiking, etc. See Forms section for a sample Liability Form. These are samples ONLY. Ask your Diocesan or parish lawyer to draft an appropriate Liability Release Form for your chapter.

## **Section 7: Bylaws of Catholic Adult Fellowship**

Following are the bylaws of the Indianapolis and Terre Haute chapters of CAF. They may be used as a guideline for developing your own bylaws.

## **ARTICLE 1. – Name and Location**

**Section 1. Name.** The name of the organization is Catholic Adult Fellowship; hereinafter referred to as “CAF.”

**Section 2. Principal Office and Resident Agent.** The Principal Office and Resident Agent of each individual CAF chapter is the Director of that chapter.

## **ARTICLE 2. – Identity and Vision**

**Section 1. Identity Statement.** Catholic Adult Fellowship (CAF) is a group of Catholics who desire to grow in love, knowledge and service of Christ and His Church, with other adults. Members are married and single adults, lay and religious. CAF is a grass-roots program made up of multiple chapters; led by lay Catholics; advised by religious; hosted by a local parish, deanery or diocese; and guided by the teachings of the Catholic Church.

**Section 2. Vision Statement.** Catholic Adult Fellowship’s vision is to become more Christ-like and more effective in the service of Christ’s Church. We hope to achieve authentic Catholic adult faith renewal as our goal, which is brought about by living the Four Foundational Disciplines (Study, Prayer, Fellowship and Service).

## **ARTICLE 3. – Chapter Guidelines**

**Section 1. Self-Governance.** Individual CAF chapters are to be self-governing within that chapter, with the Director and Assistant Director providing leadership for the group.

**Section 2. Hosting Parish, Deanery or Diocese.** CAF should rely on the hospitality of a parish, deanery or diocese for meeting space and to provide an advisor. It is important that CAF be connected with the Catholic Church through its established entities of parishes, deaneries or dioceses to ensure the chapter’s orthodoxy.

## **ARTICLE 4. – CAF Legal Status**

CAF is not a legally recognized organization, but rather, individuals who meet at a local Roman Catholic parish, deanery or diocese under a common vision.

## **ARTICLE 5. – CAF Liability**

In order to protect CAF, its leadership and host parish from lawsuits, all members of CAF must sign a Liability Release Form when they join CAF; and also sign a Liability Release Form for high-risk events and activities, as deemed appropriate. This is not to be considered legal advice. For legal advice, consult a lawyer.

## **ARTICLE 6. – Amending the Bylaws**

The bylaws of CAF may be amended by a consensus of the current CAF leadership.

## **Section 8: Forms and Downloads**

The following Forms and Samples can be downloaded at:  
[www.catholicadultfellowship.org](http://www.catholicadultfellowship.org)

1. New Member Form
2. Sample Liability Release Form