

CATHOLIC DIOCESE OF NNEWI



THE FAMILY OF GOD: STRUCTURES OF COMMUNION

HANDBOOK FOR ADMINISTRATION

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Nnewi 2006

Foreword

The Catholic Diocese of Nnewi was erected on 10th February 2002. Since then, we have been organizing the diocese so that it will have functional and functioning structures that will enhance pastoral action and pastoral efficiency and effectiveness. We have decided to compile the various documents into a Handbook so that anybody will have at his or her disposal the instruments for administration in as many areas of the ecclesial and ecclesiastical life in the Diocese of Nnewi.

Thus is born **THE FAMILY OF GOD: STRUCTURES OF COMMUNION**. The Handbook is primarily meant to provide the means of fostering communion among the members of the Family of God on Mission. Communion is the way of the Church. It is the way of love, of solidarity, of mutual support and assistance. Whatever is done in the Church is meant to provide for this ecclesial communion. It is important for every member of the Family of God of Nnewi Diocese to have the correct orientation towards the dispositions in this handbook.

It is our fervent desire that this handbook will help all the members of Christ's faithful in the Catholic Diocese of Nnewi to be of one heart and one mind (*cor unum et anima una*). May it help us to realise to

perfection, the ideals of the early Christian community. "These remained faithful to the teaching of the apostles, to the brotherhood, to the breaking of bread and to their prayers" (Acts 2:42).

I therefore, hand over this handbook, **FAMILY OF GOD: STRUCTURES OF COMMUNION** to all members of Christ's faithful of the Catholic Diocese of Nnewi. Each person is to study it and use it to profit. It will guide administration and organisation of the dioceses, parishes, statutory bodies and other institutions in our diocese to the glory of God and the unity and harmony of the Church.

Given at the Bishop's House, Nnewi on 29th day of June 2006, the Solemnity of the Blessed Apostles Peter and Paul



Most Rev. Hilary Paul Odili Okeke
Bishop of Nnewi

The Diocese

Chapter 1

The diocese is a particular Church. Particular Churches, in which and from which the one and only catholic Church exists, are principally dioceses (see can. 368). A diocese is a portion of the people of God, which is entrusted to a Bishop to be nurtured by him, with the cooperation of the **presbyterium**, in such a way that, remaining close to its pastor and gathered by him through the Gospel and the Eucharist in the Holy Spirit, it constitutes a particular Church. In this particular Church, the one, holy, catholic and apostolic Church truly exists and functions (see can. 369). The diocese is entrusted to the pastoral care of the diocesan Bishop. Following the theology of the African Synod, our diocese is fittingly called **The Family of God on Mission!**

A diocese is generally territorially constituted. The diocese of Nnewi, established on 9th November, 2001 and erected on 10th February 2002 is made up of the territory of Nnewi North Local Government, Nnewi South Local Government, Ekwusigo Local Government and Ihiala Local Government Areas, minus Uli and Amorka, in Anambra State of Nigeria. The territory of the diocese can be divided into groups for easier governance. In Nnewi Diocese, we have the Regions, Deaneries and Parishes.

A parish is a certain community of Christ's faithful

stably established within a particular Church, whose pastoral care, under the authority of the diocesan Bishop, is entrusted to a parish priest as its proper pastor (can. 515, §1). As a general rule, a parish is to be territorial, that is, it is to embrace all Christ's faithful of a given territory. Where it is useful, however, personal parishes can be established, determined by reason of rite, language or nationality (ethnic origin) of Christ's faithful of a certain territory, or on some other basis (see can. 518). For the Bishop, who has the authority to establish parishes, the principal criterion for establishment, division or suppression of parishes is the salvation of souls.

A Deanery of Vicariate forane is a grouping of parishes for better coordination of pastoral activities. The Deanery is entrusted to a Dean or Vicar forane. In the Diocese of Nnewi, we have ten deaneries: Uruagu-Nnewi Deanery, Otolo-Nnewi Deanery, Ozubulu Deanery, Oraifite Deanery, Amichi Deanery, Osumenyi Deanery, Ukpor Deanery, Ihiala Deanery, Okija Deanery and Orsumoghu Deanery. These Deaneries are grouped into four Regions: Nnewi Region (Uruagu and Otolo Deaneries), Ozubulu Region (Ozubulu, Oraifite and Ukpor Deaneries), Amichi Region (Amichi and Osumenyi Deaneries) and Ihiala Region (Ihiala, Okija and Orsumoghu Deaneries).

A Region is entrusted to the care of an Episcopal Vicar.

The Diocesan Bishop

Chapter 2

In the Family of God which is the Catholic Diocese of Nnewi, the diocesan Bishop is the Chief Pastor, the father and head of the Family of God. He is the Vicar of Christ in the Diocese. As such, he has all the ordinary, proper and immediate power required by the exercise of his pastoral office, except in those matters which the law or a decree of the Supreme Pontiff reserves to the supreme or to some other ecclesiastical authority (see can. 381, §1). His power is *ordinary* because, it is granted by law itself; *proper* because, it is attached to the office and not given by delegation; *immediate* insofar as he can freely exercise this pastoral power over persons and matters personally and directly for the benefit of the people of God entrusted to his pastoral care.

In the exercise of the power of his office, the diocesan Bishop governs the particular Church, that is, the diocese with legislative, executive and judicial power, in accordance with the law. This means that the diocesan Bishop has the authority to make laws, make dispositions of persons and matters and settle disputes according to the norms of law (see can. 391, §1).

The diocesan Bishop alone can make laws (see can. 391, §2). Even in the diocesan Synod, it is only the diocesan Bishop who is the sole legislator (see Can. 466). The diocesan Bishop exercises the executive power either personally or through the Vicar General or Episcopal Vicars, in accordance with the law. He exercises judicial power either personally or through the judicial Vicar and judges, in accordance with the law (see can. 391, §2). According to canon 1419, 1, the judge of the first instance for all cases, except those which are expressly excluded by the law is the diocesan Bishop. But generally, the diocesan Bishop exercises the judicial function through the Tribunal headed by the Judicial Vicar. This tribunal handles all matters especially matters concerning the nullity of marriages.

The Diocesan Synod

Chapter 3

Among the organs established by the law to help the diocesan Bishop in governing the diocese is the diocesan synod, which is “an assembly of selected priests and other members of Christ's faithful of a particular Church, which, for the good of the whole diocesan community, assists the diocesan Bishop, in accordance with the law” (can. 460).

The synod is held in a diocese when the diocesan Bishop, after consulting the council of priests, judges that the circumstances suggest it (can. 461, §1). Outside the Bishop, the other members of the synod has consultative vote (can. 466). However, the synod offers the whole of Christ's faithful the opportunity to freely and fully study and discuss matters that touch the life and apostolate of the diocese.

The Diocesan Curia

Chapter 4

The diocesan curia is composed of those institutes and persons who assist the Bishop in governing the entire diocese, especially in directing pastoral action, in providing for the administration of the diocese and in exercising judicial power (can. 469). It belongs to the diocesan Bishop to freely appoint those who will fill the offices in the curia (**can. 470**).

Moderator of the Curia and Episcopal Council

The diocesan Bishop has the responsibility of coordinating all the activities of all the institutes and officials of the diocesan curia. He may appoint a Moderator of the curia, who can be a Vicar General. He may also constitute an Episcopal council, comprising the Vicars General and the Episcopal Vicars (see can. 473). The Episcopal Council is hereby established in accordance with the law.

Vicar General

The diocesan Bishop is to appoint a Vicar General to assist him in the governance of the whole diocese. The Vicar General has ordinary power, in accordance with the law. His power is ordinary because it is attached to the office by law but it is not proper as it is exercised in the name of the diocesan Bishop. That is why it is a *vicarious* power.

Episcopal Vicars

The diocesan Bishop can appoint one or more Episcopal Vicars with the same ordinary power as the Vicar general but limited to a determined part of the diocese or to a specific type of activity, or to the faithful of a particular rite or to a certain group of persons. Thus we have Episcopal Vicars for the Regions, Episcopal Vicar for the Clergy and Episcopal Vicar for the Consecrated men and women. The appointment of Episcopal Vicars is for a determined period of time to be specified in the act of appointment (see can. 477, §1).

The **Vicar General** and the **Episcopal Vicars** have the same executive power throughout the diocese or over the particular part portion of the diocese or people entrusted to him in the case of the Episcopal Vicar. This means that, the Vicar General or Episcopal Vicar can perform all administrative acts, such as granting dispensations, with the exception of those matters which the diocesan Bishop reserves to himself or which requires special mandate by law (can. 479). The power of the Vicar General and Episcopal Vicars ceases when the period of their mandate expires, or by resignation or removal by the diocesan Bishop or when the Episcopal see is vacant. Similarly, if the office of the diocesan Bishop who appointed them is suspended, the power of the Vicar General and Episcopal Vicars is also suspended, unless they themselves are Bishops (can. 481).

Chancellor, Vice Chancellor, Notaries

Another important office in the Diocesan Curia is that of the Chancellor. The principal office of the

Chancellor, unless the particular law states otherwise, is to ensure that the acts of the curia are drawn up and dispatched, and that they are kept safe in the archive of the curia (see can. 482, §1). The Chancellor in the Diocese of Nnewi is also the Diocesan Secretary. A Vice Chancellor can be appointed and has been appointed for the Diocese of Nnewi. Both the Chancellor and Vice Chancellor are notaries, that is, their writing or signature authenticates public documents (see can. 483, §1).

Finance Committee

The diocesan Bishop is to establish a Finance Committee to be presided over by the diocesan Bishop or his delegate. The members who must be at least three members of Christ's faithful, expert in financial matters and civil law are appointed by the Bishop for a term of five years and for further terms of five years (can. 492). The committee advised the diocesan Bishop on the administration of the ecclesiastical goods of the diocese. It is also the responsibility of the finance committee to prepare each year a budget of income and expenditure over the coming year for the governance of the whole diocese, in accordance with the direction of the diocesan Bishop. It is also the responsibility of the finance committee to prepare an account of income and expenditure at the end of the year (can 493).

Financial Administrator

After consulting the college of consultors and the finance committee, the Bishop is to appoint a financial administrator for five years and can be appointed for further terms of five years. It is the responsibility of the financial administrator, under the authority of the

Bishop, to administer the goods of the diocese in accordance with the plan of the finance committee, and to make payments from diocesan funds which the Bishop or his delegates have lawfully authorized. At the end of the year the financial administrator gives the finance committee an account of income and expenditure (can. 494).

Schedule of Duties, Diocesan Secretariat, Nnewi

Chapter 5

The diocesan curia is composed of those institutes and persons who assist the Bishop in governing the entire diocese, especially in directing pastoral action, in providing for the administration of the diocese, and in exercising judicial power (can. 469).

Such offices and persons are the Vicar General, Episcopal Vicars, Judicial Vicar, the Chancellor, Vice-Chancellor, Other Notaries, Finance Committee and Financial Administrator. Other officers responsible for the various areas of pastoral life and action such as the Tribunal, Communications, Justice, Development and Peace, Schools, Hospital and Family etc form part of the curia. In our diocese, the Vicar General is the Moderator of the Curia (can. 473, §3).

The Secretariat is the complex that provides the means for the efficient operation and functioning of the curia. The Chancellor as the Chief Secretary oversees and coordinates the activities of the Diocesan Secretariat under the authority of the Moderator of the Curia and ultimately of the Diocesan Bishop.

A. VICAR GENERAL:

In virtue of his office, the Vicar General has the same executive power throughout the whole diocese as that which belongs by law to the diocesan Bishop: that is, he can perform all administrative acts, with the exception however of those acts which the Bishop has reserved to himself, or which by law require a special mandate of the Bishop (can. 479, §1).

1. He represents the Bishop in and outside the Diocese.
2. When delegated by the Bishop he carries out P a s t o r a l V i s i t a t i o n a n d Confirmation in Parishes.
3. Assists in the General Co-ordination of all Major Meetings of the Diocese.
4. General Interviews and Investigation of Cases in consultation with the Bishop and the Diocesan Secretary.
5. Co-ordination of Pastoral Life in the Ecclesiastical Regions. He does this in collaboration with the Bishop and the Diocesan Secretary. Decisions taken are to be communicated to the Bishop to avoid contradictions and confusion.
6. He handles the temporary posting of priests.

B. CHANCELLOR/DIOCESAN SECRETARY:

In each diocesan curia a chancellor is to be appointed, whose principal office, unless particular law states otherwise, is to

ensure that the acts of the curia are drawn up and dispatched, and that they are kept in the archive of the curia (can. 482, §1). He is automatically the notary and secretary of the curia (can. 482, §3).

The Chancellor is a clearing house for other Departments, Parishes and so on. The Chancellor/Diocesan Secretary performs the following duties:-

1. He is the Chief Public Relation's Officer of the Diocese
2. Co-ordinates all Offices and functions of the Diocesan Secretariat
3. Attends to all Assignments/Duties the Bishop details to him.
4. General Interviews/ Investigation of Cases in consultation with the Bishop and Vicar General.
5. Secretary of the Diocesan College of Consultors and the Episcopal Council, and Co-ordinator of most other Meetings of the Diocese such as Pastoral Council, Presbyteral Council, and Meetings of the Presbyterium.
6. Co-ordinates all Special Events and Celebrations in the Diocese.
7. Co-ordinates all Directorates and Chaplaincies.
8. As Chancellor, he is responsible for the Documentation and Safe-Custody of all Official Records of activities and transactions of the Diocese, including properties and official documents.
9. He keeps the Journal of the Diocesan Secretariat

10. Custody of the Diocesan Archive.
11. Responsible for Land Matters in collaboration with the Legal Adviser and the Committee on Land and Building.
12. The Chancellor handles immigration matters

C. VICE-CHANCELLOR

If it is considered necessary, the chancellor may be given an assistant, who is to be called the vice-chancellor. He is automatically a notary and secretary of the curia (can. 482, §§2 and 3).

1. He assists the chancellor in every aspect of his office.
2. In the absence of the chancellor, he acts with full authority
3. He coordinates the Outreach Programme for all the members of the diocese living outside the diocese.

D. DIOCESAN FINANCIAL ADMINISTRATOR: Under the authority of the diocesan Bishop, to administer the goods of the diocese in accordance with the plan of the finance committee and to make payments from diocesan funds which the Bishop or his delegates have lawfully authorized (can. 494, §3).

1. Assists the Bishop in planning, organizing, banking, investing and supervising of the Finances of the Diocese.
2. He helps to prepare the Diocesan annual budget, and ensures that financial policies of the Diocese are strictly followed.

3. He is responsible for monitoring the general flow and movement of the Church Funds in the Diocese.
4. He co-ordinates all funds for Collective Masses and also handles transferred Masses;
5. With the consent of the Bishop, invests Diocesan funds and monitors diocesan investments.
6. With the Bishop and Diocesan Accountant he studies all the Monthly Returns of Priests.
7. Under the Diocesan Finance Committee, he sees to it that all incomes due to the diocese are received in due time.
8. He renders accounts of income and expenditure to the Finance Committee at the regular meetings of the committee and also to the meeting of the Presbyterium and Pastoral Council as directed by the Bishop.
9. He is responsible for the maintenance and use of vehicles belonging to the Secretariat;
10. He is also responsible for arranging for feeding and entertainment at meetings and celebrations of the Diocese.

E. BISHOP'S SECRETARY/DIRECTOR OF LITURGY

1. He is the Bishop's Master of Ceremonies.
2. He coordinates all Liturgical Events and Ceremonies. He coordinates with the Administrator of the Cathedral when the Cathedral is to be used for such events.
3. He is responsible for the Bishop's Mails (incoming and out-going), his Public Addresses, Statements and Speeches.

4. He is responsible for Senior Seminarians' Apostolic Work, and the General Welfare of Seminarians on Apostolic Work at the Diocesan Secretariat.
5. He accompanies the Bishop in all Pastoral Visits, and in most cases goes ahead to prepare those to be Confirmed.
6. He handles transferred Masses and other Mass stipends.

F. FINANCE OFFICER (ACCOUNTANT)

1. Control of the Accounts office under the authority of the Financial Administrator.
2. Checks income and expenditure
3. Keeps accurate record of all income and expenditure.
4. Keeps accurate record of payments from the parishes and reports regular through the Financial Administrator to the Bishop about such payments and default in payment.
5. In the absence of the Financial Administrators, makes payment authorized by the Bishop or his delegates.

I urge every officer to be conscientious and diligent in the discharge of the duties assigned to him/her above, without, however, being closed to the needs of the diocese and the need for inter-departmental cooperation and harmony. Above all, every officer is required to discuss initiatives with the diocesan Bishop and to report actions taken to him. All officers

have to respect the limits of their authority and competences. Besides, each is to respect the authority and competences of other officers and inform him/her if he/she has to intervene in a matter that belongs to another's jurisdiction.

In all matters, charity, mutual respect and good human relationship should guide the attitude and conduct of all officers.

I encourage all of you to serve in whatever capacity in which you find yourself as fellow-worker in the Lord and for the Lord! God bless you!

Given at the Bishop's House, Nnewi, this sixth day of February 2006.

+ Hilary Paul Odili Paul Okeke
Bishop of Nnewi.

Other Diocesan Institutions

Chapter 6

For the proper administration of the diocese, the Bishop has to establish other bodies that help him. Some of the bodies are mandated or proposed by the universal while others are established by the diocesan Bishop according to the needs of the diocese. Those are Council of Priests (Presbyteral Council or Bishop's Senate) and the College of Consultors.

The Council of Priests is a group of priests who represent the presbyterium. The council assists the Bishop, in accordance with the law, in the governance of the diocese, so that the pastoral welfare of that portion of the people of God entrusted to the Bishop may be most effectively promoted (can. 495). The council of priests has only a consultative vote. The diocesan Bishop is to consult it in matters of more serious moment, but he requires its consent in the cases expressly defined in the law (can. 500).

The College of Consultors is constituted from members of the Council of Priests. The members are not to be fewer than six and not more than twelve priests. They are appointed for five years but they continue in office until the new college is constituted. There are certain matters which the law requires either the consultation or consent of the College of Consultors (can. 502).

The Bishop can establish a pastoral council, in so far as pastoral circumstances of the diocese suggest. Its function, under the authority of the Bishop, is to study and weigh those matters which concern the pastoral works in the diocese, and to propose practical conclusions concerning them (can. 511).

In our diocese, besides the above bodies, we have the following:

1. Priests' Welfare Committee
2. Priests' Ongoing Formation Committee
3. Priests' Continuing Education Committee
4. Justice Development, Peace and Caritas Committee
5. Education Committee
6. Lands and Building Committee
7. Pontifical Missions Societies (PMS)
8. Directorate of Social Communications
9. Medical Advisory Board
10. Diocesan Liturgy Commission
11. Diocesan Liturgical Music Commission
12. Marriage and Family Life Committee
13. Vocations Committee
14. Committee on Ecumenism
15. Committee on Inter-religious Dialogue
16. Committee on Cultural Matters
17. Peace and Reconciliation Council
18. Diocesan Development Committee

Each of these bodies has its terms of reference and membership.

Duties of Regional Episcopal Vicars And Deans

Chapter 7

Apart from the faculties lawfully given by the diocesan Bishop, the Episcopal Vicar of a Region (for the Region) or Dean (for the Deanery) has the right and duty:

- i. to promote and coordinate common pastoral action in the Region or Deanery;
- ii. to see that clerics of his Region or Deanery lead a life befitting their state, and discharge their obligations carefully;
- iii. to ensure that religious functions are celebrated according to the provisions of the sacred liturgy; that the elegance and neatness of the churches and sacred furnishings are properly maintained, particularly in regard to the celebration of the Eucharist and the custody of the Blessed Sacrament; that the parish registers are correctly entered and duly safeguarded; that ecclesiastical goods are carefully administered; and finally, that the parochial house is looked after with care.
- iv. in the Region or Deanery entrusted to him, the Episcopal Vicar or Dean is to encourage the clergy, in accordance with diocesan

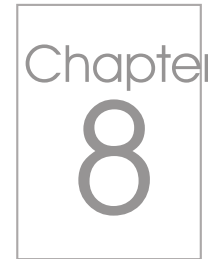
regulations, to attend at the prescribed time lectures, theological conferences, seminars, workshops, and other study sessions.

- v. he is to see that spiritual assistance is available to the priests of the Region or Deanery;
- vi. he is to be especially solicitous towards priests in difficult circumstances or with particular problems.
- vii. he is to provide spiritual and material helps to priests who are seriously sick and should they die, he is to ensure that parish books, documents, sacred furnishings and other items belonging to the Church are not lost or removed.
- viii. in order to exercise proper vigilance on behalf of the diocesan Bishop, the Dean is obliged to visit the parishes, to ensure proper administration in the parishes and that liturgical and other abuses and negligence are promptly remedied, more by private word of correction and encouragement. The Dean is to carry out the visits informally and without undue burden on the parishes.
- ix. he is to animate ecclesial life among all the members of the Family of God in the Region or Deanery, seeing to it that the parish councils, laity councils, statutory organizations, pious

associations and other groups of the faithful operate in accordance with the universal law and also diocesan laws.

- x. Deans are to make quarterly reports to the Episcopal Vicars of the Region who in turns makes quarterly report to the diocesan Bishop through the Vicar General. (see can. 555)

Directives For Pastoral Visitation



1. Introduction

Can. 396 §1 obliges a diocesan Bishop to visit his diocese in whole or part each year, so that at least every five years he will have visited the whole diocese. The visit is to be made personally or, if lawfully impeded by a

Vicar General or an Episcopal Vicar or some other priest. Pastoral visitation is clearly a way of keeping the diocesan Bishop in close contact with every part of the diocese entrusted to his pastoral care and every aspect of the life of the people of God entrusted to him. It is important that this obligation be effectively carried out for the good of souls and for the better administration of the diocese. The law therefore requires the diocesan Bishop to be diligent in carrying out the visitation and also to avoid being a burden to anyone on the ground of undue expense (can. 398).

In order to make pastoral visitation more effective and fruitful, I am giving the following directives to parish priests and indeed to all priests and other pastoral workers and leaders in the diocese. Faithful observance of the directives will ensure that the pastoral visitation yields the desired fruit: better pastoral care of the faithful, removal of any abuses in ecclesiastical discipline, especially concerning the

ministry of the word, the celebration of sacraments and sacramentals, the worship of God and the cult of saints, the life of the clergy, religious men and women and lay faithful and more efficient administration of the goods of the Church and general administration.

2. Remote Preparation

- 2.1 Inform the people in good time about the pastoral visitation and explain to the people the meaning and expectations of the visit;
Note: The administration of the Sacrament of Confirmation is not the principal thing during the pastoral visitation.
- 2.2 Invite all the indigenes of the parish living outside to come home for the pastoral visitation so that they will have the opportunity of interacting directly with the Bishop.
- 2.3 Agree on the programme in good time with the Bishop;
- 2.4 Prepare a detailed report on the parish in writing to be submitted to the Bishop at least a month before the pastoral visitation describing among other things, the geographical, demographical, social, economic and religious situation of the parish; the report will also cover the state of the Catholic Community of the parish dealing with every aspect of pastoral life and administration of the parish pastoral council, laity council, the statutory bodies, small Christian communities or Zones, liturgy, finance, the clergy, members of institutes of consecrated life in the parish, education, ecumenism; problems, projects and plans.

3. Proximate Preparation

- 3.1 If there will be confirmation, ensure personally that the candidates are well instructed and prepared;
- 3.2 Prepare the welcome address to be written in **IGBO** and a copy is to be sent to me at least a week before the day of the visitation.
- 3.3 Ensure that all facilities and records are taken care of. The following records and registers must be ready for inspection:
 - # Baptismal Register
 - # Confirmation Register
 - # First Holy Communion Register
 - # Catechumenate Register
 - # Register for “Converts” (Reception into full communion for Baptised non-Catholics)
 - # Marriage Register
 - # Sick Call Register
 - # Death Register
 - # Mass Stipend Register
 - # Transferred Masses Register
 - # Collective Mass register and Evidence of Payments to the Accounts Office
 - # Account Book of the Rectory
 - # Account of the Parish Council for the previous half year (Jan-Jun or July to Dec), whichever one was due;
 - # Minutes Book of the Parish Council
 - # Minutes Book of the Parish Finance Committee

- # Journal in which the records of major activities and events in the parish, local community and diocese are entered;
- # Visitors' Book
- # Inventory in which all items belonging to the parish are entered

4. Immediate Activities

- 4.1 Arrival of the Bishop will be on Saturday morning at 9.00 a.m., unless for some reasons another time is agreed upon.
- 4.2 Welcome the Bishop at the Parish Premises and not at a location far from the Compound;
- 4.3 All Parish Books and Records listed above to be kept in the room prepared for the Bishop;
- 4.4 The programme of Meetings with the community and the parish council, visits to the sick, to outstations, institutions and landed properties of the parish to proceed according to the programme agreed upon with the Bishop;
- 4.5 Confirmation may be administered on Saturday at 10.00 a.m.
- 4.6 Pontifical Mass will be celebrated on Sunday in the Parish Church; an early Mass in an outstation far from the parish centre may be arranged for the Bishop.
- 4.7 Reception of the Bishop is to follow immediately after Mass; it is therefore important that all arrangements for the reception would have been concluded and the place got ready before the Mass.
- 4.8 The programme for Reception should be prepared well ahead of time and efforts should

be made to make it brief; a short welcome song and a dance are sufficient;

- 4.9 While the pastoral visit is a very convenient opportunity to support the Bishop in his Episcopal ministry and the diocesan projects, care must be taken that people are not unduly taxed and overburdened.

4. Conclusion

I commend our entire ministry to the care of the Good Shepherd, our Lord Jesus Christ, the Shepherd of our souls. I invoke the heavenly intercession of our Mother Mary, the Queen of the Apostles who was always with the Apostles. I also call on the heavenly assistance of Blessed Apostles Peter and Paul, great Shepherds, so that together we, that is, you and I can provide a shepherd's care to the flock of God entrusted to us for the glory of God and the salvation of souls.

I assure you of my love and solidarity as I carry out this obligation imposed on me. May God's love abide with us in Christ Jesus our Lord! Amen.

Responsibility And Transparency In Financial Matters

Chapter 9

Greetings in the name of our Lord Jesus Christ!

Following some incidents in the past, especially during the time of transfers and movement, I issued instructions that were aimed at streamlining financial procedures to enhance the sense of responsibility and transparency in financial matters. I am reissuing those instructions and updating them to help us respond to the issues of the moment:

1. Every account belonging to the Church, parish councils, local church councils, laity councils, statutory bodies at all levels, other public associations and recognised pious associations and societies in the Church must be opened with the mandate and under the authority of the diocesan Bishop. Where Bank accounts have already been opened without such authority, the body concerned is to come to the Secretariat and collect the necessary papers. **Each account must have at least two signatories.** Even the rectory account is to have two signatories. If there are two or more priests in a rectory, the parish priest and any of the other priests will be the signatories. If there is only one priest in the rectory, the

second signatory will be the Diocesan Financial Administrator. The minor inconveniences are for checks and balances. The Diocesan Accounts will have the Financial Administrator, the Bishop and/or Vicar General as signatories.

2. No signatory is to sign a blank cheque. The cheque must be completely filled and the purpose of payment clearly indicated before the signatories sign the cheque. Record of the purpose of each cheque issued must be kept.
3. The record of the proceeds of Harvest Thanksgiving and Bazaar Sales has to be submitted to the Diocesan Secretariat with the following details:
 - i. Amount collected for preparations (dues, launchings, support levies etc)
 - ii. Amount spent for preparations for the Harvest Thanksgiving and Bazaar Sales;
 - iii. Amount collected as offering (from envelopes and cash)
 - iv. Amount collected from cow pledges and other forms of donations
 - v. Amount realized from breaking of kola
 - vi. Amount realized from sales of food, drinks, fun fare etc
 - vii. Amount realized from Bazaar Sales of items
 - viii. Total Cash realized
 - ix. Amount still to be recovered.

The record signed by the Chairman and Secretary, Harvest Committee and endorsed by the Parish Priest and the Vice Chairman/Financial Secretary, Parish Council has to be submitted to the Diocesan Secretariat as soon as possible. The submission is to be accompanied with the 25% of the net proceeds (cash including the money realized for preparation minus expenditure). Be honest about this matter. The money is not your own. It belongs to God and the Church. You are only its administrator. You need to be a diligent and faithful administrator! Remember Annanias and Sapphira!

4. All persons handling church money should ensure the safety and security of such money. As far as possible, money should be deposited in Chukwunye Community Bank, Nigeria Ltd, Nnewi.
5. Outgoing parish priests are to ensure that all debts are cleared before leaving the parish. Any outstanding debts are to be clearly written out indicating the persons or companies owed and the purpose of contracting the debt.
5. Send-off of priests should be done with strict sense of responsibility. Some parishes empty their purse to send off the parish priest. In this matter, there is no need to give any regulation. But I advise both the priests and the parish council to exercise moderation and not act as if there is no future for the parish. Individuals are free to express their gratitude to the best of

their ability. We cannot legislate on freewill gifts. But the parish council must act with responsibility. There are many projects in the parish and in the diocese that demand money.

6. The Parish Council in those parishes run by members of religious congregations, viz., St. Martin of Tours Parish, Ihiala, St. Michael's Parish, Ezinifite, St. George's Parish, Oraifite, St. Patrick's Parish, Ichi, St. Joseph's Parish, Nnewi and Our Lady of Fatima Parish, Nnewi will pay 20% of the Harvest and Bazaar to the Diocesan Secretariat and 5% to the Congregation (**but through the Diocesan Secretariat**).
7. Similarly, in those parishes, 20% of the monthly gross income of the rectory is to be paid to the Diocesan Secretariat and 10% to the Congregation (**again, through the Diocesan Secretariat**).
8. **For other parishes:** 20% of the monthly gross income of the rectory and 20% of the Harvest and Bazaar proceeds are to be paid to the Diocesan Secretariat for Diocesan upkeep while 10% of the monthly gross income of the rectory and 5% of the Harvest and Bazaar will be paid to the Diocesan Secretariat for **Priests' Welfare Fund**.
9. Initial payment of money from the Harvest and Bazaar must be paid together with the statement of account of the Harvest and Bazaar within 30 days of the Harvest and

Bazaar. As the debts are collected, the percentage due to the Secretariat is to be remitted.

10. Parish Priests are to ensure that the budgets and accounts from the parishes are submitted to the diocesan Secretariat as and when due. Therefore, they are to see to it that the deadlines are met:

Annual Rectory Budget : **Before 31st December**

Annual Parish Council Budget: **Before 31st December**

Monthly Accounts of Rectory Fund: Before the **10th day of the new month**

Half-yearly Parish Council Accounts: **Before 31st January and 31st July**

11. Do not treat Church money as private or personal money. Keep accurate record of all income and all expenditures.

12. Beware of confidence tricksters (419) and never involve Church money in solving anybody's financial problem or in investment in shady deals! Be warned!

13. I urge everybody involved in financial administration to be diligent, honest, transparent and prompt in every aspect of financial administration. Please keep the records accurately and submit accounts as and when due. Pay whatever is required of you to the body that legitimately makes the

demand. Offertory collections and other legitimate collections are to be diligently made and the proceeds are to be counted and accurately recorded. It is safer to entrust the counting to a group of reliable persons who can be rotated from time to time. Money is the source of all evils or the love of money is the source of all evils! Lead us not into temptations but deliver us from all evils is our prayer!

I do hope that these guidelines will help us to be better administrators of the finances of the Church. If you have any difficulty, please consult Rev. Fr. Michael Oruche, the Financial Administrator for clarification.

Schema For Pastoral Planning

Chapter 10

**PLAN PERIOD: OCTOBER 2006 TO
SEPTEMBER 2009**

**OBJECTIVE: TO ENSURE THAT THE
PASTORAL CARE IS DOUBLED
WITHIN THE PLAN PERIOD**

**The overall goal will be the
implementation of the Synod
decisions as presented in the Post-Synodal
Exhortation, THE MESSAGE OF ETERNAL LIFE.**

AREAS OF EMPHASIS:

1. SPIRITUAL

- i. Instruct the People in the techniques of prayer leading to contemplation
- ii. Intensify the sacramental life of the people by providing opportunities for Masses, Confession and other Sacraments;
- iii. Make the Sacraments more accessible by creating centres in villages/zones/wards
- iv. Arrange more opportunities for retreats and recollections
- v. Make adequate provisions for Perpetual Eucharistic Adoration and Cult of the Blessed Eucharist outside the Mass.
- vi. Monthly vigil by the Parish
- vii. Strengthening of Pious Societies, especially Marian Societies and those that foster virginity

- viii. and chastity, in a special way, pre-marital continence..
- viii. Any new pious society to foster deeper prayer life etc.
- ix. Encouraging devotions to Our Lady and the Saints eg. Rosary Crusades etc.
- x. Liturgical catechesis

2. EVANGELISATION

- i. Formation of Catechists and other evangelizers: Establishment of Parish School of Evangelisation
- ii. Encouraging and monitoring Societies geared to evangelization: Charismatic Renewal, Bible Society, Catholic Biblical Instructors Union, Legion of Mary etc.
- iii. Establishment of Small/Vital Christian Communities as centres of evangelization
- iv. Organisation of Catechetical Instructions at ward levels, S/VCC levels, Sunday Evening Instruction
- v. Planning Crusades for evangelization and Instruction in the Catholic Faith.
- vi. Solid Preparation for the administration and reception of sacraments as opportunities for deepening of faith and knowledge of God and the teachings of the Church: Baptism and the Catechumenate; Catechetical Preparation of Parents and God-parents; First Holy Communion, Confirmation, Sacrament of Reconciliation and in a special way, Marriage.
- vii. Publications enriching the Parish Bulletin with brief reflections and edifying stories and news, preparing and distribution of pamphlets, leaflets, cassettes etc

- viii. Establishing Bible sharing groups
- ix. Family Renewal and Enrichment Programmes
- x. Youth Apostolate

3. STRUCTURES OF PASTORAL ADMINISTRATION

- i. Strengthening the existing organs of collaboration through workshops to conscientise them on the optimal performance of their functions: Parish Pastoral Council, Finance Committee, Laity Council, Statutory Bodies.
- ii. Setting up of functional organs to respond to local needs such as combating neo-paganism and regress to paganism, making the Church's commitment to social conditions visible, strengthening the family, care of HIV/AIDS patients etc, fostering good political and social culture etc. Special attention to education.
- iii. Establishing or Strengthening Professional Associations of Catholics: Catholic Doctors, Teachers, Lawyers, Engineers, Media Practitioners etc
- iv. Establishing new pastoral areas such Mass centres, Outstations with a view to working them up to Parishes

4. PROJECTS

- i. Building of the Parish Church and churches at the outstations; Renovation of already existing churches; expansion of such churches;
- ii. Building of Rectories, renovation/expansion of the rectories

- iii. Building of Parish Halls
- iv. Construction of Schools, Social Centres, Skill Acquisition Centres
- v. Building of Convents and Fraternities
- vi. Building of Rehabilitation Centres, Motherless Babies' Home, Old Peoples' Home, Centre for Abandoned Persons, Centre for Promotion of Life
- vi. Money-yielding Projects: stalls, stores etc
- vii. Acquisition of Land for Church use and securing acquired land with proper deeds
- vii. Fund-raising

5. OUTREACH

- i. Organising visits to Abroad members and keeping contact with them
- ii. Ecumenical initiatives to reach to other Christians at the local level
- iii. Religious Dialogue with members of Traditional Religions
- iv. Creating Fora of contacts with Government, Public Institutions, NGO, Business Community etc

6. STATISTICS

- i. Parish Census and general registration
- ii. Putting in place Information Gathering and Storage Strategy

The list of possible pastoral activities is not exhaustive. You may identify areas which are not covered by this sample. From the above and other items, the Parish Pastoral Team can select those

which they would want to implement and give time frame and the targets and evaluation/assessment strategy.

You will see that pastoral planning helps us to make purposive effort. Let us embrace it and see how much measurable progress we will make.

Statutes Of The Nnewi Diocesan Presbyteral Council



PREAMBLE

1. The Church, in Christ, is like a sacrament - sign and instrument, that is of communion with God and of unity among all human beings cf. Lumen Gentium no. 1) She is the visible plan of God love for humanity, because God desires that the whole human Family may become one People of God, form one Body of Christ, and be built up into one Temple of the Holy Spirit (cf. Ad gentes divinitus no. 7 §2; Lumen Gentium no. 17). The nature of the Church as communion and community defines and characterizes her proper structure, life, and mission
2. For that reason, priests, called and ordained to the service of the Church live and exercise their ministry of sanctifying, teaching, and looking after the people of God in communion with the Bishops and fellow priests with whom they form the presbyterium. The Fathers of the Second Vatican Council emphasize the spirit of communion that should be in the presbyterium: "No priest can accomplish his mission satisfactorily in isolation or single-handedly. He can do so only by joining forces

with other priests under the direction of those who preside over the Church” (*Presbyterorum ordinis*, no.7).

3. It is evident that the diocesan Bishop, in the pastoral care of the diocese entrusted to his care, is invested with all ordinary, proper and immediate power required for the exercise of his pastoral office except in those matters which the law or a decree of the Supreme Pontiff reserves to the supreme or to some other ecclesiastical authority (can. 381 §1). He is required to exercise the authority in communion not only with other bishops and the Supreme Pontiff but also with the priests who are his helpers and counsellors (can. 334). This communion is realized in the participation of priests in the pastoral care of the people of God either in the offices or organs established by law or by the diocesan Bishop.
4. The Fathers of the Second Vatican Council aware of the need for fostering the presbyteral communion, established a new consultative organ in the governance of the diocese. According to the Council, there “should be established, in a manner adapted to modern circumstances and needs, and in a form and according to the norms to be determined by law, a body or senate of priests, representing the presbyterium, who will be able, through their counsel to help the Bishop effectively in the governance of the diocese” (*Presbyterorum ordinis*, no. 7; see also Paul VI, *Ecclesiae Sanctae*, 1. 15; Congregation for the Clergy, Letter of 11th April, 1970, no.5).

5. The Revised Code of Canon Law enjoins the establishment of a Council of priests that is, a group of priests who represent the *presbyterium* and who are to be, as it were, the Bishop' Senate. The role of the Council is to assist the diocesan Bishop, in accordance With the law, in the governance of the diocese, so that the pastoral welfare of the people of God entrusted to the Bishop may be most effectively promoted (see canon 495 §1). This Council will be the sign and instrument of unity, co-responsibility, and collaboration of the *presbyterium* in the governance of the diocese.
6. In accordance with the norms of canon 496§1 hereby approve the following statutes of the Presbyteral Council of the Diocese of Nnewi.

Art. I. NAME:

1. The name of the Council established for the priests in Nnewi Diocese in accordance with canon 495 §1, shall be: THE PRESBYTERAL COUNCIL OF THE DIOCESE OF NNEWI henceforth called “THE COUNCIL”.

Art. II. NATURE:

2. The Council is a body, which represents the Nnewi Diocesan *presbyterium* as the Senate of the Bishop and is established in accordance with the prescriptions of Can. 495 §1 to assist the Bishop in the governance of the Diocese.

Art III. PURPOSE AND FUNCTIONS:

- 3. The purpose of the Council shall be:
 - i. To assist the Bishop in the governance of the Diocese by means of its counsel in accordance with the law;
 - ii. To provide a forum for the full and free discussion of issues of pastoral concern in the Diocese;
 - iii. To search for and propose ways and means for effective pastoral ministry in the Diocese;
 - iv. To be a sign and instrument of unity and diversity of the presbyterium as well as of communion and collaboration with the Bishop.

- 4. The Council shall be available for the functions assigned to it by the universal and particular laws of the Church especially in the Code of Canon Law. The Bishop is to consult the Council in the following matters:
 - i. Before convoking a diocesan synod (can. 461, § 1);
 - ii. Before erecting, suppressing or notably altering parishes (can. 551 §2);
 - iii. Before establishing regulations concerning the destination of voluntary offerings given when another person other than the parish priest has performed some parochial function and it is another purpose other than the parish fund; and before establishing the

- remuneration of the clerics who perform such functions (can. 531);
 - iv. Before deciding that the parish pastoral council should be established in each parish (Can. § 1);
 - v. Before permission is given for the construction of a new Church (can. 1215 §2) and to allow a church to be put to a secular but not unbecoming use (canl. 1222 § 2);
 - vi. Before levying a moderate tax on public juridical persons in the diocese (can. 126:3);
 - vii. Before administrative removal of a Parish Priest (can. 1742 § 1)
-
5. Beside these instances specified in the Code, the Bishop can seek the advice of the Council on any issue which he deems fit.

Art. IV. MEMBERSHIP:

- 6. In accordance with canon 497:
 - i. About half of the members of the Council are to be freely elected by the priests themselves;
 - ii. Some Priests are to be members by reason of their office (ex officio) in accordance with these statutes;
 - iii. Some priests are to be freely appointed by the Bishop.

- 7. The number of elected members and the manner of their election shall be determined from time to time provided that the elected

members represent the regions and deaneries of the diocese and the various ordination age grades

8. The following shall be “ex-officio” members of the Council: the Vicar General, Episcopal Vicars, the Judicial Vicar, the Chancellor, the Financial Administrator, the Rector of St. Paul's Seminary Ukpokor, the Chairman of the Continuing Education for priests and Chairman of Priests Welfare Committee.
9. The elected members of the Council shall be members of the Council for a period of five years with the possibility of re-election for another term only.

Art. V. OFFICERS:

10. The Bishop is the President of the Council. He convokes and presides over the meetings of the Council either personally or through a person delegated by him.
11. The Presbyterium elects the Chairman whom he can ask to preside over the meetings of the Council
12. There shall be a Secretary to be elected by the Presbyterium.

Art. VI. COMMITTEES:

13. There shall be a Steering Committee made up of the Bishop, the Chairman, the Vicar

General, the Chancellor, and the Secretary of the Council.

14. The Council can establish “Ad Hoc” Committees as the need arises.

Art. VII. MEETINGS:

15. The Council shall meet at least twice a year.
16. The Steering Committee prepares the agenda, which shall be sent to the members well ahead of the time of the meeting, unless the meeting is an emergency one.
17. Members are free to submit to the Bishop matters for inclusion in the agenda. Non-members can also send their items for the Council to the Secretary or the Bishop and either cases the suggestions shall be supported with clear and detailed exposition in a Memorandum.
18. Members shall prepare for the meeting conscientiously through painstaking study of the matters in the agenda.
19. Members are to be regular and punctual at meetings. Any member who is absent from the meeting for three consecutive times without a just cause shall be removed from the Council.
20. Bible reading, reflections and prayers shall form an important part of any meeting of the Council.

21. The Council shall decide matters by consensus unless the Bishop or Chairman decides otherwise and unless it has to do with matters in which the consent of the Council is required in accordance with the law (can. 127 §1).
22. For elections and other voting, every member enjoys active and passive vote. Voting shall be by secret ballot. Simple majority of the votes shall suffice in elections and other voting.
23. The Council has only a consultative vote, unless in those matters which the law itself expressly determines that the consent of the Council is required by the Bishop.
24. The Council can never act without the Bishop and he alone can make public those things, which have been decided by the Council (can. 500 §3).

Art. VIII. LAPSE OF THE COUNCIL:

25. The Council is renewed in whole or in part every five years. When the See is vacant, it lapses and the College of Consultors fulfils its functions.
26. The Bishop can dissolve the Council in accordance with the law if it does not fulfil the office entrusted to it or if it gravely abuses that office (can.50 § 2).

Art. IX. AMENDMENT:

27. These statutes are subject to amendment, provided the proposed amendment is adopted by absolute majority of the members present at a regular meeting of the Council and is approved by the Bishop.

The above statutes are hereby approved, this 30th day of October 2002 at the Diocesan Secretariat, Nnewi for a trial period of five years.

+ Hilary Paul Odili Okeke
Bishop of Nnewi

Very Rev. Fr. Alphonsus Okonkwo
Chancellor

Constitution Of The Nnewi Diocesan Pastoral Council

Chapter 12

1. **Name:**

The Council shall be called “Nnewi Diocesan Pastoral Council” or henceforth “The Council”.

2. **Nature**

The Council is a representative body of Christ's faithful of the Catholic Diocese of Nnewi whose purpose is to assist the diocesan Bishop in the governance of the entire diocese through its study and counsel (cf. can. 511). It is established by the diocesan Bishop insofar as pastoral circumstances of the diocese suggest. The Council is not a stable body. It is appointed for a determinate period, in accordance with the statutes drawn up by the diocesan Bishop (cf. can. 513). When the see is vacant, the Council lapses.

3. **Function:**

The function of the Council, under the authority of the diocesan Bishop is to study and weigh those matters which concern the pastoral works in the diocese, and to propose practical

conclusions concerning them (cf. can. 511). The Council's role is purely consultative. It is the diocesan Bishop alone who has the right to convene the Council, according to the needs of the diocesan apostolate and to preside over it. He alone has the right to make public the matters dealt with in the Council (can. 514).

4. **Membership:**

The Council is composed of members of Christ's faithful who are in full communion with the catholic Church, that is, clerics, members of institutes of consecrated life, and lay people designated in accordance with the following Norms, ensuring that only those members of Christ's faithful who are outstanding in firm faith and high moral standard and prudence are selected:

- i. The Vicar General, Episcopal Vicars, Judicial Vicar, the Chancellor, Vice Chancellor, Financial Administrator and all Directors and Heads of Diocesan Directorates, Commissions and Committees, the Rectors of the Seminaries;
- ii. All Deans and Diocesan Chaplains of all Statutory Organisations and Pious Associations;
- iii. All Parish Priests and Vice Chairmen and Secretaries of Parish Pastoral Council;
- iv. Major superiors of institutes of consecrated life in the diocese and local

- v. superiors of communities, or at least a stable representative of the community;
- v. All Regional and Deanery Presidents of the Statutory Organisations and all diocesan Presidents of all pious associations;
- vi. A representative of each of the catholic professional associations (teachers, lawyers, doctors).
- vii. Special members selected in such a way as to ensure that different regions, social conditions and professions and apostolates are represented.

4. Term:

The term of each Council is three years. Members can be assigned for indefinite number of terms, provided their presence and contributions to the Council are relevant and useful.

5. Officers:

- 5.1 The diocesan Bishop is the Chairman of the Council. He presides over the meetings of the Council either personally or through his delegate.
- 5.2 The Chancellor as the Diocesan Secretary shall be the Secretary of the Pastoral Council.
- 5.3 The business of the Council is coordinated in session by the Facilitator

of the Council, whose function is to see that the business of the Council is conducted efficiently and effectively.

- 5.4 The Council shall have a Steering Committee to be made up of the diocesan Bishop, the Vicar General, the Episcopal Vicars of the Regions, the Chancellor, and the Facilitator of the Council.

6. Meetings:

- 6.1 The Council shall hold its ordinary meetings twice a year, generally in March and October. Extraordinary meetings can be convoked by the diocesan Bishop when the need arises.
- 6.2 All members are to attend the meetings and in time. Failure to attend two consecutive meetings without genuine reasons made known to the Secretary in writing may lead to cessation of membership.
- 6.3 The Steering Committee prepares in advance the agenda for the meeting. Members are free to contribute matters for discussion a month before the meeting.
- 6.4 The meeting shall be opened with a hymn, bible reading, short reflection

and prayers and shall be concluded with prayers and blessings.

- 6.5 The various offices, directorates, committees and organizations are to prepare a report about their offices or groups to be submitted in writing to the Secretary at least three weeks before the Council meeting.

7. Obligations of Members:

- 7.1 Members are bound to observe secrecy and confidentiality concerning matters discussed at the Council and can only disclose as a report the decisions arrived at and approved by the diocesan Bishop.
- 7.2 Members are to discuss freely and openly any matter brought for discussion. Therefore, members shall give their views freely but with respect, truth and love.

8. Committees and Subcommittees:

The Council can set up committees and subcommittees to deal with specific matters assigned to them. These committees and subcommittees shall be ad hoc.

These statutes have come into effect on 22nd March 2002 and they shall remain in force until they are abrogated by the diocesan Bishop.

Most Rev. Hilary Paul Odili Okeke
Bishop of Nnewi

Very Rev. Fr. Alphonsus Ndoe Okonkwo
Chancellor

Constitution Of Catholic Men Organization, Catholic Diocese Of Nnewi

Chapter 13 CHAPTER ONE SECTION 1: NAME

There shall be an Organization for all Catholic Men in Nnewi Diocese known as and called the **CATHOLIC MEN ORGANIZATION**.

SECTION 2: MOTTO

The motto of the Organization shall be Faith, Charity, Justice and Peace.

SECTION 3: AIMS AND OBJECTIVES

- i. To promote and defend the Catholic Faith.
- ii. To foster holiness of life among Catholic Men.
- iii. To promote the Lay Apostolate activities throughout the parishes in the Diocese and beyond.
- iv. To organize and unite all the men in the stations and parishes and make them participate actively in the work of ward/parish Laity Council so as to make all the Catholic Men support the Diocesan Laity Council.

- v. To make all men alive to their Christian responsibilities as fathers and pillars of their various families.
- vi. To safeguard the institution of Christian marriage and ensure its stability through requisite Advisory and peace making counseling, and hold seminar at least once a year.
- vii. To engage in fund yielding projects when and where necessary as means of making the Catholic Men Organization in the Diocese self-reliant.
- viii. To inspire Catholic Men to sanctify and imbue the secular world of politics, economics, culture and social communication with the spirit of the gospel. To associate with similar bodies.
- ix. To do all other things not here-in specifically mentioned which in the opinion of the organization will deepen the faith of the members and stimulate in them the consciousness and zeal to be true soldiers of Christ in all matters affecting their faith and morals.
- x. To associate with bodies with similar aims in and outside the Diocese.

CHAPTER TWO (2)

SECTION 1: MEMBERSHIP

- (a) Membership is open to and mandatory on all baptized and married Catholic male adults in the Diocese.

- (b) To be an accredited member, the Catholic male adult shall register in the ward or local/zone/station, and then the parish to which he belongs.
- (c) There shall be no segregation between indigenes and non-indigenes in the registration of membership particularly in the RURAL PARISHES.
- (d) Registration fee at the zone/station/parish shall be determined at that level, but shall be between N100.00 to N500.00.
- (e) Registration at the Diocesan level shall be N100.00 for the issue of membership certificate (for the mean time).
- (f) Members shall be committed by Oath of Allegiance to the Church and C.M.O.

SECTION 2: OFFICERS

The Officers of the Organization shall include: -

- i. The President General
 - ii. The Deputy President
- The election of these two posts shall be taken separately.
- iii. The Vice President shall be the Regional Chairmen of the respective regions and they take precedence in the following order Nnewi, Ihiala.
 - iv. The Secretary General
 - v. The Assistant Secretary General (The election of the two officers may be taken together in which case, three nominations shall be taken; the highest votes and the next become elected for the respective posts.

- vi. The Treasurer
- vii. The Financial Secretary
- viii. The Organizing Secretary
- ix. The Public Relation Officer
- x. The Legal Adviser who shall be appointed and shall be a Legal Practitioner.
- xi. The Accounting Officers who shall be employed.
- xii. The Administrative Secretary to be on daily duty at the C.M.O. office.

Note: Any person vying for any of the above posts shall be really literate, fit to express himself ably at any place and time. His educational qualification shall not be below TCII/WASC/SSC/NCE. This applies to the Rural area also.

- xiii. 2 Provosts (who shall be elected)
- xiv. The Welfare Officer (who shall be elected).
- xv. The Account Clerk (who shall be employed and placed on stipulated remuneration per month for efficient financial management).
- xvi. Names of Regional, Deanery and Parish Officers shall be forwarded to the C.M.O. Diocesan Secretariat for documentation within two weeks after their election.

SECTION 3: CATEGORIES OF TITLE:

There shall be Two Titles:

- i. **PILLAR MEMBERSHIP**
- ii. **PATRON MEMBERSHIP**

- i. **PILLAR MEMBERSHIP:** There shall be special meritorious rank in the Catholic Men Organization (C.M.O.) in the Diocese of Nnewi who in respect of the special services rendered to the Church is raised to this grade by initiation.
- ii. **PATRON MEMBERSHIP:** Is a Pillar member of higher rank in respect of the special services he owes to the Church, the Catholic Men Organization in the Diocese of Nnewi, the Catholic Church in the human society. He is expected to serve with his God-given talents (spiritual and material) at all times in humility and love of God. (See Appendix Regulations of Pillar/Patron members of Catholic Men Organization (C.M.O.) Nnewi Diocese incorporated in this Constitution).

CHAPTER THREE (3)

SECTION 1: STRUCTURAL ORGANIZATION

There shall be five (5) levels of Administration within the Organization namely:

- (i) Zones/ward/station
- (ii) Parish
- (iii) Deanery
- (iv) Region
- (v) Diocese

SECTION 2: ZONE

- i. This shall be the nucleus of the C.M.O.

- ii. Each adult married male shall register himself with the zone.
- iii. The zone shall have the Chairman, Secretary, Financial Secretary, and Treasurer, and any other officers as they may deem fit.
- iv. These officers shall see to the smooth running of the zone.

SECTION 3: PARISH

- i. Each adult married male shall register with the Parish Organization with the required formalities provided he has duly registered in his zone or obtained clearance from his former zone; parish or branch if he had not been a member of the new parish before
- ii. Each parish shall have its officers who administer the parish and attend Deanery meetings, as stipulate in this Constitution.

SECTION 4: DEANERY

- i. Parishes within the Deanery shall register with their respective zones and in accordance with their registration formalities.
- ii. Each Deanery shall have elected officers who administer the Organization at that level.
- iii. The officers (at least) the Chairman, Vice Chairman, Secretary, Treasurer and Financial Secretary and any one

other from among the members shall represent the Deanery at the Regional General meeting.

SECTION 5: REGION

- i. The Region shall comprise the officers elected from the Deaneries.
- ii. The Region shall have its officers who shall be responsible to the Diocesan officers and Executive.

SECTION 6: DIOCESE

This shall be the Apex of Administration of the Catholic Men Organization in the Diocese of Nnewi. The Parish, Deanery and Regional officers and Executives shall always pay allegiance to the Diocesan Executive, and consult with, and seek its approval for any serious activities or projects before embarking on such matters.

CHAPTER FOUR (4)

SECTION 1: QUALITIES OF OFFICERS

- i. All officers of the Organization shall be really literate, in accordance with Chapter 2, Section 2 (xii) Note.
- ii. They shall be seen to be deeply involved in the affairs of the Organization and the Catholic Church in general.
- iii. They shall be responsible enough to

protect the image of the Organization and pursue its declared objectives with vigour.

- iv. They should have administrative and organizational ability.
- v. The Treasurer and Financial Secretary may, in addition, have some knowledge of accounting.
- vi. All the officers particularly, the Organizing and Publicity Secretary shall have a good public relations image.
- vii. The Legal Adviser shall be a legal officer who can deliver the goods appropriately.

SECTION 2: DUTIES OF OFFICERS:

1. THE PRESIDENT GENERAL:

- i. Shall preside over all meetings, conferences and seminars.
- ii. Shall summon such meetings, conferences and seminars through the Secretary General or the Administrative Secretary.
- iii. Shall direct the affairs of the Organization in accordance with the Constitution and in the interest of the Catholic Church.
- iv. Shall sign minutes on adoption and endeavour to secure the observance of the rules by members.
- v. Shall have a casting vote, where there is a tie.

- vi. Shall in consultation with the Executive approve all major expenditures exceeding N50,000.00 and shall sign payment voucher.

2. THE DEPUTY PRESIDENT

- i. Shall deputize for the President-General when he is not present.
- ii. Shall only on such occasions preside over all meetings and direct the affairs of the Organization in accordance with the Constitution and in the interest of the Catholic Church.
- iii. Shall sign minutes on adoption and endeavour to secure observance of rules by members.
- iv. Shall perform such other duties that may be assigned to him by the President-General whenever necessary in the interest of the Organization and Holy Mother the Church.

3. THE SECRETARY GENERAL

- i. Shall be responsible for taking records at the General meeting.
- ii. Shall see to the implementation of decision taken at the General and Executive meetings.
- iii. Shall attend all the meetings of the Organization and record the minutes.
- iv. Shall issue notices for meetings as directed by the President General.

- v. Shall be responsible for other records of the Organization and attend to enquires.
- vi. Shall prepare Annual Report each year for the information of members at the Annual end of year meeting/ conference.
- vii. Shall take charge of all books, magazines and publications belonging to the Organization.

4. THE ASSISTANT SECRETARY

- i. Shall assist the Secretary at all times especially during meetings.
- ii. Shall act for the Secretary when necessary.
- iii. Shall also be responsible for recording minutes of the Executive meeting.

5. THE FINANCIAL SECRETARY

- i. Shall collect all monies due to the Organization from the Parishes, Deaneries and Regions and Individual members.
- ii. Shall keep accurate record of such collections.
- iii. Shall pay to the Treasurer all monies collected in favour of the Organization immediately after collection, where the Treasurer is not in, he shall endeavour to pay it over to him within 24 hours.
- iv. Shall prepare all payment vouchers for all payments approved by the Organization.

- v. Shall prepare a detailed Annual Financial Report showing income, expenditure and balance to the Annual Convention.
- vi. Shall issue receipts of all monies collected.

6. TREASURER

- i. Shall be the custodian of the Organization funds.
- ii. Shall receive all monies collected by the Financial Secretary and pay same to the Organization's Bank Account within 48 hours.
- iii. Shall maintain an accurate record of all monies of the Organization.
- iv. Shall keep an imprest account of not more than N20,000.00 (twenty thousand naira only).
- v. Shall seek approval for increase of imprest wherever necessary.
- vi. Shall issue receipts for all monies received on behalf of the Organization.

7. THE PUBLICITY SECRETARY

- i. Shall be responsible for all information and publicity work of the Organization.
- ii. Shall make the activities of the Organization known to the press and public when necessary.
- iii. Shall Chairman any Committee set up by the Organization for the purpose of drafting statements or releases as may from time to time be required.

8. THE ORGANIZING SECRETARY

- i. Shall be charged with Organization of awareness programme of the C.M.O.
- ii. Shall in consultation with the Executive Committee make tours to some luke-worm Parishes and Deaneries to ginger them to action.
- iii. Shall play a prominent role in preparation of General Annual Seminars, Conferences, and Training Programmers for officers and members of Diocesan C.M.O. when necessary.

9. THE LEGAL ADVISER

- i. Shall advise the Organization in all legal matters affecting it.
- ii. Shall interpret the constitution accordingly.

10. THE PROVOSTS

- i. Shall play his role in any meeting of the Organization as warden/chief whip.
- ii. Shall see that the place of meeting is ready and well arranged.
- iii. Shall take other assignment in relation to his duty as may arise during or before the meeting.

11. THE WELFARE OFFICER

- i. Shall be responsible for the members entertainment or lodging arrangements whenever necessary and as he may be directed.

- ii. All arrangements shall be approved by the President General.
- iii. And shall procure for the Organization items or materials as may be approved and assigned to him.

12. THE ACCOUNTING OFFICER

- i. He shall maintain all the accounting records on daily routine.

13 THE ADMINISTRATION SECRETARY

- i. He shall see to the daily smooth running of the office.

CHAPTER FIVE (5)

SECTION 1: ELECTIONS:

- i. All officers named in Chapter 2, Section 2 shall be elective officers.
- ii. ONLY members who are active and who are owing nothing at the time of election are free to vote or be voted for.
- iii. Voting shall be by secret ballot system.

SECTION 2: TENURE

- i. All officers at the Regions shall have a life span of three calendar years at the end of which there shall be fresh elections.
- ii. At the Diocesan Level, all officers shall also have a life span of three years only.

- iv. All elected officers shall be eligible for re-election to the same office for a second term.
- v. No elected officer shall hold the same office for more than two consecutive terms.

SECTION 3: VACANCY

- i. All vacant officers shall be filled by bye-election within three months of such vacancy.
- ii. Due notice shall be given to members before such bye-election/s.
- iii. The Executive, may as circumstances permit, after due consultations, fill vacant office/s that occur between election period, except offices that have Assistant.

SECTION 4: ELECTION PROCEDURE

- i. When the house is dissolved the Chaplain shall pick a Secretary and act as the Returning Officer, but where he is not present at the meeting, the host Parish Priest shall conduct the election.
- ii. Where neither of them is present, any member from the floor shall preside as the Returning Officer and conduct the election provided he is duly nominated to do so.
- iii. The Returning Officer shall announce the result of the elections.
- iv. The duly elected officers shall take

seats before the Returning Officer hands over to the elected President General.

CHAPTER SIX (6)

SECTION 1: APPOINTMENTS

There shall be the following appointments: -

1. CHAPLAINS:

- i. At the Diocesan level, the Ordinary of the Diocese shall appoint a Chaplain for the Organization.
- ii. The Regional Episcopal Vicar shall appoint Chaplain for the Region and Deanery under his jurisdiction.
- iii. In the Parish the Parish Priest shall be the Chaplain except if the Parish Priest appoints any of his assistants to the position.

SECTION 2: CONSULTOR/S:

- i. On the Diocesan level there shall be appointed a Consultor, who shall be nominated by the Diocesan Executive Committee for approval by the Ordinary.
- ii. He shall be approached as and then necessary for advise and suggestions.
- iii. He shall be willing and ready to make himself accessible to the Organization.
- iv. He shall not however impose himself on the Organization in any way.

- v. He shall be given full respect due to him whenever he visits the C.M.O. at any of their activities or at the office. He is a father to the Organization.
- vi. He shall at all time, in all places promote, project and protect the Catholic Men Organization.
- vii. The Executive reserves the right to invite him to their meetings as needs arise.
- viii. As a full pledged member of the C.M.O., he is free at all times to attend the C.M.O. General meetings anywhere as he may like and to freely contribute to the deliberations.
- ix. He shall however be talented and have good knowledge of the working of the C.M.O.

SECTION 3: PATRONS

- i. No Parish, Deanery or Region is from henceforth permitted to INSITUTE/CONSTITUTE any PATRON OR ADVISER position.
- ii. This is to avoid conflict with the Instituted Diocesan PATRON and PILLAR positions.
- iii. The Parish, Deanery and Region may have EZI NNA, NNA DI EBUBE, NNA ORA, NNA UDO, EZI NNE; NNE OMA, NNE OKWUKWE; NNE ORA etc with the approval and clearance from the Diocese.

CHAPTER SEVEN (7)

SECTION 1: MEETING(S)

- i. There shall be general meetings not more than 3 times in the year. (Feb., May an Oct.).
- ii. It shall be attended by the following: -
 - (A) Diocesan Officers
 - (b) Regional Officers Chairman, Secretary and Treasurer.
 - (c) Deaneries Officers Chairman, Secretary and Treasurer.
 - (d) Diocesan Patrons & Pillars who wish to attend.
 - (e) Not less than five (5) persons from each parish provided the President, Vice President, Secretary, Financial Secretary and the Treasurer of the parish shall attend.
 - (f) Any other Catholic male adult member of the C.M.O. in the Diocese who wishes to attend the meeting may attend as observer.
 - (G) The date of each meeting shall be fixed at each general meeting.

SECTION 2: THE EXECUTIVE COMMITTEE MEMBERS MEETING

The Executive Committee members of the Organization shall comprise at the Diocesan level the following: -

- i. All the Diocesan Officers
- ii. The Chairmen and Secretaries of Regions

- iii. The Deanery Chairmen and Secretaries
- iv. The Provincial and National officers within the Diocese.

SECTION 3: MEETING

- (a)
 - i. There shall be an Executive Committee meeting preceding the General meeting.
 - ii. At the meeting, the Executive Committee deliberates on the topics for the next General meeting.
- (b)
 - i. The Executive Committee shall be the working organ of the Organization.
 - ii. It shall have the power to appoint either standing committee and ad hoc committee for any particular purpose.
 - iii. It shall have the power to co-opt any non-member of the Executive Committee to attend any Executive Committee meeting for a particular purpose and/or to continue to attend as long as the Executive shall decide.

SECTION 4: EXECUTIVE AT OTHER LEVELS

- A. The Executive at the Regional level shall comprise as follows: -
 - I. All Regional Officers
 - ii. The Deanery Officers Chairman, Secretary and Treasurer only.
 - iii. The Parish Officers Chairman, Secretary and Treasurer
 - iv. The Diocesan, Provincial or National Officers within the Region.

- v. Meetings shall be held NOT LESS THAN FOUR TIMES in the year.
- vi. General meetings shall NOT EXCEED THREE TIMES in the year of twelve (12) calendar months.

B. Deanery level what is applicable at the Regional shall also apply in the Deanery level.

C. At the parish there shall be monthly Executive Committee meeting followed by the General meeting.

GENERAL MEETINGS:

- i. Every Registered member shall attend and in their C.M.O. uniform for a General meeting.
- ii. They start the monthly general meeting with Holy Mass.
- iii. Reading of appropriate section from the Scriptures is recommended at all meetings whether EXECUTIVE COMMITTEE OR GENERAL.

SECTION 5: QUORUM

- i. For the General meeting of the Diocesan C.M.O. representatives of 15 parishes shall form a quorum.
- ii. For this purpose, Regional or Deanery representative shall be counted as representing their individual or respective parishes as well.
- iii. For an Executive Committee meeting

on the Diocesan level, ten (10) members shall form a quorum.

CHAPTER EIGHT (8)

FINANCES/FUNDS:

The fund of the Organization at the Diocesan level shall be by

- (a) Enrolment of parishes, which shall be:
 - i. Urban parish N200.00
 - ii. Rural parish N150.00

(b) Annual dues, which shall be paid by the parishes in accordance with the grading of parishes in the Diocese.

(c) Donations and or by any other means as may be decided by the Organization such as levies and money yielding ventures as and when necessary e.g.

- i. Annual Calendar
- ii. Membership Certificate
- iii. Conferment of Titles/honours on members of special merit.
- iv. Publication of NEWSLETTER OR MAGAZINE of the Catholic Men Organization.
- v. Any other Projects approved by the Executive and ratified by the General meeting.

- vi. Printing and sale of C.M.O. uniform.
- vii. Sale of C.M.O. Register.
- viii. Preparation/sale of pin-up for celebrations.
- ix. Fines and levies
- x. Badges
- xi. ID cards for officers/members.

CHAPTER NINE (9)

BENEFIT OF MEMBERSHIP

SECTION 1: DEATH OF A MEMBER

The benefits under-listed shall be ONLY for those who are accredited members of the C.M.O. from the parish to Diocesan level this means that such a member is registered in the parish as well as he has the Diocesan Certificate of Membership.

- i. Every parish shall have a befitting BURIAL and CONDOLENCE arrangement for their deceased members.
 - ii. Such burial/condolence ceremony shall be attended in full C.M.O. uniform accompanied with parish C.M.O. Cultural Dance/Musical Group.
 - iii. At the Regional and Deanery levels where possible, such arrangement shall apply.
 - iv. At the Diocesan level there shall be two (2) Masses per parish in the Diocese for all deceased members of C.M.O. in the year.

- v. At the Regional, five (5) Masses.
- vi. At the Deanery, one (1) Mass.
- vii. On the Parish level three (3) Masses

SECTION 2: DEATH OF AN OFFICER: DIOCESAN LEVEL

- 1. On the death of any elected Diocesan officer/s inactive service (in office) or any member who had held the office of the President General/Secretary General, a delegation of the Diocesan Executive shall attend the Burial/Funeral in full C.M.O. Uniform and shall have the following for condolence visit.
 - i. 2 cartons of beer (star)
 - ii. 1 crate of mineral (Guinness Malt)
 - iii. N10,000.00 (Ten thousand naira only)
 - iv. In addition 15 Masses shall be offered for the repose of his soul in the following order.
 - (a) 5 Masses to Diocesan C.M.O. Chaplain
 - (b) 5 Masses to Home Parish Priest
 - (c) 5 Masses to his Parish or Residence before the death. (If different from (b).

CHAPTER TEN (10)

OTHER ESSENTIALS

To streamline and work towards the smooth, hitch free administration of this Organization, the following order shall be maintained in the C.M.O. at all levels from Parish to Diocese.

SECTION 1: APPOINTMENT OF CHAPLAIN

- (a) Every organ of the C.M.O. from parish to Diocesan level shall apply and have a Chaplain appointed to have Shepherd's care of them.
- (b) The competent authority at each level shall appoint the Chaplain.
- (c) A copy of his appointment is acceptance letter shall be made available to each level of the C.M.O. Parish, Deanery, Region or Diocese. Such documents shall be properly secure.

SECTION 2: CONFERMENT AND ACCEPTANCE OF TITLES, HONOURS AND POSITION:

- i. It is embarrassing to observe that Catholic Male Adult members have for sometime now been conferred with various TITLES AND HONOURS by various Groups and Associations here and there to the social detriment of the C.M.O. and the Church all this time. The Catholic Men Organization now deems it very necessary to control spraying honours and titles on its members by enforcing these rules.
- ii. That any member who is not a member of the C.M.O. in this Diocese shall not be cleared to be admitted to any Order of the Catholic Knighthood; or Patron or Pillar of the Diocesan C.M.O.
- iii. That neither shall such a person/s be admitted as member/officer of any of the Church organs of administration e.g.

Parish Council, Finance Committee, Bazaar Committee Chairman, Chairman Church Works Committee, Chairman or President of any of the Church Societies/ Organizations/ Association.

SECTION 3: REGIONAL AND DEANERY CHAIRMEN

- i. The election of the Regional and Deanery Chairmen shall be by College of Electors: - who are the members of the College?
Proposed College of Electors
 - Chairmen & Secretaries of Parishes in the Deanery
 - Chairmen & Secretaries of Deaneries in the Region
 - For Diocese: Chairmen & Secretaries of the Deaneries and Regions in the Diocese.
- ii. The recommendations to such positions/officers shall be strictly on top-secret confidential report by the Chaplain at the level.
- iii. The Diocesan Secretariat shall publish the selected candidate/s at the end of the exercise.
- iv. Such an officer/s shall hold officer for 3 years after which he shall relinquish the post.
- v. He shall however render account of his stewardship for the period/s he served.

SECTION 4: PROJECTS

Projects may be taken up by any Parish, Deanery or Region for its smooth execution of programme provided that:

- i. Any such projects exceeding N20,000.00 (twenty thousand naira only) has been discussed and approval got from the Diocesan Executive.
- ii. How and where to get the funds for such project/s shall be duly explained.
- iii. Provided that financing such projects shall not be of great financial burden on the Parish, Deanery or Region.
- iv. Proper and accurate account is made on all monies collected for and raised from the project/s by the officers concerned.

SECTION 5: UNIFORMS

- i. The official uniform of the C.M.O. in the Diocese shall be sewn Kaftan style or long jumper sewn with cloth designed with C.M.O. symbols or LOGO for the Diocese of Nnewi.
- ii. It shall be worn for all General meetings, whether Parish, Deanery, Regional or on Diocesan levels.
- iii. It shall NOT be worn for the Executive Committee meeting at whatever level.
- iv. It shall be used for any public functions provided the Executive Committee or the President General of the Diocese

has approved the use if the function is on the Diocesan level OR the Parish, Deanery or Regional Chairman has been given the instruction to do so at such levels e.g. Ordination of Priests, Bishop, Corpus Christi, Palm Sunday, or such other functions similar to the ones enumerated.

- v. Wearing of the C.M.O. uniform when not authorized shall attract reasonable penalty.
- vi. Without prejudice to paragraph (v) of section (5), all improper dressing shall attract commensurate penalty.
- vii. C.M.O. uniform shall only be worn for the funeral of ACCREDITED C.M.O., members of any parish (accredited member is one who participates actively in the activities of the C.M.O. and is free from any FINANCIAL INDEBTEDNESS to any level of the C.M.O.; Parish, Deanery, Region or Diocese).
- viii. For the Pillars/Patrons uniform/s. The Pillar/Patron shall have their uniform as contained in the "Regulation of Pillars/Patrons Association Nnewi Diocese (Section 12 paragraph 1-5).

CHAPTER ELEVEN (11)

BANKING:

- i. The finances of the Catholic Men Organization shall be banked at all LEVELS of its administration in any

- Bank chosen by the Executive Committee to avoid any embarrassments.
- ii. The signatories to the Bank Account shall be the Chaplain, President General, the Secretary and the Treasurer.
- iii. Any two (2) of the signatories including the Chaplain shall make withdrawals on behalf of the Catholic Men Organization when the need arises.

CHAPTER TWELVE (12)

SECTION A: DISCIPLINE

- i. The aims and objectives of the C.M.O. shall be founded and built in and around DISCIPLINE without which the Organization cannot exist and function. The Organization therefore, expects members to maintain a high level of discipline at all times.

SANCTIONS:

- i. Any member who fails to attend three consecutive General meetings shall be suspended and written to that effect.
- ii. Any member of the Organization who engages in any proven act/s considered inimical to the Catholic Church or the aims and objects of the C.M.O. shall be suspended/expelled, after a Disciplinary Committee has tried

- and found him guilty, and the decision is ratified by the General meeting by 2/3 majority votes in which a quorum has been formed.
- iii. Any officer of the Organization who fails to attend three (3) consecutive General meetings without good reasons in asking shall be deemed to have vacated his post and a letter to this effect shall be sent to him, after which a bye-election shall be held to fill the vacancy.
- iv. No Parish, Deanery, Region shall publish any Constitution except if it wishes to draw up rules/regulations provided it does not conflict with the Diocesan Constitution and must be approved by the Diocesan C.M.O. before printing.

SECTION B:

Any Catholic Adult Male who fails or neglects to register with the C.M.O. shall be sanctioned thus: -

- i. Shall not be admitted to any of the Pious Societies in the Church.
- ii. The C.M.O. shall not attend his Burial or funeral ceremony.
- iii. Newly married man has three months of grace within which to register with C.M.O.
- iv. The registration fee shall be N200.00
- v. If he does not register within three months he shall pay N500.00 (five hundred naira only) and-

- vi. Shall pay all the monthly dues and levies from the date he would have registered in accordance with the rules and regulations of his parish.
- vii. Any member who is in arrears of any dues/levies for one year at the time of his death, his relations must first clear the debts before the C.M.O. will attend his burial/funeral ceremonies.
- viii. There shall be no registration at death of one who was an unregistered member when he was alive.
- ix. Any breach of Chap. 12, Section B, Paragraph (viii) shall be liable to a fine comparable to the fraud and of not less than N1,000.00 (one thousand naira only).
- x. Non-wearing of C.M.O. uniform at Churching of babies shall attract a penalty of N500.00 (five hundred naira only).
- xi. Misuse of the C.M.O. uniform by using the remnant or any part thereof to sow/make dress for any other person or child shall attract a fine of N500.00 (five hundred naira only).
- xii. Wearing of C.M.O. uniform at the death of a non-C.M.O. member by the parish members shall be liable to a penalty of N500.00 (five hundred naira only).
- xiii. Attendance at General meeting and Executive Committee meeting is mandatory.
- (c) Absence shall attract penalty of

N200.00 per meeting for Executive members

- (D) If the parish is not represented by the minimum number of representatives, the parish C.M.O. shall pay a fine of N100.00 (one hundred naira only) per person for the number of the absentees from the parish.

APPENDIX I:

OATH OF ALLEGIANCE TO THE CHURCH AND C.M.O. (see attached formular)

APPENDIX II:

OATH OF OFFICE

I of Catholic Men Organization (C.M.O.) Nnewi Diocese having been elected by the Diocesan General or Regional, Deanery or Parish Chapter of the C.M.O. as one of the Officers/Chairman of Committee do hereby sincerely and solemnly declare that I will at all times and all at place, faithfully and consciously discharge my function/s in accordance with the constitution of the Organization.

I shall always to the best of my ability and knowledge strive to achieve for the Catholic Church and humanity those noble aims and objectives which the Catholic Men Organization (C.M.O.) is expected to achieve.

I shall not in way any dent this my position with any sort of selfish aims/motives. So help me God.

In the presence of -----

Name -----

Position -----

Address -----

Date -----

APPENDIX III

INVESTMENT

- i. The C.M.O. on parish level may be empowered to invest only within its area.
- ii. The C.M.O. on the Diocesan level may invest on viable ventures within its area of jurisdiction. All the financial parishes of the Diocese shall be deemed shareholders in all ventures.
- iii. In event of creating more Dioceses out of the present Diocese such ventures shall be COMMON wealth properties of the sister dioceses.
- iv. The profit realized from the venture/ventures will be used to enhance the effectiveness of the C.M.O.
- v. It shall also be used to provide for the welfare of members.

APPENDIX IV

UNIFORM (EXCEPTIONS)

Burial/funeral ceremonies of qualified C.M.O. members shall be in official C.M.O. uniforms except members who belong to Organization with special recognized uniforms by the Catholic Church e.g. Knights.

APPENDIX V

ESTABLISHMENT OF C.M.O.

- i. Parishes that fail to establish C.M.O. and abide by this Constitution shall in the first instance be visited by the Diocesan Executive.
- ii. That they shall therefore be reported to the Diocesan Chaplain who may discuss the problems with the Parish Priest before a formal report is made to the Bishop if the Parish still remains recalcitrant.

APPENDIX VI

DISPUTES

- i. Any dispute between members in a parish and between members in parishes, which could not be satisfactorily resolved internally may be reported to the Diocesan C.M.O. In a way of appeal whereupon the Chaplain and the Diocesan Executive Committee shall look the case and settle it amicably.

APPENDIX VII

RIGHTS OF THE EXECUTIVE COMMITTEE

The Executive Committee of the C.M.O. reserves the right to impose sanctions for any offence not specially mentioned in this Constitution provided a fair hearing is given to the parties/offender/s or the parish/es/deanerie(s).

CHAPTER THIRTEEN (13)

AMENDMENT OF THE CONSTITUTION

i. This Constitution shall be subject to amendment on absolute majority of members present at a General meeting.

The amendment shall first be submitted to the Executive for due consideration before presenting same to the General house for voting. The amendment must be approved by the Diocesan Bishop.

ii. EFFECTIVE DATE

This Constitution becomes effective from the 1st day of July.

The Constitution shall be approved by the Diocesan Bishop before it comes into effect.

The Constitution Of The Catholic Women Organisation, Catholic Diocese Of Nnewi



Section 1 NAME

There shall be an organization for all Catholic women in the Catholic Diocese of Nnewi, which shall be known as and called Catholic Women Organization (CWO).

Section 2- HEAVENLY PATRON

The CWO shall be under the heavenly patronage of Our Lady of the Annunciation

Section 3- MOTTO

The motto of the organization shall be "Serving in Unity, Justice and Love".

Section 4 -EMBLEM

The emblem shall be as follows:

A shield containing a catacomb lantern over the Mystical Rose of Our Lady, both of them surmounted by the Cross of Christ above which is the inscription "C. W.O."

Section 5- FEAST DAY

The organization shall celebrate the Catholic Women's day every year on the solemnity of the

Annunciation 25th March of a Sunday, or the Sunday before or after it, or as may be fixed in consultation with competent church authority.

ARTICLE II

Section 1 -AIMS AND OBJECTIVES

- i. To unite all Catholic women of the Diocese of Nnewi in purpose, direction and action in Religious, Education, Social, Cultural and Economic fields.
- ii. To foster holiness of life among catholic women.
- iii. To promote the unity and holiness of the Christian family;
- iv. To give priority to the Christian formation of all members through a deeper understanding of, and participation in the liturgy and life of the Church with a view to fostering the lay apostolate activities in unity of mind and action within the church.
- v. To promote the onward education of its members through seminars, conferences, debates, religious competitions, lectures, symposia, retreats, etc. on the international, national, diocesan, deanery and parish levels.
- vi. To help all Catholic women instill in their children sound Catholic outlook.
- vii. To serve as the medium through which the Catholic women of the Diocese may speak with one voice and act as one

body in matters of common and public interest.

- viii. To study and encourage women's participation in the mission of the Church and to co-ordinate their apostolate at all levels within the society.
- ix. To establish relations with other organizations of women within and outside the Diocese for the purpose of achieving common interests of women throughout the world.

Section 2 -SCOPE

The C.W.O. shall be the umbrella for all organizations, groups and associations of Catholic women in the Diocese with a view to promoting and co-ordinating their contribution to the apostolate of the Church and the community.

ARTICLE III

Section 1 MEMBERSHIP

Membership is open to, and mandatory on all lay Catholic women in the Diocese of Nnewi.

Section 2- REGISTRATION

A Catholic woman registers in the C.W.O at the Station/Ward level with the amount of money stipulated by the Station C.W.O.

Section 3 -LOSS OF MEMBERSHIP

A member loses her membership by public defection from the Catholic Church or by expulsion from the C.W.O decided by two-third of members present at a General Meeting upon the recommendation of the Executive Committee and is ratified by the Parish Priest.

ARTICLE IV

Section 1- ORGANIZATION

The C.W.O. shall be organized at all levels of the ecclesiastical territorial administration as follows:-

- (a) Station/Zone/Ward/Village
- (b) Parish
- (c) Deanery
- (d) Regional
- (e) Diocesan

Section 2 -OTHER LEVELS

It shall also be organized at such other levels as may from time to time be decided upon by the C.W.O. and approved by competent ecclesiastical authority.

Section 3- THE SECRETARIAT

The secretariat shall be located at the diocesan center or at such other place as may be approved by the competent ecclesiastical authority.

Section 4- AUTONOMY

The C.W.O. shall maintain its autonomy as a statutory organisation in the Church, under the authority of the Local Ordinary and Parish Priests and such other institutions or persons as they may designate.

ARTICLE V

Section 1- OFFICERS OF THE ORGANIZATION:

The Officers of the C.W.O shall be:

(a) Appointed Officers:-

- i. The Chaplain
- ii. The Sister Adviser
- iii. Two Legal Advisers

These shall be appointed by the Diocesan Bishop after due consultations.

(b) Elected Officers:-

- i. The President
- ii. Vice President
- iii. The Secretary-General
- iv. Assistant Secretary
- v. Treasurer
- vi. Financial Secretary
- vii. Public Secretary
- viii. Provost (2)
- ix. Auditors (2)

(c) Extraordinary Officers -Patrons:-

Patrons shall be proposed by the elected officers and confirmed by the Diocesan Bishop.

Section 2- THE PLACE OF THE DIOCESAN BISHOP IN C. W.O.

The Bishop

Since the C.W.O. is a church organization, the Diocesan Bishop is the first Head of the organization. He has the supreme prerogative to give directives to the Chaplain, President and all other officers and members for the smooth running and proper co-ordination of the organization.

The Second Vatican Council stresses that various forms of apostolate should be closely co-ordinated under the direction of the Diocesan Bishop when it said: "The various forms of the apostolate should be encouraged. Close collaboration and co-ordination of all the apostolic works under the direction of the bishop should be promoted in the diocese as a whole or in parts of it. Thus all the undertakings and organizations, whether their object be catechetical, missionary, charitable, social, family, educational or any other pastoral end, will act together in harmony, and the unity of the diocese will be more closely demonstrated". (Decree on Pastoral Office of the Bishops in the Church no.17).

Section 3 -THE CHAPLAIN

The Chaplain shall be a priest appointed by the Diocesan Bishop. He is the representative of the Bishop in C.W.O. All Officers and members of the CWO shall obey, respect and take directives from him for the smooth running of the organization. He shall liaise between the CWO and the Diocesan Bishop. He shall serve as the spiritual Director of the organization in all matters of faith and morals and give the members spiritual guidance, inspiration and leadership.

The Chaplain shall attend all meetings of the organization at Diocesan level, and he is an ex-officio member of all committees at all levels of the organization. He shall be moderator at the organization's meetings and with Diocesan President and other officers see that the Organisation carries out its objectives.

Section 4 -THE SISTER ADVISER

The Sister Adviser shall be appointed by the Diocesan Bishop. She shall attend the organization's meetings and advise the women. Her term of office shall be determined by the Bishop.

Section 5 -THE LEGAL ADVISERS

The Legal Adviser shall advise the C.W.O. on the legal implications of the acts or proposals of the Organisation.

Section 6- THE PRESIDENT

The President shall preside at all meetings and conventions of C. W.O. She shall in consultation with the executive committee appoint the chairperson of standing committees, for ratification by ecclesiastical authority. She shall perform any other functions that may be necessary for the attainment of the purposes of the organization. In the absence of the President or the Vice President, a member shall be elected to chair a meeting. She shall vacate the seat on the arrival of the President or the Vice- President.

Section 7 THE VICE PRESIDENT

The Vice President shall assist the President at meetings and co-operate intimately with her. In the absence of the President, her duties shall devolve on the Vice President. She shall carry out such other duties and functions as the President may from time to time assign to her.

Section 8 -THE SECRETARY - GENERAL

It shall be the duty of the Secretary General to convene all meetings of the organization on the instruction of the President. She shall notify the members at least 10 days in advance of meetings and also send a copy of the agenda. On her devolves the responsibility of keeping the minutes of the organizations meetings. She shall perform such other duties as may be assigned to her from time to time. Her term of office shall be 3 years, renewable for one more term only.

Section 9- THE ASSISTANT SECRETARY

The Assistant Secretary shall assist the Secretary in carrying out her duties. She shall take her place during her temporary absence. The Secretary may assign to the Assistant Secretary such other secretarial duties as the former may deem fit.

Section 10- THE PUBLICITY SECRETARY

The Publicity Secretary shall publicize the activities of the organization as approved. She shall read Catholic papers, weeklies and magazines and other publications regularly so as to keep the C.W.O. informed of the activities of women's Organizations in other parts of the country. She shall render regular report of her activities.

Section 11 -THE TREASURER

- i The Treasurer shall keep and account for all such monies as may from time to time be entrusted to her by the organization. She shall assist the Diocesan Secretariat in keeping correct and up to date record of all receipts and disbursements and in ensuring that accounts of income and expenditure are rendered at annual meetings all at the meeting of the executive committee. The Diocesan Secretariat is the custodian of the C.W.O. money/account.

- ii The Financial Administrator banks all monies collected and paid to him by the C.W.O. He shall payout C.W.O money only on the written authority signed by the Chaplain, President and Treasurer of the C.W.O.
- iii. The Treasurer shall keep a correct and up-to-date account of all the monies of the CWO. She shall present an account of income and expenditure at the annual general meetings after it has been duly vetted by the Finance Committee and the Executive Committee.

Section 12: THE FINANCIAL SECRETARY:

The Financial secretary shall be responsible for collecting and recording accurately all the monies due to CWO. She will pay in the monies to the Financial Administrator and obtain a receipt, which will be submitted to the Treasurer. She shall prepare a voucher for any withdrawals, a copy of which shall be submitted to the Treasurer. She shall keep the financial books of the CWO and ensure that all monies due to the CWO are diligently collected and receipts issued.

Section 13- PROVOSTS

Provosts shall be responsible for good order and decorum at all meetings of the C. W.O.

Section 15- THE AUDITORS

It shall be the duty of the Auditors to carry out the internal auditing of the C.W.O account. They shall report their findings regularly at the C.W.O. Executive and General Meetings.

Section 16- THE PATRONS AND PATRONESSES

Patrons and Patronesses who shall assist the C.W.O. in various ways may be appointed at the biennial conventions but they shall not exercise voting rights in virtue of that office. Patrons and Patronesses in addition to being exemplary Catholics shall, as the name suggests, be eminent members of the C.W.O. and C.M.O. who are vast in experience, effective in performance and therefore able to play their role satisfactorily.

Section 17- QUALIFICATIONS OF OFFICERS

- (a) All officers of the C.W.O. shall be practising Catholics in good standing.
- (b) All Officers of the C.W.O. at the Regional and Diocesan levels must have completed the secondary level of education or its equivalent.

Section 18- THE DUTY OF THE EXECUTIVE COMMITTEE

The duty of the Executive Committee is to see to the smooth running and general progress of the

Organization and to evolve means of achieving its objectives.

ARTICLE VI

Section 1 -TERM OF OFFICE

- i. All elected officers of the C. W.O. at all levels shall hold office for 3 (three) years with the possibility of re-election into the same office for only another term of three years. For a person to be elected into the same office after two consecutive terms, there must intervene at least three years after the second term.
- ii. The Chaplain, the Sister Adviser and the Legal Advisers can be changed after a number of years at the discretion of the Diocesan Bishop.

Section 2-ELECTION OF OFFICERS

- i. For Diocesan Officers, all members of the General Meeting as stipulated in the Constitution shall form the Electoral College.
- ii. For Regional elections, the Electoral College shall be formed from all the elected officers from the deaneries.
- iii. For Deanery elections, the Electoral College shall be constituted by all the elected officers from the parishes
- iv. For parish elections, the Electoral College shall be constituted by the elected officers from the Stations.

- v. For station and ward elections, all the C.W.O. Members shall form the Electoral College.
- vi. The station, parish, deanery and regional elections shall precede the central diocesan elections.
- vii. Elections at the Diocesan, Regional, Deanery and Parish levels shall be by secret ballot. At the station level, it can be by secret or open ballot or by the raise of hands as may be decided by the station C. W.O.

Section 3- BYE LAWS

Each level of C.W.O. shall be free to enact its byelaws, provided that such laws are not contrary to the provisions of this constitution and byelaws of a higher level. Such byelaws do not come into effect before the approval of the executive committee of the higher level. The opinion of the Legal Advisers has to be sought.

ARTICLE VII

Section 1 -GENERAL MEETING

The General Meeting shall constitute the governing council of the C.W.O. The members of the General Meeting shall be:

- i. All officers in Article V, Section 1, i.e., the Members of the Executive Committee as ex officio members;
- ii. All Regional and Deanery Officers;

- iii. The President, Secretary, the Financial Secretary and the Treasurer of each Parish C. W.O.
- iv. The President and Secretary of each station C. W.O.

Section 2- Time, Venue and Notice of Meeting.

The General Meeting shall hold once a year on a date to be designated by the Executive Committee. The venue shall ordinarily be the Diocesan Centre, provided that the Executive Committee for serious reasons can designate another venue for a meeting.

Notice of meetings shall be given by the Secretary General at least one month before the date of the meeting.

Section 3- CONVENTION

There shall be a biennial convention of the diocesan C. W.O. at a date and place to be designated by the Executive Committee. The convention shall be attended by:

- i. All members of the Diocesan Executive Committee of the C. W.O.
- ii. All members of the Regional Executive Committee
- iii. All members of the Deanery Executive Committee
- iv. All Parish Officers
- iv. At least 20 representatives of every station

Section 4- THE EXECUTIVE COMMITTEE MEETING

The Executive Committee of the Diocesan C. W.O. shall meet three times a year and whenever, in the judgment of the President or 10 other members of the Executive Committee, there is need for such meeting.

Section 5- THE STEERING COMMITTEE

The meeting of the Steering Committee will be made up of the President, the Vice President, the Secretary General, Assistant Secretary, Financial Secretary, the Treasurer, the Sister Adviser and the Chaplain. The Steering Committee may meet from time to time whenever the President considers it necessary but not less than once every two months. Its duty is to see that the decisions of the executive committee and the general meeting are carried out, and also to prepare the agenda for both executive committee and general meetings.

Section 6 -QUORUM

Quorum at meetings shall be as follows:-
General Meeting - at least one representative each from:-

- 1. One-third of the stations.
- 2. Two-third of the parishes and
- 3. Half of the deaneries
- 4. All of the Regions

Section 7- EXECUTIVE COMMITTEE

One -quarter of the members, which must include the following: the President or Vice President, Secretary General or Assistant Secretary and the Chaplain shall form a quorum.

Section 8

Without prejudice to the above stipulations about meetings, the day-to-day running of the organization shall be the responsibility of the Chaplain, the President and the Secretary General.

ARTICLE VIII

Section 1 -VOTING

At the General meeting and the Exco meeting all members are eligible for voting, provided that the home base of the officers mentioned in Article VII, Section i, ii, iii, are financially up-to-date.

Section 2- RIGHT TO VOTE

At the convention the following shall vote:-

- i All Exco members, of all the higher levels of the organization.
- ii. One representative from each station that is financially up-to-date.

Section 3- MANNER OF VOTING

Voting shall ordinarily be by show of hands, except for such serious matters as the election of officers,

and amendment of the constitution or manual, which shall be by secret ballot. The meeting can, with a simple majority decide on a secret ballot for any other item.

ARTICLE IX

Section 1 -FINANCE

1. The finance of the organization shall come from registration fees and annual dues paid by relevant levels.
2. Donations.
3. Projects.
4. Grants and subsidies
5. Other fund raising activities.

Section 3- IMPREST FOR OTHERS

The President and Secretary-General shall also have their own imprest account as shall from time to time be approved by the executive, to be fully retired before another imprest is given.

Section 4- APPROVALS FOR EXPENDITURE

Apart from expenditure on recurrent items, every other expenditure shall be approved by the Exco or the general house as the case may be. But expenditures involving huge sum of money exceeding =N=200,000.00(two hundred thousand naira only) must be sent to the Bishop for approval since C. W.O. fund is Church money.

Section 5 -BANKING

The organization's money shall be lodged with the bank or banks as approved by the Diocesan Bishop.

Section 6- ALL MONIES TO THE DIOCESAN SECRETARIAT

All monies paid into the C. W.O. shall be directed through the Diocesan Secretariat who issues receipt for them.

ARTICLE X-LIFE MEMBERSHIP

- (i) Life members are those special members who endeavour through prayers, special sacrifice, counseling and hard work to animate, encourage and promote various voluntary activities that make for greater progress of the C.W.O.
- (ii) They are to act as mothers to and as Torch-bearers of the organization. They must therefore struggle to be exceptionally good and exemplary in the practice of the Catholic faith.
- (iii) One ceases to be a life member when one lives a scandalous life, details of which will be spelt out by the committee.
- (iii) They must pledge to obey all the rules and regulations of the Diocesan C.W.O. and must always be prepared to offer everything in their power, spiritual and material in order to assist the C.W.O. to

achieve its main goal which is to win many souls for God.

ARTICLE XI

Section I -COMMITTEES

The following standing committees shall subsist:

1. Finance Committee
2. Life Membership Committee
3. Spiritual Formation Committee
4. Education Committee
5. Project Committee
6. Management Committee
7. The Seminary Food Apostolate Committee
8. Disciplinary Committee.

1. Finance Committee

This committee shall have the duties of

- i. Raising funds for the organization
- ii. Vetting and approving expenditures of the organization
- iii. Ensuring that accurate accounts of all incomes and expenditures are made.

2. Life Membership Committee

- i. The Committee is charged with the responsibility of co-ordinating the activities of the Life members throughout the Diocese. It organizes interview and selection of new members. The committee includes the President, Secretary General, the

- Chaplain and Sister Adviser as ex-officio members.
- ii. For the qualities necessary for the selection of its members, the committee executive is referred to the C. W.O. Handbook "Women, Justice & Evangelization" pages 149 and 150

3. Education Committee

The main function of the committee shall be to find ways and means of deepening the faith of all members at all levels. The committee shall have in addition the function of educating the members on current issues in the church and society and be in charge of seminars, conferences, debates, religious competitions, lectures, symposia at all levels.

4. Spiritual Formation Committee

This shall have the function of the spiritual formation of the members. It shall plan the liturgy, songs and prayers and retreats for various events. It shall, at the meetings select the readings for the day etc.

5. Projects Committee

This committee shall plan and execute the Diocesan C. W.O. projects. It shall draw up estimates for the projects for approval by the finance committee. It shall have power to negotiate contract as regards the projects on behalf of the organization. It shall have the power to co-opt any member whose expert advice shall be needed in the execution of their functions.

6. Management Committee

This committee shall comprise the Diocesan Steering Committee and the President and Secretary of each Region. This committee shall take care of the management and general administration of any centres or properties of the organization. It shall take decision on all matters that affect the administration of the C.W.O. centres, such as those to be employed, their salaries and types of activities and functions which the centres could be used for. It shall see that proper account of the proceeds of the centres is well kept. No major decision about the centers should be taken without the approval of this committee.

7. The Seminary Food Apostolate Committee

This shall be responsible for arranging, executing and assessing the parish C. W.O. food Apostolate for our Seminarians and Religious Aspirants. They shall see to it that all perform to expectation and evolve suitable means to raise the morale of this important apostolate.

8. Disciplinary Committee

This committee shall take charge of studying, and investigating cases of disputes, misbehaviours or unbecoming acts of C.W.O. members, with a view to resolving them, and making recommendations on same to the C. W.O.

In cases already tried by C.W.O. at other levels, a party dissatisfied by the judgments there may appeal to the Diocesan Disciplinary Committee.

The committee is to impartially study such cases and recommend disciplinary actions against guilty members to the C.W.O. Steering Committee.

Section 2 -MEMBERSHIP OF THE COMMITTEES

Each of these committees except where otherwise specifically mentioned, shall comprise three Exco members and four others from the Regional Executive Committee making a total of not more than ten except the management committee.

Section 3- TERM OF OFFICE OF THE COMMITTEE MEMBERSHIP

The terms of office for members of these committees expire with the terms of office for the officers. Each committee shall be headed by a chairperson with a secretary who shall not serve for more than two consecutive terms in the same post.

Section 4- AD HOC COMMITTEE

Ad hoc committees may be formed by the Executive Committee to handle any special urgent matters when the need arises and after due consultation with the Chaplain.

ARTICLE XII

REGIONS, DEANERIES, PARISHES AND STATIONS

What is said of the Diocese is valid for all other levels with the following special provisions.

Section 1 -REGIONS AND DEANERIES

At the regional and deanery levels, the Exco is to be made up of the following officers:-

1. The Chaplain
2. The President
3. The Vice President
4. The Secretary
5. Assistant Secretary
6. Treasurer
7. Financial Secretary
8. Provosts

Officers from the Region, Deanery or Parish at a higher level are ex officio members of the Executive Committee at the lower levels.

Section 2- APPOINTMENT OF REGIONAL AND DEANERY CHAPLAINS

The Regional and Deanery Chaplains shall be appointed by the Episcopal Vicars and Deans respectively for their territories.

Section 3- OBLIGATION TO OBSERVE FINANCIAL REGULATIONS

Every level of the organization is observing all the financial regulations as apply on the Diocesan level.

Section 4 -COMMITTEES

The Regions and Deaneries shall have the following committees:

- i. Finance Committee
- ii. Spiritual Formation Committee
- iii. Education Committee
- iv. Disciplinary Committee
- v. And any other committee which they consider necessary following the needs of their locality.

Section 5- THE PARISH AND STATION

The Parish shall have the following officers:

- i The Chaplain who is the Parish Priest or a priest designated by the Parish Priest
- ii. The President
- iii. The Vice President
- iv. The Secretary
- v. The Assistant Secretary
- vi. The Treasurer
- vii. The Financial Secretary
- viii. Provosts/PRO
- ix. Patrons
- x. Legal Adviser
- xi. Ex Officio members

The functions of the officers are the same with those given for diocesan officers with necessary adaptations.

ARTICLE XIII

REPORTS

Reporting shall be by simple devolution whereby each subordinate level renders its report to the immediate higher level. The C.W.O. shall render reports annually to the various levels of ecclesiastical authority corresponding to the various levels of the C. W.O.

ARTICLE XIV

Section 1 -GENERAL

There shall be no accumulation of offices. Any officer duly elected at a higher level shall resign the office, which she has at the lower level. Such office will be filled through a bye-election.

Section 2 -AMENDMENT

This constitution shall be subject to amendment. The procedure for amendment shall be as follows:

- (a) Written notice of the proposed amendment shall be sent to the Secretary at least 90 (ninety) days before the date of the Annual General Meeting at which the proposed amendment is expected to be tabled and debated.

- (b) Copies of the proposed amendment shall be forwarded to all members of the Executive Committee at least two months before an emergency meeting of the Committee or of an emergency meeting of the General Meeting if the nature of the proposed amendment so demands, and such an emergency meeting is proposed.
- (c) The Executive Committee shall pass the proposed amendment by a two third majority of votes of the members present and voting.
- (d) After that, the proposed amendment shall be presented at the annual general meeting for ratification.
- (e) Finally, it shall be forwarded by the Chaplain, the President and the Secretary to the Diocesan Bishop for approval.

This constitution is hereby approved for an experimental period of three years in the first instance. It comes into effect on 2nd January 2003.

GIVEN at the Diocesan Secretariat of the Catholic Diocese of Nnewi, this 16th day of December 2002.

+ Hilary Paul Odili Okeke
Bishop of Nnewi

Very Rev. Fr. Alphonsus N. Okonkwo
Chancellor

Constitution Of Catholic Boys Organization Nnewi Diocese

Chapter 15

Article I: NAME:

The Organisation shall be known, addressed as, and called "**CATHOLIC BOYS ORGANIZATION**" (C.B.O).

Article II: MOTTO:-

To serve God with vigour and humility.

Article III: SUPREMACY OF THE CONSTITUTION

- (a) This constitution is supreme and its provisions shall be binding on all the member(s) of Catholic Boys Organization in the Diocese.
- (b) It also supercedes another constitution made by other levels of the organization, Regions, Deanery and Parish levels.

Article IV: AIMS AND OBJECTIVES

- (a) To unite all Catholic Boys in the Diocese with the view to forming them into a strong, united and dynamic body.
- (b) To prepare the member(s) through their various activities to play active and

responsible roles in the church and in the nation.

- (c) To help member(s) realize and recognize their proper vocation in life.
- (d) To undertake any activity which could promote the material, social and spiritual development of the member(s).

Article V: MEMBERSHIP

- (a) The membership is open to all Catholic Boys in the Diocese from the age of thirteen years upwards and to those who, though are from the Diocese but are residing outside the Diocese.
- (b) One who is not residing in his parish of origin shall be a member both in his parish of origin and his parish of residence.
- (c) To be a member, one has to register with his parish and ward or station.

Article VI: REGISTRATION:

- (a) Each member shall register with his ward, station and parish with stipulated amount of money to be determined by parish, ward or station involved.
- (b) Each parish shall register with their various Deaneries and Regions with stipulated amount of money to be determined by Deaneries or Regions.
- (c) Each member shall pay monthly dues at ward, station and parish levels.

Article VII: STRUCTURES:

The CBO shall function at the following levels:

- (a) Ward/Station and Parish
- (b) Deanery, Regional and Diocese.
Parishes in the rural areas could have branches in urban parishes.

Article VIII: OFFICERS AND DUTIES:

At all levels, the organization shall have the following offices and officers.

- (a) **PRESIDENT:** He shall preside over and direct all the affairs of the Organization. Convene meetings in consultation with the vice president and the secretary and also preside over them.
- (b) **VICE PRESIDENT:** To assist the president and assume all the duties in the absence of the president.
 - (i) In the absence of the president, and the two (2) vice president, the house shall appoint any member to preside over the meeting.
- (c) **SECRETARY:** He shall carry out all approved correspondences on behalf of the organization and cover all proceedings and the deliberations of the

meeting in writing and furnish it with minutes.

- (i) He shall also on the last meeting of every year present a comprehensive report of the activities of the organization for the year under review.
- (ii) He shall be in possession of all the secretarial documents of the Organization.
- (d) **ASSISTANT SECRETARY:** He shall assist the secretary and cover his duties when the secretary is absent from meeting.
 - (i) He shall take directives from the secretary as at when necessary.
- (e) **FINANCIAL SECRETARY:** He shall receive all monies due to the organization, issue receipts and pay them to the treasurer within two days.
 - (i) He shall keep account of the organization's income and expenditure, and furnish the house every six months with an up to date list of debtors and financial position of the organization.
 - (ii) He shall have receipt booklets, payment vouchers, income and expenditure books in his custody.
 - (iii) He prepares vouchers and jointly signs them with the president for withdrawals of money from the treasurer.

- (f) **TREASURER:** He shall keep all the money of the organization received from the financial secretary and acknowledge receipts accordingly.
 - (i) He shall maintain an imprest of N5,000.00 (five thousand naira only) only at Diocesan level.
 - (ii) He shall pay into the bank all the organization's money within 72 hours i.e. (3 days).
 - (iii) He shall have in his custody the organization's passbook, Tellers, Chequebook, Cash book e.t.c.
- (g) **AUDITORS:** There shall be two Auditors who will routinely inspect the Books and Accounts of the Organization and report their findings to the house.
- (h) **PUBLICITY SECRETARY:** There shall be a chief Diocesan publicity secretary with two Regional publicity secretaries, working with him in the organization at the Diocesan level.
 - (i) Chief Publicity Secretary shall be in charge of the organization's public relations and publicize its activities as approved by the organization through Regional Publicity Secretaries or P.R.O.s to Deaneries and Parishes.
- (i) **PROVOST:** The organization shall, have two (2) provosts. They are to maintain peace and orderliness in all the gatherings of the organization.
- (j) They are to take directives from the President.

- (k) **PATRONS AND PATRONESSES:** The organization shall have patrons and patronesses to act as fathers and mothers and advisers to the organization at all levels.
 - (i) They shall also give financial, material and other support as, and when due according to their means and will.
- (l) **DIOCESAN CHAPLAIN:** There shall be spiritual directors at the diocesan level of the organization appointed by the Bishop, at the regional level appointed by the Episcopal Vicar, at Deanery by the Dean and at Parish level by the Parish Priest to direct and moderate the organization in all matters of faith and moral.
- (m) **SIGNATORIES:** The Chaplain, President, and the Treasurer shall be the organization's signatories at all respective levels.
 - (i) They shall be responsible for the management of the organization's assets and operate its bank account with the bank.
- (n) **TRUSTEES:** The organization shall have at most 6 trustees for the management of the organization's assets.

Article IX: COMMITTEES:

- (a) The organization shall have these committees, standing and adhoc committees.

- (b) **STANDING COMMITTEES ARE AS FOLLOWS:** Execution, Security, Mobilization, Welfare and moral Execution.
- (c) **EXECUTIVE COMMITTEE:** Shall consist of all the elected officers of the organization in the Diocese; including presidents and secretaries of all the Regions, at the diocesan level, and so down the line.
- (d) **SECURITY COMMITTEE:** There shall be a security committee that will direct and monitor the activities of Catholic Mobile Organization, which is a subsidiary of Catholic Boys Organization.
 - (i) The security force will be under the control CBO executive committee at all levels of operation.
- (e) **MOBILIZING COMMITTEE:** This committee shall see to the formal functioning of CBO in all the parishes of the Diocese.
- (f) **AD-HOC COMMITTEE:** The organization shall appoint the following ad hoc committees when the need for them arises, e.g. Audit and quiz committees.
 - (i) **Audit Committee:** They shall be appointed by the organization as the need arises to cross check the financial records of the organization and submit a written report to the house and

- make recommendations to that effect.
- (ii) **Quiz Committee:** They shall be appointed by the organization at all levels.

In case of other issues deserving to be treated by ad hoc committee, the executive committee shall reserve the right of raising, naming, and giving it terms of reference to other ad hoc committees.

Article X: ELECTION AND DURATION:

- (a) Election of officers at all levels shall be held every three (3) years, during an official general meeting of the organization.
- (b) Winner(s) shall be decided by the simple majority votes.
- (c) Election shall be by open ballot.
- (d) Sufficient notice shall be given before the election is held and two (2) notices convening two sittings of the organization are required for the purpose.
- (e) No elected officer shall retain the same office for more than two (2) terms consecutively (6 years).
- (f) Any member(s) who is aspiring to be voted for shall be a bonafide and up to date member of the organization.
- (g) Election shall be supervised and conducted by the Chaplain.

- (h) Any member(s) who must vote and be voted for must have to attend the meeting(s) of the organization at least four consecutive times in a year.
- (i) No body shall be elected in absentia.

Article XI: REMOVAL OF OFFICERS AND FILLING OF VACANT OFFICE(S)

Any officer(s) of the organization who commits any or all of the following offences shall be removed from office:

- (a) Embezzlement of the organization's funds
- (b) Inefficiency, truancy and distrust in the discharge of duties
- (c) Any proof of involvement in criminal offences
- (d) Proof of insanity and disposition
- (e) Other offence(s) considered adequate for removal by two third (2/3) majority of the house.
- (f) **RESIGNATION OF OFFICER(S):** If any officer(s) resign or is removed, a bye-election shall be held.

Article XII: DISCIPLINE:

- (a) Lateness to meeting attracts a fine of N10.00 (ten naira) while Absenteeism attracts a fine of N50.00 (fifty naira), to be paid by the parish or Region being concerned, at the meetings of respective higher levels.

- (b) Noise making in the meeting attracts a fine of N10.00 (ten naira)
- (c) Quarreling/fighting in the meeting attracts a fine of N50.00 (fifty naira)
- (d) Any member(s) who has not attended the meeting of the organization for one year is not entitled to the benefits and rights obtainable in the organization.
- (e) Any member who co-habits with his fiancée before marriage in the church shall lose all the rights and benefits due to him.

Article XIII: ACTIVITIES

- (a) The diocesan executive committee sits on every Friday before the general meeting at the CBO office at the secretariat.
- (b) General: The general meeting of the Diocese holds bi-monthly i.e. (once in every two months) on every second Saturday of the month.
- (c) The Catholic Boys Organization shall participate actively in apostolate of the church by ways of helping in the catechetical instructions, visitation of the sick and destitute, alms giving etc. (Decree on the apostolate of the laity Nos. 2&6)
- (d) The organization shall explore acceptable ways of inculcating adequate personality formation in the members and of helping them to

develop their talent and latent qualities in accordance with the law and teaching of Jesus Christ and the Church. Also taking cognizance of acceptable cultural and social norms, activities shall include seminars, Retreats, Lectures, Debates, Quiz, Concert shows, Sports, Cultural dances, reading, Writing and Selling of Catholic Literature and other forms of formation the Bishop, Parish Priest and Chaplains may deem necessary.

- (e) **ANNUAL CONVENTION:** The annual convention of the Catholic Boys Organization shall be on the feast of St. John Bosco.
- (f) Activities and ceremonies shall be held on the Sunday following the date where the day does not fall on a Sunday.
- (g) All parishes in the Diocese must attend and participate actively in events marking the yearly convention.
- (h) It shall be the responsibilities of the Diocesan CBO to organize the annual convention and inform/direct parishes accordingly on the levels of their involvements.
- (i) It shall be noted that whenever convention is organized at the Regional level, that every Region must pay 40% of their profit proceeds to the Diocesan CBO.

Article XIV: QUORUM:

- (a) Executive Committee Meeting: To form quorum in the executive committee meeting, there must be seven (7) members present
- (b) General Meeting: In the case of general meeting, 4 executive committee members, which must include the President or Vice-President, and the Secretary or Assistant Secretary and 16 other members from various Regions from the house will form in the quorum.

Article XV: SOURCES OF INCOME

- (a) Registration fees and monthly dues of Regions at the Diocesan level.
- (b) Levies from Regions, at Diocesan level, and at all other levels
- (c) Fines from defaulters
- (d) Free will donations and love offerings
- (e) Proceeds from fund raising activities
 - i. The organization shall undertake projects that will enable it raise revenue. Such projects shall be scrutinized and must be ascertained to have revenue generating capacity enough to make increasing return.
 - ii. Expenditures and Disbursements of the organization's fund must be as approved in a general or

emergency meeting or in strict circumstances by the president in consultation with the chaplain or executives.

- iii. The president and the financial secretary shall jointly sign payment vouchers for disbursement of expenses.

Article XVI: BENEFITS AND RIGHTS

Parish C.B.O. will see to the benefits of their members, while the Diocesan C.B.O. will see that of the members of the diocesan executive.

- (a) **WEDDING:** The organization shall attend the wedding ceremony of any active member provided that invitation has been given to the body. This invitation must reach the organization two (2) weeks prior to the wedding date.
- (b) The organization shall attend and present N2, 000.00 (two thousand naira only) purse, a piece of CMO uniform and certificate of merit to the couple.
- (c) The couple shall prepare a well-decorated table, half cooler of rice, a chicken and a carton of beer and a crate of mineral to the organization.
- (d) **SICKNESS:** If an active member(s) falls seriously sick that results to admission in hospitals the organization shall delegate or visit the member en-mass and N1, 000.00 (one thousand naira only) will be given to the member concerned.

- i. Prayers and words of encouragement shall be offered at the occasion.
- ii. Incase of any member(s) called to Priestly or Religious Vocation or priesthood, the person shall be given N2,000.00 (two thousand naira only) and a soutane.
- iii. **DEATH:** In the event of the death of a member, the organization shall be informed accordingly.
- iv. The wake-keeping or otherwise condolence visit shall be compulsory to all members, with 2 cartons of beer, 3 crates of mineral and 2 yards of cloth. Parish to provide musical instruments.
- v. A befitting Christian funeral shall be accorded to the deceased member(s).
- vi. The organization shall offer masses for the repose of the deceased member(s). Other levels in which he was serving will do the same. A purse of N2, 000.00 (two thousand naira only) will be given to the family of the deceased member(s).

XVII: MISCELLANEOUS/GENERAL

- 1. Any Catholic boy who has not been beforehand a registered CBO member,

- and who intends to wed in the church shall pay a fine of N3,000.00 (three thousand naira only) to the parish CBO - for urban, N2,000.00 for Rural Parishes.
2. There shall be a Diocesan I.D card, which every member of the organization must have.
 3. Any matter(s) or issue(s) which shall be tabled before the organization at all levels that is not covered by the rules and regulations as contained in the constitution shall be treated according to its merit and as agreed by the majority of the members present at meeting.
 4. In-case of any disagreement in any levels of the organization, the decision(s) of the chaplains is the final.
 5. This constitution is subject to amendments when and where necessary provided that two third (2/3) majority vote is obtained, of the representatives present at a duly convened general meeting of the Catholic Boys Organization Nnewi Diocese.
 6. This constitution shall become effective from the 1st day of September 2002.

The Constitution Of The Catholic Girls' Organisation (C.G.O), Nnewi Diocese

Chapter 16

PREAMBLE:

Our diocese has been appropriately described as the Family of God. It is a family in which every member finds his or her identity, enjoys his or her rights and joyfully and responsibly fulfils his or her obligations in the spirit of love, mutual care and solidarity. It is necessary that girls should develop a sense of belonging to this family and of unity among themselves. This will keep them in learning to grow in the practice of the Catholic Religion, charity and other Christian virtues. They should aspire to acquire those qualities that will help them as future Christian mothers and happy house makers or has something to gain from and something to contribute to the welfare of the others and of the Church. In this way, an Organization of Catholic Girls will helps promote the reign of Christ in the lives of the members and in the world. Therefore following the resolution to have a statutory organization for all Catholic girls in the Diocese of Nnewi, the following constitution is hereby given.

ARTICLE ONE

GENERAL MATTERS

1. NAME

The Organisation shall be known, addressed as, and called "Catholic Girls' Organization" (C.G.O).

2. MOTTO:

HOLINESS AND DECENCY

3. SUPREMACY OF THE CONSTITUTION.

- (a) This constitution is supreme and its provisions shall be binding on all the member(s) of Catholic Girls' Organization in the Diocese.
- (b) It also supersedes any other constitution made by other levels of the organization, Regions, Deaneries and Parish levels.

4. AUTONOMY.

The C.G.O shall maintain its autonomy as a statutory organization in the Catholic Diocese of Nnewi under the authority of the Diocesan Bishop.

5. EMBLEM

The emblem shall be as follows; A shield containing a picture of Our Blessed Virgin Mary of Immaculate Conception.

6. GREETINGS

Powerful Virgin Pray for us.

7. HEAVENLY PATRONESS

The C.G.O shall be under the heavenly patronage of our Lady of Immaculate Conception.

8. FEAST DAY

The organization shall celebrate the Catholic Girls' Day every year on the Feast of Immaculate Conception 8th December (if Saturday, or the Saturday before or after it, or as may be fixed in consultation with the Diocesan Bishop).

ARTICLE TWO

AIMS AND OBJECTIVES AND MEMBERSHIP

9. AIMS AND OBJECTIVES.

The aims and objectives of the CGO are:

- i. To unite all Catholic Girls of the Diocese of Nnewi in purpose, direction and

- action in religious, education, social, cultural and economic fields.
- ii. To assist the Catholic girls to emulate the Blessed Virgin Mary in all her virtues such as humility, kindness, chastity, prayerfulness, etc.
- iii. To foster holiness of life among Catholic girls.
- iv. To provide the forum for learning Catholic doctrines and living by the teaching of the Church;
- v. To help the handicaps, (the motherless babies, leprosy patients and the less privileged in the society).
- vi. To promote the continuous formation of the members through seminars, debates, religious competitions, quiz, retreats etc on the International, National, Diocesan, Regional, Deanery and Parish levels.
- vii. To see that there is unity among the Catholic girls within the Diocese.
- viii. To see that they use their God-given gifts, talents and qualities constructively and responsibly.
- ix. To study and encourage girls participation in the mission of the Church and to co ordinate their apostolate at all levels within the Diocese.
- x. To help members realize and recognize their proper vocation in life.
- xi. To assist girls face their peculiar problems with Christian courage and to

combat corrupt influences that harm their Christian living and degrade their womanhood.

10. MEMBERSHIP

- i. Membership is open to all single or unmarried girls in the Diocese.
- ii. In accordance with the diocesan law, it is compulsory for all Catholic girls in the diocese.
- iii. Every member must participate fully in the activities of the organization.
- iv. One who is not residing in her Parish of origin shall be a member both in her Parish of origin and her Parish of residence.
- v. To be a member, one has to register with her Parish and ward or station.
- vi. Active member is entitled to benefits from the organization both in life and in death.
- vii. A non- active member is liable to lose her benefits from the organization both in life and in death.
- viii. For recognition and support, a member shall obtain a letter of identification signed by the President and Secretary respectively.

11. REGISTRATION OF MEMBERS

A Catholic girl becomes a member of the CGO by registration in accordance with the following prescriptions:

- i. Age Limit: 12 years upwards should register as a full member.
- ii. There shall be two grades of membership: Junior (from 12 to 18 years of age) and Senior (above 18 years).
- iii. Registration for Junior C.G.O shall be with N100 and for Senior C.G.O with N500.

12. LOSS OF MEMBERSHIP

A Catholic girl loses her membership of the C.G.O only by:

- i. Marriage
- ii. Defection from the Catholic faith
- iii. Death

13. UNIFORM

- i. Cloth: White Stone Silk.
- ii. Style: The style must be skirt and blouse. (Skirt will have over lap while blouse is round neck with button down)
- iii. Head Tie: Diocesan head tie.

ARTICLE THREE

THE STRUCTURE OF THE CGO

14. The C.G.O shall be organized at all levels of the ecclesiastical territorial administration as follows

- (a) Station/Zone/Ward/Village.
- (b) Parish.
- (c) Deanery
- (d) Regional
- (e) Diocesan.

15. THE PLACE OF MEETING

The place of meeting shall be located at the Diocesan Centre or at any Parish as may be approved by the Executive Members.

16. OFFICERS OF THE ORGANIZATION

- (a) Appointed Officers
 - i. The Chaplain
 - ii. The Sister Adviser
- (b) Elected Officers:
 - i. The President
 - ii. Vice President
 - iii. The Secretary - General
 - iv. Assistant Secretary
 - v. Treasurer
 - vi. Financial Secretary
 - vii. Publicity Secretaries 2
 - viii. Provosts 2
 - ix. Auditors 2

17. THE PLACE OF THE DIOCESAN BISHOP IN THE C.G.O.

- a. The Diocesan Bishop is the supreme prerogative to give directives to the Chaplain, Sister Adviser, President and all other Officers and Members for the

smooth running and proper co-ordination of the Catholic Girls in the Diocese.

- b. It is the sole prerogative of the Diocesan Bishop to appoint the Chaplain and the Sister Adviser of the C.G.O

18. THE CHAPLAIN

The Chaplain who shall be a priest appointed by the Diocesan Bishop shall serve as the spiritual director of the C.G.O. He shall direct the members in matters concerning faith and morals. He shall also intervene prudently to ensure that the aims and objectives of the Organisation are followed by the members. He shall be invited to all the meetings of the Organisation and he can also attend the meetings of the Committees. He shall exercise supervisory role over the activities of the Organisation and shall be a necessary signatory to the bank account of the Organisation.

19. THE SISTER ADVISER

- i. The Sister Adviser shall be appointed by the Diocesan Bishop.
- ii. She shall advise the girls on matters of faith and morals.
- iii. She shall also be available to assist the members to achieve the aims and objectives of the Organisation.

20. THE PRESIDENT

- i. The President shall attend all meetings of the organization.
- ii. She shall conduct the meetings of the Organisation and preside at seminars of the C.G.O.
- iii. She shall in consultation with the Executive Committee appoint the chairperson of any other function committees of the Organisation.
- iv. She shall perform any other function that may be necessary for the attainment of the purposes of the organization.

21. THE VICE PRESIDENT

- i. The Vice President shall assist the President at meetings and co-operate intimately with her.
- ii. In the absence of the President, her duties shall devolve on the Vice President.
- iii. She shall carry out such other duties and functions as the President may from time to time assign to her.

22. THE SECRETARY GENERAL

- i. It shall be the duty of the Secretary General to convene all meetings of the organization on the instruction of the President.
- ii. She shall notify the members at least 10

- days in advance of meetings and also send a copy of the agenda to the members.
- iii. On her devolves the responsibility of keeping the minutes of the meetings.
- iv. She shall perform such other duties as may be assigned to her from time to time by the President.

23. THE ASSISTANT SECRETARY

- i. The Assistant Secretary shall assist the Secretary General in carrying out her duties.
- ii. She shall take her place during her temporary absence. The Secretary may assign to the Assistant Secretary such other Secretarial duties as the former may deem fit.

24. THE PUBLICITY SECRETARIES

- i. The Publicity Secretaries shall publicize the activities of the organization as approved.
- ii. They shall read in the meetings Catholic Newspapers, and Magazines and other publications regularly so as to keep the C.G.O informed of the activities of Girls Organizations in other Dioceses and in other parts of the Country.

- iii. They shall render regular report of their activities to the general meeting of the Organisation.

25. THE TREASURER

- i. The Treasurer shall keep all the monies of the Organisation.
- ii. She shall pay all properly approved vouchers submitted to her.
- iii. She shall assist the Financial Secretary in keeping correct and up-to- date records of all receipts and disbursements and in ensuring that accounts of income and expenditure are rendered at every six months to the executives and annually to the general body.
- iv. The Treasurer shall not keep more than five thousand naira (N5,000.00) with her. All other monies shall be deposited with Chukwunenye Community Bank Ltd. Nnewi within 48 hours.

26. THE FINANCIAL SECRETARY

- i. The Financial Secretary shall be responsible for collecting and recording accurately all the money due to C.G.O
- ii. She will issue receipts for all the money and hand it over to the Treasurer within 24 hours and obtain a receipt from the Treasurer.
- iii. She shall prepare a voucher for any withdrawal, a copy of which shall be submitted to the Treasurer.

- iv. She shall keep the financial books of the C.G.O and ensure that all monies due to the C.G.O are diligently collected and receipts issued.
- v. She shall present an account of income and expenditure at the Annual General Meetings after it has been duly vetted by the Auditors.

27. THE PROVOST

Provosts shall be responsible for good order and decorum at all meetings of the C.G.O.

28. THE AUDITORS

- i. It shall be the duty of the Auditors to carry out the internal auditing of the C.G.O account.
- ii. They shall report their findings regularly at the C.G.O executive and general meetings

29. THE PATRONS AND PATRONESSES

The Organisation shall have patrons and patronesses.

- i. They shall be proposed by the Elected Officers.
- ii. Patrons and patronesses in addition to being exemplary Catholics shall, as the name suggests be eminent members of the C.M.O and C.W.O who are vast in experience, effective in performance

and therefore able to play their role satisfactorily.

- iii. Patrons and patronesses should be well scrutinized by the Chaplain, Sister Adviser and the Members of the Organization.

30. QUALIFICATION OF OFFICERS

- i. All officers of the C.G.O shall be practicing Catholics in good standing with the Catholic Diocese of Nnewi.
- ii. All Officers of the C.G.O at the Regional and Diocesan Level must have completed the secondary level of education or its equivalent.

31. TERM OF OFFICE

- i. All Elected Officers of the C.G.O at all levels shall hold office for three years with the possibility of re-election into the same office for only another term of three years.
- ii. For a person to be elected into the same office after two consecutive terms, there must be an interval of at least three years after the second term.

32. ELECTION OF OFFICERS

- i. For the Diocesan Officers: All members of the general meetings as stipulated in the constitution shall form the electoral College.

- ii. For Regional Elections: the Electoral College shall be formed from all the Elected Officers from the Deaneries.
- iii. For Deanery elections: the Electoral College shall be constituted by all the Elected Officers from the Parishes.
- iv. For Parish Elections: the Electoral College shall Elect Officers from the Stations.
- v. For Station and Ward Elections: all the C.G.O members shall form the Electoral College.
- vi. The Station, Parish, Deanery and Regional Elections shall precede the Diocesan Election.
- vii. Election at the Diocesan, Regional, Deanery and Parish levels shall be by the raising up of hand.
- viii. If any office falls vacant, a bye-election shall be held.

33. LOSS OF OFFICE AND FILLING OF VACANT OFFICE(S)

- (i) A girl who becomes pregnant outside a valid Christian marriage or who engages in cohabitation with a man or who has public and notorious abortion is not qualified to hold any electoral office either at parish, deanery, regional or diocesan level.
- (ii) Any officer(s) of the organization shall be deemed to have lost her office by resignation, removal from office, marriage or death.

- (iii) REMOVAL FROM OFFICE: Any officer who commits any of the offences in no. 1 or is guilty of insubordination, obduracy and activities deemed to malign the Catholic Church or C.G.O., loses her office once the offence is proved.
- (iv) RESIGNATION OF OFFICE(S): Any office is deemed to have lost her office if she resigns and her resignation is accepted by the Executive Committee.
- (v) DEATH or MARRIAGE: In the event of death of an officer, her office shall be automatically vacant. In the case of marriage, the person shall hand over her office to her assistant or to the President.

ARTICLE EIGHT

COMMITTEES

34. LIST OF COMMITTEES

There shall be the following committees:

- i. The Executive Committee
- ii. The Finance Committee
- iii. The Disciplinary Committee
- iv. The Welfare Committee
- v. The Moral Education Committee
- vi. Ad Hoc Committees.

35. THE DUTIES OF THE EXECUTIVE COMMITTEE

The duty of the executive committee is to see to the smooth running and general progress of the organization and to evolve means of achieving its objectives.

36. THE FINANCE COMMITTEE

- i. The Finance Committee shall advise the Executive Committee on ways and means of raising funds for the Organisation.
- ii. It shall also help the Organisation in all that concerns the administration of the finance of the Organisation.

37. DISCIPLINARY COMMITTEE

- i. This Committee shall take charge of studying and investigating cases of disputes, misbehaviour or unbecoming acts of the C.G.O members, with a view to resolving them, and making recommendations on same to the C.G.O members.
- ii. In cases already tried by the C.G.O at other levels, a party dissatisfied by the judgments, may appeal to the diocesan disciplinary committee.

38. WELFARE COMMITTEE

The Welfare Committee shall be responsible for all activities that promote the welfare of the Organization and its members.

39. MORAL EDUCATION COMMITTEE

The Moral Education Committee shall be responsible for the moral education of the members. It shall arrange seminars, lecturers, courses on moral and religious topics and also on the civic education of members. It will also ensure the good moral conduct of all the members.

40. AD-HOC COMMITTEE

The Organization shall appoint ad-hoc committees when the need for them arises, e.g. Audit and quiz committees.

41. MEMBERSHIP OF THE COMMITTEES

- i. The Executive Committee shall be composed of all elected diocesan officers and Regional and Deanery Presidents.
- ii. Each of the other Committees except where otherwise is specifically mentioned shall be made up of at least two members of the Executive Committee and five other members selected by the Executive Committee

42. TERM OF OFFICE OF THE COMMITTEE MEMBERSHIP

- i. The terms of office for members of these Committees expire with the terms of office for the officers.
- ii. Each Committee shall be headed by a Chairperson with a Secretary who shall not serve for more than two consecutive terms in the same post.

ARTICLE NINE

FINANCE

43. SOURCES OF INCOME

The finances of the Organisation shall come from all legitimate sources of income available to it such as:

- i. Annual Dues and Subscriptions
- ii. Donations
- iii. Fund raising activities.

The Organisation shall, as far as possible imposing levies on members in line with the policy in the diocese.

44. APPROVALS FOR EXPENDITURE

- i. Apart from expenditure on recurrent items, for example, for transportation of the President and other officers, every other expenditure shall be approved by

- the Executive Committee or the General House as the case may be.
- ii. But any expenditure involving any amount exceeding twenty thousand Naira (N20,000.00) must also be approved by the Chaplain.
- iii. Any expenditure must be backed by properly prepared voucher and is to be fully accounted for.

45. THE SIGNATORIES TO THE ACCOUNTS

- i. The Signatories to the Bank Account are: The Chaplain, the President and the Financial Secretary and the Treasurer.
- ii. For any withdrawal of money from the account, the signatures of the Chaplain and the President and that of either the Financial Secretary or Treasurer shall be required.

46. BUDGET AND ACCOUNTS

- i. Before the beginning of a new year, the Finance Committee shall present a budget of income and expenditure to the Executive Committee which shall approve it.
- ii. At the end of each year, the Financial Secretary in collaboration with the Treasurer shall present an audited account of income and expenditure of the Organisation. The auditing shall be done by the Audit Committee.

ARTICLE NINE

DISCIPLINE

47. DISCIPLINE

Catholic girls are to maintain high standard of discipline and integrity.

- (i) One who publicly and notoriously live immorally or who is not regular in the practice of the Catholic faith or who is in any way causing public scandal shall not hold any office in the organization. Every member of the organization is expected to observe the laws of God, of the Church and of the state to respect and obey those who guide her in the Church, organization, society or anywhere.
- (ii) Any officer who is absent from meeting for three consecutive times without excuse or who deliberately neglects her duty/ies loses her office, if after a warning, she does not show any signs of amendment..
- (iii) Continuous and deliberate absence from meeting and functions without genuine excuse shall be penalized by a fine to be determined in the bye- laws of the C.G.O.
- (iv) Refusal to carry out any lawful assignment attracts a fine to be determined in the bye-laws of the C.G.O.

- (v) Lateness to meetings or functions without excuse shall attract a fine to be determined in the bye-laws of the C.G.O.
- (vi) Attending meetings or functions with incomplete uniform shall be punishable with a fine to be determined in the bye-laws of the C.G.O.
- (vii) Noise making during meetings or functions and others acts of indiscipline shall be subject to a fine to be determined in the bye-laws of the C.G.O.
- (viii) Any act of insubordination and/or obduracy, mismanagement of the funds or property of C.G.O., fighting and living a scandalous life shall be punishable in accordance with the stipulations of the bye-laws of the C.G.O.

ARTICLE TEN

ACTIVITIES OF THE ORGANISATION

48. MEETINGS

- (i) In each town, ward or station, the Catholic Girls' Organization will consist of all Catholic girls in that town, ward or station.
- (ii) The town, ward or station shall meet once a month for things like prayers, Bible and Spiritual reading, discussions, exercises, work, study, play etc.

- (iii) The parish Organization meets once every month.
- (iv) A mass meeting of all the members (both home and abroad) of the organization in the parish shall hold twice a year and whenever the parish considers fit.
- (v) The deanery organization meets once in three months and whenever the need for this arises.
- (vi) The regional organization shall meet once every four months i.e. three times a year.
- (vii) A rally of the organization in the diocese shall hold once a year, i.e. on 8th December or as the case may be.

49. MEETING PROCEDURE

- (i) Opening prayers with hymn to the Holy Spirit.
- (ii) Meditative reading of a few verses from the bible.
- (iii) Reading of previous minutes followed by matters arising and other matters.
- (iv) Main agenda and other matters including project/s.
- (v) Closing prayers, with a hymn to the Blessed Virgin Mary.

50. CHRISTIAN LIFE: SPIRITUAL EXERCISES

- (i) Every Catholic girl should strive to grow and mature in her faith as a Catholic. As

an aid towards this, she should engage in constant prayer and continuous study of the Scripture and Catholic doctrine.

- (ii) To this end, it is necessary that she carries out faithfully her duties of attending Holy Masses, receiving the sacraments regularly and attending religious instructions especially on Sunday evenings.
- (iii) She should strive to attend daily masses whenever possible especially on Saturdays as she has a lot to pray for in her life.
- (iv) Devotion to our Lady: Every Catholic girl should develop genuine love and devotion to our Blessed Mother through the Rosary and 1 Saturday devotion.

51. BENEFITS

The Organization is to share the joys and sorrows of a member.

(a) WEDDING:

- (i) The Organization will attend the wedding of an up-to-date member. The Diocesan level will attend the wedding with a gift to be determined in the bye-laws of the C.G.O.
- (ii) Any member who co-habits with his fiancée before marriage in the Church is to lose the rights and benefits due to her.

- (b) **DEATH:**
The C.G.O. will show solidarity on the death of a member and when a member loses her father or mother as shall be determined in the bye-laws.

ARTICLE ELEVEN

GENERAL PROVISIONS

52. APPLICATION

This constitution is to be applied to all levels of CGO for period of three years. Each level is to apply the constitution faithfully as it concerns it.

53. AMENDMENT OF THE CONSTITUTION

This constitution is subject to amendment. The proposals for amendment have to be tabled at a regular meeting of the CGO and approved by 2/3 majority of the votes of those present. The proposed amendment shall be submitted to the Diocesan Bishop for ratification.

Given this 26th day of June 2006.

Most Rev. Hilary Paul Odili Okeke
Bishop of Nnewi Diocese

Very Rev. Fr. Alphonsus Ndoe Okonkwo
Chancellor

Temporary Guidelines For The Organisation Of The Catholic Youth Organisation Of Nigeria (CYON) In The Catholic Diocese Of Nnewi.

Chapter 17

While respecting the National Constitution of CYON, I make the following provisions for the Catholic Diocese of Nnewi.

1. The CYON shall be made up of all the youth organizations in the Diocese. In effect, the CBO, CGO, MOD, Scouts, YCS and all other youth movements or organizations are to make up CYON. It shall operate as an umbrella organisation at all levels.
2. At each level, the President and Secretary of each of the youth organizations shall form the executive of CYON at that level. The officers of CYON are elected from the members of all youth organisations and these officers are to work with the executive committee.
3. The Chaplains of the youth movements or organizations form a Council of Chaplains of CYON under the Coordinating Chaplain appointed by the diocesan Bishop. The Council of Chaplains shall see to it that the members of the component organizations and societies take active part in the activities of CYON.

4. The activities of CYON are to be carried out by all the members of the youth movements, except in some cases, the members of YCS. However, youth activities shall respect the activities of the component organisations and movements.
5. The funding of the activities of CYON shall come from the annual youth collections, fund-raising activities and subscriptions from the component organizations to be determined by the Executive Committee.
6. All members of all the youth organizations are to attend the annual assembly with the diocesan Bishop on Saturday of Easter.

The Constitution Of Nnewi Catholic Diocesan Community (NCDC).



PREAMBLE

The Catholic Diocese of Nnewi was erected on 10th February 2002. The Diocese is made up of all the towns in Nnewi North, Nnewi South, Ekwusigo, Ihiala Local Government Areas, with the exception of Uli and Amorka. Ogwuaniocha is also in the diocese. With my ordination and installation as the Bishop of Nnewi, I gave as my mission the building up of the various communities into an authentic Family of God characterized by love, unity and solidarity.

In my letter for the inauguration of the Nnewi Catholic Diocesan Community in various parts of Nigeria and beyond, I stated “since it is my plan to organize our diocese as a true Family of God, I have planned to integrate all sons and daughters of the Catholic diocese of Nnewi into that one family”. My vision of our Diocese as the Family of God moved me to embark on the programme of integrating sons and daughters of the Catholic Diocese of Nnewi into this Family of God through an outreach programme. This outreach programme has led to the formation of Nnewi Catholic Diocesan Community which has been inaugurated in many cities in Nigeria and outside Nigeria.

With the inauguration of this Community, I have decided to give them a Constitution that will give the framework for the constitutions and bye-laws of each Branch of the Community. All the Branches are linked together and are constituted into the Nnewi Catholic Diocesan Community, which is a legal subsidiary of the Catholic Diocese of Nnewi. The Bishop of the Catholic Diocese of Nnewi is the legal holder of the titles and properties of all the Branches of the Community.

The membership is open to all sons and daughters, of Nnewi diocese married or unmarried, residing in a place outside the territory of the Catholic Diocese of Nnewi. Through their membership, they will be able to interact with one another and with the Catholic Diocese of Nnewi. In that way effective communion is established among them and with the Diocese. We believe that through this Community, they will be able to render service to the Catholic Church both at the place where they reside and the Catholic Diocese of Nnewi.

With my authority as the Catholic Bishop of Nnewi, I give the following Constitution trusting that it may assist each Branch of the Community to develop its own constitution and bye-laws which are not to conflict with the following Constitution.

ARTICLE 1: NAME:

The organization shall be known and addressed as Nnewi Catholic Diocesan Community (NCDC). Each Branch of the Nnewi Catholic Diocesan Community

shall add the name of the city or area of the Branch. It shall be here in after be referred to as the “Community”

ARTICLE 2: TYPE OF ORGANIZATION:

The organization is a Catholic Community uniting all sons and daughters from Nnewi Catholic Diocese resident outside the territory of the Diocese. It is organized in Branches following the place of residence of the members. The Catholic Diocese of Nnewi is the Founder of the Community. The Community is the legal subsidiary of the Catholic Diocese of Nnewi. The Catholic Bishop of Nnewi holds the legal title over the Community.

ARTICLE 3: MOTTO:

Each Branch of the Community shall have its Motto.

ARTICLE 4: LOGO

Each Branch of the Community shall have its logo. This logo shall be pasted on all official documents of the community.

ARTICLE 5: AIMS AND OBJECTIVES

- i. To promote the spirit of love and unity among the sons and daughters of Nnewi Diocese residing in a place outside the Diocese;
- ii. To provide them with opportunities of coming together, support and mutual help;
- iii. To promote the consistent practice of the Catholic faith by all the members;
- iv. To support the work of the Catholic Diocese of Nnewi and its activities for the growth of the Church;

- v. To relate with other organizations with the similar objectives.

ARTICLE 6: MEMBERSHIP:

Membership of the community shall be open to all sons and daughters of Nnewi Diocese married and unmarried residing in and around a particular city in Nigeria or outside Nigeria. Membership shall be open to all persons who are willing to conduct themselves in a manner that is in consonance with the aims and aspirations of the Community.

ARTICLE 7: TYPE OF MEMBERSHIP

There shall be two types of membership.

- i. Full member: A full member is a registered member who is up to date with his or her obligations to the Community. In addition to being financially up-to-date, the person must maintain his or her Catholic faith and must not defect to a non-catholic denomination or to another religion.
- ii. Nominal member: a nominal member is a registered person who is not up-to-date with his or her obligations to the Community.
- iii. Every prospective member wishing to register shall collect and fill the registration form from his or her town coordinator. He or she shall be required to pay the form fee and registration fee. The amount for this shall be determined at a General Meeting of the Community.

ARTICLE 8: OBLIGATIONS, RIGHTS AND BENEFITS OF MEMBERS

Obligations, rights and benefits of members shall be determined by each Branch in the constitution and regulations which shall not contradict this Constitution.

ARTICLE 9: THE STRUCTURE OF NCDC.

Each Branch of Nnewi Catholic Diocesan Community shall have the following structure:

- a. The General Assembly which is the highest organ of the Branch;
- b. The Executive Committee of the Branch
- c. Town/Parish Assembly of NCDC

The members of NCDC shall be organized into Catholic Men Organization (CMO) Catholic Women Organization (CWO) and Catholic Youth Organization of Nigeria (CYON).

ARTICLE 10: MEETINGS OF NCDC

The NCDC shall be holding three types of meetings:

- a. Executive Meetings: This meeting shall be held every three months and notification shall be by the Secretary. However, this meeting can be scheduled and held any time as the needs arise.
- ii. NCDC Parish Meeting: The meeting of the Parish/Town Assembly of NCDC shall be as often as the parish/town decides.
- iii. Annual General Meeting of NCDC The general meeting of NCDC shall be held at least once a year, at a time to be determined by the Executive Committee.

ARTICLE 11: OFFICERS AND COMMITTEES:

- a. Officers: The Community shall have the following officers
 - i. Spiritual Director
 - ii. Chairman
 - iii. Two vice chairmen
 - iv. Secretary
 - v. Assistant secretary
 - vi. Financial Secretary
 - vii. Assistant financial secretary
 - viii. Treasurer
 - ix. Social/welfare secretary
 - x. Public Relation Officer
 - xi. Parish/Parish Coordinators
 - xii. Two Provosts

b. COMMITTEES

The Executive Committee shall establish committees for the good functioning of the NCDC.

c. TENURE OF THE OFFICERS:

The tenure of each officer shall be 3 (three) years. An officer shall be eligible for a second term in the same office. No officer may serve for more than two terms in the same office

d. DUTIES OF OFFICERS:

- 1. Spiritual Director:
There shall be a spiritual director appointed by the Bishop of Nnewi Diocese. He has the responsibility of directing the Community in all spiritual matters.

- 2. The Chairman:
The Chairman shall preside at every meeting of the community including the Executive committee meeting, the general meetings, the representative/coordinators meetings, Emergency meeting and any other gathering of the community.

He shall have no vote at meetings and in case of tie, he shall exercise a casting vote. In an emergency situation, the chairman shall have the power to take decisions and expend an amount not above ten thousand naira at his discretion on behalf of the Community.

- 3. The Vice Chairman:
There shall be two (2) Vice Chairmen, (First and Second Vice Chairmen). The first Vice Chairman shall, in the absence of the chairman, exercise all the powers of the Chairman, including summoning and presiding over executive, parish and general meetings of the Community. The Second Vice Chairman will do the same in the event of the absence of the Chairman and the First Vice Chairman.

- 4. The Secretary.
The Secretary shall perform all the secretarial duties of the Community including keeping records of minutes of meetings (except parish meeting), issuing circular letters for meetings, recording of proceedings at every meeting and other gatherings of the Community.

He shall, in consultation with the Chairman, convene meetings of the Community including

General, Executive, emergency meetings and other meetings of the Community.

The Secretary shall liaise with the Financial Secretary and other officers of the Community's meeting for the effective and efficient performance of their respective duties.

5. The Assistant Secretary shall assist the Secretary general and act for him/her whenever absent. He/She shall be answerable to the Secretary.
6. The Financial Secretary shall be responsible for the proper receiving, recording, accounting and handling of all monies due or accruing to the community. He/She shall within 48 hours remit all monies received by him/her on behalf of the Community to the Treasurer.
He /She shall make his/her account books and records available to the auditors and shall cooperate with them in the performance of their assigned duties.
7. The Assistant Financial Secretary shall assist the Financial Secretary generally and act for he/she in his/her absence. He/she shall perform all other duties assigned to him/her by the Financial Secretary and the executive committee.
8. The Treasurer: The Treasure shall receive and keep all monies of the Community in accordance with the provisions of the Constitution. The monies belonging to the

Community must be deposited at the Community's bank account within 48 hours of their being received from the Financial Secretary. The Treasurer shall keep an imprest account of an amount as agreed by the executive committee.

9. The Social/Welfare Secretary:
The Social/Welfare Secretary shall organize refreshments at all the gatherings of the Community including Executive and general meetings of the Community. He/She and the members of the Social/Welfare Committee shall also be responsible for the preparation of meeting halls and arrangement of seats. He/She shall also perform other duties as may be assigned to him/her by the Chairman.
10. The Public Relation Officer(PRO):
The PRO shall be responsible for passing circulars and information to parish coordinators when necessary and for the publication of the activities of the community as directed by the executive committee.
11. The Provosts: The provosts shall ensure discipline, orderliness and decorum at all meetings and gatherings of the members of the Community. They shall also have an eye on the security of the lives and property of members at all gatherings of the members of the Community. They shall perform any other duties assigned to them by the Chairman.

12. Parish Coordinators: Parish coordinators shall be elected from among the town coordinators who worship in each of the various parishes in city or town.

13. Town Coordinators:
Town coordinators shall be chosen representatives of each town in each parish in the city or town and shall answer to the parish coordinator. It is mandatory for each of the town coordinator to attend parish meetings of the Community.

The main duties of the Town Coordinator include:

- a. To inform his/her town's catholic community resident in the place and its environs of the current decisions developments and events arising from the parish meetings of NCDC
- B. To intimate the NCDC through the parish coordinator of the feelings, opinions and views of his or her town's catholic community.

e. **SPREAD OF KEY OFFICES:**
The key offices refer to the offices of the Chairman, Secretary, Financial Secretary and Treasurer. All offices shall be filled through election but the election will be done arranged in such a way that offices are spread to members from the various parts of the Diocese.

ARTICLE 12: ELECTION OF OFFICERS

- a. Timing: There shall be a general election of new officers of the Community at the General Meeting at the end of every three-year term of office.
- b. End of term: A term ends at the general meeting of an election year.
- c. Returning Officer: For each general election, a returning officer shall be appointed by the outgoing Chairman before the outgoing Executive Committee is dissolved. All elections shall be by raising of hands and counting. Any candidate scoring a simple majority stands elected to the particular post for which he/she was duly nominated.
- d. Commencement of function by new officers:
Until new officers are elected the incumbent officer(s) shall be acting.
- e. Notice for general election shall be given at least one month before the general meeting of an election year.
- f. Election in Absentia: A member shall not be elected in absentia to any office.
- g. Mandatory nature of elections: A general election at the end of term of office of the current executive committee is mandatory and shall not be tied to the presentation of audit or any other report.
- h. Swearing in of new Officers: The swearing in of new executive members shall be carried out by the Spiritual Director of NCDC or his representative.

- i. Removal from Office: An officer can be removed from office if he/she:
 - a. Is proven to be a person of unsound mind
 - b. Has been convicted of a criminal offence involving fraud or dishonesty by a Court of competent jurisdiction.
 - c. Is found guilty of financial misconduct.
 - d. Has defected from the Catholic Church.
 - e. Ceases to reside in Nigeria.

A motion for removal shall be moved at a general meeting of NCDC by a member and this motion shall be duly supported by at least four members, one from each of the two Regions of the diocese.

A vote shall be cast and if 2/3 of the members present support the motion through the raising of hands, the officer is deemed removed.

ii. An Officer is deemed to have resigned if he/she has freely submitted a letter of resignation and his/her resignation is accepted by the Executive Committee.

ARTICLE 13: QUORUM

A quorum shall be deemed to be formed if 1/3 of the members are present at the meeting provided the Chairman or any of the Vice Chairmen and the Secretary or his assistant is present. Decision taken at such meetings after quorum has been formed shall be binding on all the members.

ARTICLE 14: BANKING

NCDC shall open bank accounts in a reputable bank. The choice of the bank shall be made by the Executive Committee of the NCDC. However, the

authority to open and operate the account shall be given by the Catholic Bishop of Nnewi, who shall exercise vigilant care over the running of the account. The signatories to the bank account shall be the Chairman, the Secretary and the Treasurer. For any withdrawal, the Chairman and any of the other two Officers must sign.

ARTICLE 15: AWARDS:

During anniversary celebrations of NCDC, recommendations may be made to the Bishop of Nnewi Catholic Diocese of some distinguished members who have made significant contributions to the achievement of the aims and objectives of NCDC and the development of Nnewi Catholic Diocese.

An ad hoc committee shall be appointed to screen members and to recommend those who merit the award.

ARTICLE 16: INTERPRETATION OF THE CONSTITUTION

The Catholic Bishop of Nnewi or his representative shall give an authentic interpretation of this Constitution.

ARTICLE 17: AMENDMENT OF THE CONSTITUTION:

This Constitution is valid for all Branches of the NCDC and can only be amended by the Catholic Bishop of Nnewi. Any Branch can propose amendment to the Bishop for consideration.

ARTICLE 18: CONSTITUTION OF THE BRANCH

Each Branch is empowered to apply the Constitution to the particular situation and needs of each Branch, making such bye-laws and regulations as the members deem fit. The Branch constitutions and bye-laws which shall be consistent with the NCDC Constitution shall be approved by the General Assembly.

Given at the Bishop's Office, this 4th day of October 2005

Most Rev. Hilary Paul Odili Okeke
Bishop of Nnewi

Very Rev. Fr. Stanley Nonso Anedo
Associate Chancellor

Guidelines for the Organisation of a Parish



PREAMBLE

The Church of Christ which subsists in the Catholic Church is a mystery. It is a divine-human reality. As the Fathers of the Second Vatican Council most aptly stated: “Christ, the one Mediator, established and ceaselessly sustains here on earth His holy Church, a community of faith, hope and charity, as a visible structure... This society furnished with hierarchical agencies and the Mystical Body of Christ are not to be considered as two realities, nor are the visible assembly and the spiritual community, nor the earthly Church and the Church enriched with heavenly things. Rather they form one interlocked reality which is comprised of a divine and a human element... This Church, constituted and organized in the world as a society, subsists in the Catholic Church, which is governed by the successor of Peter and by the bishops in union with that successor...” (Dogmatic Constitution on the Church, *Lumen Gentium*, no. 8). It is important to note the following:

1. The Church was founded by Jesus Christ and not by any other person or group of persons. Therefore, it is only in Christ that we can understand the Church and its organisation.

2. This Church is at the same time divine and human, with both visible and invisible elements.
3. The Church exists and operates in space and time and functions historically in the structures given by Christ and handed down through the Apostles. The hierarchy is a necessary structure of the Church.
4. As a reality made of men and women, the Church must be organised so that these men and women, each playing his or her part, will contribute to the harmonious building up of the Church.

In view of the above, I, as the Bishop of the Catholic Diocese of Nnewi, a successor of the Apostles, a Pastor of the Church and minister of governance, have considered it necessary to give guidelines for the organisation of the parish which is “a certain community of Christ's faithful stably established within a particular Church, whose pastoral care, under the authority of the diocesan Bishop, is entrusted to a parish priest as its proper pastor”. The organisation is necessary so that the various persons and groups of persons in the parish can function efficiently and effectively in the pursuit of the common objectives of the parish, and of the diocese and indeed of the universal Church.

I am, therefore, issuing the following guidelines trusting that they will regulate every aspect of the administration of the parishes in the Catholic Diocese of Nnewi. The norms in these guidelines will retain the authority of their original enactments. They will be binding on all members of Christ's faithful in the parish.

The Parish Pastoral Council

Chapter 20

The parish pastoral council is the most important organ of communion and co-operation in the parish.

Before the Second Vatican Council, there were committees that were responsible for overseeing the activities of the Church in our area. These committees saw to the running of outstations where there were no priests. With the Second Vatican Council came the reordering of Church administration with the introduction of organs of consultation and cooperation to assist the pastors in the administration of the Church at various levels. The 1983 Code of Canon Law introduced the pastoral council at the parish level. Canon 536, §1 states: *“If, after consulting the council of priests, the diocesan Bishop considers it opportune, a pastoral council is to be established in each parish. In this council, which is presided over by the parish priest, Christ's faithful, together with those who by virtue of their office are engaged in pastoral care in the parish, give their help in fostering pastoral action”*

It is clear that the establishment of the parish pastoral council depends on the decision of the diocesan Bishop who considers if it is opportune to have such a council. There is no doubt that the council is

necessary to afford every member of Christ's faithful to contribute his or her ideas to the formulation and implementation of pastoral policies and actions in the parish. The Church is the Church of every baptised. It is not the Church of Bishops and priests (***Uka Fada***). The council will make it possible for all the members of Christ's faithful, sacred ministers, consecrated men and women and lay men and women to exercise their right and duty to participate in their own way in the priestly, prophetic and kingly office of Christ and to exercise the mission which God entrusted to the Church to fulfil in the world (see canons 204, §1; can. 211, can. 212).

According to the mind of the Church, the parish pastoral council is to consider those matters concerning pastoral work in the parish, and to propose practical measures for their implementation. It is important to bring out what the parish pastoral council is not. The parish pastoral council is not a finance council. Even though it handles financial matters, there is another council which the law establishes to help the parish priest in the administration of the temporal goods of the parish. The parish pastoral council is not a legislative body which hands down laws in the parish. It is not a grievance-airing forum where people come together to criticize others and judge others. It is not a court of a sort where people are tried and punished. It is not a board of directors which directs the management of the parish. And finally, it is not a talk-shop, where people discuss without an end in view (see William Dalton, “Parish Councils or Parish Pastoral Councils?” in ***STUDIA CANONICA***, 22(1988), 174-175).

The parish pastoral council must concern itself with pastoral matters, the whole range of pastoral activities, that is, those things that are carried out for the salvation of souls in the parish. The range of pastoral activities in the parish includes: evangelization, proclaiming the word of God and teaching the faithful, celebrating the sacraments and sacramentals and sanctifying the people, looking after the faithful, especially the sick, the poor, the needy and those in particular difficulties, educating the young, looking after the elderly, comforting the sick and dying, promoting social justice and peace etc, leading people in prayers and building up the community as a holy people of God (see William Dalton, cit.). This vision of the role of the parish pastoral council expands its role beyond raising money and buildings. We need to align our parish councils to the specific demands of the Church for parish pastoral councils.

I hereby give the following norms to guide the establishment and functioning of parish pastoral councils in all the parishes of the Catholic Diocese of Nnewi.

1. Constitution:

In every parish, there shall be a Parish Pastoral Council, established in accordance with the following norms.

2. Nature

The parish Pastoral council is a representative body of Christ's faithful whose purpose is to assist the parish priest in the promotion of the

mission of the Church in its entirety in the parish. It shall at all times work in collaboration with the parish priest who is a necessary member and can never work against the parish priest.

3. Functions

- i. The function of the council is to assist the parish priest with the insights, expertise, prudent advice of its members to identify, implement and evaluate those pastoral initiatives and policies best suited for the spread of the gospel and the care of souls.
- ii. The council shall co-ordinate the activities of all the statutory bodies, pious associations and institutions in the parish, always under the authority of the parish priest to whom the pastoral care of the parish is entrusted by the diocesan Bishop (can. 515, §1) and who acts in the person of the parish in all juridical matters in accordance with the law (can. 532). The council can give guidelines for the harmonious relationship among the Laity Council, Catholic Men Organisation, Catholic Women Organisation, Catholic Youth Organisation of Nigeria, Catholic Boys Organisation and Catholic Girls Organisation, and pious associations in the parish without prejudice to the role of

the Laity Council as the umbrella organisation for all lay apostolate bodies in the Church..

- iii. In financial matters, the council shall respect the competence of the finance committee which is a statutory organ which is established to help the parish priest in the administration of the goods of the parish according to the norms of the universal law and the norms laid down by the diocesan Bishop (can. 537).
- iv. The council has a consultative voice, that is, it is an advisory body to the parish priest (see can. 536, §2).

4. Membership

- i. Membership is open to only Catholics who are in good standing with the Church. Every member of the council must be a practising Catholic, who has good reputation and is otherwise free of scandal or infamy.
- ii. Catholics from the parish whether living within the parish or outside the parish are eligible for membership..
- iii. Only adults, that is, those who have completed eighteen years of age can be members of the parish pastoral council.

- iv. *Ex officio* members of the council shall be: the parish priest and all the priests engaged in pastoral work in the parish, one representative of any institute of consecrated men or women in the parish and the parish catechist, the president and secretary of each local council in the parish, the president and secretary of all the statutory organizations at the parish level, the president of each pious association at the parish level.
- v. A member to represent each of the various villages/zones in the parish in case of one-town parishes. Each branch of the Catholic Community of those living outside the parish shall be represented by a man and a woman in the parish pastoral council.
- vi. The parish priest shall nominate special members who shall not be more than one-fifth of the total members of the parish pastoral council.

5. Loss of Membership

A person ceases to be a member of the parish pastoral council:

- i. If he or she defects publicly from the Catholic faith;

- ii. If he or she is involved in a public scandal which taints the person's reputation;
- iii. If the person shows unwillingness to continue to be a member of the council by absence for four consecutive meetings of the council without any excuse or manifest and acceptable reasons.
- iv. If the person voluntarily resigns his or her membership;
- v. If the person is removed by two-third majority vote of the council for activities and attitudes incompatible with his or her status as a member of the Catholic Church or of the parish pastoral council.
- vi. For *ex officio* members, if the person is no longer in the office for which he or she is a member of the council, unless the parish priest specifically retains the person as a special member, without prejudice to the ratio of special members to the other members.

6. Life span of the Council

- i. The parish pastoral council shall have a three year life span. The council shall be renewed every three years. Members can be returned indefinitely

provided their lifestyle and contributions to the council continue to be acceptable. However, it is important to bring in new members with new visions from time to time.

- ii. The dissolution of the old council and election into the new council shall be done following the directives of the Diocesan Bishop. No parish priest shall dissolve the council or constitute a new one out of term without the express and written authority of the Diocesan Bishop.
- iii. The change of a parish priest does not affect the life span of a council.

7. Officers of the Council

The following officers shall be constituted by election in each parish pastoral council:

- i. The President/Chairman, who shall be the parish priest
- ii. The Vice Chairman
- iii. The Secretary
- iv. The Assistant Secretary
- v. The Treasurer
- vi. The Financial Treasurer
- vii. Any other officers which the council may appoint.

8. Duties of Officers

a. *The President/Chairman shall:*

- i. Be responsible for the overall functioning of the council
- ii. convoke the council and determine the agenda
- iii. preside over the meetings of the council
- iv. coordinate all the activities of the council and supervise the performance of all the council members and all the officers of the council;
- v. be responsible for making pronouncements in the name of the council;
- vi. be the principal signatory of the bank account of the parish funds under the control of the parish pastoral council.

b. *The Vice Chairman shall:*

- i. assist the Chairman in whatever way the Chairman shall determine;
- ii. act in place of the Chairman in the latter's absence, provided the matter is urgent and the Chairman or Parish Vicar cannot be reached, provided the action is not contrary to the known position of the Parish Priest or against him.
- iii. convoke the meeting of the council in the absence of the parish priest only under strict understanding with the parish priest and never against his position or interest. In this case, a parish Vicar, where there is one, must be in attendance.

- iv. be a signatory to the bank account of the parish under the control of the parish pastoral council.

c. *The Secretary shall:*

- i. keep the documents and books of the council;
- ii. summon the members to meetings on the direction of the parish priest or the Vice Chairman, provided that it is evident that the parish priest is not available and there is danger in delay and as long as the meeting is not called in bad faith or against the known position of the parish priest or against the parish priest.
- iii. record the minutes of the meetings and reads them at subsequent meetings
- iv. maintain correspondence on behalf of the council on the direction of the parish priest.

d. *The Assistant Secretary shall*

- i. assist the Secretary in the performance of his work;
- ii. keep the register of attendance of members at meetings

e. *The Treasurer shall*

- i. keep the money of the parish which is under the control of the council;
- ii. pay in the money into the bank approved by the council within two days of receiving the money from the Financial Secretary or from any other source.

- iii. keep an imprest as approved by the council
- iv. pay out money approved by the council
- v. be a signatory of the bank account of the parish under the control of the council.
- vi. give accurate account of the money under his or her custody whenever he or she is legitimately called upon to render such an account.

f. The Financial Secretary shall

- i. record every income and expenses of the monies of the parish under the control of the parish council;
- ii. keep accurately the books of accounts
- iii. give the account of the monies of the parish under the control of the council.
- iv. prepare the vouchers for payment from the funds of the parish under the control of the council.

9. Elections

- i. Elections of officers shall be by secret ballot and done in well-publicised meeting in which over 60% of the members are present.
- ii. A person is not eligible to be voted for in the same office which he or she had held for two consecutive terms.
- iii. Elections shall be conducted by the parish priest who shall be assisted by two members selected by the council by open ballot.

- iv. Absolute majority of votes cast shall be required for a person to be elected; If this is not achieved in the first ballot, the votes shall be cast for the two with the highest votes in the first round of balloting. If the second balloting ends in a tie, the parish priest is to cast a vote to break the tie.

10. Committees

- i. There shall be the Steering/Executive Committee, made up of the officers of the council and selected members who will be responsible for planning and execution of the activities of the council.
- ii. The council shall constitute other committees to handle various aspects of the work of the council. Non-members of the council can be co-opted into these committees because of their particular expertise or competence. Their membership of these committees does not make them members of the parish pastoral council.
- iii. The Following Committees are to be established by the council: Mission Committee, Religious Education Committee, Liturgy Committee, Vocations Committee, Harvest and Bazaar Committee, Education Committee, Marriage and the Family Committee, Justice and Peace Committee, Caritas Committee, Youth Committee, Fund-raising Committee,

- Works, Land and Building Committee and Health Committee..
- iv. Other Standing Committees and Ad-hoc committees can be established depending on the needs of the parish.

11. Meetings of the Council

- i. The statutory meetings of the council shall be at least every two months at the day and time fixed by the council. Emergency meetings can be called by the president or Vice Chairman in the absence of the President under conditions stipulated above in Art. 6.b.iii.
- ii. The Parish Priest prepares the agenda for the meeting. It is useful to send the agenda to the members before hand for better preparation and input.
- iii. The meeting shall be opened with prayer and word of God to set the tone of the whole meeting.
- iv. The whole conduct of the meeting shall show the spirit of communion and common searching for the will of God and the good of the Church. The advice of an author is useful: *“Since the function of the council is to advise the [parish] priest on the pastoral ministry of the Church, its members must make every effort to deepen their knowledge of the Church and its mission, through study, prayer and recollection”*

- v. The relationship between the parish priest and other members of the council is never to be characterized by conflicts or opposition. Every effort is to be made to create the proper environment for discerning the will of God and the good of the Church.
- vi. Any action of the members together or in groups that are in conflict with the norms of the Church or the good of the universal Church or diocese or against the parish priest is by that fact null and void and must be totally reprobated.
- vii. Any decision of the parish pastoral council which is not ratified by the parish priest is not binding, without prejudice to the requirement on the part of the parish priest to respect the advice of the council as can. 127, §2, no. 2 requires: *“if advice is required, the Superior's act is invalid if the Superior does not hear those persons. The Superior is not in any way bound to accept their vote, even if it is unanimous; nevertheless, without what is, in his or her judgement, an overriding reason, the Superior is not to act against their vote, especially if it a unanimous one”*.

12. Quorum

The parish pastoral council can always hold its normal scheduled meeting and transact the regular

business of the council as long as the Chairman or Vice Chairman in the former's legitimate absence and one-third of the members are present. However, for binding decisions of major importance, at least half of the members of the council plus one member shall form the quorum.

13. Financial Matters

- i. The council shall control the monies realised from Harvest Thanksgiving and Bazaar Sales and from other legitimate sources of income such as free offerings of the faithful, donations, returns from investment and sales.
- ii. In line with the diocesan regulations, the council shall not impose levies on individuals but can solicit their freewill offerings for the execution of projects in the parish.
- iii. The council shall promptly remit the diocesan share of the Harvest Thanksgiving and Bazaar Sales proceeds to the Diocesan Accounts Office and shall co-operate with the diocese in funding diocesan projects and activities.
- iv. The council shall see to it that the financial budget of the parish and the accounts are submitted to the Diocesan

Secretariat as stipulated by the Diocesan Bishop. The Financial Budget for the coming year must be submitted before December 31 of the ending year. Accounts are to be submitted twice a year: January to June before the end of July while July to December Account is to be submitted before the end of January. The budget and accounts are to be signed by the Parish Priest, Vice Chairman, Secretary and Financial Secretary.

- iv. The council shall show generosity in giving, especially at the Bishop's Pastoral Visits and at Cathedralicum knowing that the money is needed for the wider mission of the Church.
- v. The council shall be responsible for the major projects in the parish and shall give adequate financial support to the priests, consecrated men and women working in the parish and other Church workers.
- vi. No monies of the parish under the control of the council shall be spent without the approval of the council as a whole or by at least the Steering/Executive Committee.

14. Formation of Members

- i. There shall be provision for initial and ongoing formation of the members of the council for the council to be effective.
- ii. Before the swearing in of members, there shall be at least a one-day seminar on Christian leadership and the work of the parish pastoral council.
- iii. At least once a year, there shall be a session for study and prayer focusing on the nature and mission of the Church.

15. Relationship with the Diocesan Pastoral Council

- i. The parish pastoral council acts as the link between the Diocesan Pastoral Council and the parish community.
- ii. The parish priest (The President/Chairman), Vice Chairman and Secretary represent the parish in the Diocesan Pastoral Council.
- iii. The parish pastoral council prepares for the Diocesan Pastoral Council through study of the topic to be discussed and passes its views and contribution to the Secretary of the Diocesan Pastoral Council.

- iv. The council sees to the implementation of the decisions of the Diocesan Pastoral Council.

16. Authority of the Statutes

- i. These statutes have been given by the diocesan Bishop of Nnewi to come into effect on 15th day of November 2005 and shall remain in force for six years.
- ii. Any provision can be amended by the diocesan Bishop of Nnewi and the amendment shall come into effect at the time which the diocesan Bishop determines with a decree.

Given at the Bishop's House, Nnewi, this 15th day of October 2005.

Most Rev. Hilary Paul Odili Okeke
Bishop of Nnewi

Very Rev. Fr. Alphonsus Ndoe Okonkwo
Chancellor

Parish Finance Committee

Chapter 21

The 1983 Code of Canon Law introduced the Finance Committee or Council to help all administrators of the temporal goods of the Church to care for the goods of the Church with the diligence of a good householder. It introduced the elements of transparency, accountability, expertise, competency and legality into the administration of the finances of the Church.

The universal law makes it obligatory on all parishes to have a finance council or committee. According to Canon 537, *“In each parish there is to be a finance committee to help the parish priest in the administration of the goods of the parish, without prejudice to Can. 532. It is ruled by the universal law and by the norms laid down by the diocesan Bishop, and it is comprised of members of Christ's faithful selected according to these norms”*. This canon is an application of the norm in Canon 1280 which requires all juridical persons to have a finance committee. The parish finance committee is a necessary institute of universal law, which, however, is regulated also by the diocesan law.

In order to put into effect the requirement of the universal law (Canons 1280 and 537), I issue the following norms which shall regulate every matter

concerning the parish finance committee in the Diocese of Nnewi. These norms retain the force of the original source as specifically determined by these and other diocesan norms.

1. **Constitution**

In every parish in the Catholic Diocese of Nnewi, there shall be established the Parish Finance Committee.

2. **Nature and Purpose**

The finance committee is a body of selected members of Christ's faithful who help the parish priest in the administration of the goods of the parish (Can. 537).

3. **Functions of the Council**

- i. The council advises the parish priest on the best way to administer parish goods, including the property, funds and other assets of the parish, whether under the control of the parish priest (rectory account) or under the parish priest with the parish pastoral council (parish account); (see Canon 1284)
- ii. It helps the parish priest to prepare the annual budget of income and expenditure both of the rectory and of the parish pastoral council;
- iii. It assists the parish priest in preparing the account of income and expenditure of both the rectory and parish pastoral council accounts every year.

- iv. It proposes effective and efficient means of income-generation for the parish both for the rectory and the parish pastoral council funds.
- v. It monitors the movement of funds of the parish to ensure that all monies for the Church are fully received, properly recorded and administered and judiciously spent and accounted for.
- vi. It helps the parish priest and parish council to ensure that goods of the Church do not suffer any harm or neglect.
- v. It advises the parish priest about acquisition or sale of properties, whether movable or immovable.

4. Membership.

- i. The Parish Finance Committee is to be made up of at least five and not more than nine members of Christ's faithful.
- ii. Members are selected and appointed by the parish priest.
- iii. The members must be men or women of outstanding integrity and experts in financial matters and civil law.
- iv. The Financial Secretary of the parish pastoral council is to be an *ex officio* member.
- v. Membership is for three years and can be renewed for further terms of three years.

5. Meetings

- i. The Committee shall hold the statutory meetings at least three times a year at times agreed upon by the members.
- ii. The parish priest can call emergency meetings as often as there is need for such a meeting.
- iii. A member who absents himself or herself from two consecutive statutory meetings without due excuse or sufficient reason may be replaced.

6. Authority

- i. These norms come into effect on 15th day of November 2005 and remain in force for six years.
- ii. They are, however, subject to review within that period.

Given at the Bishop's House, Nnewi on the 15th day of October 2005

Most Rev. Hilary Paul Odili Okeke
Bishop of Nnewi

Very Rev. Fr. Alphonsus Ndoo Okonkwo
Chancellor

Parish Laity Council

Chapter 22

The Laity Council is a creation of the Second Vatican Council. For the promotion and good order of the apostolate of the lay faithful, the Council called for the establishment of councils “*which assist the apostolic work of the Church either in the field of making the gospel known and men holy, or in the charitable, social, or other spheres... while preserving the proper character and autonomy of each organization, these councils will be able to promote the mutual coordination of various lay associations and enterprises*” (Vatican II, Decree on the Apostolate of the Laity ***Apostolicam Actuositatem***, no. 26).

This council called by the Second Vatican Council has been established at parish, diocesan, national and international levels. In Nigeria, the National Laity Council of Nigeria has a constitution which each subordinate level adapts to suit its purpose. The council is already operational in the Catholic Diocese of Nnewi and in all the parishes in the Diocese.

In order to streamline the operation of the council in the parishes in the Catholic Diocese of Nnewi, I give the following supplementary norms. These norms are to be taken together with and understood in the spirit of the Constitution of the Laity Council of Nigeria.

1. Constitution

There shall be established in every parish in the Catholic Diocese of Nnewi the Parish Laity Council.

2. Nature and Purpose

- i. The parish laity council is a body of representatives of the lay apostolate organizations in each parish.
- ii. The council is set up to coordinate and harmonise the various lay apostolate activities in the parish.
- iii. The council is linked with the laity council at the diocesan, provincial, national and international levels.
- iv. The council is not to be confused with the parish pastoral council which brings together the representatives of the clergy, consecrated men and women and the lay faithful to foster the pastoral ministry of the Church by helping the parish priest in his pastoral work of looking after the portion of the people of God entrusted to his care. The laity council operates under the overall direction of the pastoral council.

3. Functions

- i. The laity council is the umbrella body for all lay organizations in the parish.

- ii. It coordinates the activities of all the statutory bodies and pious associations as far as their apostolate is concerned.
- iii. The parish laity council carries out the functions assigned to it by the constitution of the Laity Council of Nigeria.
- iv. It sees to it that the various organizations of the lay faithful are properly animated to carry out their various particular apostolic activities in the Church and in the world praying, assisting the clergy and consecrated men and women, promoting the well-being of the family, caring for children and the youth, animating the temporal order, *“namely, the good things of life and the prosperity of the family, culture, economic affairs, the arts and professions, political institutions, international relations, and other matters of this kind, as well as their development and progress”* (Vatican II, ***Apostolicam Actuositatem*, no. 7**).
- v. The council provides the forum for all lay faithful to exercise their apostolate either as individuals or as groups in the Church and in the world. It, therefore, fosters the apostolate of all lay men and women.
- vi. The council educates, inspires and motivates the lay faithful to be responsible members of the Church and civil/traditional society.

4. Membership

- i. The council serves all the lay apostolate organizations and indeed, all the lay members of Christ's faithful in the parish.
- ii. The council is made up of the representatives of all the lay organizations in the parish.
- iii. Individual members can be co-opted into the council because of their competence or influence.

5. Officers

- i. The officers and their functions as in the Constitution of the National Laity Council of Nigeria are retained.
- ii. The elections of officers are by secret ballot and are to be supervised by the parish priest or by the chaplain assigned to the laity council by the parish priest.
- ii. The term of office of each officer is three years, renewable only once. Therefore, no officer of the laity council will hold the same office for more than two consecutive terms.

6. Executive Committee

The executive committee of the council shall be made up of the officers of the council and one representative of each of the statutory organizations and lay apostolate organizations in the parish.

7. Finances of the Council

- i. The activities of the council shall be financed by voluntary offerings of all the lay organizations and all the lay members of Christ's faithful.
- ii. A general collection shall be made annually during the Laity Week and on the Sunday closing the Week.
- iii. The council can make appeals from individuals and associations for funds and other material assistance for the activities of the council.

8. Activities of the Council

- i. The council shall receive quarterly reports from the various lay associations in the parish as regards their lay apostolate activities.
- ii. The council shall present its own report to the parish pastoral council twice a year.
- iii. It shall also submit its reports to the diocesan laity council as required by the Diocesan laity council.
- iv. The council shall organise the Laity Week under the direction of the parish priest.
- v. It shall also engage in other activities in consonant with its nature and statutes, provided it respects the areas of competence of the parish pastoral council and the proper character and autonomy of each lay apostolate organisation.

- vi. The council shall meet at least once every four months while the Executive committee shall meet at least once every two months.

9. Authority of the Constitution

- i. These statutes shall bind with the same force as the constitution of the National Laity Council.
- ii. In case of conflict between the two, these statutes prevail and the norms of the constitution of the National Laity Council of Nigeria shall be applied in such a way as to agree with the diocesan statutes.
- iii. These statutes are to take effect from 15th day of November 2005 and shall be in force for six years.
- iv. These statutes are subject to amendment by the diocesan Bishop even within the six years.

Given at the Bishop's House, Catholic Diocese of Nnewi this 15th day of 2005.

Most Rev. Hilary Paul Odili Okeke
Bishop of Nnewi

Very Rev. Fr. Alphonsus Ndoe Okonkwo
Chancellor