

# San Jose Chinese Catholic Community-Cantonese Group

May 2016

## Amended Procedures

### I. Principles

- The San Jose Chinese Catholic Community - Cantonese Group (the Group) is registered in the Diocese of San Jose under the Bylaws of the Chinese Catholic Community Constitution (1987, as amended in 1995). In accord with Article II of that Constitution, "The community shall follow all the rules and regulations established by the Roman pontiff and enforced through the Bishop of San Jose Diocese and the priest appointed to the community.
  - The Group is formed under Article Six of the Constitution – The Formation (organization) of ... Special Groups.
- .....
- The Group has its Chaplain. The Chaplain will guide the group in its religious activities and determine in case of disagreement the religious activities of the group.
- .....
- The Finance Committee operates under the guidance of the Chaplain and the Chairman Committee in the Group for its finance, budget, and accounting matters.
  - All Executive Committee members (including the Chair Team, Finance Committee, and all group Leaders) are appointed by the Chaplain and/or able to be dismissed by the Chaplain if deemed necessary for the best interests of our congregation. The term of service is two years.

## **II. The Executive Committee**

- A. Appendix I - Organizational Chart
- B. Appendix II - Executive Committee Members and Date of Appointment

## **III. Operation Guidelines for Helper and Server**

The followings are general guidelines (for leader, server, volunteer, Eucharistic Minister, Lector, Choir, and RCIA teacher) and the expectations from the SJCCC-Cantonese Group.

In addition, it is a ministry to serve as a Eucharistic Minister, a Lector or Choir.

- 1) Must be an active registered member of the Community, e.g., attending our Sunday Mass, and actively participating in the Community's various functions. The Community has workshops, retreats, and other social activities during the Liturgical year.
- 2) Love the Lord and the Community.
- 3) Support our Chaplain and the appointed Leaders.
- 4) Serve as good Christian example to fellow Parishioners.
- 5) For those people who do not participate any activities from our Cantonese Community and do not attend our Sunday Cantonese Mass more than six months, they won't be qualified to be our executive committee members or leader, server, volunteer, Eucharistic Minister, Lector, Choir, RCIA teacher. They do not have active voice nor voting rights for any kind of election, if applicable.
- 6) If any volunteer is considered unsuitable to serve by others, as "always", such as breaking the harmony of the community, misbehaving, misconduct, etc., the executive committee needs to help resolve the problem, which includes advising the specific volunteer to resign with the approval from the Chaplain.

## **IV. Operation Guidelines**

### **A. Communication and Announcement**

The following should be previously reviewed and approved by the Chair Team and / or the Chaplain:

- 1) Announcement in Church after mass for our group activities and / or for outside parish activities. Before make the announcement for outside parish activities, we have to make it clear to parishioners that the activity does not belong to our group.
- 2) No Fundraising for other groups is allowed. Prohibition of any announcement bears conflicts to our own mass schedule or activities.
- 3) The maximum period for promoting outside parish activities are limited to three weeks.
- 4) Publication: Fook-Chuen, Weekly Bulletin, Flyers related to group activities.
- 5) Photos and pictures.
- 6) Writings regarding to our group, and / or emails to all parishioners.

### **B. Structure**

Executive Committee consists of two Branches:

- 1) Administration - Chair Team: be responsible for all administrative matters of the group and decision making; exception of certain circumstances and situations of those issues that may be forwarded to the operation branch for discussion and selection/decision by votes.
- 2) Operation - All group and sub-group leaders: be responsible for group activities only.
- 3) Finance Committee (FC) is included in the operation branch: be responsible for finance of our group under FC guidelines.

## **IV. Operation Guidelines (cont'd)**

### **C. Group Activities Guidelines**

- 1) All group activities must be relevant to that group's principles, functions and spirits.
- 2) No solicitation for additional donation should be encouraged in all group activities, except in fund-raising events for our own group.
- 3) Special donation or allowance of group activities should be set by the Chair Team and/or Chaplain. Claim Form should be used in each event for reimbursement (refers to FC guidelines).

#### **For all group activities:**

- 1) Their event frequencies, duration for each event, contents (e.g. title for movie & workshop, etc.), invitation of host, admission fee amount to each event - should be reviewed and approved by the Chair Team and the Chaplain.
- 2) Media (paper or online) and target audiences (name of parish or group, etc.) of promotion and distribution (flyers, contents, etc.) for all group activities should be reviewed and approved by the Chair Team and the Chaplain.

### **D. Appointment / Recommendation of Personnel**

Appointment / Recommendation of new ECM members, and/or volunteers in certain groups, namely, Finance, Liturgy, Choir and Spirituality should be previously previewed by the Chair Team and Chaplain prior to the initial contact of the prospect and/or to the official invitation.

### **E. Group Mass Mailing / Emailing Usage**

Mass mailing/emailing of our group should be used for delivery of message to those active parishioners on records and solely for the subjects and activities related to our group and for the benefits of our group. The I.D. and password of the aforesaid group mass mail should be kept by the Chair Team.

## **V. Job Duties**

### **The Secretary**

- 1) Prepare the Executive Committee Meeting (ECM) minutes.
- 2) Record and update parishioners' registration and manage parishioners contact information.
- 3) Book facility and venue from St. Clare Parish for our group activities.
- 4) Other administrative duties related to our group.

### **Liturgy**

Responsible for Sunday Mass' Liturgy including the following:

- 1) Altar Servers
- 2) Choir
- 3) Lectors
- 4) Eucharistic Ministers
- 5) Mass Preparers

### **Spirituality**

Responsible for all Spirituality Activities including the following:

1. Catechetical Ministry
2. RCIA
3. Children Liturgy of the Word/CCD
4. Workshop
5. Bible Sharing
6. Retreat
7. Pilgrimage

### **Hospitality**

Responsible for all Hospitality Activities including the following:

- 1) Reception
- 2) Ushers
- 3) Caring
- 4) Information Center
- 5) Evangelization
- 6) Outreach and Community Service
- 7) AV support
- 8) Website
- 9) Weekly bulletin
- 10) Provide supports to other groups' activities, e.g., food, etc.

## V. Job Duties (cont'd)

### Recreation/Cultural

Responsible for all Recreation Activities including the following:

- 1) Outdoor activities, BBQ
- 2) Thanksgiving Dinner
- 3) Mid-Autumn Festival Party
- 4) Christmas Party
- 5) Chinese New Year Party
- 6) Mother's Day Event
- 7) Father's Day Event

## VI. Amendment

This document will be subject to amendments for the best interest of the group with the approval of the Chair Team and the Chaplain.

## VII. Finance Committee

### A. Finance Committee Charter

### B. Finance Committee Work Guidelines and Procedures

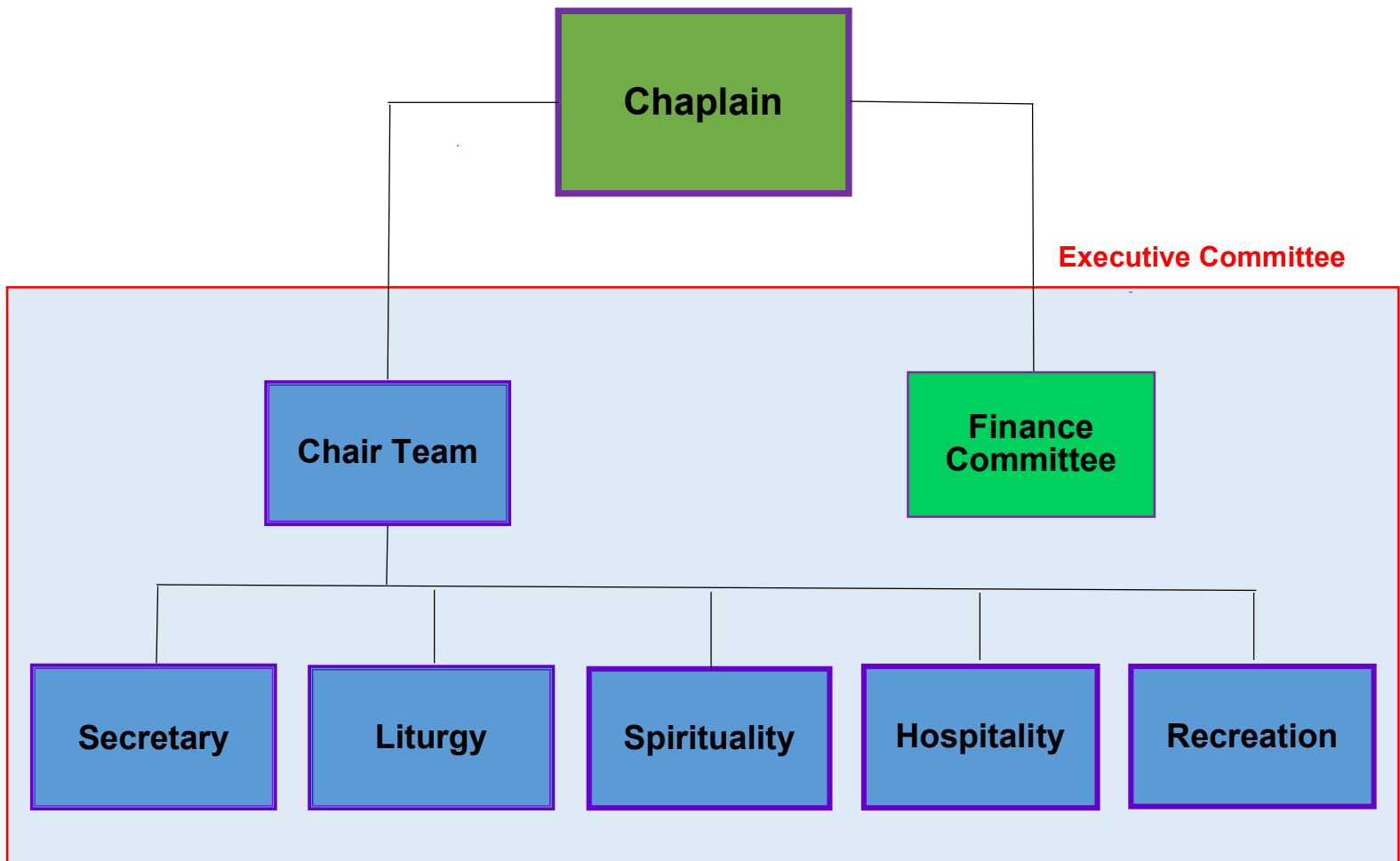
\*\*\* END OF DOCUMENT \*\*\*

- Draft Bylaws circulated at ECM Meeting on: 6/30/2014.
- 1st review of Bylaws at ECM Meeting on: 7/21/2014.
- 2nd review of Bylaws at ECM Meeting on: 3/20/2016.
- Renamed Bylaws to Amended Procedures & reviewed at ECM Meeting on: 4/24/2016.
- Approved by DSJ on: 6/1/2016.

Appendix I

**San Jose Chinese Catholic Community – Cantonese Group**

Organizational Chart



(Updated on: 8/15/2021)

**Appendix II****San Jose Chinese Catholic Community – Cantonese Group****Executive Committee Members and Date of Appointment****Chair Team**

Tony Lau — Chair	7/2016
------------------	--------

**Finance Committee**

Rosa Lee — Chair / Accounting Officer	7/2014
Winnie Cheng — Accounting Assistant	7/2014
Vivian Butt — Accounting Assistant	11/2020

**Secretary**

Ribi Leung — Secretary	7/2015
------------------------	--------

**Liturgy**

Kenneth Chan — Liturgy Coordinator	7/2011
------------------------------------	--------

**Spirituality**

Vacant — Spirituality Coordinator	—
-----------------------------------	---

**Hospitality**

Rosaline Manley — Hospitality Coordinator	7/2008
---	--------

**Recreation**

Vacant — Recreation Coordinator	—
---------------------------------	---

(Updated on: 8/15/2021)