



## **Organizational Manual**

### **Organizational Guidelines**

I. The organization is known as the ST. MICHAEL APOLOGETICS SOCIETY (SMAS)

II. If applicable, the chapter is \_\_\_\_\_ of  
\_\_\_\_\_ Parish/School  
\_\_\_\_\_ Archdiocese of \_\_\_\_\_ in the State/Province of \_\_\_\_\_, Country  
of \_\_\_\_\_.

(Chapter that requires approval from their parish/school must acquire recognition from the chapter parish Pastor or School Dean of Student Affairs).

III. Membership requirements: Open to all Catholics that adhere to the teachings of the Church and possess the zeal to share and defend the Catholic Faith. If possible, members are expected to attend all meetings(lectures, seminars, etc.).

IV. Administration: Leadership includes the Moderator or Facilitator and their designated substitute(s).

Depending on the culture of the chapter, administrators may include elected officers with defined individual responsibilities.

V. Advisers include a Theologian and a Spiritual Advisers. In some cases a deacon or priest may act as the Spiritual/Theology adviser. (See Choosing advisers)

VI. Chapters are required to report activities for inclusion in the web site information page.

VII. Seminars/Classes may offer certificates as appropriate (Certificate in Basic Apologetics, etc).

## **Our Mission Statements**

1. To proclaim our faith to the Holy Trinity: God the Father, God the Son, Jesus and the Holy Spirit.
2. To share our devotion to the Blessed Virgin Mary.
3. To profess our fidelity to the Church, the Magisterium, the Sacred Tradition and the Holy Scripture.
4. To adhere to the teachings of the Church.
5. To dedicate ourselves to holiness and maintain spirituality in all aspects of daily living.
6. To be deeper in knowledge about Church history, the early Church fathers and the saints.
7. To defend our faith from any misconceptions about the Church.
8. To augment the evangelization efforts of our parishes.
9. Establish liaisons to other prayer groups and ministries and to encourage them to learn how to defend the Catholic faith.

## **Starting a Chapter**

In most parishes prayer or bible study groups are already in place. These groups are composed of faithful Catholics committed to the teachings of the Church and scriptures. They can be chartered as chapters of the SMAS. All that is necessary is to confirm adherence to the mission statement of SMAS (see: [www.stmichaelapologetics.org](http://www.stmichaelapologetics.org)). In the absence of such groups a chapter can be organized using the above guidelines. Other necessary requirement consists of the following:

- \* Initial membership of five members of high moral and spiritual integrity.
- \* Advisers are required.
- \* Must register with SMAS (contact: [info@stmichaelapologetics.org](mailto:info@stmichaelapologetics.org)).
- \* Must be willing to submit activity report to the mother organization (SMAS).

- \* Depending on the chapter organization, the chapter may have their own additional requirements and also an organizational constitution and by-laws.
- \* Must be willing to assist other chapters when asked for assistance.
- \* Must wear the official logo of SMAS.

### **Choosing advisers**

An advisor can provide an organization directions and assistance in designing its program. Their input in most stages of planning is valuable. The skill provided by the adviser relative to the purpose of the organization will prove to be a priceless asset.

### **Leadership Transition**

The success on the life of an organization depends on the leadership of the outgoing officers. The importance of the transition process:

- \* provides the incoming leaders with sufficient knowledge on the working of the organization.
- \* provides smooth transition on the transfer of responsibility to the new leadership.
- \* continue to improve on the development of the organization.
- \* provides a smooth succession of leadership among its members.

### **Early preparation**

- \* Identify and develop potential leaders.
- \* Encourage these potential leaders through personal contact.
- \* Share with them the benefits of leadership.
- \* Advise them of a smooth and orderly transition.
- \* Develop effective leadership styles.
- \* Develop a mentoring and orientation program.
- \* Transfer all the knowledge in running the organization.
- \* Report to the mother organization of pending change(s) such leadership name, contact email, etc.

## **Guidelines for an Effective Meeting**

### **Before the meeting:**

- \* Define the purpose of the meeting. In most cases the purpose is to present arguments, myths and/or objections to the teaching of the Church and how to defend against those objections. Meetings may also be a formal class for certification.
- \* Develop an agenda.
- \* If necessary, prepare handouts and/or slide/video items to be used during the meeting. The handouts may contain further information on the subject of suggested points of study.
- \* If not preset, designate a date, time and place of the meeting(s). If possible schedule the series of meetings.
- \* Inform members of the agenda either by email, text messages(SMS) and/or phone calls. This is important so that the members can prepare for the discussions.
- \* Issue a reminder when nearing the meeting date.
- \* Estimate the number of attendees to prepare the meeting room.
- \* Optionally, prepare a refreshment.

### **During the meeting:**

- \* Welcome each attendee and introduce yourself to the new attendee.
- \* Start on time. End on time.
- \* Follow the agenda.
- \* Encourage all attendees to participate in the discussion. Treat members' opinion with respect. Any opinion that does not conform to the teaching of the Church must be corrected at this time. This is an important aspect of the meetings not only to evangelize to others but also among the members.
- \* Keep the discussion on topic. Make sure that issues are resolved.

- \* If necessary, keep records (minutes) of the meeting.
- \* Moderator or facilitator should be able to listen and direct questions to the members. Consult the advisers for any doctrinal issues.
- \* If possible, serve light refreshments.

## **Program and Event Planning**

(adapted from UTDallas)

Additional services by the organization may include active evangelization and faith education through seminars. This could be a major event. Program and event planning helps your organization achieve its goals, teach leadership skills, and foster camaraderie within your organization. The following list will describe some basic programming tips that will help keep you on track.

### Concept

Determine the goals of the program. Examples: to bring a community together, to educate, to expose individuals to different points of view, to support other programs, to provide entertainment, to provide opportunities and to socialize.

Brainstorm the type of event and possible themes that will match your organizational goals. Examples: speaker, film, dance, fundraiser, trip, food, festival, athletic event, recreational tournament.

Decide on a program within your budget.

Discuss the options within your organization and with your advisor. Make a group decision.

Find a convenient date for members in the group and for the entertainment/speaker.

Choose a date that does not conflict with other existing parish programs.

Determine the type of entertainment/speaker you would like to invite.

Research local, regional and national possibilities and negotiate a fee.

Project the attendance to make sure that you have reserved an adequate facility.

Determine the type of space that is needed for your event and any special needs you may have. Specific facility needs may include the need for: chairs, tables, lighting, sound, a stage, open space, classroom etc. Please note that certain equipment and services may require a certificate of liability insurance. All costs associated with the event will be assumed by the organization.

Determine a convenient time for your targeted audience.

Project all expenses and incomes such as fees, advertising, security, food, etc. Stay within the designated budget.

Brainstorm additional funding sources if you need more money

Design publicity strategies for targeted audiences.

Design your promotion to fit the style and theme of the program. Be creative.

Make the publicity neat and accurate. Include the name of the program, date, time, place, and ticket information if necessary.

Distribute publicity in ample time. This allows people to plan ahead. Two weeks advance notice is minimal.

Determine food needs, as well as whether the program will be a dinner or reception.