

PARISH ACTION COMMITTEE PAC
"POR AMOR ACRISTO"
SECRETARYSHIP OF MINISTRIES

ORGANIZATION AND STRUCTURE OF THE PROGRAM "GRUPO DE ACCION PARROQUIAL" G A P (PAROCHIAL ACTION GROUP)

Reason for the Gap Program: First we must understand that GAP is a program that belongs to PAC and specifically to PAC's Secretaryship of Ministries.

The main mission of PAC is to attract, educate and guide our brothers/sisters to understand and practice the Christian stewardship in every phase of their lives. We try to attract them through the different programs of the organization. Through one of these programs, the Seminars of Christian Action (SEMAs), we invite the attendants to participate and develop their parochial stewardship by being active in any of the ministries, groups, organizations or movements functioning in the parish.

Nevertheless, our experience has confirmed that, although some sign up to participate in active parochial ministries, many are not yet motivated to belong to any organization where they have to commit to a more strict discipline (meetings, activities, etc.). In these early stages of their stewardship they tend to avoid a direct association.

In other cases, the "menu" of active ministries, is not attractive to the SEMA attendant and he/she stays away from choosing one to participate in. Some times, also, the dates or times of the meetings of these ministries are not convenient for his/her working or family schedules and therefore he/she cannot participate.

One way or the other, PAC, and in this case the Secretaryship of Ministries must guide the "recently motivated" brother/sister to start participating in the parochial life by somehow donating his time, talent and treasure.

It is here that the GAP program starts functioning (like the Stewie Club), by filling the void created by the aforementioned circumstances.

GAP Structure: Overall, PAC's responsibility to the brothers/sisters that decide to seek their stewardship by participating in GAP, is very serious. Our commitment to guide them to find a way to carry out their stewardship compels us to have an intelligent and spiritual program of activities that are motivating and of easy participation, until they start to feel committed to the service.

To accomplish this, we must have an internal structure and organization that is 1.- Continued, 2.- Precise, 3.- Simple, 4.- Disciplined. What does this mean? That from the beginning we must have a system in place that works and that never abandons the new steward in his/her new commitment to the Lord.

As more SEMACs take place, as more people come to the information desk looking “for something to do”, as we invite more people to our welcome reunions “to do something to help”, as our “Outreach” program continues to work, there will be more potential for GAP to be an important and necessary entrance door to the service and for the dissemination of the stewardship.

Our goal should be that after each SEMAC, a percentage of the participating brothers/sisters will stay working in GAP and get used to this form of service and the integration of the family to the parochial life. Eventually, with more formation (if needed), they will continue developing the spirit of conversion to stewardship, moving forward to new parochial missions (individually or collectively) and growing the spirituality of their Christian action everyday.

ORGANIZATION AND SYSTEMS: We have already seen that we need to look for a continued, precise, simple and disciplined structure. First (as with everything that has a collective apostleship) we need to recruit a group of six people. They must have received a SEMAC base and a detailed explanation of everything concerning PAC and GAP. Initially, these brothers/sisters will be the “CORE GROUP” or **DIRECTORIAL TEAM** of the Parochial Action Group – GAP. Obviously, as the number of GAP members grows, more people will be needed to become part of this directorial team. But no matter the size of the program, its functions will be distributed as follows:

1. Director
2. Vice-Director (with functions)
3. Coordinator of Activities
4. Coordinator of “Community Nights”
5. Coordinator of Communication
6. Coordinator of Data Processing and Records

Initially, the six people that comprise the **DIRECTORIAL TEAM** will be named by the PAC Secretaryship of Ministries, once every 12 months. They will be selected among the more outstanding members to actively work in the Directorship of GAP, after being properly trained for that duty by the Secretaryship. Eventually, we will have more people willing to work in the Group’s organization. At the discretion of the Secretaryship these additional people can serve under the six members of the **DIRECTORIAL TEAM**, helping in the busiest areas.

Functions of the DIRECTORIAL TEAM: The Director.- Will coordinate the functions of the entire GAP program, clearly understanding its reason for being and functions. He/she must be an active member of PAC, (assigned to the Secretaryship of Ministries) and must attend, at least, one monthly PAC meeting, when the Secretaryship gets together. He/she will provide a report and will discuss the GAP program with the Secretaryship of Ministries.

The Vice-Director will help the Director in everything necessary and will substitute him/her when absent, always keeping himself/herself up to date in all aspects of the program. Additionally he/she will be a PAC member with the same duties as the Director. His/her activities in all GAP functions, could be defined as the "Director's right hand" in the program's operations.

The Program Coordinator will be responsible for the creation and coordination of the bi-monthly activity of the GAP members, consisting of helping or providing service to benefit any sector of the community in our church. These activities must be **CAREFULLY ORGANIZED**, because it is the initial stewardship contribution to parochial life of those who hear the call to give their time, talent and treasure to their community. Six projects a year must be planned and executed, always bearing in mind that they must be activities where all can be invited to serve (i.e., paint the church walls) In that case the work must be organized in a way that all, women and men can participate. Some can help in the painting function, others can help distributing drinking water, sodas, coffee and still others can help in retouching etc., etc. **IT IS A FULL GAP ACTIVITY.**

The coordinator of "COMMUNITY NIGHTS" must be creative, and most of all, should have the capability to put together a "combined" night where GAP members and their families will gather for praying, fun, listening and sharing biblical stories, parochial issues, community problems, ideas, simple testimonies of situations, and... a 15 minute presentation about Christian Stewardship, with 15 additional minutes of dynamic (SEMAC like), some jokes and something to munch on and sodas and coffee to drink. These "COMMUNITY NIGHTS" will be organized every two months also. In other words, the month that there is no activity, there will be a community night. GAP members will have only one night or part of a day per month for parochial stewardship.

Coordinator of Communications (CC) - What happens if we do not maintain communication with those brothers/sisters that sign up after a SEMAC to be part of GAP? The answer is simple: we lose them. At each SEMAC we must get the commitment of one or more people (depending on the size of the SEMAC) to work as GAP's Coordinator(s) of Communication. The filled out forms of those that signed up to belong to GAP at that SEMAC, will be distributed among the coordinators of communication, after they have been well informed of their function,. They will call and invite the brothers/sisters to the GAP activities or the Community Nights.

The Coordinator of Communication will keep a master list of all the people that have signed for GAP. Copies of these lists will be supplied by the Coordinator of Data Processing and Records (as we will see later). We understand that as long as the whole "network" of people to be called for each SEMAC is established, the (CC) should look for the necessary help to call everybody. Because everybody must be called, we cannot run the risk of losing anyone. The table coordinators at the SEMAC could initially be an important help for this task. (By help the planning within the Secretaryship of TTT and PAC Ministries).

Coordinator of Data Processing and Records (CDPR) – At the end of a SEMAC (or any other activity where attendants are handed GAP forms to fill out) these forms must be delivered, as soon as possible, to the Coordinator of CDPR to be included in the Master List or Data Record of all the brothers/sisters that have signed up for GAP since the beginning. We will try to include in this list as much information as possible in order to have a complete record of each person. (The GAP forms must be programmed to contain the information that is deemed necessary).

A master list must be kept for each SEMAC with the number of attendants and the date it happened. According to what was previously explained, the Coordinator of CDPR will deliver after each Seminar a “fresh” list to the CC, so that he/she can carry out their functions with “their team for the so called convocations”.

Meetings by Levels - Let us study for a moment the structure of GAP in relation to the meetings of each level:

1.- Director Team. There will be one meeting per month in PAC with the Secretaryship of Ministries. (Director and Vice only) – 2.- There will be one meeting per month of the Complete Director Team and 3.- There will be one Activity or Community Night per month.

2.- Members of GAP: Once per month. Activity or Community Night.

Final Notes. Please, do not feel that this is a complicated program to carry out, on the contrary we are presenting this with all the individual details of each area, but at the end it is very simple to do, as soon as we understand it completely.

Also, we must suggest (always looking for bonding) that a t-shirt is designed for the members of GAP, that has the names GAP and PAC in a circle at the front and maybe over the shoulders, in the back, the word Stewardship or “Mayordomia”. This t-shirt should be worn every time there is an activity or community night. Many other ideas can be added to this plan.