



MISSION CIRCLE BYLAWS

OUTLINE OF MISSION CIRCLE BYLAWS

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PREAMBLE

The Second Vatican Council tells us: "Since the whole Church is missionary, and the work of evangelization is a basic duty of the People of God, this sacred Synod summons all to a deep interior renewal. Thus, from a vivid awareness of their own responsibility for spreading the gospel, they will do their share in missionary work among the nations." (*Ad Gentes* #35). The Council Fathers continue: "Provided the universal scope of mission work is not thereby neglected, it will be very useful for a community to maintain contact with missionaries who came from its ranks, or with a parish or diocese in the missions. In this way the bond between communities will be made visible and will provide mutual edification" (*Ad Gentes* #37C)

In the Archdiocese of Los Angeles, the Mission Circle is a practical way for Catholic men and women to stimulate, spiritualize, and systematize mission aid in a personal and concrete manner. If you wish to discuss forming a Mission Circle, share a copy of these bylaws with your pastor or parish council or contact our office for more information.



BYLAWS

The following bylaws and directions of organization shall constitute the approved manner of beginning and conducting a Mission Circle.

I. NATURE OF THE MISSION CIRCLE

The Mission Circles are organized groups of men and women, who as missionaries by our baptismal nature, or within the framework of an existing society or organization of which the members, band together and follow a program of spiritual and material assistance either in foreign missions or among our American home missions.



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II. ORGANIZATION

- Ordinarily Mission Circles shall be parochial. If the pastor is not the immediate instigator of the Circle, the chairperson, or organizers of the Circle shall discuss its formation with the pastor.
- The pastor should be advised of the meetings of the Circle and be invited to attend the gatherings. Any problems or difficulties that a Circle encounters, should be referred to the pastor or the Director of the Pontifical Mission Societies in the Archdiocese of Los Angeles, 3424 Wilshire Blvd., 3rd Floor. Los Angeles, CA. 90010 or (213)637-7223.
- Some Circles are formed within existing organizations, such as the Knights of Columbus, Holy Name Society, Altar and Rosary Society, Catholic Daughters of America, Archdiocesan Council of Catholic Women, Study Clubs, etc. In this instance, the Chaplain shall be advised of the Circle and its activities.
- Each Circle may select its own name, however, each Circle will be identified by the number allotted to it by the Pontifical Mission Societies in the Archdiocese of Los Angeles at the time of its organization.

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III. NUMBER OF MEMBERS

The number of members need not be limited.



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IV. PURPOSES & REGULATIONS

The extent of the assistance rendered by the members to their adopted missionary shall depend upon the age, circumstances of life, abilities and tastes of the members. In this matter, there must exist great elasticity and adaptation on the part of the members. However, to maintain some uniformity of program throughout the Archdiocese of Los Angeles, the following shall be the norm. In every instance the program is to be agreed upon by majority of the members and followed in accord with the desires and means of the members of the Circle.

A. Each Circle shall elect a chairperson, whose duty it will be to call meetings, direct activities of the Circle and coordinate the plans and actions of the members, with consent of the members.

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IV. PURPOSES & REGULATIONS

B. The Chairperson is urged to keep the pastor or chaplain informed of the Circle's activities.

C. It is recommended that a Co-Chairperson be elected at the same time as the Chairperson to exercise the office only in the absence of the Chairperson.

D. Each Circle, if it wishes or finds necessary, may elect a Secretary, whose duty it will be to carry on correspondence with the adopted missionary and to keep records of funds, mailings, minutes, etc. If desired, a separate Treasurer may be elected, whose function will be to collect funds, keep track of expenditures, and maintain adopted missionary's banking information such as account name, account number, bank name, bank address and bank swift code for wiring of funds. (refer to F-8)



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IV. PURPOSES & REGULATIONS

E. Names, addresses and phone numbers of all officers of the individual Circles upon their election should be forwarded by the newly elected Chairperson to the Pontifical Mission Societies in the Archdiocese of Los Angeles.

F. Individual Mission Circle meetings, at a place and hour agreed upon by the members, should ideally be held once a month. Some of the Circles meet more often but this is a matter for the Circle to decide. Meetings should be held often enough to sustain interest and action in the Circle's program. Most Circles find that holding meetings in the homes of its members is satisfactory. Others prefer parish halls or rooms, lest the meetings interfere with the usual activities of a parish. The advice and direction of the parish pastor should be sought in this regard.

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IV. PURPOSES & REGULATIONS

The meeting might consist of the following:

F-1. Calling to order and checking informally the presence or absence of the members.

F-2. Offering of prayers for the Missions. Some Circles recite the Rosary as part of the meeting. Invocations to St. Francis Xavier and St. Therese, Patrons of the Missions, may be said. The use of scriptural readings is highly encouraged.

F-3. Reading of the minutes of the last meeting, if considered helpful.

F-4. At each meeting a short time can be spent in reading scripture, a small chapter of a suitable book on the missions, the biography of a missionary, or any articles taken from newspapers, magazines or internet on the missions.



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IV. PURPOSES & REGULATIONS

The meeting might consist of the following:

F-5. The meeting will include discussion, proposals, reports on activities, new and old plans, decisions and new projects taken by the Circle to help their adopted missionary. All decisions and plans will be agreed upon by majority vote or general consent.

F-6. A social period may follow, with refreshments, in accord with the wishes of the members.

F-7. Each Circle is encouraged to charge its members some agreed-upon dues regularly; this being necessary to have a small fund for defraying costs of mailing, packaging, etc.

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The meeting might consist of the following:

F-8. To insure credit to each Mission Circle and for safety in transmittal, the following procedure is to be used in sending funds to your adopted missionary. All funds sent outside of the United States, will be sent via Electronic Wire Payment or Bank to Bank Transfer. Mail your check or money order to the Pontifical Mission Societies in the Archdiocese of Los Angeles, made payable to **The Society for the Propagation of the Faith**, with your Mission Circle number on the check along with banking details of your adopted missionary. The office will then process the bank to bank transfer of funds to your adopted missionary (however a \$12 bank wire fee will be deducted). This process takes approximately 5-10 business days from the day the office receives the check.

F-9. Each Circle is asked to send the Archdiocesan Director any news of the activities of the Circle so that we may highlight on our website or social medias



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V. MEANS OF ASSISTANCE

Each Circle shall engage its members in suitable means of helping and supplying the adopted missionary. Before any article or materials are sent to the missionary, he or she should be asked in writing if such will be useful, adequate, etc. Also, information should be obtained from the Missionary regarding the best manner of shipping and avoiding import duties and best mailing routes.

CONTACT DETAILS

Mailing address

Pontifical Mission Societies
3424 Wilshire Blvd., 3rd Floor.
Los Angeles, CA. 90010

Email address

missionoffice@la-archdiocese.org

Phone number

(213) 637-7223

Website

www.missionsla.org

