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The Confraternity of Christian Doctrine
Publications Department

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**DUTIES OF
PARISH OFFICERS**



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DUTIES OF PARISH OFFICERS

The President:

1. Presides at meetings of the parish Confraternity and of the Executive Board (*Constitution*, Article V);
2. Under the guidance of the Director, furthers the development of the Confraternity activities within the parish and enlists workers in the several divisions of active membership;
3. Explains the work to persons who might be interested, and invites them to attend regular or divisional meetings; makes known the spiritual benefits of membership;
4. Provides officers and division chairmen with *Instructions* supplied by the Diocesan Office;
5. Where missions are attached to the parish, assists the Director in the development of Confraternity activities in the missions; brings the mission chairmen of the several divisions of membership into contact with the parish chairmen of these divisions, who will acquaint them with methods of procedure;
6. Helps officers and chairmen to realize that their work is vitally important in furthering the religious life of the parish;
7. Contacts the Diocesan Office to obtain information and literature and to report methods that have proved practical.

The Vice-President:

1. Assists the president in promoting Confraternity activities in the parish;

2. Takes the president's place in case of his absence or inability to function;
3. Arranges for an Executive Board discussion club to meet weekly and use the *Manual of the Confraternity of Christian Doctrine* as a text.

The Secretary:

1. Gives notice of general and board meetings of the Confraternity and keeps the minutes of these meetings (*Constitution*, Article V);
2. Maintains an up-to-date classified membership record of lay-teachers, fishers, helpers, discussion club leaders, parent-teachers, apostles to non-Catholics and associate members;
3. Attends to all correspondence as directed by the president; files copies of all letters and literature issued by the Diocesan Office, and all other correspondence of the Confraternity;
4. Prepares parish Confraternity news stories for the local or diocesan paper, when requested by the Director to do so.

The Treasurer (Chairman of Finance Committee):

1. Solicits associate members (*Constitution*, Article III, Sec. 2), who are classified according to their annual contribution:

Contributing members,	\$ 1.00
Supporting members,	2.00
Special members,	5.00
Sustaining members, .. stated amount above	5.00
2. Plans, with the coöperation and approval of the Executive Board, for the raising of needed additional funds, when those derived from associate members are insufficient. (Each parish Confra-

ternity is self-supporting; funds raised by it remain in the parish to finance activities of the Confraternity. Through the voluntary services of active members, the expenses of the Confraternity may be kept to a minimum);

3. Disburses funds as instructed by the Executive Board or in payment of bills approved by the Director or Executive Board;
4. Keeps an exact record of all money received and expended and submits an annual financial report to the Executive Board.

Nihil obstat. Henry J. Zolzer, Censor librorum.

Imprimatur. † Thomas H. McLaughlin, Bishop of Paterson.