

NORMS AND POLICIES
OF THE
MISSIONARY CENACLE APOSTOLATE



**“To develop committed lay apostles in the Church who are passionate
about their faith, filled with enthusiasm
and eager to share it.”—MCA Statement of Purpose**

Edition 2008

“Be good, do good and be a power for good.”

Fr. Thomas Augustine Judge, C.M.

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Introduction

In 1998, the Missionary Cenacle Apostolate General Council, under the leadership of Marvine Waite, proposed a revision of the *Rule of Life and Constitution*.

In February of the year 2000, I met with the General Council and other MCA leaders in Puerto Rico for the purpose of setting goals. The goal to revise the *Rule of Life and Constitution* was reaffirmed.

The committee that initially worked on the revision of the *Rule of Life and Constitution*, with input from the membership, recommended to the General Council that the first step should be the formulation of bylaws or governing policies for the MCA. Thus, a committee was formed and began its work in the summer of 2003. This document, *Norms and Policies of the Missionary Cenacle Apostolate*, was the culmination of that effort.

These *Norms and Policies* are meant for the governance and guidance of the MCA. The *Norms and Policies*, together with the *Rule of Life and Constitution* protect the spirit of the MCA and guide its growth. The *Norms and Policies* are the product of years of wisdom and experience and apply to more specific situations. They may be revised and adapted to new circumstances.

The MCA General Council, after review by the membership, approved these *Norms and Policies* on October 8, 2006. These are the governing policies of the MCA and are to be studied and applied by every member, especially the leaders.

We are grateful to: Kay Knott, MCA, Regional Custodian, Trinity Region
Joanne Jones, MCA, Assistant General Custodian
Father John Seymour, ST, International Spiritual Guide
Editor, Smittie Bolner, MCA
The MCA General Council
The Missionary Cenacle Associates
Missionary Cenacle Family Members

In the Most Holy Trinity,

Josie Morales, General Custodian
Feast of St. Joseph, 2007

1. Identity and Purpose

1.1 Statement of purpose

“We believe that the most urgent priority for the MCA is to develop committed lay apostles in the Church passionate about their faith, filled with enthusiasm and eager to share it.

Drawing upon the richness of the Missionary Cenacle charism, we are to foster an apostolic spirituality as broadly as possible among the Catholic laity.

In the process of doing this, we will respond to an urgent need of the Church and the world, encourage our own personal and leadership development and foster vocations to the MCA and to the other branches of the Missionary Cenacle Family.” (Approved by the General Council, April 2004.)

1.2 Identity

1.2.1 Although every Catholic is called to be an apostle, not all have a vocation to the Missionary Cenacle Apostolate. Membership in the Missionary Cenacle Apostolate is a call to live an apostolic life as a layperson in the providence of our everyday lives.

1.2.2 When possible, we collaborate with the other branches of the Missionary Cenacle Family in apostolic works in a spirit of mutual respect and complementarity. Together with them, we strive to promote a missionary spirit among the laity. In addition to collaboration in mission, we are to build healthy and caring relationships with the members of the other branches in our areas.

1.2.3 We are to foster positive relationships with the pastors of our local parishes and with the bishops in whose dioceses we work. It is recommended that the Missionary Cenacle Apostolate be registered in the diocese as a lay apostolic group and be so listed in any diocesan directory of lay organizations.

1.2.4 Recognizing that cultural differences exist between regions, we encourage adaptations of the MCA charism to accommodate these differences, so long as these do not compromise or dilute the norms and policies of the MCA.

1.2.5. The headquarters of the Missionary Cenacle Apostolate is located at 3501 Solly Avenue, Philadelphia, PA 19136.

2. Apostolic Life

2.1 General Principles

2.1.1 Our apostolic life is founded on our Baptism and Confirmation, by means of which we are sealed with the Holy Spirit and intimately united to the redemptive mission of Jesus, Priest, Prophet, and King. As a community of laypersons we recognize that we are called by God to be missionaries in the Church. We recognize two forms of participation in the apostolic life of the Church:

As individuals:

"Above all, each member of the lay faithful should always be fully aware of being a 'member of the Church' yet entrusted with a unique task which cannot be done by another and which is to be fulfilled for the good of all. Regardless of circumstance, all lay persons are called to this type of apostolate and obliged to engage in it. In the apostolate exercised by the individual, great riches are waiting to be discovered through an intensification of the missionary effort of each of the lay faithful." (*cf. Christi Fideles Laici*, # 28)

In Community:

"Church communion finds its specific expression in the lay faithful's working together in groups. In reality, a 'cultural' effect can be accomplished through work done not so much by an individual alone but as a member of a group, of a community, of an association, or of a movement. Such work is, then, the source and stimulus leading to the transformation of the surroundings and society as well as the fruit and sign of every other transformation in this regard....." (*cf. Christi Fideles Laici*, #29)

2.1.2 By "apostolate" we mean the work, duties, and mission we do as apostles in the Church and in the world. It includes everything in our daily lives that contributes directly and indirectly to the *preservation of the faith* and the sanctification of the world. We are not restricted to any particular work, but are open to those apostolic opportunities within our reach, including our families, the workplace, and all aspects of public life. We find our apostolates in the providence of our everyday life, where, guided by the Holy Spirit, we reach out to others in the spirit of charity and self-sacrifice, each according to his/her unique gifts, abilities, and circumstances.

2.1.3 Although we are not to neglect our family responsibilities because of other apostolic commitments, we are to organize our personal lives so that we will be able to fulfill our Missionary Cenacle obligations.

2.1.4 We give priority to the spiritual works of mercy, without neglecting the corporal works.

2.1.5 We shall make every effort to promote the development of apostolic leaders and, where appropriate, shall encourage them to assume responsibility for Cenacle works.

2.1.6 We shall strive to promote vocations to the other branches of the Missionary Cenacle Family.

2.2 Parish Involvement

2.2.1 As missionaries, we may work within parishes to further the apostolic mission of the Church. Cenacle members are to work along quiet lines within their parishes. We are to be like leaven in bread, infusing a missionary spirit wherever possible. We are to bring “*the missionary idea, the missionary thought, the missionary spirit*” to all that we do.

2.2.2 Cenacle works within parishes are understood to be a part of the parish mission and under the direction of the pastor. We are to invite other parishioners to participate in our apostolic ministries as a way of making every Catholic an Apostle.

2.2.3 Local pastors are to be kept informed of the Cenacle activities in their parishes. However, we should be attentive to maintaining our identity as a part of the Missionary Cenacle Family rather than a parish group. As Missionary Cenacles, we maintain our own organizational structure and spiritual life according to our *Rule of Life and Constitution* and *Norms and Policies*.

2.2.4 Missionary Cenacles shall avoid involvement *as Cenacles* in parish fundraising, governance, administration, or other activities that might divert it from its apostolic mission. As individuals we are to support our parishes, each according to his/her abilities and circumstances.

3. Membership

3.1 Eligibility

Catholic women and men eighteen years of age and older, who are not already members of a religious order (including any third order), who feel called by God to live out their Baptismal consecration within the charism of the Missionary Cenacle Apostolate, and who possess the qualities listed in 3.2, are eligible for membership in the MCA.

3.2 Qualities of Members Include:

- a love of God and neighbor
- eagerness to serve others
- a spirit of sacrifice
- an attraction to the Missionary Cenacle spirituality as a way of life
- a desire to be part of an apostolic community
- willingness to make the Missionary Cenacle Apostolate a priority
- availability of time and freedom to fulfill the responsibilities of membership
- a maturity appropriate to one's age

3.3 Categories of Members

3.3.1 Associates—members who have made the Act of Consecration and have full rights and responsibilities.

3.3.2 Candidates—members in formation who have been formally admitted to candidacy with limited rights and responsibilities.

3.4 Rights of Members

3.4.1 All members have the right to:

- 1) attend regularly the meetings of the local Cenacle, the days of recollection, and the annual retreat;
- 2) receive spiritual guidance and direction from persons who are well-versed in Missionary Cenacle spirituality;
- 3) leave a local Cenacle or to form a new Cenacle; and to
- 4) request the prayers of the Cenacle in time of need.

3.4.2 Associates have the right to:

- 1) elect officers;
- 2) hold elected office in the local Missionary Cenacle;
- 3) hold elected office at the regional and general levels;
- 4) fulfill the role of Spiritual Guide;
- 5) participate in taking counsel in the local Cenacle;
- 6) appeal a local Cenacle decision to the Regional Custodian and/or General Custodian; and
- 7) perpetual remembrance in the prayers for deceased members in the *Missionary Cenacle Ordo*.

3.4.3 Candidates have the right to:

- 1) be formed in the Missionary Cenacle charism;
- 2) participate in the Cenacle meetings and other Cenacle sponsored events;
- 3) participate in taking counsel in the local Cenacle;
- 4) hold elected office in a Candidate Cenacle; and
- 5) appeal a local Cenacle decision to the Regional Custodian.

3.5 Responsibilities of Members

3.5.1 Both Associates and Candidates have the responsibility to:

- 1) attend regularly the meetings of the local Cenacle, the days of recollection, and the annual retreat;
- 2) bear witness to their faith in their daily lives and engage in apostolic works;
- 3) become familiar with, and abide by the *Rule of Life and Constitution*, and *Norms and Policies* of the Missionary Cenacle Apostolate and continue their spiritual and apostolic development;
- 4) support the Missionary Cenacle Apostolate Stewardship program with their time, talent, and treasure;
- 5) develop and use their gifts including their gifts for leadership;
- 6) be accountable to Cenacle authority for their Cenacle service; and
- 7) promote vocations to the various branches of the Missionary Cenacle Family.

3.6 Special Circumstances

3.6.1 Members who are sick are to be given special consideration. Other members are to remember them in their daily prayers and, when possible, to visit them. (Custodians shall submit requests for prayers to the Office of Communications.)

3.6.2 A member who moves away from a Cenacle remains a member of that Cenacle until he/she joins another Cenacle. The Custodian of the original Cenacle is responsible for maintaining communication with the member who has moved away. The member is considered active as long as he/she remains in contact with the Cenacle and indicates a desire to remain an active member.

3.6.3 A member may freely transfer from one Cenacle to another provided that the Custodian of the original Cenacle is advised and the Custodian of the new Cenacle agrees.

3.6.4. A member may make private vows, in counsel with his/her spiritual director, and remain in the MCA. The specific nature of the vows shall be determined by the member and his/her spiritual director.

3.6.5 An Associate may transfer into any of the other branches of the Missionary Cenacle Family. There should be a dialogue among the various Custodians of the MCF involved in the transfer.

3.6.6 Associates are considered inactive when they cease to attend meetings or other Cenacle events or fulfill their Cenacle responsibilities for one year. Inactive Associates are to be notified by the local Custodian that they will no longer be listed as an active Associate.

3.6.7 An inactive Associate who wishes to return to active membership shall submit a request through the local Cenacle to the Regional Custodian. The Regional Custodian shall consult with other Regional Councilors and any other Associates as needed before determining a prudent and appropriate course of action.

3.6.8 An Associate may resign by giving written notification of resignation to the local Custodian, who will then inform the Regional Custodian.

3.6.9 Upon the death of a Candidate or an Associate the local Custodian shall immediately notify the Regional Custodian, the office of Communications, and, in the case of Associates, the head of the committee for the *Missionary Cenacle Family Cenacle Ordo*. The local Cenacle is encouraged to visit the family of the deceased and offer help and to have a mass in the memory of the deceased.

3.7 Dismissal from Membership

3.7.1 All matters regarding the dismissal of a Candidate from membership shall be referred to the Regional Custodian, who shall decide the case in a spirit of charity and with due regard for personal dignity.

3.7.2 All matters regarding the dismissal of an Associate from membership shall be referred to the General Custodian, who shall decide the case in a spirit of charity and with due regard for personal dignity.

3.8 Affiliates

3.8.1 Affiliates are not members of the Missionary Cenacle Apostolate, but they have a special relationship with the Missionary Cenacle Family. Affiliates include:

- 1) prospective members of the Missionary Cenacle Apostolate;
- 2) junior Cenacle members and Angel Cenacle members;
- 3) persons who live an apostolic life and wish to be formed in Cenacle spirituality but who are not currently seeking membership in the MCA.

3.8.2 An Affiliate may be permitted by a local Missionary Cenacle to participate in its retreats and days of recollection and to collaborate in apostolic works. An

Affiliate may be permitted to attend meetings of a local Cenacle by a consensus of the Associates.

4. Missionary Cenacles

4.1 Nature and Purpose of Cenacles

4.1.1 Missionary Cenacles are small communities of apostolic lay men and women, guided by the Holy Spirit, for the purpose of continuing the mission of Jesus. Missionary Cenacles provide mutual support for their members as they seek the will of God in the context of Christian community.

4.1.2 A Missionary Cenacle is a local unit of the Missionary Cenacle Apostolate. It shall be officially established by MCA authority and governed according to *MCA Norms and Policies*.

4.2 Establishment of a Missionary Cenacle

4.2.1 Any member of the Missionary Cenacle Family may form a Missionary Cenacle. After identifying prospective candidates, the founding member notifies the Regional Custodian, who then collaborates in the formation of the new Cenacle.

4.2.2 Persons responsible for forming a new Cenacle shall work in collaboration with the MCA leadership within that region. They shall:

- 1) identify potential Candidates for the new Cenacle who meet the qualifications listed in Section 3.2;
- 2) assure that the formation program as outlined in Section 7 is followed;
- 3) when possible, connect the new Cenacle to other MCA Cenacles and members of the Missionary Cenacle family; and
- 4) consult with the Area Custodian and/or Regional Custodian throughout the formation process.

4.2.3 New Missionary Cenacles shall be integrated into the structure of the Missionary Cenacle Apostolate as soon as they are formed.

4.2.4 Missionary Cenacles who meet the requirements (listed in Section 4.2.5) will be officially established with the appropriate ceremony by the Regional Custodian or the Assistant Regional Custodian.

4.2.5 Cenacles are required to:

- 1) meet twice a month. Once a month if this is not possible;

- 2) form members in Cenacle spirituality using sacred Scriptures, the teachings of the Catholic Church, and the writings of Father Judge and other Cenacle literature;
- 3) elect a Custodian and Assistant Custodian according to the *Norms and Policies*;
- 4) hold annual Cenacle retreats, days of recollection, and training workshops;
- 5) participate in the stewardship program of the MCA;
- 6) submit a list of members to the Regional Custodian and Director of Communications;
- 7) submit reports requested by the Regional Custodian in a timely manner;
- 8) maintain regular communications with the Regional Custodian directly or through the Area Custodian; and
- 9) abide by the procedures as outlined in the *Rule of Life and Constitution* and the *Norms and Policies*.

4.2.6 Members of the newly formed Cenacle will take counsel to select its name. A review of other Cenacle names within its region will offer examples.

4.2.7 Cenacles are encouraged to develop a mission statement. The mission statement shall seek to apply the Cenacle mission as expressed in the *Rule of Life and Constitution* and the MCA Statement of Purpose to its particular circumstances. The mission statement shall be reviewed at least annually and revised as needed.

4.2.8 The Area Custodian and/or the Regional Custodian will:

- 1) maintain contact with the persons responsible for forming the new Cenacle and assist them throughout the process;
- 2) provide materials needed for formation;
- 3) meet with the new Candidates when possible;
- 4) facilitate communication between the Candidate Cenacle and nearest local Cenacle; and
- 5) invite Candidate Cenacles to regional days of reflection, retreats, and other events of the Missionary Cenacle Family.

4.2.9 The members of the neighboring local Cenacle will:

- 1) reach out to the new Cenacle by inviting the members to its meetings;
- 2) attend the meetings of the new Cenacle, when possible;
- 3) include the new Cenacle in special events such as days reflection or special programs; and
- 4) serve as a model for the new Cenacle.

4.3 Types of Missionary Cenacles

4.3.1 Categories of Cenacles

- 1) Missionary Cenacles—composed of two or more Associates;
- 2) Candidate Cenacles—composed of Candidates only or of Candidates and one Associate;
- 3) Junior Cenacles—composed of youth from thirteen to eighteen years of age (The meetings and apostolic works shall be suitably adapted to the age level of its members. An experienced member of the Missionary Cenacle Family shall serve as an advisor, forming them in Cenacle spirituality and guiding them in apostolic works.)
- 4) Angel Cenacles—composed of children seven to twelve years of age (The meetings and apostolic works shall be suitably adapted to the age levels of its members. An experienced member of the Missionary Cenacle Family shall serve as an advisor, forming them in Cenacle spirituality and guiding them in apostolic works.)

4.4 Size of Cenacles

4.4.1 The minimum number for a Missionary Cenacle is two persons.

4.4.2 There is no set maximum number for a Cenacle; however, eight to fifteen is recommended. Cenacles may become so large that meetings become unwieldy, making it difficult for members to share fully in the life of the Cenacle. In such cases, the Cenacle, in consultation with the Regional Custodian, is encouraged to divide and form new Cenacles.

4.5 Cenacle Meetings

4.5.1 The purpose of Cenacle meetings is to provide mutual support for its members in order that they might grow in holiness, live an apostolic life, and form community.

4.5.2 Cenacles shall meet twice a month unless it is unduly burdensome to do so, in which case, they shall meet once a month.

4.5.3 One monthly meeting shall be devoted to sharing the experiences of apostolic life, planning or evaluating apostolic works, and developing a mission plan or evaluating its effectiveness.

4.5.4 One monthly meeting shall be devoted to reflection on Cenacle spirituality.

4.5.5 Cenacles that meet once a month shall devote adequate time for prayer, reflection on Cenacle spirituality, and sharing the experiences of apostolic life.

4.5.6 Cenacles are encouraged to meet periodically on a social basis in order to foster a spirit of community.

4.5.7 Cenacles shall meet in council on a regular basis, especially whenever important decisions are to be made. They are to pray for enlightenment to know God's will and for the fortitude to carry it out.

4.5.8 Any personal sharing is to remain confidential and is not to be divulged outside of the Cenacle.

4.5.9 Each Cenacle shall conduct an annual review of its apostolic works.

4.6 Dissolving a Cenacle

4.6.1 If a local Missionary Cenacle becomes inactive or acts contrary to the *Rule of Life and Constitution* or the *Norms and Policies*, the Regional Custodian, in counsel with the General Custodian and the Regional Spiritual Guide, shall attempt to reactivate the Cenacle and bring its actions back into compliance with the *Rule of Life and Constitution* and *Norms and Policies*. If the Regional Custodian is not able to effect the reactivation of the Cenacle, he/she shall recommend its dissolution to the Regional Council and will give written notification of the dissolution to the local Custodian.

4.6.2 Any assets, including money, of the local Missionary Cenacle shall remain the property of the Missionary Cenacle Apostolate. The Regional Custodian shall direct that any such money or other assets be used for the purposes for which they were received.

4.6.3 Associates from a dissolved Cenacle shall remain members of the Missionary Cenacle Apostolate unless they resign, or action is taken to dismiss them on an individual basis.

5. Spiritual Life

5.1 Traditions and Practices

5.1.1 Our vocation calls us to continuing conversion and growth in holiness according to Missionary Cenacle spirituality. In this, we find "*the field of sanctity in the circumstances of our every day providence.*" An important way this can be accomplished is for each member to continue the traditions and practices that have come down to us from our beginning. All of these practices involve prayer, the foundation upon which all our lives must be built if the Cenacle is to continue to flourish.

5.1.2 Daily prayer to the Holy Spirit asking for the gifts and fruits of the spirit, especially wisdom and fortitude, is at the heart of Missionary Cenacle spirituality.

5.1.3 It is a Cenacle tradition to pray a Novena to the Holy Spirit in preparation for the feasts of Pentecost and the Annunciation. In addition to these, each local Missionary Cenacle is encouraged to participate in the perpetual Novena to the Holy Spirit, which began in 1913.

5.1.4 Daily mass and communion are recommended whenever possible. When this is not possible, members are encouraged to read and reflect on the readings of the day.

5.1.5 Cenacle members are encouraged to develop a particular Cenacle virtue or practice. On Tuesday of each week, this virtue should be the subject of their meditation, always looking to Christ, Mary and the Apostles as models of the Cenacle virtues. (*Missionary Cenacle Meditations* pp. 352-353).

5.1.6 It is an important Cenacle practice that each member makes an annual retreat at some time during the year.

5.1.7 Members are to remember the sick in their daily prayers and, when possible, to visit members who are sick or confined.

5.1.8 Upon the death of a MCA member, members of the local Cenacle, as well and other nearby Cenacle members, are expected to attend the wake and/or funeral services. The local Cenacle should have a memorial Mass offered for the repose of his/her soul. The Custodian is to inform the Communications Office and the editor of the *Cenacle Ordo* of the death.

6. Ministry of Authority

6.1 Local Administration

6.1.1 Local Custodian and Assistant Custodian

- 1) The local Custodian and the Assistant Custodian are the elected leaders of the local Cenacle. They are responsible for the good order and development of their Cenacle and must have a thorough knowledge of the *Rule of Life and Constitution* and *Norms and Policies*.
- 2) The term of office of the Custodian and Assistant Custodian shall be two years. They take office on the feast of Pentecost. They may be reelected for a second term, but not for a third consecutive term. After an intervening term the same Associate is again eligible for election.
- 3) Whenever possible, Custodians are to share their responsibilities with the Assistant Custodian and other members as an essential element of good administration and leadership development.
- 4) If the Custodian is unable to fulfill his/her responsibilities of office, he/she shall resign. The Assistant Custodian shall assume the office of Custodian to complete the term. The members shall then elect a new Assistant Custodian;

- 5) If the Assistant Custodian is unable to complete his/her term, a new Assistant Custodian shall be elected by the members.
- 6) In the spirit of humility the outgoing Custodian and Assistant Custodian shall support newly elected officers and encourage the members to do the same. They shall prayerfully discern in what new way the Holy Spirit is calling them to use their gifts of leadership in the service of the MCA.

6.1.2 Local Custodian

- 1) The duties of the local Custodian are to:
 - a) preside at meetings and encourage active participation by all the members;
 - b) call all members to mission, evaluate the apostolic works of the Cenacle, and periodically discern in counsel new works as circumstances change;
 - c) promote the spiritual life of the members in collaboration with the Spiritual Guide;
 - d) foster a spirit of community in the Cenacle;
 - e) call members to council when important decisions are to be made (must be knowledgeable on the process of taking counsel);
 - f) oversee the continuing formation of the members in Cenacle history, charism, and spirituality in collaboration with a Formation Director and/or a Spiritual Guide;
 - g) oversee the MCA stewardship program and encourage all members to prayerfully discern the extent of their contribution of time, talent, and treasure to the program;
 - h) participate in leadership training events;
 - i) maintain records of apostolic works, membership, and finances;
 - j) submit reports in a timely manner as requested by the Regional Custodian;
 - k) act as the liaison to the Area and Regional Custodians;
 - l) maintain communication with the Area and Regional Custodians and the Director of Communication;
 - m) inform members about the activities of the MCA General Council and see that they have copies of, or access to, the MCA newsletter, *Spirit of the Cenacle*;
 - n) connect the local Cenacle to the Missionary Cenacle Family through prayer, promotion of vocations to the other branches, and collaboration in mission wherever possible;
 - o) administer the funds in the local Cenacle treasury;
 - p) appoint such officers and committees as may be necessary for the administration of the local Cenacle (may include, but are not limited to, a Treasurer, a Secretary, and a Director of Formation).

6.1.3 Local Assistant Custodian

- 1) The Assistant Custodian is to work in close collaboration with the Custodian and, as needed, share his/her responsibilities.

- 2) When the local Custodian cannot be present, the Assistant Custodian shall assume the authority and responsibilities in whatever measure is necessary to ensure the continued good order of the Cenacle.
- 3) The Assistant Custodian shall notify the Custodian about matters which are being neglected or which may escape the Custodian's notice.

6.1.4 Local Cenacle Council

- 1) This council is composed of all the Associates and Candidates of the local Cenacle. It shares the responsibilities for decisions affecting the local council.
- 2) The Custodian should make sure that all members have a voice in the decision-making process, although the final decision rests with the Custodian.
- 3) In council, Custodians shall be open to the views of others, even if they differ from his/her own.

6.1.5 Secretary

- 1) A Secretary may be appointed by the Custodian. His/her term of office coincides with that of the Custodian. One or more persons may be appointed, as needed, to assist the Secretary.
- 2) The duties are to:
 - a) assist the Custodian with any record keeping, such as: apostolic works of the local Cenacle, membership rosters, stewardship participation, etc.;
 - b) assist the Custodian as needed in preparing reports and articles for the MCA newsletter;
 - c) facilitate prompt communication with local members regarding the sickness or death of a member, special meetings, and other Cenacle events;
 - d) assist with the distribution of the MCA newsletter to members; and
 - e) other duties as necessary to facilitate the good order and development of the Cenacle.

6.1.6 Treasurer

- 1) A Treasurer may be appointed by the Custodian. His/her term of office coincides with that of the Custodian. One or more persons as needed may assist the Treasurer.
- 2) The duties of the Treasurer are to:
 - a) maintain a proper accounting of all Cenacle funds;
 - b) deposit Cenacle funds and sign checks for the ordinary Cenacle expenses as directed by the Custodian (Cenacle funds shall be maintained in a Cenacle account and shall not be commingled with other monies);
 - c) provide biannual financial reports to the local Cenacle and Regional Custodian; and

d) assist the local Custodian in directing and promoting the MCA Stewardship program.

6.1.7 Local elections

- 1) Any Associate belonging to a Missionary Cenacle is eligible for election.
- 2) Candidates are eligible for election only in a Candidate Cenacle.
- 3) Nominations for Custodian and Assistant Custodian shall be made in March by those eligible to vote.
- 4) Those nominated should be fully informed about the responsibilities of the office before accepting the nomination.
- 5) Candidates for office should possess leadership abilities.
- 6) Only Associates can vote for the local Custodian and Assistant Custodian.
- 7) Candidates and Affiliates do not vote.
- 8) Candidates in a Candidate Cenacle may vote for their own Custodian and Assistant Custodian.
- 9) Voting is by secret ballot at the first meeting in April. Any absentee ballot must be in writing. Should no one receive a majority of the votes on the first ballot, a second ballot is to be taken by the members present. The second ballot shall contain the names of the two nominees receiving the most votes. In case of a tie the person who has been a member the longest is elected.

6.2 Regional Administration

6.2.1 Regions

Regions are large geographical areas containing a number of active Cenacles. The General Custodian and the General Council shall determine the number and boundaries of the various regions. The Missionary Cenacle Apostolate is currently divided into six Regions:

- Incarnation Region in the Northeast USA
- Trinity Region in the Southern USA
- Holy Spirit Region in the Western USA
- San Juan Bautista Region in Puerto Rico and the Caribbean
- Nuestra Señora de Guadalupe Region in Mexico, and
- Reina de Los Angeles Region in Central and South America

6.2.2 Areas

Regions are subdivided into areas based on the location of the Cenacles. The number and boundaries of the areas shall be determined by the Regional Custodian together with the Regional Council. Each area shall have an Area Custodian.

6.2.3 Regional Custodian and Assistant Regional Custodian

- 1) The Regional Custodian and the Assistant Regional Custodian are the elected;
- 2) leaders of the region and have the overall responsibility for the good order; and development of Cenacles within their region;
- 3) The term of office for the Regional Custodian and Regional Custodian Assistant is four years. They may be reelected to a second term, but not a third successive term. After an intervening term they are again eligible for election. They assume office on the feast of Pentecost;
- 4) If the Regional Custodian is unable to fulfill his/her responsibilities, he/she shall resign. The Assistant Custodian shall then assume the office of Custodian. The Regional Council shall choose a new Assistant Regional Custodian to complete the term;
- 4) If the Assistant Regional Custodian is unable to complete his/her term, a new Assistant Regional Custodian will be chosen by the members of the Regional Council;
- 5) For serious reasons, the Regional Custodian may make exceptions to the *Norms and Policies* that deal with issues within his/her region. These exceptions shall be made only after consultation with the General Custodian.

6.2.4 The duties of the Regional Custodian are to:

- 1) serve as the representative to the General Council from his/her region; maintain communication with the General Custodian, and act as the delegate of the General Custodian when appointed to do so;
- 2) serve as a General Councilor and attend the meetings of the General Council;
- 3) visit the Cenacles in the Region and encourage the members to be faithful to their Cenacle vocation, and, when possible, be present at area meetings, retreats, etc.;
- 4) plan and preside at meetings of the Regional Council;
- 5) implement the goals set at the General and Regional levels;
- 6) submit reports to the General Council as requested by the General Custodian;
- 7) establish a regional budget, oversee expenditures, and submit biannual financial reports to the General Council and members of the region;
- 8) install local Custodians and Assistant Custodians;
- 9) appoint regional officers and committees;
- 10) appoint local Spiritual Guides in counsel with the local Custodian;
- 11) collaborate with the Regional Spiritual Guide, Area Custodians, and local Custodians in providing for the annual retreats of the members, days of reflection, workshops, and other special events;
- 12) provide for the training of the leaders of the region, especially Custodians, Assistant Custodians, Area Custodians, and Spiritual Guides;
- 13) promote collaboration with other branches of the Missionary Cenacle Family in common apostolic works, formation, vocation promotion, spiritual events, Cenacle Family celebrations, and social gatherings;

- 14) establish new Cenacles in the region, dissolve a Cenacle should it become necessary, and notify the General Custodian of such actions;
- 15) maintain a list of all deceased members of the MCA within the region and forward this information to the *Ordo* Committee; and
- 16) conduct an annual evaluation of the region.

6.2.5 Assistant Regional Custodian

- 1) The Assistant Regional Custodian works in close collaboration with the Regional Custodian caring for the overall well being of the region and sharing as needed in the responsibilities.
- 2) When the Regional Custodian cannot be present, the Assistant Regional Custodian shall exercise authority in whatever measure is necessary.
- 3) It is the duty of the Assistant Regional Custodian to notify the Regional Custodian of matters which may be neglected or not perceived by the Regional Custodian.

6.2.6 Area Custodian

- 1) Each area shall elect an Area Custodian by majority vote of the Associates of the Area. Each Region shall decide when the Area Custodians are to be elected and take office;
- 2) The term of office of the Area Custodian is two years. They may be reelected for two more consecutive terms, but not a fourth;
- 3) The Area Custodians oversee and promote the well being and development of the Cenacles in their areas. Their responsibilities are:
 - a) to act as the liaison between the Regional Custodian and the local Custodians and to represent the Regional Custodian when so designated;
 - b) to serve as a Regional Councilor;
 - c) to visit the Cenacles in their areas to assess their growth and development, to keep them informed of Cenacle matters, and assist them with any needs;
 - d) to gather periodically the Custodians and Assistant Custodians in Area Councils to plan such events as may be helpful for the good order and development of the Cenacles such as retreats, days of recollection, workshops, social events, etc.;
 - e) to oversee the administration of the area, including: the formation of new Cenacles and new members; the election and transition of Custodians and Assistant Custodians; reports of the local Custodians to the Regional Custodian; administration of funds; evaluation of the growth of the Cenacles; and assessment of current apostolates and possibilities for new apostolates;
 - f) to coordinate the visits to the area by the Regional Custodian, Regional Spiritual Guide, General Custodian, and/or the International Spiritual Guide;
 - g) to communicate to the local Custodians information and decisions of the Regional Council, and to promote communication among the local Cenacles; and

h) to connect the Cenacles in the area to the Missionary Cenacle Family through prayer, promotion of vocations to all branches, attendance at Cenacle Family celebrations, and collaboration in mission wherever possible.

6.2.7 Regional Council

- 1) The Regional Council consists of the Regional Custodian, Assistant Regional Custodian, and the Area Custodians of the region. The Regional Spiritual Guide shall attend the meetings and provide counsel.
- 2) The Regional Council shall meet at least twice a year to provide counsel to the Regional Custodian to assist him/her in the governance of the region.
- 3) Whenever all the local Custodians gather at a Regional Assembly, their decisions shall take precedence over those of a Regional Council.

6.2.8 Appointed Offices of the Region

- 1) A Regional Secretary may be appointed to assist the Region with the administrative duties such as articles for the Cenacle newsletter, announcements to the *Ordo*, prayer requests within the Region, minutes of the Regional Council, maintaining the directory, preparation of reports to the General Council, and other such tasks.
- 2) A Regional Treasurer may be appointed to assist the Region by maintaining the financial records for the region, assist in preparation of the regional budget and biannual financial report, and other such tasks.
- 3) A Stewardship Director shall be appointed to implement the Stewardship program in the region.
- 4) The Regional Custodian may appoint committees to meet regional needs. Chairpersons are appointed by the Regional Custodian.

6.2.9 Regional Leadership Assembly

- 1) According to the decision of the Regional Council, a Leadership Assembly consisting of the Regional Council and delegates of the Region may be convened every four years for the purpose of identifying potential leaders and nominating Candidates for the offices of Regional Custodian and Assistant Regional Custodian.
- 2) The Regional Assembly may also establish goals for the MCA of that region. The implementation of these goals is the responsibility of all Assembly delegates.

6.2.10 Regional Elections

- 1) Elections for all Regional Custodians and Assistant Regional Custodians will take place two years after the election of the General Custodian.
- 2) To be eligible for election, a member must have been an Associate for three years. Anyone nominated for office must have a clear understanding of the responsibilities of the office before accepting the nomination.
- 3) Only active Associates may vote in the Regional Election.

- 4) The Regional Custodian, in counsel with the Regional Council, shall name an election committee of Associates, who shall conduct the election.
- 5) Nominations shall be made in March by those eligible to vote.
- 6) Elections shall take place in the month of April. Voting is by the Associates of the Region is done by secret ballot. Ballots are to be sent to the election committee for counting.
- 7) Should no one receive a majority of the votes on the first ballot, a second ballot is to be taken. The second ballot shall contain the names of the two nominees receiving the most votes. In case of a tie, the person who has been a member for a longer period is elected.
- 8) Exceptions to the above procedures for regional elections may be made only by the General Custodian after consultation with the General Councilors.
- 9) The term of office begins on the feast of Pentecost. Officers are to be installed at an appropriate gathering of the region.
- 10) In the spirit of humility, the outgoing Regional Custodian and Assistant Regional Custodian shall support newly elected officers and encourage the members to do the same. They shall prayerfully discern in what new way the Holy Spirit is calling them to use their gifts of leadership in the service of the MCA.

6.3 General Administration

6.3.1 General Custodian and General Assistant Custodian

- 1) The General Custodian, assisted by the General Council, exercises full authority in the leadership and governance of the Missionary Cenacle Apostolate. Together they are responsible for the growth and development of the MCA.
- 2) The term of office for the Regional Custodian and Assistant Regional Custodian is four years. They may be reelected to a second term, but not a third successive term. After an intervening term they are again eligible for election. They assume office on the feast of Pentecost.
- 3) If the General Custodian is unable to complete the term, he/she shall resign and the Assistant Custodian shall assume the office in order to complete the term.
- 4) The specific responsibilities of the General Custodian are:
 - a) to convene the General Council, preside at its meetings, and implement its decisions;
 - b) to serve as a member of the Missionary Cenacle Family Council, and maintain communication with the General Custodians of the other branches;
 - c) to visit each region at least once during the four-year term in order to ascertain firsthand how each region is doing and address any needs;
 - d) to encourage the membership to grow in love of God, apostolic zeal for neighbor, and a loving community with one another;
 - e) to select the International Spiritual Guide and collaborate with him/her in promoting the spiritual growth of the members;
 - f) to appoint the Regional Spiritual Guides in counsel with the Regional Custodians and to participate in the meetings of the Regional Spiritual Guides;

- g) to appoint, in counsel with the General Council, officers and committees to assist in the general administration;
 - h) to represent the Missionary Cenacle Apostolate within the Missionary Cenacle Family to Church officials and outside agencies;
 - i) to promote collaboration with the other branches of the Missionary Cenacle Family in apostolic works, common formation events, vocation efforts, celebrations, etc.;
 - j) to administer the general funds of the MCA, which shall include authorizing disbursements for ordinary expenses, developing an annual budget, and making biannual financial reports to the General Council and the membership; and
 - k) to maintain a list of all deceased members of the Missionary Cenacle Apostolate.
- 5) The General Custodian is authorized to spend up to \$3,000 from the general funds without approval from the General Council.
 - 6) The General Assistant Custodian is to work in close collaboration with the General Custodian caring for the overall well being of the MCA, sharing, as needed, in the responsibilities.
 - 7) The General Assistant Custodian serves in place of the General Custodian whenever the latter is unavailable or when appointed to do so by the General Custodian.
 - 8) Should the General Assistant Custodian fail to complete his/her term, a new Assistant General Custodian shall be appointed by the General Council to complete the term.

6.3.2 General Council

- 1) The General Council is composed of the General Assistant Custodian and all Regional Custodians. The International Spiritual Guide is not a member of the MCA General Council, but attends the meeting in service to the Council.
- 2) General Council members serve for four years—from the feast of Pentecost in the year in which they are elected, until the feast of Pentecost in the year their term expires.
- 3) The General Council shall meet as a body at least once a year.
- 4) The responsibilities of the General Council are:
 - a) to seek through prayer and counsel, the guidance of the Holy Spirit in all their decisions;
 - b) to provide leadership to the MCA at the general level, guiding its expansion, as well as its spiritual and apostolic growth;
 - c) to communicate to the regions the decisions of the General Council and see to their implementation;
 - d) to plan and implement leadership assemblies and follow up on actions taken at the assemblies;
 - e) to be aware of the strengths, needs, and issues of each region;
 - f) to see to the faithful living out of the *Rule of Life* and observance of the *Constitution*, and *Norms and Policies* of the MCA; and
 - g) to revise the *Norms and Policies* when needed.

h) to make a summary of the decisions made by the General Council and see that it is communicated to the membership.

6.3.3 General Officers and Committees

- 1) The General Secretary is appointed by the General Custodian. It is the responsibility of the General Secretary to take minutes of the meetings of the General Council, assist in preparing reports, and maintain records, the membership directory, and Cenacle archives.
- 2) The General Treasurer is appointed to assist the General Custodian in the administration of Cenacle funds. The General Treasurer shall maintain accurate financial records, and prepare a budget and biannual financial reports. He/she is authorized to sign checks for expenses of ordinary administration. Extraordinary expenses require the approval of the General Custodian.
- 3) The Director of Communications is appointed by the General Custodian. It is the responsibility of the Director to promote communication among the members, notify members of important news, publish the Cenacle newsletter, and maintain the Cenacle's website.
- 4) The Director of Stewardship is responsible for the overall administration of the Stewardship program.
- 5) The General Secretary, General Treasurer, Director of Communications, and Director of Stewardship may be assisted by others appointed by the General Custodian.
- 6) Special committees may be established by the General Custodian as needed.

6.3.4 General Leadership Assembly

- 1) A General Leadership Assembly consisting of the General Council and delegates of all regions may be convened every four years to identify potential leaders and nominate candidates for the offices of General Custodian and Assistant General Custodian.
- 2) The Assembly may also establish goals and policies for the MCA. The implementation of these goals and policies is the responsibility of all Assembly delegates.

6.3.5 Election of the General Custodian and General Assistant Custodian

- 1) Elections shall be held in the year in which the General Custodian's term of office expires. The current General Custodian shall appoint a Committee to handle the election process;
- 2) Candidates to the office of General Custodian and General Assistant Custodian shall be nominated at the Leadership Assembly. If no Leadership Assembly is convened to nominate candidates, the Associates of each region shall submit nominations for these two offices to a nominating committee appointed by the General Council;

- 3) Any member in good standing, who has been an Associate for four years, may be nominated and elected to the office of General Custodian or General Custodian ; Assistant;
- 4) Those nominated shall be aware of the responsibilities of the office before accepting the nominations;
- 5) Written ballots shall be submitted to an election committee appointed by the General Council. Only active Associates may vote. The committee shall count the ballots and announce the results to the membership. Should no one receive a majority of the votes, a second ballot containing the names of the two nominees receiving the most votes is to be conducted;
- 6) The new General Custodian and Assistant General Custodian shall be installed on the feast of Pentecost;
- 7) In the spirit of humility, the outgoing General Custodian and General Assistant Custodian shall prayerfully discern in what new ways the Holy Spirit is calling them to use their gifts of leadership in the service of the MCA.

7. Formation

7.1 Basics of Cenacle Formation

7.1.1 Formation is understood to include:

- 1) development of the personal and liturgical prayer life of the member;
- 2) shared reflections and instruction on the experience of the apostolic life;
- 3) participation in the community life of the Cenacle;
- 4) instruction in Missionary Cenacle history, *Rule of Life and Constitution*, practices and devotions; and
- 5) appropriate celebration to mark the progress of the person.

7.1.2 The Cenacle program of formation is divided into three levels:

- 1) orientation of prospective members,
- 2) basic formation of Candidates; and
- 3) continuing formation of Associates.

7.1.3 The principal celebrations of the program of formation are:

- 1) the Rite of Reception into Candidacy,
- 2) the Act of Consecration,
- 3) annual renewal of the Act of Consecration.

7.2 Orientation of Prospective Members

7.2.1 The period of orientation of prospective members is a time of vocation discernment. It varies in length according to the needs of the prospective members and the circumstances of the local Cenacle. It leads to a free and mutual decision to enter into candidacy in the MCA. It is not to be rushed.

7.2.2 The orientation shall normally take place apart from the regular Cenacle meetings. The local Spiritual Guide, Custodian, or designated formation director will meet separately with the prospective members to provide information and answer questions. Where feasible, it is recommended that several Cenacles collaborate to establish a common program for formation.

7.2.3 During the period of orientation the focus shall be on:

- 1) the practice of daily prayer to the Holy Spirit, frequent communion, and regular reflection on the Sacred Scriptures, especially the Gospels;
- 2) an overview of the life of Father Judge and the history of the MCA and the MCF;
- 3) an introduction into the Cenacle *Rule of Life*, with special emphasis on the nature and purpose of the MCA as contained in paragraphs 1-8;
- 4) shared reflection on the lived experience of the apostolic life;
- 5) integration into the community life of the local Missionary Cenacle; and
- 6) the rights and responsibilities of Candidates as contained in the *Norms and Policies*.

7.2.4 Near the end of the period of orientation, the local Custodian, in counsel with the Associates of the Cenacle, shall discern prayerfully whether the prospective member has shown signs of a Cenacle vocation and desires to become a Candidate.

7.2.5 The period of orientation ends with a celebration of the Reception into Candidacy.

7.3 Celebration of the Reception into Candidacy

7.3.1 The Reception into Candidacy shall normally take place at the annual retreat, on the Feast of Pentecost, Christ the King, the Incarnation, the anniversary of Father Judge or Mother Boniface, or on one of the other feasts of the Cenacle. It may also take place at special Cenacle gatherings.

7.3.2 The Regional Custodian, or a person delegated by him/her, shall welcome the Candidate and shall see that they have whatever materials are needed for their formation as Candidates.

7.4 The Formation of Candidates

7.4.1 The period of candidacy shall last a minimum of two years. For appropriate reasons, the Regional Custodian may make exceptions to this rule.

7.4.2 Where possible, an experienced Associate shall provide support to the Candidate and guidance in the Cenacle method (See 7.4.3)

7.4.3 During the period of candidacy, formation shall focus on:

- 1) the development of a practical devotion to the naked and abandoned Christ of Calvary, to the Holy Spirit, and to the Blessed Trinity;
- 2) the further development of the custom of daily reflection on the Scriptures and the meditations of Father Judge;
- 3) the practice of the Cenacle virtues;
- 4) shared reflection on a variety of apostolic experiences in the providence of everyday life, both personal and communal (should include the witness of a holy life, work for justice and peace, and outreach to the poor and abandoned, especially those who do not know the love of God);
- 5) continued integration into the community life of the local Missionary Cenacle, including sharing in the various responsibilities and tasks of the local Cenacle, the mutual support of the members, and Cenacle stewardship of time, talent, and treasure;
- 6) a greater awareness of the Missionary Cenacle Apostolate in the region and internationally and with the other branches of the Missionary Cenacle Family;
- 7) a deeper understanding and living out of the *Rule of Life and Constitution* and observance of the *Norms and Policies*; especially the Rights and Responsibilities;
- 8) training in the practice of taking counsel; and
- 9) the forgiveness of offenses and the healing of wounds.

7.4.4 Near the end of the candidacy, the local Custodian in counsel with the Associates of the Cenacle shall discern whether the Candidate is ready to become an Associate, and has shown clear and stable signs of a Cenacle vocation.

7.4.5 The period of candidacy ends with the celebration of the Act of Consecration.

7.5 The Act of Consecration

7.5.1 The Act of Consecration is to be understood as the commitment to live one's Baptismal consecration to Christ as a member of the MCA. It is a public recognition that the Candidate has embraced a vocation to the Cenacle Rule as a way of life.

7.5.2 The Act of Consecration is normally celebrated on the Feast of Pentecost, Christ the King, the Anniversaries of Father Judge and Mother Boniface, or the annual retreat. Wherever possible, it shall take place in a gathering of the Cenacle community and in the context of the celebration of the Eucharist.

7.5.3 The Candidate shall make the Act of Consecration in the presence of the Regional Custodian or his/her delegate. New Associates shall receive the Cenacle pin as a visible sign of membership in the MCA.

7.6 The Continued Formation of Associates

7.6.1 Associates have the major responsibility for continuing their own spiritual formation and development.

7.6.2 Associates are expected to continue deepening their study and practice of the Cenacle *Rule of Life* so as to grow in an ever greater love of God and neighbor.

7.6.3 Associates shall be given various opportunities for leadership development.

7.6.4 Special workshops for the training of Custodians and Spiritual Guides shall be provided in every region.

7.6.5 Associates shall renew their Act of Consecration annually.

8. Cenacle Spiritual Guides

8.1 Local Spiritual Guides

8.1.1 A Spiritual Guide is one who cares for the spirit of the Cenacle and who helps form others in the Cenacle vocation.

8.1.2 Each Cenacle is encouraged to have a Spiritual Guide.

8.1.3 By preference and tradition, Spiritual Guides are selected from within the Missionary Cenacle Family.

8.1.4 The term of office of the local Spiritual Guide is the same as that of the local Custodian. A new Custodian, upon taking office, may chose to continue with the present Spiritual Guide or may select a new one.

8.1.5 The primary responsibilities of the Cenacle's Spiritual Guide are:

- 1) to assist the Custodian in caring for the spiritual life of the Cenacle and its members;
- 2) to promote the formation and spiritual growth of the members in the Cenacle vocation;
- 3) to give counsel to the Custodian and Cenacle members.

- 4) to get to know the members personally so as to develop a relationship of mutual trust and respect;
- 5) to pray for the Cenacle that all may be guided and strengthened by the Holy Spirit;
- 6) to act as a sentinel, encouraging all that is positive and warning against all that threatens the Cenacle spirit;
- 7) to assist the Custodian and other leaders as needed in planning and carrying out quality Cenacle meetings;
- 8) to maintain the spirit of counsel in the Cenacle by assuring that important decisions are made through the regular practice of taking counsel;
- 9) to collaborate with the Custodian in the formation of the Candidates and the ongoing formation of the Associates in the Cenacle vocation;
- 10) to promote a spirit of peace and unity in the Cenacle, and self sacrifice and zeal in its mission;
- 11) to work with the Regional Spiritual Guide to provide days of reflection, retreats, and workshops for the ongoing formation and spiritual growth of the members;
- 12) to see that the *Rule of Life and Constitution* and the *Norms and Policies* are followed in the Cenacle;
- 13) to be alert to the needs of the Cenacle.

8.1.6 Care should be taken that Spiritual Guides are properly trained and qualified for their roles. They should be familiar with:

- 1) the responsibilities of the Spiritual Guide and the Custodian,
- 2) the MCA *Rule of Life and Constitution* and the *Norms and Policies*, and
- 3) Cenacle history, spirituality, practices, and devotions.

8.1.7 The Spiritual Guide shall have copies and be familiar with the following materials:

- 1) the *Missionary Cenacle Meditations*;
- 2) the MCA *Rule of Life and Constitution* and the *Norms and Policies*;
- 3) the Manual for Cenacle Spiritual Guides, and
- 4) approved Cenacle formation materials such as: “*Growing in the Spirit*,” and “*Growing in the Spirit Day by Day*.”

8.1.8 Although the Spiritual Guide does not have governing authority over the Cenacle, he/she should be alert, active, and willing to take initiative for the sake of the spiritual good of the Cenacle.

8.1.9 Spiritual Guides do not engage in formal spiritual direction of individuals unless they are qualified to do so. However, they may assist Cenacle members in discovering the will of God in the circumstances, events, trials, and challenges of their lives.

8.1.10 Local Spiritual Guides are appointed by the Regional Custodian upon the recommendation of the local Custodian. The process should be as follows:

- 1) The local Custodian shall first take counsel with the Regional Custodian, the Regional Spiritual Guide, and the local Cenacle before a person is chosen to be a local Spiritual Guide.
- 2) The person being considered should be made aware of the responsibilities of a Spiritual Guide and have the opportunity to take counsel with the Regional Spiritual Guide before accepting the position.
- 3) Before the appointment, the Regional Spiritual Guide shall take care that the local Spiritual Guide is prepared to carry out his/her role.
- 4) The Regional Custodian then formally appoints the person selected to the position. Once a Spiritual Guide is selected, local Custodians may not remove him/her without counsel from the Cenacle and the approval of the Regional Custodian.
- 5) Following his/her appointment the local Spiritual Guide shall seek counsel with the Regional Spiritual Guide as needed.

8.1.11 The local Spiritual Guide is directly accountable to the Regional Spiritual Guide and indirectly to the Regional Custodian. He/she should meet regularly with the Regional Spiritual Guide and Regional Custodian to report on his/her Cenacle, to plan for its spiritual growth, and to continue his/her formation as Spiritual Guide.

8.1.12 If a local Spiritual Guide is unable for any reason to fulfill the responsibilities of the office, the Custodian shall select someone else to finish the term following the same procedures for appointment as described in 8.1.11.

8.2 Regional Spiritual Guides

8.2.1 Each region shall have a Regional Spiritual Guide chosen from the Missionary Cenacle Family.

8.2.2 The Regional Spiritual Guide is responsible for the spiritual life of the region.

8.2.3 In order to have a broader sharing of responsibilities, there may be Co-Regional Spiritual Guides. Each Co-Regional Guide shall have clearly designated areas of responsibility. One of the Co-Regional Spiritual Guides shall be designated to represent the region at the meetings of the Regional Spiritual Guides. In matters affecting the region as a whole, such as regional retreats, workshops, assemblies, mission plans, etc., the Co-Regional Spiritual Guides shall work as a team.

8.2.4 The Regional Spiritual Guide's term of office is four years and corresponds to that of the Regional Custodian with whom he/she serves. New Regional Custodians may continue with the same Regional Spiritual Guide(s), or may select new ones.

8.2.5 The Regional Spiritual Guide is first recommended by the General Custodian of the MCA and then appointed by the General Custodian of his/her branch of the Missionary Cenacle Family.

8.2.6 Regional Spiritual Guides provide spiritual guidance in the region by :

- 1) providing counsel to the Regional Custodian, the Assistant Regional Custodian, and the Regional Council;
- 2) promoting the formation and spiritual growth of the members, especially the regional leaders; and
- 3) training, assisting, and supervising the local Spiritual Guides.

8.2.7 The responsibilities of the Regional Spiritual Guide are to:

- 1) pray for the spiritual needs of the Region, its Cenacles, and its members;
- 2) communicate regularly with the Regional Custodian in order to provide counsel, encouragement, and support;
- 3) be present whenever possible at the meetings of the Regional or Area Councils;
- 4) provide counsel in selecting and help in forming the Spiritual Guides for the region;
- 5) communicate regularly with the local Spiritual Guides and assist them as needed;
- 6) meet periodically with the local Spiritual Guides for their ongoing formation;
- 7) work with the Regional Custodian, Area Custodians, and Spiritual Guides to plan regional retreats, days of recollection, workshops, etc.;
- 8) attend the biannual meetings of the Regional Spiritual Guides and give reports on the state of the region to the International Spiritual Guide;
- 9) visit the local Missionary Cenacles;
- 10) assist as needed in the preparation, revision, and evaluation of the regional and area mission plans;
- 11) act as a resource in the formation of the members in the Cenacle vocation;
- 12) foster a Cenacle Family spirit in the region;
- 13) see that the *Rule of Life and Constitution* and the *Norms and Policies* are followed in the region;
- 14) be alert for the needs of the region and take initiative to promote the spiritual growth and development of its members.

8.2.8 Regional Spiritual Guides are accountable to the International Spiritual Guide.

8.2.9 Regional Spiritual Guides shall meet once or twice a year with the International Spiritual Guide to give reports on the state of the region, to plan programs for the spiritual growth of the Cenacle, and provide mutual support and ongoing formation.

8.2.10 If a Regional Spiritual Guide is unable to complete his/her term of service, he/she should notify the Regional Custodian and the General Custodian of the MCA, as well as his own General Custodian.

8.2.11 When it appears that a vacancy is about to occur, the Regional Custodian shall immediately contact the MCA General Custodian to collaborate in selecting a qualified person for the position. The outgoing Regional Spiritual Guide and the Area Custodians are encouraged to provide counsel in the matter to the Regional Custodian.

1) Should the desired candidate for the position belong to another branch of the Missionary Cenacle Family, the MCA General Custodian shall first consult with the General Custodian of the branch involved before proceeding further. With the approval of both General Custodians, the Regional Custodian may then ask if the candidate is willing to serve. If so, the MCA General Custodian shall then formally request the General Custodian of the candidate to assign him/her to the work of Regional Spiritual Guide.

2) Should the desired candidate for the position be a member of the MCA, the Regional Custodian shall first seek the approval of the MCA General Custodian before approaching the candidate to determine his/her willingness to serve. If accepted, the MCA General Custodian shall formally assign him/her to the work of Regional Spiritual Guide.

8.3 The International Spiritual Guide

8.3.1 The Missionary Cenacle Apostolate shall have an International Spiritual Guide. It is permitted to have Co-International Spiritual Guides.

8.3.2 He/she provides counsel and assistance to the General Custodian and the General Council of the MCA. He/she also directs, coordinates, and assists the Regional Spiritual Guides and acts as a liaison between the Regional Spiritual Guides and the General Custodian. He/she may also propose programs for the spiritual benefit of the MCA.

8.3.3 The International Spiritual Guides are chosen from the Missionary Servants of the Most Holy Trinity and the Missionary Servants of the Most Blessed Trinity.

8.3.4 In selecting an International Spiritual Guide, the MCA General Custodian shall, after consulting with the MCA General Council, consult with the candidate's General Custodian. If the candidate is willing to serve, the MCA General Custodian requests his/her General Custodian to formally assign him/her to the work of International Spiritual Guide.

8.3.5 The term of office of the International Spiritual Guide is four years and coincides with that of the General Custodian of the MCA. He/she may be reappointed. If the International Spiritual Guide is unable to fulfill his/her

responsibilities, another is selected to finish the term following the above procedure.

8.3.6 The International Spiritual Guide is accountable both to the General Custodian of the MCA and the General Custodian of his/her respective branch.

8.3.7 The responsibilities of the International Spiritual Guides are:

- 1) to pray for the needs of the MCA, its Cenacles, and its members;
- 2) to provide counsel and assistance to the General Custodian of the MCA;
- 3) to provide counsel at the meetings of the MCA General Council, and to arrange for prayer services and liturgies;
- 4) to assist the MCA leadership in the discernment of its mission;
- 5) to direct, coordinate and assist the Regional Spiritual Guides with their duties;
- 6) to meet once or twice a year with the Regional Spiritual Guides;
- 7) to visit the regions and meet when possible with local Missionary Cenacles;
- 8) to foster a family spirit in the Cenacle as a whole;
- 9) to care for the spirit of the MCA;
- 10) to see that the *Rule of Life and Constitution* and the *Norms and Policies* of the MCA are followed;
- 11) to be alert to the needs of the MCA and to take initiative to promote the spiritual wellbeing and growth of its members.

9. Amending the Norms and Policies

9.1 Proposal of Amendments

9.1.1 Any Associate may submit a proposal to amend the *Norms and Policies*.

9.1.2 Proposals from Associates shall be submitted first to the Regional Council for approval. If approved by a two-thirds vote of the Regional Council the proposal is then submitted to the General Council.

9.1.3 The General Custodian may submit a proposed amendment to the General Council.

9.2 The amending process

9.2.1 The *Norms and Policies* may be amended by a two-thirds vote of the General Council.