



APCL
Association for
Parish Catechetical Leaders

Whoever preaches,
let it be with the words of God;
whoever serves,
let it be with the strength that God supplies,
so that in all things God may be glorified
through Jesus Christ,
to whom belong glory and dominion forever and ever.

Amen.

1 Peter 4:11

Handbook
for
APCL Council
(Leadership Team & Deanery Reps)

Revised June 6, 2016

The intention of this handbook is to give continuity to the operations of APCL.

I. Mission

- a. United in Jesus Christ and in the Catholic Traditions, we are catechetical leaders who support, challenge and enrich one another and collaborate to further effective faith formation in the local and global church.
- b. We value:
 - i. Spirituality
 - ii. Communication
 - iii. Professional Credibility
 - iv. Internal and External Collaboration
 - v. Prophetic Stance
 - vi. Advocacy for the Ministry
 - vii. Cooperative Learning
 - viii. Inclusion of all Catechetical Leaders
- c. We are on a journey and we need to walk a path that:
 - i. *Encourages effective participation in the association* – Each member will know our structure, be committed to the association, accept responsibility for it, and be involved according to one’s gifts and talents.
 - ii. *Gives ear and voice for the membership to communicate effectively within and outside the association* – this communication will occur among members, prospective members, within and among deaneries, with diocesan offices and professional organizations.

Application for APCL Scholarship

Applicant’s name: _____

Parish: _____

Ministry role: _____

Cell: _____

Email: _____

Event and date for which scholarship is requested: _____

Cost of event: _____

Scholarship amount requested: _____

Rationale for requesting scholarship (include how this event will enhance your ministry):

Signature: _____ Date: _____

- Submit application to current APCL Treasurer.
- This information can be found at www.apclindy.org.
- Anyone with full rights of regular membership is eligible to apply for a scholarship for non-required workshops, retreats, conferences, etc.

VI. APCL Scholarship

- a. APCL maintains funds for assisting PCL's who wish to attend non-required workshops, retreats, and conferences that will enhance their ministry or renew the person's spirit.
- b. To apply, a PCL must complete and submit the specified form to the treasurer with enough time for it to be presented to the council for approval.

VII. Gas / Mileage Reimbursement

- a. APCL Council may be reimbursed for travel for attending leadership meetings. The request is typically made prior to leaving the current meeting.

VIII. Yearly Agenda

- a. This agenda is fluid and may change as the needs of APCL changes to serve PCL's throughout the year.
- b. Agenda items of significance include:
 - i. Set meeting dates (June – June)
 - ii. Recruit & register members
 - iii. Review / Set goals
 - iv. Review APCL Constitution & By-laws
 - v. Nominate & vote for leadership team members

- iii. *Collaborates with pastoral and catechetical leaders* – This happens through sharing information, understanding and laboring on an individual, deanery, archdiocesan, state and national level.
- iv. *Nurtures our deep-rooted spirituality and values theological and pastoral reflection* – enriching both our corporate and individual lives
- v. *Advocates for the person and ministry of catechetical leaders* – This will allow us to hold our positions with pride, reverence, dignity and a spirit of righteousness.

II. Membership Dues

- a. Article III of the bylaws contain the specifics on membership.
- b. Regular Members (\$40): This includes voting privileges, newsletters, reduced rates for APCL events, access to scholarships for continuing education and workshops, and the right to fully participate in the activities of the association.
- c. First-Year PCL's (regular members): First-year PCL's are people working in the Archdiocese of Indianapolis as a parish catechetical leader (DRE, CRE, ARE, YM, PA, etc.) for the first time. Though not charged membership dues the first year, they possess full rights of regular membership.
- d. ECHO Apprentices (regular members): ECHO is a program from Notre Dame University. These men and women serve in parish Faith Formation for

two years (September – May). Though not charged

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membership dues, they possess full rights of regular membership.

III. Leadership Structure

- a. The APCL Council is made up of the Deanery Representatives and the Leadership Team meeting to attend to APCL business: planning events, voicing administrators' concerns, fostering communication throughout the organization, and serving as liaison to the Secretariats of Worship and Evangelization, Pastoral Ministries, and Catholic Schools within the Archdiocese of Indianapolis (Article V of the Bylaws).
 - i. Deanery Representatives: Each deanery of the archdiocese selects two people (one minimum) to represent them on the APCL Council.
 - ii. Leadership Team: The APCL Leadership Team (president, vice president, treasurer, secretary, and communication team) collaborates to oversee the workings of the association. The specifics of leadership and leadership roles can be found in Article IV of the Bylaws.

IV. Budget

- a. The budget is prepared by the treasurer and submitted to the APCL Council for approval in late winter / early spring. Items to consider for budgeting:

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- b. Estimate of Revenue:
 - i. The largest revenue generally comes from the collection of membership dues.
- c. Expenses:
 - i. Website
 - ii. Office supplies and postage
 - iii. Gifts / Memorials
 - iv. Gas / Mileage reimbursement for APCL Council as requested for travel to leadership meetings
 - v. Membership
 1. Brochures, newsletters, nametags, retiring PCL's, etc.
 - vi. APCL Council
 1. Discernment meeting, hospitality at conferences, meals for APCL Council, etc.
 - vii. Stipends
 - viii. Miscellaneous
- d. ADLF:
 - i. Money may be moved to the ADLF each year. This money may be used for such items as scholarships exceeding the budget line and/or other unplanned expenses – approved by the Leadership Team.

V. Sub-Committees

- a. Sub-committees are formed and guided at the discretion of the APCL president.