

Bukas Loob sa Diyos Covenant Community

BLD COVENANT OF COMMUNION

THE POLICIES AND GUIDELINES

(As of June 11, 2009 – For District Implementation)

SECTION 9 **BLD DISTRICT ORGANIZATION AND FUNCTIONS**

9.1 BLD District Spiritual Director (DSD)

Over and above his substantive functions [BLD Statutes – Art.4.2.2], the additional functions of the BLD District Spiritual Director are:

- 9.1.1 To provide spiritual guidance and direction, and pastoral care to the District Council of Stewards (DCS) and Interim District Council of Stewards (IDCS);
- 9.1.2 To preside over or concelebrate the BLD District's monthly Eucharistic Celebrations;
- 9.1.3 To serve as the Spiritual Director in the Life in the Spirit Seminar of the BLD District;
- 9.1.4 To serve as the Spiritual Director in the encounter programs (ME, SE, S/SPE, FE, and YE) of the BLD District;
- 9.1.5 To conduct the Disciples' Retreat of the BLD District, in case the BLD Community Spiritual Director is unavailable, using the standard BLD Disciples' Retreat Module;
- 9.1.6 To conduct retreats or recollections as requested by the DCS or IDCS;
- 9.1.7 To conduct special teachings for the District; such as, Catechism of the Catholic Church, Social Teachings of the Church, Apologetics and Mariology; and
- 9.1.8 To counsel or help resolve District members' conflicts for the purpose of promoting reconciliation through the District Reconciliation Committee or directly with the concerned members, upon the request of the DCS or IDCS.

(Nota Bene: The specific functions of the DSL and SDC are discussed in Section 8.3 of the BLD Policies & Guidelines.)

9.2 BLD District Council of Stewards (DCS)

In addition to their General Functions [BLD Statutes – Art.6.2], the Specific Functions of the District Council of Stewards are:

9.2.1 Specific Functions of the District Council of Stewards:

- (a) To be living witnesses of their signed Covenant with the Lord and of Christian life in their speech and actions;
- (b) To ensure the spiritual growth of the District and its members;
- (c) To exercise governance over the BLD District in the implementation of the BLD Statutes, BLD Policies and Guidelines, BLD Global Community Directions, and in the advancement of the BLD Global Community Vision and Mission;
- (d) As a collegial body, to oversee the operations and implementation of the programs and activities of the District, and to decide and act at all times in complete unanimity through prayers and based on the Word of God;
- (e) To discern the actualization of the Word for the District as received from the ECSL; to recommend applicable teachings required by the District; and to lead the District in prayer meetings, District intercessions, and assemblies;
- (f) To recommend for covenanting, members who have completed all requirements with the endorsement of the DSL or SDC for approval by the ECSL and blessing of the CSD;
- (f) To recommend together with the DSL, the elevation of BLD Full-Fledged Districts and BLD Districts-in-Process, and the establishment of new Prayer Groups for approval of the ECSL, and to monitor and report their progress and development;
- (g) To formulate and implement policies and guidelines at the District level in line with local situation and needs, in consultation with and endorsement of the DSL or SDC and approval of the ECSL;
- (h) To select and appoint ministry coordinators, DIP shepherds, homestead shepherds (when applicable), and other DLC positions in consultation with and endorsement of the DSL or SDC for confirmation of the ECSL;

- (i) To select and appoint shepherds, worship leaders, sharers, coaches, counselors, disciplers and presentors, healing ministers in consultation with the DSL or SDC; and to recommend to the ECSL District teachers for accreditation;
- (j) To convene and discern among themselves the basis and sequence of the rotation of Presiding Steward, who shall sit with a term of not less than three (3) months per rotation;
- (k) To review and approve together with the assigned DIP Shepherd, the Annual Plans of the BLD Districts-in-Process in consultation with the DSL or SDC, for submission to the ECSL; and
- (l) To create among themselves a back-up who will also serve as the prayer-partner. (Refer to Section 12 - Governance and Process of Emergence, Sec 12.4.2)
- (m) To submit annual reports to the ECSL on the progress and development of the District and its cluster.

9.2.2 The members of the Interim District Council of Stewards (IDCS) of a BLD District-in-Process (DIP) are appointed by the ECSL upon the recommendation of the DCS of the Administering BLD District and the assigned DIP Shepherd, in consultation with the DSL or SDC. The IDCS shall serve until the end of the term of the DCS of the Administering District. The IDCS may be reappointed and may serve for a maximum of two (2) consecutive three-year term. The functions of the IDCS are listed in Sec. 9.2.1 (a) through (l).

9.2.3 Functions of the Presiding Steward are:

- (a) To preside over the meetings of the District Council of Stewards (Ref CSL Circular 05-2007-024, May 22, 2007);
- (b) To coordinate and support the various plans and activities of the District;
- (c) To ensure that concerns of the District are addressed and resolved;
- (d) When situations warrant, to decide on matters requiring immediate resolution and to report this to the DCS in its next meeting; and
- (e) To lead the worship before the Eucharistic celebration and make announcements after Worship services.

9.3 BLD District Apostolates

Each District is organized into Apostolates, Ministries, and Homesteads. In addition to their General Functions [BLD Statutes – Art.6.2], the Specific Functions of the five (5) District Apostolates are:

9.3.1 Pastoral Apostolate

- (a) To implement the Pastoral Care Program of the Community and ensure that all District members have an assigned shepherd and assigned lambs (when applicable), based on the pastoral structure of the Community;
- (b) To evaluate regularly the Pastoral Care Program and initiate improvements to enhance the effectiveness of the Program within the District;
- (c) To strive to reconcile members through the creation of a Board of District Counselors and District Reconciliation Committee;
- (d) To regularly monitor, together with the other DCS, all District shepherds, counselors, sharers, healing ministers, and teachers to ensure that they witness to a renewed life in Christ; and
- (e) To meet with and provide pastoral care to the ministry coordinators once a month in the WSC and provide counseling as needed (Ref CSL Circular 05-2008-034, May 6, 2008).

9.3.2 Evangelization Apostolate

- (a) To ensure that BLD Evangelization Program Manuals are adhered to and to monitor the operations of the activities of all Evangelization Ministries, including the coordination with the Pastoral and Management Apostolates for the encounter weekends of the Singles, Solo Parents, and Youth Ministries;
- (b) To provide support to the Mission Apostolate for the proper conduct of Encounters and LSS in the District's mission fields (i.e. prayer groups, parish outreaches, institutions, schools, and non-BLD communities or organizations);
- (c) To initiate and recommend for DCS approval, the development of encounter presentors, class shepherds, LSS coordinators, sharers, and worship leaders in coordination with the Formation Apostolate;

- (d) To ensure, together with the Pastoral and Formation Apostolates, that all encounter and LSS sharers continue to witness to a renewed life in Christ and that their testimonies are regularly reviewed;
- (e) To supervise the Praise Ministry, emphasizing pastoral care as equally important as ensuring the physical needs of the Ministry;
- (f) To supervise the Liturgy Ministry, ensuring the smooth conduct of the Eucharistic Celebration during District activities; (Ref CSL Circular 5-2009-053P, May 8, 2009)
- (g) To prepare the schedule of worship teams on a quarterly basis, coordinating with the Formation and Management Apostolates in assigning resource persons to do reflections and teachings for DCS approval; and
- (h) To preside over the Worship Leaders Forum of the District, in particular:
 - (i) To lead the District's worship leaders to aspire for continuous improvement in the conduct of the District's Worship;
 - (ii) To conduct monthly meetings to provide feedback on the District's weekly Worship to aid in adherence to the Community's standards in Excellence in Worship and to ensure improvement of the Worship Team;
 - (iii) To conduct workshops for the continuing development of the District's worship leaders for weekly Worship and for mission fields; and
 - (iv) To ensure that all members have a good working knowledge and deep appreciation of the District's weekly Worship and the norms of the Community's Excellence in Worship.
- (i) To meet with and provide pastoral care to the ministry coordinators once a month in the WSC and provide counseling as needed (Ref CSL Circular 5-2008-034, May 6, 2008)

9.3.3 Formation Apostolate

- (a) To ensure ongoing spiritual transformation of BLD District members to fulfill its Mission;

- (b) To provide specific training for disciples, prophets, evangelists, shepherds, witnesses and teachers for the BLD District and for the larger Church;
- (c) To evaluate teachers quarterly according to performance standards of the District;
- (d) To create a Formation Apostolate Review Board (FARB) of the District, composed of the DCS for Formation, the DSL, and two Community Teachers of the District to evaluate teaching modules;
- (e) To present new teaching modules for approval by the ECSL, after the review by the FARB of the District;
- (f) To recommend to the DCS the accreditation of new teachers, after the evaluation of submitted lesson plan/ thesis/ research paper;
- (g) To develop and enhance the Ministry gifts of members; namely: giving, shepherding, intercession, healing, counseling, prophecy, service, teaching, and exhortation, through appropriate teachings and workshops;
- (h) To encourage BLD District members and parish-based groups to study and live the Gospel of Christ and teachings of the Church;
- (i) To maintain a library of all approved teaching modules and materials needed for the Christian Discipleship Formation Program (CDFP), and other Church teachings;
- (j) To supervise and monitor all Formation ministry coordinators in the operation of each ministry's activities;
- (k) To meet with and provide pastoral care to the ministry coordinators once a month in the WSC and provide counseling as needed (Ref CSL Circular 05-2008-034, May 6, 2008);
- (l) To serve as a member of the editorial board for the monthly District newsletter; and
- (m) To serve as one of the members for the panel reading of LSS sharers;

9.3.4 Mission Apostolate

- (a) To monitor the development of Districts-in-Process (DIPs) and to encourage them to complete the requirements for elevation to Full-Fledged Districts.
- (b) To recommend to the DCS the elevation of a Prayer Group to a District-in-Process; a District-in-Process to a Full-fledged District; a Full-fledged District to a Full Term District in accordance to qualitative and quantitative requirements;
- (c) To discern and recommend to the DCS the appointment of a DIP Shepherd for the District-in-Process;
- (d) To offer the BLD Formation Program to the parishes within the Diocese that will complement the programs of the parish;
- (e) To initiate and/or support social action programs for the larger Church (such as medical mission, soup kitchen, feeding program, pro-life advocacy, visiting the sick, the aged, and the imprisoned) in line with the programs of the local Diocese;
- (f) To embark on poverty alleviation programs for the poor, the homeless, and the disadvantaged in the church communities (such as housing for the poor, value formation, livelihood programs);
- (g) To develop and maintain Mission policies and programs;
- (h) To meet with and provide pastoral care to the ministry coordinators once a month in the WSC and provide counseling as needed; (Ref CSL Circular 05-2008-034, May 6, 2008)
- (i) To support and ensure that the Community Pastoral Care Program is carried out in the Mission Homesteads.
- (j) To coordinate with the other DCS the mission requirements needed (i.e. prayer groups, parish outreaches, institutions, schools, and non-BLD communities or organizations).

9.3.5 Management Apostolate

- (a) To provide logistical requirements for Corporate Worship, Eucharistic Celebrations, Assemblies, Intercessions, and other activities of the BLD District and Community;
- (b) To oversee the administration of the District Secretariat;

- (c) To manage, if applicable, the Foundations or a non-stock, non-profit corporations/organizations, Cooperatives, and other institutions organized to safeguard the financial and logistical capabilities of the District;
- (d) To prepare yearly budget (including, inflows from tithes, love offerings, donations, and other sources; and outflows for operation and maintenance, capital expenditures, and other special expenses);
- (e) To ensure that District tithes, other financial obligations, are remitted and reportorial requirements are submitted on time; and
- (f) To generate funds and other material resources to support the financial requirements of the District;
- (g) To exercise transparency and use generally accepted accounting and auditing procedures in the management of resources;
- (h) To ensure prompt publication of quarterly and annual financial reports at the end of the following month of each quarter and year to the District members, and submission of same to the ECSL through the DSL;
- (i) To ensure updating and safekeeping of the list of all District members and their Personal Information Sheets; (PIS Form 6)
- (j) To ensure safekeeping of all District records, manuals, and teaching modules; and to maintain a system of inventory recording, monitoring, and safekeeping of District assets;
- (k) To adhere to standard BLD logos, IDs, encounter materials and others, and to safeguard patented BLD logo;
- (l) To ensure compliance with BLD guidelines on external communication of Community/ District matters through publications, prints and the electronic media;
- (m) To meet with and provide pastoral care to the ministry coordinators once a month in the WSC and provide counseling as needed; (Ref CSL Circular 05-2008-034, May 6, 2008)

9.4 BLD District Leaders' Conference (DLC)
(Reference: CSL Circular No. 05-2008-033, May 6, 2008)

Functions of DLC per Apostolate and Ministry:

- (a) Pastoral Apostolate
- (1) Pastoral Services Ministry Coordinator -
- (i) To serve as the liaison between the DCS Pastoral Steward and the members to ensure implementation of Pastoral Care program;
 - (ii) To help the Pastoral Steward in evaluating the effectiveness of the Pastoral Care Program in the District;
 - (iii) To monitor the attendance of the disciples in the Worship Service and District Assemblies and to forward the report to the DCS for pastoral consideration;
 - (iv) To recommend and qualify status of disciples for mission assignment based on the District's policy on Worship Service, Word Sharing Circle and District Assembly attendance;
 - (v) To monitor movement of committed disciples under formation from PLSG to Mission;
 - (vi) To ensure that weekly WSC is held in all ministries/homesteads of the District; and
 - (vii) To attend the pastoral meeting with the Pastoral Steward together with other ministry coordinators once a month.
- (2) Pastoral Counseling and Healing Services Ministry Coordinator -
- (i) To recommend a short list of the following for DCS approval and their subsequent appointment based on approved standards:
 - Counselors
 - Healing Ministers;
 - (ii) To propose continuing deepening programs for Counselors and Healing Ministers in cooperation with the Teaching Ministry, to further enhance the exercise of their gifts;
 - (iii) To propose an assignment/ scheduling mechanism for the Counselors and Healing Ministers for approval by the DCS;
 - (iv) To monitor regularly the spirituality, witnessing, attendance, performance and activities of the Counselors and Healing Ministers;

- (v) To provide a written report to the Pastoral Steward on the detailed status of activities of the Counselors and Healing Ministers, as follows:
 - Counselors:
 - Assignment of Pastoral Counselors and their respective Counselees;
 - Status of pastoral counseling
 - Recommendation of continuation, referral or end of any engagement.
 - Healing Ministers:
 - Assignment of Healing Ministers for the monthly healing service of the District;
 - Assignment of Healing Ministers for the visitation of the sick (e.g. home, hospital, etc.)
 - (vi) To attend the Pastoral meeting with the Pastoral Steward and other Ministry Coordinators once a month.
 - (vii) To attend weekly WSC with other DLCs within their Apostolate.
- (3) Youth, Singles, Solo or Single Parent, and Mark 10 Ministry Coordinators –
- (i) To pastor the ministry Tricord/Pentacord
 - (ii) To ensure that weekly WSC is being held and pastoral care is implemented in the ministry.
 - (iii) To attend the pastoral meeting with the Pastoral Steward together with other Ministry Coordinators at least once a month.
- (4) Circle Shepherds – (NB: These functions apply to Circles in all Apostolates)
- (i) To give pastoral care to Circle members;
 - (ii) To assist and motivate the spiritual formation and development of Circle members;
 - (iii) To preside/facilitate the weekly WSC sessions;
 - (iv) To aid Circle members in building sound interpersonal relationship in the Lord within the Circle, in their respective families and with others within and outside the Community;
 - (v) To motivate the presence of Circle members in Worship Service, weekly WSC, and other gatherings in the District; and for service in the District mission;

- (vi) To share in the function of District governance by communicating and fostering community values, norms and culture and the policies and guidelines of the Community;
- (vii) To identify special gifts and talents of Circle members as sharers, teachers, worship leaders, intercessors, instrumentalist, praise members etc.;
- (viii) To submit and give feedback and evaluation to their respective ministry coordinators and homestead shepherds on the Circle members' spiritual growth, needs and concerns;
- (ix) To support and help their ministry coordinators or homestead shepherds in all ministry or homestead activities; and
- (x) To attend regularly the pastoral meeting with their ministry coordinators.

(b) Evangelization Apostolate

- (1) Marriage Encounter (ME), Family Encounter (FE), Life in the Spirit (LS) Ministry Coordinators –
 - (i) To ensure the smooth operation of ME, FE, and LSS of the District in areas of logistics, venues, and manpower;
 - (ii) To ensure adherence to basic guidelines of the ME, FE, and LSS Manuals;
 - (iii) To monitor Class Shepherds in ensuring high attendance of new ME and FE graduates in the LSS;
 - (iv) To ensure that ME and FE Class reunions are conducted in accordance to the class reunion guidelines;
 - (v) To ensure that ME and FE Class Shepherds monitor attendance of Class members in weekly Worship and monthly reunions;
 - (vi) To maintain directory of ME, FE, and LSS sharers and coaches, to monitor performance of sharers, and to act as clearing house in deployment or assignment of ME, FE, and LSS sharers within the District and its outreaches, to other BLD Districts, and other communities; and
 - (vii) To attend the pastoral meeting with the Evangelization Steward together with other ministry coordinators at least once a month.
 - (viii) To attend weekly WSC with other DLCs within their Apostolate.

- (2) Praise Ministry Coordinator -
 - (i) To ensure that the Praise Ministry enables the District to fully participate in the expression of praise to God in music and song during Corporate Worships, Eucharistic celebrations, and District assemblies and activities;
 - (ii) To regularly update praise and worship songs for the District;
 - (iii) To provide support to the District's mission and homestead activities and outreaches;
 - (iv) To ensure attendance of members in weekly Word Sharing Circle (WSC);
 - (v) To aspire for the highest possible quality in the singing of praise through regular practice and, if needed, obtaining professional coaching and training; and
 - (vi) To attend the pastoral meeting with the Evangelization Steward together with other ministry coordinators at least once a month.

- (3) Liturgy Ministry Coordinator -
 - (i) To encourage District members to be Extraordinary Ministers of the Holy Communion (EMHC), Lectors and Commentators (L&C), Master of Liturgical Ceremonies (MLC) and notify interested members of scheduled seminars and training;
 - (ii) To follow up the annual renewal of commitment of current EMHC, L&C and MC;
 - (iii) To take charge of all logistical requirements and paraphernalia for the Eucharistic Celebrations of the District and other activities;
 - (iv) To ensure that Church Liturgical Rites and Community guidelines are followed during Eucharistic Celebrations; and
 - (v) To attend the pastoral meeting with the Evangelization Steward together with other ministry coordinators at least once a month.
 - (vi) To attend weekly WSC with other DLCs within their Apostolate

- (4) Post-LSS (PLSG) Ministry Coordinator (when applicable) –
 - (i) To ensure scheduling of all required teachings for PLSG disciples within the specified period;

- (ii) To ensure that Class Shepherds monitor the attendance of PLSG disciples in weekly Worship and WSC, and provide effective pastoral care; and
- (iii) To attend the pastoral meeting with the Evangelization Steward together with other ministry coordinators once a month.

(c) Formation Apostolate

- (1) Teaching Ministry Coordinator –
 - (i) To implement the Teaching Program for the District;
 - (ii) To assign teachers to District teaching requirements with the approval of the Steward for Formation;
 - (iii) To be present in all teachings conducted for the District;
 - (iv) To assign a Prayer Leader for opening prayers before the teaching proper;
 - (v) To follow up assigned teachers and ensure all teaching materials and equipment needed are available and functional;
 - (vi) To make sure all attendees are documented and Pastoral Apostolate is copy-furnished for discipling monitoring.
 - (vii) To collate evaluation sheets of each teacher/instructor for review by the DCS Formation;
 - (viii) To coordinate regularly with DCS Formation for all teaching requirements and Formation concerns of the District;
 - (ix) To regularly monitor the District teachers that they continue to witness to a renewed life in Christ;
 - (x) To attend the pastoral meeting with the Formation Steward together with other ministry coordinators once a month.
 - (xi) To attend weekly WSC with other DLCs within their Apostolate

- (2) Intercessory Ministry Coordinator –
 - (i) To provide the Community with trained Prayer Warriors as its power house to support all Programs/activities of the District;
 - (ii) To train members to become individual Prayer Warriors;

- (iii) To train members to become Intercessory Prayer Leaders to support onsite District Programs and activities;
 - (iv) To ensure that Basic Intercessory teachings are given to the sponsoring class of Encounter Programs in coordination with the Evangelization Apostolate;
 - (v) To ensure that District Intercession is conducted monthly;
 - (vi) To gather all prayer intentions and answered prayers during prayer meetings for uplifting to the Lord;
 - (vii) To ensure that all intercessory prayer requests of the District are prayed for;
 - (viii) To attend the pastoral meeting with the Formation Steward together with other ministry coordinators once a month.
- (3) Discipling Ministry Coordinator –
- (i) To schedule the discipling of all Aspirants as they complete the Christian Discipleship Formation Program and to prepare the Aspirants for covenanting in coordination with the Pastoral Apostolate;
 - (ii) To match disciple with each discipler in coordination with the Pastoral Apostolate;
 - (iii) To ensure the attendance of the disciple in the Disciples Retreat in preparation for Covenanting (Ref CSL Circular 04-2009-049P, April 20, 2009);
 - (iv) To ensure proper documentation/completion of the discipling process of disciples prior to invitation for covenanting; and
 - (v) To attend the pastoral meeting with the Formation Steward together with other ministry coordinators once a month.

Functions of a Discipler:

- a. To be a 'personal' friend to assist or guide the disciple in his/her preparation for Covenanting;
- b. To lead the disciple towards his/her emotional / inner healing and spiritual growth;

- c. To hasten the pace of disciples' growth in preparing for their acceptance to the Covenant;
 - d. To help recognize and correct the wrong behavioral patterns in the daily life of the committed disciple in coordination with Pastoral Apostolate, if needed;
 - e. To help equip the disciple in the mission work of the Community (Immersion)
 - f. To assist/help the disciple in discerning his/her vocation in the Covenant;
- (4) Word Ministry Coordinator –
- (i) To prepare the monthly magazine or newsletter of the District;
 - (ii) To coordinate with all District Apostolates and Ministries for up-dates in their various activities for inclusion in the magazine/ newsletter;
 - (iii) To attend the pastoral meeting with the Formation Steward together with other ministry coordinators once a month; and
 - (iv) To attend weekly WSC with other DLCs within their Apostolate.
- (5) Witness Development Ministry Coordinator –
- (i) To help Covenanted disciples to appreciate Christ's calling for each one to proclaim God's Word through their witnessing or sharing, in coordination with Evangelization and Pastoral Apostolates;
 - (ii) To develop and process new witnesses and sharers for deployment to various Encounter Programs with the Evangelization and Pastoral Apostolates;
 - (iii) To assign coaches to potential sharers of the District in coordination with the WDP Coordinator;
 - (iv) To schedule the various WDP requirements of the District in coordination with the Teaching Ministry Coordinator, Pastoral and Evangelization Apostolates;
 - (v) To attend the pastoral meeting with the Formation Steward together with other ministry coordinators once a month; and
 - (vi) To attend weekly WSC with other DLCs within their Apostolate.

- (6) Coach Development Ministry Coordinator –
 - (i) To schedule Coaches Training for existing sharers of the District to become Coaches in coordination with Evangelization and Pastoral Apostolates;
 - (ii) To assign coaches to review/revise/update sharings of existing sharers in coordination with Evangelization Apostolate;
 - (iii) To ensure the continuous training and spiritual preparation of Coaches;
 - (iv) To attend the pastoral meeting with the Formation Steward together with other ministry coordinators once a month; and
 - (v) To attend weekly WSC with other DLCs within their Apostolate.

- (d) Mission Apostolate
 - (1) Parish Services Ministry Coordinator –
 - (i) To develop a pro-forma outline of the BLD Parish Community Programs for presentation to the Bishop or to the Parish Priest;
 - (ii) To maintain good relationship with the Bishop, Parish Priest and other parish workers;
 - (iii) To maintain a list of all BLD members and their respective parishes where BLD programs can be offered;
 - (iv) To familiarize and equip mission workers with the basic Church teachings and formation through the BLD Formation Programs:

(For Global)

Catechism of the Catholic Church
 Pastoral Care
 Rite of Christian Initiation of Adults (RCIA)
 And others

(For Philippines)

PCP II
 Catechism for the Filipino Catholic
 Special Teaching of the Catholic Church
 Basic Catechist Training
 Basic Evangelization (CLAYE)
 Basic Ecclesial Community Formation
 Cooperative Formation
 Value Formation
 Pastoral Care
 Other Programs for Mission needs;

- (v) To attend the pastoral meeting with the Mission Steward together with other ministry coordinators once a month; and
 - (vi) To attend weekly WSC with other DLCs within their Apostolate.
- (2) Institutional Services Ministry Coordinator -
- (i) To develop strategies for mission activities in offices, schools, and institutions, including seminaries, convents, prisons, correctional, hospitals and various welfare agencies;
 - (ii) To develop fund raising programs for mission activities such as livelihood programs, building homes for the less privileged;
 - (iii) To attend the pastoral meeting with the Mission Steward together with other ministry coordinators once a month; and
 - (iv) To attend weekly WSC with other DLCs within their Apostolate.
- (3) Districts In Process (DIP) Shepherd –
- (i) To nurture and support the District In Process (DIP) to develop into a Full-fledged District;
 - (ii) To supervise the conduct of the District Encounters, renewal and Christian Discipleship Formation Program; and
 - (iii) To attend the pastoral meeting with the Mission Steward together with other ministry coordinators once a month.
 - (iv) To attend weekly WSC with other DLCs within their Apostolate.
- (4) Mission Homestead Shepherd –
- (i) To lead and implement the Community Mission objectives;
 - (ii) To report on status of mission and make recommendations directly to the DCS through the Mission Steward;
 - (iii) To ensure that the Circle Shepherds perform their pastoral duties and functional responsibilities in their respective circles;
 - (iv) To communicate and coordinate all activities with other Apostolates;
 - (v) To provide pastoral care for the Circle Shepherds and conduct a monthly WSC with Circle Shepherds in the Homestead;
 - (vi) To help disciples develop their spiritual gifts;

- (vii) To assign Homestead members to lead a particular Mission assignment; and
 - (viii) To attend the pastoral meeting with the Mission Apostolate together with other ministry coordinators once a month.
- (5) Poverty Alleviation Ministry Coordinator –
- (i) To link up with the Diocese or Parish social action ministry with the BLD District’s poverty alleviation programs, or in cooperation with other groups/ non-government organizations (NGO) with the same purpose of serving the poor;
 - (ii) To develop and propose a template for the BLD Community in response to the poverty alleviation mandate in Isaiah 58: 6-7, which will address the basic needs of man, such as:
 - Linking up with groups that help in providing homes for the poor;
 - Forming medical and dental missions with BLD medical practitioners and volunteers;
 - Obtaining and developing resource persons in community building and implementing pro-poor programs such as food production and nutrition, water and environment, health and sanitation, education and literacy, and values formation programs;
 - Creating job opportunities and providing skill enhancement and livelihood programs;
 - (iii) To attend the pastoral meeting with the Mission Apostolate together with other ministry coordinators once a month; and
 - (iv) To attend weekly WSC with other DLCs within their Apostolate.
- (6) BLD-GK Coordinator – Foreign Districts
- (i) To generate funds for the building of BLD-GK villages;
 - (ii) To solicit donations in kind such as library books, school materials, health clinic supplies and equipment;
 - (iii) To organize “Balikbayan” youth build, medical missions in the BLD-GK sites in cooperation with Philippine BLD districts;

- (iv) To tap Filipino regional associations and private individuals in the foreign countries to sponsor/donate BLD-GK village sites in their home provinces;
- (v) To communicate and give regular report and up-dates to the BLD –GK Global Ministry;
- (vi) To attend the pastoral meeting with the Mission Steward together with other ministry coordinators once a month.
- (vii) To attend weekly WSC with other DLCs within their Apostolate.

Philippine Districts

- (i) To identify and solicit prospective local BLD-GK sites/villages, and process land donations;
- (ii) To liaise with and offer assistance to local GK in their respective districts/areas.
- (iii) To immerse BLD members in local GK villages as Project Directors and /or Caretaker team understudies;
- (iv) To communicate and give regular report to the DCS Mission Steward in the development, status, and activities of BLD-GK villages of the District;
- (v) To give an updated report on the status and activities of BLD-GK villages of the District to the BLD-GK Global Ministry thru the Mission Steward;
- (vi) To ensure that building the community through programs (livelihood, values formation, child and youth, sanitation, environment) are implemented;
- (vii) To attend the pastoral meeting with the Mission Steward together with other ministry coordinators once a month; and
- (viii) To attend weekly WSC with other DLCs within their Apostolate.

(e) Management Apostolate

- (1) Service Ministry Coordinator –
 - (i) To ensure availability of manpower services and necessary logistical support (i.e. registration, ushers, marshals, equipment, physical set-up/ pack-up, and others) in all District activities as approved by the DCS;

- (ii) To provide manpower services and logistical support to Diocesan activities as approved by the DCS;
 - (iii) To provide pastoral care to Circle Shepherds assigned to the Ministry; and
 - (iv) To attend the pastoral meeting with the Management Steward together with other ministry coordinators once a month.
- (2) Treasury Ministry Coordinator –
- (i) To gather and account all cash and check collections during prayer meetings, Eucharistic Celebrations, and other Community assemblies and activities;
 - (ii) To deposit such collected amounts to the District depository bank as instructed by the DCS for Management;
 - (iii) To submit a report on collections and turn over the corresponding deposit slips and all other related documents to the Management Steward;
 - (iv) To attend the pastoral meeting with the Management Steward together with other ministry coordinators once a month; and
 - (v) To attend weekly WSC with other DLCs within their Apostolate.
- (3) Secretariat Office –
- (i) To ensure the efficient administration of the office of the District Secretariat;
 - (ii) To provide administrative assistance to the DCS in the exercise of their functions;
 - (iii) To ensure effective flow of all internal and external communications;
 - (iv) To ensure that all District documentation, accounting processes and financial transactions are in order;
 - (v) To be primarily responsible for safekeeping, disposition and proper utilization of the resources of the District Foundation in accordance with the policies and instructions passed by the DCS and/or Foundation Board of Trustees;
 - (vi) To ensure that the minutes of the DCS meetings and resolutions are properly recorded, published, and archived;

- (vii) To attend the pastoral meeting with the Management Steward together with other ministry coordinators once a month; and
 - (viii) To attend weekly WSC with other DLCs within their Apostolate.
- (4) Management Service Ministry Coordinator -
- (i) To provide assistance to the Management Steward in the exercise of its functions of administering and monitoring the ministry's activities;
 - (ii) To develop, spearhead, and implement fund raising activities for the Community's needs;
 - (iii) To take charge of the technical requirements for the corporate worship ensuring availability and readiness of equipment (sound system, LCD, laptop, projector, and others), including the transport of these to and from the venue;
 - (iv) To implement other projects which may be assigned by the Management Steward;
 - (v) To attend the pastoral meeting with the Management Steward together with other ministry coordinators once a month; and
 - (vi) To attend weekly WSC with other DLCs within their Apostolate.
- (5) Technical Group - The Technical Group shall be functionally under the Service Ministry or Management Service Ministry.

9.5 Appointment of Ministry Coordinators and Homestead Shepherds

To clarify Articles 5.2.1.e and 6.3 in the BLD Statutes on the appointment of Ministry Coordinators and Homestead Shepherds, the following guidelines shall apply:

9.5.1 The BLD District Council of Stewards, in consultation with and endorsement of the DSL or SDC, will recommend and notify the BLD Executive Council of Servant Leaders for confirmation of any appointments made to the position of Ministry Coordinator and Homestead Shepherd, including District-in-Process Shepherds. The BLD ECSL, however, may not confirm an appointment if they are aware of any pastoral issues that may disqualify such appointed Covenanted Disciple, or if the established selection criteria are not met. The DCS shall not inform the DLC nominee of his appointment until the confirmation of the ECSL is given.

9.5.2 The DCS shall submit to the ECSL their notification on the appointments in the following manner:

- (a) Prepare a letter requesting for confirmation, signed by the DCS with the endorsement of the DSL or SDC;
- (b) Attach the Personal Information Sheet (PIS Form 6) of the appointed Disciples;
- (c) Indicate strengths of the Disciples; and
- (d) Indicate weakness, if any, of the Disciples and actions to be taken to address the weakness

9.6 BLD Districts and Groups

9.6.1 Functions of the BLD Full-Term District

- (a) The BLD Full-Term District is governed by the District Council of Stewards (DCS), composed of Stewards for all five Apostolates – Evangelization, Formation, Management, Mission and Pastoral.
- (b) The DCS reports regularly to the ECSL through the DSL (or SDC), their District's concerns pertaining to BLD statutes, policies and guidelines, and to the Diocesan Bishop through the District Spiritual Director, their District activities.
- (c) As discerned by the ECSL, the BLD Full-Term District and the BLD Full-Fledged District are tapped to be the Administering District of potential Districts-in-Process and Prayer Groups outside their own Diocese, including recommendation of DIP Shepherd. The DIP Shepherd should come from the Administering District.

9.6.2 Functions of the BLD Full-Fledged District

- (a) The BLD Full-Fledged District is governed by a District Council of Stewards (DCS) composed of four (4) Stewards for the following Apostolates: Evangelization, Formation, Management, and Pastoral. If there is an approved mission area in the Full-Fledged District, a Steward for Mission may be added. In such case, a Steward for Mission will be added through a process of emergence or maybe chosen by the ECSL from the immediate past General or Special Emergence.

- (b) The BLD Full-Fledged District through the DCS shall establish a BLD District Foundation or a non-stock, non-profit Corporation/Organization, as approved by the Executive Council of Servant Leaders. The members of the DCS are elected as majority Trustees of the District Foundation for the duration of their term. (Reference: CSL Circular 05-2008-035 May 6, 2008)

9.6.3 Functions of the BLD District-in-Process

- (a) The BLD District-in-Process (“DIP”) shall be administered by a BLD Full-Term District or a BLD Full-Fledged District through the Steward for Mission. It is supported by a District-in-Process Shepherd who is recommended by the DCS of the Administering District in consultation with and endorsement of the DSL or SDC of the Cluster and confirmed by the BLD Executive Council of Servant Leaders.
- (b) The DIP Shepherd supervises the conduct of the DIP’s Encounter, LSS, and Christian Discipleship Formation Programs, and guides the DIP in its development until it attains the status of a BLD Full-Fledged District. The role of the DIP Shepherd will end as soon as the DCS are commissioned by the ECSL after an emergence is conducted.
- (c) The BLD District-in-Process is governed by an Interim District Council of Stewards (IDCS) for Evangelization, Formation, and Management, who are covenanted members. If needed, an Interim Steward for Pastoral may be added to the IDCS.
- (d) The development and operations of the BLD District-in-Process and its members are patterned after the BLD Statutes and BLD Policies and Guidelines. Specific policies and procedures relevant to the BLD District-in-Process may be formulated and adopted by the IDCS and DIP Shepherd, upon the recommendation of the Administering District’s DCS and DSL and approved by the Executive Council of Servant Leaders.
- (e) The Interim DCS, with the guidance of the DIP Shepherd, prepares Annual Plans for the development of the BLD DIP. These plans are submitted by the IDCS to the DCS of the Administering District through the Mission Steward. The DCS in consultation with the DSL or SDC shall review and approve the Annual Plans of the DIP. The approved Annual Plans should be submitted to the ECSL.

9.6.4 Functions of the BLD Prayer Group

The Prayer Group initiates the formation of the area through regular Word Sharing Circle (WSC) and Prayer meetings, over-seen by a DIP Shepherd from the Administering District. While waiting for the approval of the Diocesan Bishop to conduct Marriage Encounter Weekends, Life in the Spirit Seminars, and BLD teachings, the Prayer Group continues their relationship with the Diocesan Bishop through the Diocesan Renewal Commission Head, the Family Life Commission Head, or its equivalent in the Diocese.

9.6.5 Functions of the BLD Prayer Community

- (a) The BLD Prayer Community is a Full-Fledged District which is unable to fulfill the basic requirements of a Full-Fledged District; not because of choice but because of circumstances. The principal difficulties encountered by a Full-Fledged District reclassified as a Prayer Community are the following:
 - (i) Lack of covenanted disciple couples who could be given governance and pastoral responsibilities, as Tricords or Stewards over Apostolates;
 - (ii) Lack of covenanted disciple couples who could be given functional and pastoral responsibilities, as Heads of Ministries over Ministry members;
 - (iii) Lack of Corporate Worship leader couple; and
 - (iv) Lack of teachers, presenters, shepherds, etc.
- (b) The BLD Prayer Community is governed by a District Tricord composed of Evangelization, Formation, and Management Tricords. The members of the BLD Prayer Community Tricord need not be limited to covenanted couples, but may include covenanted singles or solo parents. The BLD Tricord are shepherded by the Pastoral Counselor, a resident covenanted disciple couple, who is under the pastoral authority of the DCS of the Administering District, as appointed by the ECSL.
- (c) The BLD Prayer Community must be extended all available assistance by the Administering District to bring it back to BLD Full-Fledged District status. All encounter programs, LSS, and Christian Discipleship Formation Program of the BLD Prayer Community are continued, thereby ensuring the spiritual growth and development of its members.

- (d) In effect, the BLD Prayer Community continues to function as a BLD Full-Fledged District, without the restrictions on appointments or assignments of disciples to positions of responsibility. The existing covenanted and committed disciples shall retain their status and continue their functions in the BLD Prayer Community.
- (e) The BLD Prayer Community is allowed the use of the BLD name and logo, and may be called “Bukas Loob sa Diyos Prayer Community.”
- (f) If the BLD Prayer Community, over the normal course of time, finds itself able to develop the necessary resources for the reclassification back to the BLD Full-Fledged District status, the Tricord submits a request to the ECSL, through its administering district, for an upgrade or reclassification.
- (g) A BLD Prayer Community could also evolve from a BLD District-In-Process which encounters a difficulty in moving on to become a Full-Fledged District. Interim DCS of a BLD District-In-Process may tender a request to the Executive Council of Servant Leaders, through the DIP Shepherd of the Administering District. The ECSL, after evaluating the request, communicates its decision to the IDCS, again through the DIP Shepherd.

9.7 Criteria for Potential and Existing BLD Districts

9.7.1 The criteria for the establishment of a Prayer Group and potential BLD District are:

- (a) Must have at least two (2) couples who have completed the BLD Marriage Encounter Program and Life in the Spirit Seminar and who are willing to be Core Group Members of a Prayer Group;
- (b) Must be a prospective staging area for the development of other parishes in the Diocese where it is located or in other Dioceses where other potential districts may be established;
- (c) Must be the only BLD District in the Diocese; and
- (d) Must assume the name of the Diocese where it resides.

9.7.2 The requirements for a Prayer Group to be elevated to a District-in-Process are:

- (a) Must obtain a written approval from the Diocesan Bishop, allowing BLD to conduct Marriage Encounter Program, Life in the Spirit Seminar and Christian Discipleship Formation Program (CDFP) for its members;
- (b) Must support the BLD Mission by initially conducting ME and LSS; and
- (c) Must have the criteria of a potential BLD District (refer to 9.7.1).

(Nota Bene: Please refer to separate guidelines which define the roadmap from the first Marriage Encounter to its growth as a Prayer Group and to its eventual elevation to a District-In-Process status).

9.7.3 The requirements for a BLD District-in-Process to be elevated to a BLD Full-Fledged District are:

- (a) Twenty (20) or more active BLD Covenanted Disciples;
- (b) At least two (2) Covenanted Couples, who have presented their testimonies in a LSS or in a Marriage Encounter;
- (c) At least two (2) Covenanted Disciples who are accredited by the ECSL to teach; and
- (d) All DCS members must serve as Worship or Prayer Leaders.

9.7.4 The requirements for a BLD Full-Fledged District to be elevated to a BLD Full-Term District are:

- (a) Seventy-two (72) Covenanted Disciples (Lk 10:1-2);
- (b) At least seven (7) Ministries; namely, ME-FE, Service, Intercessory, Praise, Teaching, Treasury, and Secretariat
- (c) At least one (1) Mission Homestead;
- (d) Three (3) LSS Sharer couples, singles, or solo parents;
- (e) Four (4) ME Sharer couples (two A and two B talk sharers)
- (f) One (1) FE Sharer family;
- (g) Eleven (11) Covenanted Disciple Instructors;
- (h) Eleven (11) Covenanted Disciple Prayer Leaders; and

- (i) District Spiritual Director - who acts as Spiritual Director of the District's ME or LSS/ Retreats.

9.7.5 Review of District Requirements for Elevation:

- (a) The DCS of the Administering District of a DIP together with the DIP Shepherd shall be responsible in evaluating the compliance of requirements of the District being recommended for elevation to Full-fledged District. They shall submit their recommendation to the DSL or SDC for review and endorsement to the ECSL for approval.

The DSL or SDC shall also review the recommendation made by the DCS of a Full-Fledged District for elevation to a Full-Term District and endorse same to the ECSL for approval.

- (b) A list of requirements containing complete information about the District and inventory of names shall also be submitted together with the recommendation.
- (c) The DCS must adopt a qualitative review process to supplement the quantitative requirements per criteria specified in Sections 9.7.2 and 9.7.3 in order to determine the strengths of the District for elevation, as well as areas for improvement to fully respond to the new role of the District as Full-Fledged or Full-Term District.

9.8 Amendments , Exceptions, and Interpretation

9.8.1 Any amendments to the Policies and Guidelines maybe adopted by the action of the BLD Community Spiritual Director, upon the recommendation of the Executive Council of Servant Leaders.

9.8.2 Any changes, deviations and/or exceptions maybe allowed for specific meritorious cases upon review and approval by the Executive Council of Servant Leaders.

9.8.3 The ECSL has the sole responsibility for the final interpretation of Policies and Guidelines.

9.9 Effectivity

Section 9 takes effect immediately and supersedes all policies and guidelines on BLD District Organizations and Functions upon written approval of the BLD Community Spiritual Director.

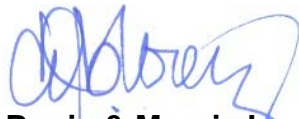
References:

Annex 9-A BLD District Organization Chart (Full-Term District)
CSL Circular 05-2007-024, May 22, 2007
CSL Circular 05-2008-033, May 6, 2008
CSL Circular 05-2008-034, May 6, 2008
CSL Circular 05-2009-049P, April 20, 2009
CSL Circular 05-2009-053P, May 8, 2009

~~nothing follows~~

Prepared and recommended by:

The Executive Council of Servant Leaders -



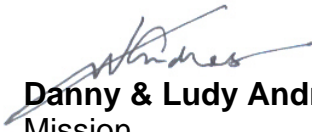
Bogie & Margie Lorenzo
Evangelization



Jun & Baby Delarmente
Formation



Lito & Jasmin Abastillas
Management



Danny & Ludy Andres
Mission



Eliong & Leah Sison
Pastoral

Approved by:



+Angel N. Lagdameo, D.D.
BLD Community Spiritual Director
Date: June 17, 2009

Bukas Loob sa Diyos Covenant Community

BLD DISTRICT ORGANIZATION

(Full Term District)

ANNEX 9-A

[As of June 11, 2009]

