



# ARCHDIOCESE OF SAN ANTONIO

2718 W. WOODLAWN AVE. SAN ANTONIO, TX 78228

(210) 734-2620 WWW.ARCHSA.ORG

## Policy for Applying and Maintaining Status as an Apostolic Group in the Archdiocese of San Antonio

*“Let us rediscover today all the beauty of being an apostolic church [...] and remember, it is apostolic because we pray, our first task, and because we proclaim the Gospel through our lives and also with our words”.* Pope Francis

In accordance with the call of the Second Vatican Council and encouraging the full participation of the people of God in the life and mission of the Church, Catholics are free to associate for the purposes of advancing the mission of the Church (c. 215). Such groups may represent themselves as a Catholic or parish organization only after they have received permission of the pastor of the local parish and recognition by the Archdiocese of San Antonio as an apostolic group.

While the Christian faithful have the right to promote or sustain apostolic action even by their own undertakings, they cannot claim the name *Catholic* without the consent of competent ecclesiastical authority (c. 216). This includes movements, organizations, private associations of the faithful, and religious communities of diocesan right.

This policy is designed to assist a group with their application to become formally recognized by the Catholic Archdiocese of San Antonio and thereafter, to maintain its status as an officially recognized Archdiocesan Apostolic Group.

### WHAT DOES IT MEAN TO BE RECOGNIZED?

Archdiocesan review signifies:

- The group is faithful to the teachings of the Church and Archdiocesan policies.
- The group is assisting the Archdiocesan mission to evangelize.
- The group supports the archdiocesan mission and vision, as cited in the most recently revised proclamation of the *Pastoral Vision of the Archdiocese of San Antonio*.
- The group will present annual pastoral activity and financial reports to the Office of the Chancellor.
- The group will comply with the Safe Environment policies of the Archdiocese.
- The group may use parish property, with the approval of the pastor.
- The group may select a member of the clergy to serve as moderator of the group. When specified, the moderator must have the written permission of the Ordinary of the Archdiocese of San Antonio to serve in this capacity.
- The group may publicly announce its status as a recognized group within the Archdiocese of San Antonio, if it remains in good standing with the Archdiocese and is adhering to appropriate Archdiocesan policy.
- The group has submitted its statutes and they have been reviewed and approved by the Archdiocese of San Antonio.



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- The group may be included in the Archdiocesan Directory published by *Today's Catholic*.

### APPLICATION PROCESS

1. Any new group must submit its request in writing to the Office of the Chancellor.
2. The group is asked to submit the following information:
  - History
  - Purpose
  - Size of membership.
  - Resume of leadership.
  - Level of operation (parish/community grouping, etc.)
  - Articles of incorporation/by-laws and statutes.
  - IRS designation as a non-profit organization, if applicable.
  - Federal EIN number, if applicable.
  - Mission statement.
  - Previous approvals, if applicable, in this Archdiocese or another diocese.
  - Formation of membership.
  - Adherence to Archdiocesan Safe Environment policies.
  - Financial statement/budget.
  - Letters of reference.
  - History of past three years of fundraising.
  - Plans for fundraising events.
3. The Office of the Chancellor will review all submitted materials and offer a recommendation to the Archbishop.
4. If the group is recognized by the Archdiocese, a letter will be sent notifying them of the decision.
5. If the group is not recognized, a letter will be sent outlining the reasons the recognition was not granted and the recommendations required for approval. When the recommendations are fulfilled, the group may reapply.
6. If there is a significant change concerning a recognized group, the Office of the Chancellor can initiate a review of the group.

### MAINTAINING RECOGNIZED GROUP STATUS

1. The group will present an annual pastoral activity and financial reports to the Office of the Chancellor.
2. A group's recognition can be revoked by the Ordinary of the Archdiocese of San Antonio at any time.

*Promulgated September 14, 2023*