

"To Jesus through Mary"



***Manual of the Sodality Union
of The Roman Catholic
Archdiocese of Washington***

MANUAL OF THE SODALITY UNION
of The Roman Catholic
Archdiocese of Washington



This year of Our Lord — 2022

MEMORARE

*Remember, O Most Gracious Virgin Mary, that never was it known
that anyone who fled to thy protection, implored thy help or sought
thy intercession was left unaided. Inspired by this confidence
I fly unto thee, O Virgin of virgins, my Mother, to Thee do I come,
before thee I stand, sinful and sorrowful.
O Mother of the Word Incarnate, despise not my petitions,
but in thy mercy, hear and answer me. Amen.*



This Manual is Dedicated to Our Lady

The *Manual of the Sodality Union of The Roman Catholic Archdiocese of Washington* was developed by past Bylaws Committees, and has been reviewed and updated since the inception of this organization. This edition was revised September 22, 2021 by the Bylaws Committee.

This edition has been endorsed by the Prefects of affiliated Sodalities, encouraged by Margaret Johnson, 2018-2020 President of the Sodality Union of The Roman Catholic Archdiocese of Washington (Sodality Union ADW or Sodality Union) and guided by Reverend Pawel Sass, 2016-2022 Moderator of the Sodality Union.

This *Manual* has the approval of His Eminence Wilton Cardinal Gregory, Archbishop of Washington. Given on this July 25, 2022 and this edition supersedes all previously revised editions.

(Bylaws adopted in 1970 and previously revised in 1974, 1979 and 2006.)

Copies of this *Manual* may be reproduced.

Prefects, please provide a copy of the *Manual* to the incoming Prefect of your Sodality. The *Manual* is also available on the Sodality Union website at www.SodalityUnionADW.org.

*Cover design: Bylaws Committee
Cover art: Adapted from past editions of Sodality Union Manual.*



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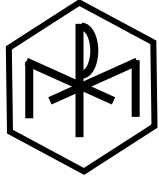


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*“To Jesus through Mary
for the greater Glory of God.”*

SECTION ONE – SODALITY UNION

The Roman Catholic Archdiocese of Washington

Sodality is a Door to Spirituality and a Channel to Service

PREFACE

In February of 1918, the Sodality Union of Washington, DC was formally organized to bring into closer union, the Sodalities of the District of Columbia in fulfilling their common objectives to work for God, for the Church, and for the community. It was founded by the National Director of the Sodality Movement with the permission and encouragement of His Eminence, James Cardinal Gibbons, Archbishop of Baltimore (including Washington), and under the spiritual direction of the Pastor of St. Patrick's Church in Washington. The new organization, with which thirteen Sodalities from ten parishes were affiliated at its inception, concentrated its initial efforts on home and foreign missions.

In 1939, the District of Columbia was separated from the Archdiocese of Baltimore to establish the Archdiocese of Washington. In 1948, five Maryland counties—Calvert, Charles, Montgomery, Prince George's and St. Mary's—joined the District as part of the Archdiocese of Washington. The Sodality Union's subsequent activities centered on the establishment and maintenance of Catholic schools in rural Southern Maryland. Social action, along with personal spiritual development has been a major concern of the Sodality Union since its very beginning.

In 1970 the World Federation of Christian Life Communities (a new name involving the update and revitalization of Sodalities) issued a Papal approved version of the General Principles. The Sodality Union adopted these Principles for its use in achieving its spiritual and social principles, and consequently changed its name to Sodality Union/Christian Life Communities/Archdiocese of Washington. In 1983, Sodality Union dropped "Christian Life Community" from its name because it was no longer a member of the National Federation of Christian Life Communities (NFCLC), which is headquartered in St. Louis.

BRIEF HISTORY OF THE SODALITY

About midway of the sixteenth century (1563), a young Jesuit priest named Father Jean Leontius (Van de Leeuw) was teaching a small class in the Jesuit College in Rome when one day, around a little Altar of the Blessed Virgin Mary, he gathered what seemed to have been his prized pupils. He sketched out a single program that appeared to fit instinctively into precisely the needs of that time when the Church was being persecuted. These young students bound themselves in faith and hope and love to Christ Jesus. As active and fervent Catholics, they were to be recognized as followers of Christ by their military zeal, charity and service. They found in Mary the great inspiration to give themselves to the service of Christ. They loved her for what she was and did for the Lord. They showed Our Lady special veneration, placing their groups under her loving protection. This was the beginning of the first structured Sodality.

Later in the century (1584), Pope Gregory XIII acknowledged the Sodality in the Roman College, and granted it a list of special indulgences. This Sodality was made the Mother Sodality for the world and was given the title "Prima Primaria." The sodalities spread quickly throughout Europe and later came to America. About two hundred years later women and girls were finally admitted to the society by Pope Benedict XIV (1751).

The Sodality came to North America in 1739 when Clement XII issued a Papal Bull approving the Sodality founded in 1730 at the Ursuline School in New Orleans, Louisiana. Georgetown University was the site of the first Sodality in the newly formed United States of America. It had been established and functioning since shortly after the founding of the College in 1789, although it was not affiliated with Rome until 1833.

Early in this century the Sodality was used as a basic organization for men and women who met separately, both stressing corporate Mass and Holy Communion. While regular meetings were held, they proved insufficient to instill the Common Rule of Sodality, resulting in revision of the Rule in 1910. The first Rule has a magnificent strength: “*The Sodality of Our Lady, an Association founded by the Society of Jesus and approved by the Holy See, is a religious body which aims at fostering in its members an ardent devotion, reverence, and filial love toward the Blessed Virgin . . .*” *The New Sodality Manual* p. 17, Lord, S.J. (1945).

Again, the Jesuits were commissioned to begin promulgating the Rule, this time through the instrument of a magazine, *The Queen’s Work*. Editor, F. Garesche, S.J. fulfilled this purpose for many years and succeeded in bringing about a diocesan union of Sodalities. Father Daniel A. Lord, S.J. succeeded Father Garesche, both as editor of *The Queen’s Work* and promoter of Sodality. From 1929 on, the movement flourished under his leadership and maintained a phenomenal growth. From the first National Parish Advisory Board (1929) to the National Diocesan Directors Conference (1954), much credit could be traced to him. “Catholic Action” was the key work in 1931 when summer schools for Catholic Action for the training of Sodality leaders were organized. By 1963, 250,000 had participated in the program.

Due to the rapid growth of Sodalities and the need for unity among Sodalities internationally, other higher governing bodies were established such as: The World Federation of Sodalities and The National Federation of Sodalities. The Second Vatican Council in 1965 heralded significant changes in Sodalities. *New “General Principles” replaced the Common Rule of 1910*. At the World Federation of Sodalities in Rome in 1970, it was voted to change the name of Sodality to Christian Life Communities (CLC). After an experimental period of three years, Pope Paul VI gave final approval to the General Principles and Statutes of Christian Life, and both the National and World Federation of Sodalities became the National and World Federation of Christian Life Communities. Spirituality, Community, and Mission are the essential elements for each Christian Life Communities member. The Spirituality is Ignatian; the Community reinforces the movement of integrating faith and daily living; and the Mission is not just being involved in an activity, but is a whole quality of being present to the mission of Christ in the world today.

The World Federation of Christian Life Communities is based in Rome, and the National Christian Life Community (NFCLC)—National Office for the United States—is located in St. Louis, Missouri. Groups exist today in states from coast to coast and are to be found internationally in over 60 countries (as of 2005 A.D.).

When the concept of the Christian Life Communities was introduced in the early seventies in the Archdiocese of Washington, there were many meetings and workshops to explain its direction to the parish Sodalities as well as to invite membership. For four years the Sodality Union of the Archdiocese of Washington retained both names in its title. The Executive Council of the Sodality Union voted in 1983 to drop Christian Life Communities. The two factors that contributed to each organization remaining as it was, were the lack of Jesuit support for the Christian Life Communities here, and the decision of the Sodality Union membership to remain Sodality.

Where does the parish Sodality stand today? Sodality has no central Organization since the former World Federation of Sodalities no longer exists. Each Sodality is autonomous. Fortunately, for Sodalities in Archdiocese of Washington, there is the Sodality Union, a medium by which affiliated parishes can get together to celebrate, to share ideas and concerns, and to give and receive assistance. In 1988 the Sodality Union revised its aims and objectives under two committees:

The SPIRITUAL LIFE COMMITTEE seeks to foster growth and depth in the spiritual life of all Sodalities. It fosters programs ranging from enhancing individual and family prayer to promoting visitation for prayer with others in times of need.

Spiritual Life sub-committees under the Spiritual Life Committee may be as follows: spiritual education; days of recollection; liturgy and retreats. Suggested Daily Prayer Life: Holy Mass; rosary; spiritual readings; and Liturgy of the Hour (Christian Prayer).

The APOSTOLIC LIFE COMMITTEE seeks to enhance and expand the response of parish Sodalities in areas that challenge and demand our involvement as committed Christians, e.g., pro-life, the elderly, the homeless, education, legislation, healthcare issues, and more.

(Original source for Preface and Brief History: Past Sodality Union Manuals.)



(Photograph of the Visitation, St. John the Baptist, Silver Spring, Maryland.)

SODALITY MISSION STATEMENT

“To Jesus through Mary.”



SPIRITUAL LIFE MISSION

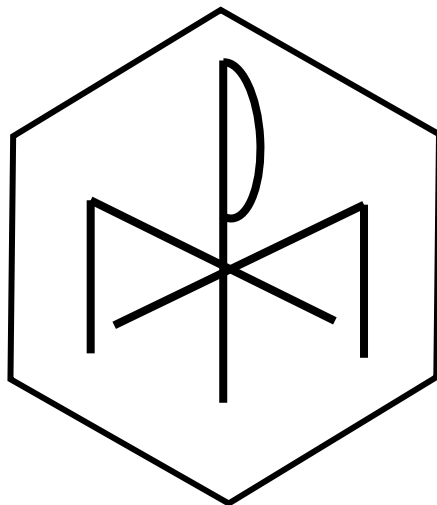
The Spiritual Life Mission of Sodality is to live the Way of Life which recognizes the presence of Christ in the Sodalist's everyday life. The prayer basis of the Sodality Way of Life was founded upon the Spiritual Exercises of St. Ignatius. This Way of Life builds Faith which makes all things possible, and Hope which gives courage. These two virtues, in turn, lead to Charity which reflects the love of God and mankind. These Theological Virtues exemplify the life of Mary, Our Holy Mother, whom Sodalists venerate and seek to emulate. The spiritual life of Sodalists is the primary function of Sodality. It is the driving force of God's gifts which lead Sodalists to goodness and social action.

APOSTOLIC LIFE MISSION

The Apostolic Life Mission of the Sodality reflects spirituality in the Way of Life of a Sodalist. The mission channels spirituality to service in the family, in the Church, and in the community. Sodalists respond to the roles of religious life as a spouse, parent, or careerist, and respond to papal encyclicals which call for social action through service in areas that challenge and demand their involvement as Christians. Examples of this include: service to the Church and parish programs such as care for the sick, the elderly, the poor, and the homeless, as well as concern for Christian education and legislation. Sodalists are concerned about family life and issues before the parish council, school board and parent-teacher associations.

THE SODALITY EMBLEM (INSIGNIA)

(See Bylaws of the Sodality Union, ARTICLE II—INSIGNIA, at page 8.)



At the International Sodality Congress held at Barcelona, Spain in 1947, the above-pictured emblem, which had been in use in many countries up to that time, was formally adopted as the symbol for all the Sodalities in the world.

This simple emblem is composed of three Greek letters; “chi,” “rho,” and “mu.” The first two have been used from earliest times to stand for the name of Christ. The third is the ancient letter which sums up Our Lady’s sweet name, Mary. Put these letters together and you have a perfect expression of the Sodality’s objective:

“To Jesus through Mary.”

It is interesting to note also that the Congress forecast, as it were, a pronouncement which the Pope was to make later. The “XP” part of the Sodality emblem has been used by many Catholic Action groups. The addition of the “M” gives expression in sign of His Holiness’ declaration in the Apostolic Constitution, *Bis Saeculari*, issued in 1948, that the Sodality is authentic “*Catholic Action* under the auspices and inspiration of the Blessed Virgin Mary.”

(Source: *The New Sodality Manual*, p. 126, written, revised and edited by Daniel A Lord, S.J. (18 October 1944), and published by The Queen’s Work, Inc., St. Louis 18, Missouri. No longer in print.)



CALENDAR FOR SODALITY UNION

(20__ to 20__)

Sodality Union meetings/programs are held the first Saturday of the month as follows:

MONTH	MEETING/PROGRAM (Committee)
<i>September</i>	Orientation/Workshop Day (all Committees)
<i>October*</i>	<i>Commitment Day for Sodalists</i> (Spiritual/Apostolic Life)
<i>November</i>	General Meeting (Apostolic Life) Program: <i>Mass for Deceased Sodalists</i> (Book of Remembrance)
<i>December</i>	General meeting (Spiritual Life) Program: <i>Mass for Living Sodalists</i> (Book of the Living)
<i>January</i>	No Meeting
<i>February</i>	General Meeting (Apostolic/Junior Sodality) Program: <i>Junior Sodality</i>
<i>March</i>	General Meeting (Spiritual Life) Lenten Retreat held on the second weekend of March
<i>April</i>	General Meeting (Ways and Means) Program: <i>Scholarship Raffle</i>
<i>May*</i>	General Meeting (Apostolic) Program: <i>May Crowning</i> <i>Election results announced every two years</i>
<i>June</i>	General Meeting (Spiritual/Hospitality) <i>Closing Luncheon/Installation of Officers every two years</i>

EXECUTIVE COUNCIL MEETINGS ARE HELD MONTHLY. Traditionally,
no meeting is held in December when the Christmas luncheon is held instead.

* Sodalists traditionally wear white.

POLICY AND PROCEDURE—ORDER OF BUSINESS

An agenda shall be prepared by the President and presented at each meeting following *Call to Order* and *Opening Prayer*.

- A. Call to Order
- B. Moderator's Opening Prayer and Message
- C. Quorum Confirmation
- D. President's Welcome and Message
- E. Minutes of Previous Meeting
- F. Correspondence
- G. Treasurer's Report
- H. Reports of Standing Committee Chairs
- I. Reports of Special Committee Chairs, as appropriate
- J. Nominations and Election of Officers (at appointed time)
- K. Unfinished Business
- L. New Business
- M. Prayer and Adjournment



(Illustration adapted from past editions of Sodality Union Manual.)

BYLAWS OF THE SODALITY UNION

The Roman Catholic Archdiocese of Washington

ARTICLE I—NAME

SECTION 1 The name of this organization shall be called the Sodality Union of The Roman Catholic Archdiocese of Washington (Sodality Union ADW or Sodality Union).

SECTION 2 The Sodality Union shall function under the guidance of the Archbishop of The Roman Catholic Archdiocese of Washington, the canonical superior of all affiliated Sodalities and his duly appointed representative, the Moderator.



ARTICLE II—INSIGNIA

The emblem of the Sodality Union and all Sodalities is the insignia adopted by the International Sodality Congress in 1947. *See Manual of the Sodality Union*, at page 5, for the full description and history of the insignia.

ARTICLE III—OBJECTIVES

SECTION 1 To unite the Sodalities of the Archdiocese in a fourfold bond of community:

- a) A common *commitment*;
- b) A common *way of life*;
- c) A *deep concern for all*; and
- d) A *filial love for Mary*.

SECTION 2 To foster a deeper spiritual foundation based on the specific source of our spirituality: *The Spiritual Exercises* of St. Ignatius. *See Spiritual Exercises of St. Ignatius of Loyola*, at Addendum-1.

SECTION 3 To provide a medium through which Sodalists may exchange ideas, develop a meaningful apostolate and implement their programs.

SECTION 4 To promote and cooperate in various types of activities that will enable Sodalities to be more effective in the Church and community.

SECTION 5 To serve as a voice of the Sodalities so that they may speak and act as a unit in Christian values.

ARTICLE IV—MEMBERSHIP

SECTION 1 Each parish Sodality duly authorized by the Archbishop within The Roman Catholic Archdiocese of Washington shall be eligible for membership.

SECTION 2 Affiliation with the Sodality Union shall be established when the application of the petitioning Sodality has been approved by the Executive Council of the Sodality Union. *See Parish Sodality Application*, at Addendum-17.

SECTION 3 All members of an affiliated parish Sodality are eligible to attend all general meetings of the Sodality Union.

ARTICLE V—DUES

SECTION 1 Dues shall be paid annually by each affiliated parish Sodality on or before September 30 of each year.

SECTION 2 Any change in the annual dues shall be recommended by the Executive Council and approved by majority vote of the member Sodalities.

ARTICLE VI—GOVERNANCE

SECTION 1 The General Body shall include individual members of all affiliated parish Sodalities.

SECTION 2 The elected officers of the Sodality Union shall be: President, Vice President, Recording Secretary and Treasurer.

a) These officers shall be elected by the General Body for the term of two (2) years at the monthly meeting in May of the election year.

b) A vacancy in the Office of the President is filled by the Vice President as “interim” president for the remainder of the term. The “interim” president may then run for the presidency in the following election. In the event that the Vice President is unable to serve in this capacity, the Executive Council shall elect one of its members to fill the vacancy. A majority vote shall elect.

c) Should a vacancy occur in any other elected office, the President shall be empowered to appoint a successor for the unexpired term.

d) No elected officer shall hold the same office for more than two consecutive terms (4 years).

e) Elected officers will be installed at the June meeting and will assume full responsibility beginning with the new Sodality fiscal year in July.

SECTION 3 The past presidents of the Sodality Union will function as an Advisory Committee to the President in selection of committee members and program planning.

SECTION 4 The Moderator shall be appointed by the Archbishop of The Roman Catholic Archdiocese of Washington.

SECTION 5 The Executive Council shall consist of the elected officers—elected by eligible voters from affiliated Sodalities (*see* Article X—Nominations & Elections, Section 2.c.2)—the appointed officers, the advisory committee, the chair and co-chairs of standing committees, and the Moderator.

ARTICLE VII—FINANCES

SECTION 1 The Sodality Union shall comply with all accounting procedures and guidelines that have been implemented by The Roman Catholic Archdiocese of Washington (ADW) for its parishes and other approved organizations. Organizations must comply with Archdiocesan policies to be considered Archdiocesan organizations, and to benefit from the Archdiocesan status as a not-for-profit organization under Internal Revenue Service regulations.

SECTION 2 The policies in Article VII—Finances must be followed by the Officers and Executive Council of the Sodality Union.

SECTION 3 Parish Sodalities affiliated with the Sodality Union must comply with all accounting procedures and guidelines implemented by The Roman Catholic Archdiocese of Washington for its parishes under the guidance of their pastors.

SECTION 4 Sodality Union bank accounts and financial records are the property of The Roman Catholic Archdiocese of Washington. All Sodality Union bank accounts are held in banks approved by the Archdiocese and subject to audits. The Roman Catholic Archdiocese of Washington submits all required reports to the Internal Revenue Service.

SECTION 5 Sodality Union bank accounts will be administered under the following policies:

a) Sodality Union may have a checking account named:

The Archdiocese of Washington Sodality Union Account.

b) To fulfill DC Lottery Board requirements, the Sodality Union may open a second bank account for a raffle named:

The Archdiocese of Washington Sodality Union James Cardinal Hickey Scholarship Account.

This account may *only* contain proceeds from the annual Raffle and donations towards the scholarship fund. The Sodality Union shall retain sufficient funds in this account to meet the bank's minimum balance requirements and to cover the cost of any required licenses, bonds or other expenses directly and solely related to conducting the current and subsequent raffles (e.g., printing and mailing).

c) The Sodality Union may not have any other account besides those referred to in paragraphs (a) and (b) above.

d) Sodality Union bank accounts must use the Archdiocese of Washington Federal Employer Identification Number (EIN) as the taxpayer identification number on the account. All Sodality Union checks must contain two signatures as an added control over payments, unless the checks are signed by the Moderator of the Sodality Union or the Vicar General of The Roman Catholic Archdiocese of Washington. In these instances, only one signature is required.

e) The President and the Treasurer of the Sodality Union must also be authorized signers on all Sodality Union accounts. The President and the Treasurer of the Sodality Union must jointly sign all checks that are not signed by the Moderator of the Sodality Union.

f) The Vicar General of The Roman Catholic Archdiocese of Washington and the Moderator for the Sodality Union for The Roman Catholic Archdiocese of Washington must be authorized signers on all Sodality Union accounts. However, the Vicar General's and the Moderator's signatures must not be subject to counter signature. In other words, even if the signatures of two organization members are required on checks, the Vicar General's and the Moderator's signature are valid without a second signature.

g) Use of facsimile signatures is prohibited. All signatures on the original check must be original.

h) The Moderator must sign all checks for \$500 or more drawn on Sodality Union accounts.

- i) All Sodality Union expenditures must be pre-approved, by the Moderator, or by the President with the Executive Council, and by the General Body. A completed Sodality Union Voucher/Check Requisition form must be completed with original receipts attached to obtain reimbursement for expenditures.
- j) The Treasurer will note the date paid and check number on all invoices and receipts for reimbursement.
- k) Sodality Union bank statements will be mailed by the bank directly to the Treasurer of the Sodality Union. After receipt of bank statements, the Treasurer will make a copy of the bank statements and canceled checks and send to the Moderator, maintaining the original statements and canceled checks in the Treasurer's files.
- l) The bank accounts shall be reconciled monthly by the Treasurer.
- m) The Treasurer will prepare a monthly report of the accounts. Copies of the reports will be presented to the Moderator, President, Secretary, and verbally to the Executive Council and General Body of the Sodality Union at the monthly General Meetings.
- n) The Treasurer will prepare a monthly financial report in accordance with The Roman Catholic Archdiocese of Washington reporting format and requirements and submit to the ADW Finance Office within five (5) days of receipt of the monthly bank statements.
- o) Sodality Union bank accounts must be audited biannually. The audit must be completed by August 1.
- p) The audit will be conducted by a *special audit committee* appointed by the President, with the approval of the Moderator. The audit committee should be comprised of at least two persons, as described below:
 - 1) The auditor who is knowledgeable in accounting—preferably a person with a degree in accounting—and who is not a member of the Executive Council;
 - 2) A past President of the Sodality Union, but not the immediate past President; and
 - 3) The Treasurer who is available only to answer questions.
- q) Upon completion of the audit, the auditor must submit a written report of the findings to the Moderator and President. The audit report will be presented to the incoming Sodality Union Executive Council by August 15.

ARTICLE VIII—RESPONSIBILITIES OF THE EXECUTIVE COUNCIL AND GENERAL BODY

SECTION 1 The Executive Council shall approve the programs and activities for the year and present their recommendations at the regular meetings of the General Body (made up of affiliated member Sodalities). It shall also function for the General Body during summer recess.

SECTION 2 The responsibilities of the General Body shall be to participate actively in all programs of the Sodality Union. Each member shall have a voice in all business that may arise at a general meeting. New business outside of programs and activities approved by the Executive Council requires approval by the General Body.

SECTION 3 The Moderator, Officers and Committee Chairs shall each present a complete written report of his/her work in office for inclusion in the *Biennial Report* presented and distributed to the Executive Council and parish Sodality Prefects at the biennial June luncheon held at the end of each term.

SECTION 4 Each outgoing officer, will deliver at the end of his/her term pertinent files to the incoming officer.

ARTICLE IX—DUTIES OF OFFICERS

GENERAL

In addition to the responsibilities set out in Article VIII, outlined below are specific duties pertinent to each office.

DUTIES OF MODERATOR

SECTION 1 Serves the Sodality Union as representative of and liaison with the hierarchy, acts as Spiritual Advisor, assists the members of the Sodality Union in the accomplishment of their mission, and attends the Executive Council and General Body meetings.

SECTION 2 Consults with the *Nominating Committee* on nominees for office, and with the President on appointed officers and Committee Chairs.

SECTION 3 Encourages and fosters the spiritual growth of Sodalists, and promote the development of the Church and community.

SECTION 4 By virtue of the mission given him by the hierarchy, whose authority he represents, informs Sodalists on doctrinal and pastoral matters within the Archdiocese.

DUTIES OF THE PRESIDENT

SECTION 1 Develops agenda for meetings of the Executive Council and General Body in coordination with the Executive Council.

SECTION 2 Presides at all meetings of the Sodality Union and the Executive Council according to parliamentary procedure.

SECTION 3 Be an ex-officio member of all committees except the Nominating Committee and the Audit Committee.

SECTION 4 Appoints, after consultation with Moderator of the Sodality Union, one Corresponding Secretary, the Program Coordinator, the Historian and the Parliamentarian, as well as Standing Committee and special committee chairs and co-chairs.

SECTION 5 a) Upon Executive Council approval of an expenditure under \$500, the President shall co-sign, with the Treasurer, all checks. In the event that the President is not available to sign the check, the Moderator shall sign the check.

b) In the absence of the Treasurer, the Moderator signs all Sodality Union checks. *See Article VII—Finances, Section 5.f.*

SECTION 6 Represents the Sodality Union on the national and international level as the Executive Council may deem appropriate.

SECTION 7 Directs the work of the Sodality Union with the aid of the other officers and the committee chairs.

- SECTION 8 Keeps the Vice President fully informed on all matters of the Sodality Union.
- SECTION 9 Presents a complete written report of his/her term in office in the *Biennial Report* and presents orally a summary report at the closing meeting.
- SECTION 10 Delivers at the end of his/her term pertinent files, including the previous term's budget, to the incoming President within 30 days after installation.
- SECTION 11 Issues a monthly letter to affiliated parish Sodality Prefects, Moderators and Executive Council prior to each general meeting.
- SECTION 12 a) By the November meeting of his/her first year in office, presents a proposed annual budget in coordination with the Executive Council for all Sodality Union activities.
- b) By June 30 of the President's subsequent year(s), prepares a proposed annual budget in coordination with the Executive Council to include projected income and expenditures for all Sodality Union activities.
- SECTION 13 Provides assistance to affiliated parish Sodalities and represents the Sodality Union at their meetings upon request.

DUTIES OF THE VICE PRESIDENT

- SECTION 1 In the absence of the President, the Vice President shall preside at all meetings and perform the duties of the President.
- SECTION 2 Assumes the duties as President for the unexpired term of the President upon resignation, removal, or death of that Executive Officer.
- SECTION 3 Assists in all ways and performs other duties as may be assigned by the President or the Executive Council.
- SECTION 4 Be familiar with the program and objectives of the Sodality Union and with the responsibilities of the President.
- SECTION 5 Convenes the Nominating Committee by written invitation to all parish Sodality Prefects, outlining the qualifications for Sodality Union officers in accordance with Article X—Nominations and Elections.

DUTIES OF THE RECORDING SECRETARY

- SECTION 1 Records minutes of all meetings of the Executive Council and the General Body.
- SECTION 2 Furnishes copies of the minutes of the General Body and Executive Council meetings to the President, Vice President, Moderator, and the Historian.
- SECTION 3 Be familiar with programs and objectives of the Sodality Union.

DUTIES OF THE TREASURER

- SECTION 1 Obtains bank forms from the Archdiocese's Finance Department for the signature of the Moderator, President, and Treasurer. After which, the Treasurer returns the forms to the Archdiocese for their recording and submission directly to the bank.
- SECTION 2 Collects, secures, and disburses the Sodality Union's funds.

- SECTION 3 Disburses funds only upon receipt of original bills and receipts approved by the President and/or Executive Council, which are attached to a completed Voucher/Check Requisition form and files all expenditures in the Treasurer's records.
- SECTION 4 Co-signs with the President all checks written on the Sodality Union account. In the event that the Treasurer is not available to sign checks, the Moderator shall sign the checks.
- SECTION 5 Provides copies of the monthly bank statements to the Moderator, President, and the ADW Finance Department.
- SECTION 6 Prepares and submits a monthly financial report for both bank accounts to the ADW's Finance Department within five (5) days after receipt of the monthly bank statements.
- SECTION 7 Presents a financial report at each meeting of the Executive Council and the General Body, with a copy submitted to the Moderator, President, and Secretary. The financial reports are the result of the reconciliation of the bank statements with the checkbook, deposits, and Treasurer's records.
- SECTION 8 Serves as a member of the Ways and Means Committee.
- SECTION 9 Assists the Executive Council in preparing the annual budget.
- SECTION 10 Maintains a roster of the parish Sodalities affiliated with the Sodality Union, and notifies them of annual dues (such notices may be sent out along with the President's letter).
- SECTION 11 Records receipt of all dues and other payments/donations. Receipts are available and issued as necessary.
- SECTION 12 Prepares and submits the Annual Financial Report, due thirty (30) days after the end of the Sodality Union fiscal year.
- SECTION 13 Presents the financial records of the Sodality Union to the Audit Committee for the biennial audit at the direction of the President and the Executive Council after submission of the end-of-term financial report.
- SECTION 14 Submits a copy of all financial and audit reports to the ADW's Finance Department.
- SECTION 15 Delivers to incoming Treasurer all financial records, record keeping books, and audit reports by August 15.

DUTIES OF THE PROGRAM COORDINATOR

- SECTION 1 Be responsible for coordinating the Sodality Union's Calendar for General Meetings and special events with the President and Executive Council. *See* Calendar of Sodality Union, at page 6.
- SECTION 2 Arranges with parish Sodalities for monthly meetings of the Sodality Union and provides assistance with completion of liturgy planning form and the Mass program. *See* Parish Liturgy Planning Form, at Addendum-22.
- SECTION 3 When requested, assists affiliated parish Sodalities in planning their programs and functions.

DUTIES OF THE HISTORIAN

- SECTION 1 Acts as custodian for all photographs, citations, awards, etc. to be filed (at the end of the term) in the ADW Archives.

- SECTION 2 Maintains a written record of the activities and achievements of the Sodality Union yearly, and presents a display at the biennial meeting in June.
- SECTION 3 Delivers to the ADW Archives the term's minutes, *Biennial Report*, *The Sodalist* and other reports prepared for special Sodality Union events.

DUTIES OF THE PARLIAMENTARIAN

- SECTION 1 Serves as an advisor on parliamentary procedure to the President.
- SECTION 2 Serves as ex-officio member of the Bylaws Committee.
- SECTION 3 Be thoroughly familiar with the current version of *Roberts Rules of Order* and the Bylaws of the Sodality Union.
- SECTION 4 Assists affiliated parish Sodalities in originating or revising their Bylaws or in parliamentary procedure, when requested.

ARTICLE X—NOMINATIONS AND ELECTIONS

- SECTION 1 Nominations.
- a) At the December General Meeting preceding the election, the Vice President will announce the qualifications to become a nominee for elected office.
 - b) The Nominating Committee shall consist of the Prefect or designated alternate from each affiliated parish Sodality, one of whom shall be appointed as Chair by said Committee, with the approval of the Moderator at a special January meeting. The slate of nominees for Sodality Union officers shall be presented at the March General Meeting.
 - c) Each affiliated parish Sodality may nominate a candidate for office from its own parish or from another affiliated parish Sodality in response to a written request which shall be sent to each Prefect by the Nominating Committee Chair. The guidelines for nominations are as follows.
 - 1) Each nominee shall have served:
 - (a) as an officer for at least one term in a parish Sodality; or, shall have served as a committee chair within said parish Sodality for at least one term; or
 - (b) at least one term as an officer or as a committee chair within the Sodality Union Executive Council.
 - 2) The consent of the nominee shall be obtained in writing before the name is submitted.
 - 3) A written statement of his/her qualifications must be submitted by the nominee.
 - 4) A letter of endorsement from the nominee's parish Pastor must be submitted stating that the candidate is a current member of the parish in good standing.
 - 5) The nominations shall be sent to the Nominating Committee Chair by the February meeting of the Sodality Union.

- d) The meetings of the Nominating Committee for selection of a slate of nominees will be held between the March and April General Meetings. Nominations from the floor will be accepted at the April General Meeting, at the discretion of the Moderator, and provided compliance with the Section 1(c)(1) through (4), as set forth in Section 1(b) above. The written consent and statement of qualifications, as well as the endorsement from the parish Pastor, must be submitted at the time nominations are made from the floor.

SECTION 2 Elections.

- a) Elections shall be by written or electronic ballot and a majority of votes cast shall constitute an election. To be eligible to vote, a Sodalist, according to the attendance records, must have attended four General Body meetings between April of the prior term through March of the ending term. After the March meeting, the Nominating Committee Chair shall be given a list of Sodalists eligible to vote. When written ballots are used, eligible voters shall receive a return numbered envelope for the election. When electronic ballots are used, eligible voters who opt to cast a written ballot will be accommodated. The results will be announced at the May general meeting.
- b) Only one member from an affiliated Sodality may be elected to hold an office on the Executive Council of the Sodality Union during each term.
- c) Each Sodalist who meets at least one of the following qualifications shall be eligible to vote:
 - 1) Is the Prefect of a parish Sodality, or
 - 2) Is a Sodalist from an affiliated parish who has attended at least four (4) Sodality Union general meetings during the current two-year term as verified by completed attendance cards.

ARTICLE XI—MEETINGS AND EVENTS

SECTION 1 Regular meetings of the General Body of the Sodality Union shall be held monthly (with the exception of January, July and August) at times and places decided by the Executive Council. *See* Calendar of Sodality Union, at page 6.

SECTION 2 There shall be an Annual Orientation in September at a time and place decided by the Executive Council and announced to the General Body at the June meeting.

SECTION 3 A Mass for Deceased Sodalists shall be offered at the November General Body meeting; and a Mass for Living Sodalists shall be offered at the December General Meeting.

SECTION 4 Meetings of the Sodality Union Executive Council shall be held at times and places decided upon by the Executive Council or at the call of the President with the approval of the Moderator.

SECTION 5 Special meetings may be called by the President, at the request of the Executive Council, or by the President upon the written request of the affiliated parish Sodalities. All of the above must be approved by the Moderator.

SECTION 6 A biennial June meeting will be held for the installation of new officers elected in May of that Election Year.

SECTION 7 The Executive Council shall call for electronic meetings as necessary.

ARTICLE XII—STANDING COMMITTEES

The Standing Committees shall be:

- a) Spiritual Life;
- b) Apostolic Life;
- c) Membership;
- d) Public Relations;
- e) Hospitality;
- f) Ways & Means;
- g) Special Services; and
- h) Junior Sodality.

ARTICLE XIII—FUNCTIONS OF THE STANDING COMMITTEES

SPIRITUAL LIFE COMMITTEE

- SECTION 1 Fosters growth and depth in the spiritual life of all Sodalities, and programs ranging from enhancing individual and family prayer to promoting visitation for prayer with others in times of need.
- SECTION 2 Aids the spiritual growth of Sodalities by organizing the annual *Sodality Union Retreat*.
- SECTION 3 Acquaints Sodalities with the Spiritual Exercises of St. Ignatius through lectures and discussion groups.
- SECTION 4 Promotes an understanding of and an active participation in the Sacred Liturgy and Scripture Services through study and discussion groups.
- SECTION 5 Encourages Sodalists to study and learn the Church's teaching on Evangelism and Ecumenism, especially other Catholic Churches.
- SECTION 6 Cooperates with other religious communities and organizations to develop a mutual understanding and a Christ-like attitude towards all humanity.
- SECTION 7 Maintains a list of speakers and Retreat Masters for use by Sodality Union and affiliated sodalities. Coordinates generally with Apostolic Life Committee. *See* Apostolic Life.

APOSTOLIC LIFE COMMITTEE

- SECTION 1 Fosters a way of life that is committed to the service of the family, church and community in all aspects of social justice, *e.g.*, pro-life, aging, housing, legislation, and Care for God's Creation.
- SECTION 2 Encourages active participation in Corporal Works of Mercy: Feed the Hungry, Give Drink to the Thirsty, Shelter the Homeless, Visit the Sick, Visit the Prisoners, Bury the Dead, Give Alms to the Poor. The Corporal Works of Mercy are "found in the *teachings of Jesus* and give us a model for how we should treat all others, as if they were Christ in disguise." *See* United States Conference of Catholic Bishops, <http://www.usccb.org/beliefs-and-teachings/how-we-teach/new-evangelization/jubilee-of-mercy/the-corporal-works-of-mercy.cfm>.

- SECTION 3 Encourages deeper knowledge and understanding of the people of other cultures, their customs and their religions through programs, conferences, and other activities.
- SECTION 4 Maintains a list of speakers and Retreat Masters. Coordinates generally with Spiritual Life Committee. *See* Spiritual Life.

MEMBERSHIP COMMITTEE

- SECTION 1 Compiles and maintains up-to-date list of all the officers of the Sodality Union and all Prefects and Moderators of affiliated parish Sodalities.
- SECTION 2 Informs all affiliated Sodalities of changes pertaining to officers of the Sodality Union as they occur.
- SECTION 3 Informs all affiliated Sodalities when changes occur of Prefects and Moderators.
- SECTION 4 Distributes and collects membership attendance cards at the general meetings which will be used to determine eligibility to vote in Sodality Union elections.
- SECTION 5 Delivers, at the end of his/her term, all pertinent files to Sodality Union files within 30 days after installation of new officers.
- SECTION 6 Provides to the Nominating Committee Chair a list of eligible voters.

PUBLIC RELATIONS COMMITTEE

- SECTION 1 Keeps Sodalists informed concerning matters of importance within the Archdiocese, Sodality Union, and affiliated parish Sodalities.
- SECTION 2 Publishes or makes known to the parish Sodalities any relevant community programs.
- SECTION 3 Encourages the publication of parish Sodality newsletters.
- SECTION 4 Establishes and maintains a Sodality Union website (www.SodalityUnionADW.org) and social media platforms.
- SECTION 5 Encourages the use of the Sodality Union website to publish and retrieve information about events and resources useful to Sodalists. *See* Consent to Publish and Request to Post Information on Sodality Union Website, at Addendum-18 to -19.
- SECTION 6 Encourages Sodalities to communicate through Sodality Union social media platforms, including e-mail address: ExecCouncil@SodalityUnionADW.org.

HOSPITALITY COMMITTEE

- SECTION 1 Fosters a welcoming atmosphere at Sodality Union functions.
- SECTION 2 Develops a spirit of sociability among Sodalities by planning, organizing and executing arrangements for special occasions, such as the Christmas and Biennial Luncheons.

WAYS AND MEANS COMMITTEE

- SECTION 1 Conducts the fund-raising projects of the Sodality Union.
- SECTION 2 Establishes goals and reports progress for each project.

SPECIAL SERVICES COMMITTEE

- SECTION 1 Plans, organizes, and promotes tours and pilgrimages of a religious, educational and/or historical interest in the United States and abroad.
- SECTION 2 Promotes pilgrimages to Shrines of Our Lady to foster greater devotion to Our Lady.
- SECTION 3 Creates an awareness of our Catholic national heritage by tours to national shrines.
- SECTION 4 Assists Sodalities or individuals in planning tours or pilgrimages for their members.

JUNIOR SODALITY COMMITTEE

- SECTION 1 Encourages faith among young Catholic parishioners by building on the energy, enthusiasm, fresh ideas and the idealism of youth within the affiliated parishes.
- SECTION 2 Assists young people to recognize the presence of Jesus in their daily life.
- SECTION 3 Strengthens family life by encouraging participation in parish activities.
- SECTION 4 Develops leadership skills.
- SECTION 5 Assists parish Sodalities with the implementation of planned activities.

ARTICLE XIV—DUTIES AND RESPONSIBILITIES OF THE STANDING CHAIRS

- SECTION 1 Regards participation in the Executive Council as a most important apostolic service.
- SECTION 2 Becomes familiar with the history of the Sodality Union, its Bylaws which specify the duties of officers and Executive Council members, and the programs of the Sodality Union.
- SECTION 3 Be well-informed as to the specific duties of his/her Committee and cooperates with all members of the Executive Council so that they may act with understanding and strength for the common good of the Sodality Union.
- SECTION 4 Attends all meetings of the Executive Council and the General Body unless there is a valid reason for absence.
- SECTION 5 Participates in developing the program for the year and distributes his/her Committee's working plan at the Orientation Meeting.
- SECTION 6 Meets with Committee Chairs of the member Sodalities when necessary.
- SECTION 7 Keeps the President advised of all programs, and makes announcements and progress reports at monthly Executive Council meetings and at General Meetings as needed.
- SECTION 8 Publicizes programs with reports and by other appropriate means.
- SECTION 9 Provides assistance to affiliated parish Sodalities and represents the Sodality Union at their meetings upon request.

ARTICLE XV—DUTIES AND RESPONSIBILITIES OF SPECIAL COMMITTEES

- SECTION 1 A special committee may be created by the President with the approval of the Moderator for a specific purpose, provided that such purpose does not impinge on the recognized duties of the Standing Committees.

SECTION 2 Two of the Special Committees which shall be established bi-annually are the Audit Committee (*see* Article VII—Finances, Section 5.o), and the Nominating Committee (*see* Article X—Nominations and Elections, Section 1.a).

ARTICLE XVI—AMENDMENTS AND PARLIAMENTARY AUTHORITY

SECTION 1 These Bylaws must be approved by:

- a) The Sodality Union Executive Council by two-thirds vote *with the approval of the Moderator*.
- b) The Bylaws must be presented to the General Body (affiliated Sodalities) by the Bylaws Committee *within a 60-day period* after being endorsed by the Sodality Union Executive Council.
- c) These Bylaws may then be amended by two-thirds vote of the Prefects (or their designated alternates) of the member Sodalities.

SECTION 2 The usual form of parliamentary procedure shall be as set forth in the current version of *Roberts Rule of Order*.

SECTION 3 These Bylaws shall be in force and in effect when adopted and shall supersede all previous editions.

ARTICLE XVII—QUORUM

A quorum shall consist of representation of one-fourth of the member Sodalities.

END OF THE BYLAWS OF THE SODALITY UNION

The Bylaws Committee members listed in alphabetical order: Olga Baeza, Barbara Bechet, Barbara Curtis, Katie Jackson, Margaret Johnson, Sharon Lewis, Colleen Nelson-Harrison, Shelia Parker, Doris Patterson (Chair of the Bylaws Committee), and Cindy Perry. Past Presidents of the Sodality Union were also consulted for advice.

SECTION TWO – SUGGESTED GUIDELINES FOR AFFILIATED PARISHES

GOVERNANCE OF THE PARISH SODALITIES

It is recommended that the structure of the affiliated parish Sodality correspond to that of the Sodality Union.

CANDIDATE FORMATION PROGRAM

The aim of Sodalists is to be workers in the vineyard, so that through their spirituality and dedication to the Blessed Mother, all are led to Christ. What is offered to the candidate is a *Sodality Way of Life* which will lead the soul to God. To live this *Way of Life* one must have a goal, a program, a model, and a dedication. To know *what we want* is our goal, to know *what to do* is our program, to know *how to act*, we must have a model—Mary, our Mother, is that model—to know *how to give of oneself without reservation* is our dedication.

The two definite steps in the formation of the candidate include: Instruction and Practice. Through instruction the candidate acquires a clear knowledge of the objectives of the Sodality *Way of Life*, and then will put that knowledge into practice to acquire the apostolic habits of prayer in action. As the candidate learns the various duties of the Sodality, the candidate with the grace of God is led to live and accept this *Way of Life*—fulfilling the Christian vocation received in Baptism and Confirmation, and sharing with others a common commitment, a common way of life and a deep concern for others and a filial love for Mary.

An Outline, Review, and/or Suggestions for Instruction follows:

- A. History of the Sodality
- B. Guidelines for a Sodality (*See Spiritual Exercises of St. Ignatius of Loyola, at Addendum-1.*)
- C. Purpose
 1. Spiritual Life Mission
 2. Apostolic Life Mission
 3. Love of God and personal holiness
 4. Love of neighbor and social justice
 5. Lay Apostolate
 6. Deep Devotion to Mary
 7. Evangelization
- D. Devotions to Jesus through Mary
 1. Daily Mass (when possible)
 2. Daily Rosary (including history and instruction)
 3. Prayer—Morning and Evening
 - a. Liturgy of the Hours
 - b. Veneration of the Blessed Sacrament
 - c. Frequent reception of the Sacraments of the Holy Eucharist and Reconciliation

- d. Spiritual Readings—Scripture, Lives of the Saints, Catechism, Encyclicals, etc.
- 4. Forms of Prayer
 - a. Mass
 - b. Conversations with God
 - c. Meditation and Contemplation
 - d. Examination of Conscience
 - e. Days of Recollection and Retreats
- E. Benefits from being a Sodalist
 - 1. Indulgences granted by Popes
 - 2. Gain Graces
 - 3. Opportunities to grow in faith, hope and charity in a Church community
 - 4. Opportunities to practice the virtues and works of Mercy
 - 5. Opportunities to pray for the living and the dead
- F. Installation of new members – reception and consecration of new members

CEREMONY FOR RECEPTION OF NEW MEMBERS

This ceremony takes place at a meeting or at a Mass.

The Moderator begins the Ceremony with a brief talk stressing the commitment which the new members are making to the service of the Lord in union with Mary, as lived according to the Way of Life of Sodality members. He then blesses the Medals, (Rosaries) and Membership Cards, and invites the Prefect to bring the candidates for membership forward.

Prefect: *“It is my pleasure to present the following candidates for admission to the _____ parish Sodality.”*

(Each candidate is introduced by name.)

Moderator: *“It is my pleasure to receive you into the _____ Sodality.”* (The Moderator then presents a Medal, (Rosary) and a membership Card to each new member.)

“Since you have completed the required formation program and are now prepared to make a commitment to the Way of Life of a Sodalist, involving yourself in continuing spiritual growth, the apostolic work of our Sodality, and a personal responsibility to participate in its meetings and activities, I ask you to make this Act of Commitment.”

Candidates: *(Please recite together.)*

“Father in Heaven, conscious of the fact that through the life, death and resurrection of Your Son, You have made it possible for me to be received into the Divine Community of the Father, the Son and the Holy Spirit, I, _____, desire to respond to Your great love for me by making a loving gift of myself to You.

Mary, Mother of Our Lord, and my Mother, I beg you to help me in following your example of always giving myself totally to God and in making a mature response to my Christian vocation which I received in Baptism and Confirmation.

Seeking a way of life which will help me develop in personal holiness and unite my life in all its dimensions with my Christian faith, and realizing that I can be aided in these by sharing with others in the community a common commitment, a common way of life, a deep concern for others and a filial love for Mary, I make this commitment to the _____ Sodality in the name of Jesus Christ, Our Lord and Redeemer. Amen.”

CEREMONY FOR INSTALLATION OF PARISH SODALITY OFFICERS

The Installation of Officers takes place at a meeting or at a Mass.

Moderator: *“Will the new and the retiring Officers please come forward?”*

As Moderator of the _____ Sodality, it gives me pleasure to welcome the following Officers, duly elected, who shall take office from this day and shall have the duties and powers usual to such offices, as well as those specified in our Constitution (Bylaws). As I call each officer by name and title, will the corresponding retiring officer please present the symbol of office to the new officer?”

Prefect:	Gavel
Vice Prefect:	Copy of Constitution/Bylaws
Secretary:	Book of Minutes
Treasurer:	Account or Check Book

“I pray that the Lord will guide you always and that, modeling your lives on that of Mary, you will draw even closer to her Son, Jesus. You may count on me always to cooperate with you to the best of my ability.

Let us now renew together the Act of Commitment.”

Officers: *(Please recite together.)*

“Father in Heaven, conscious of the fact that through the life, death and resurrection of Your Son, You have made it possible for me to be received into the Divine Community of the Father, the Son and the Holy Spirit, I, _____ desire to respond to Your great love for me by making a loving gift of myself to You.

Mary, Mother of Our Lord, and my Mother, I ask you to help me in following your example of always giving myself totally to God and in making a mature response to my Christian vocation which I received in Baptism and Confirmation.

Seeking a way of life which will help me develop in my personal holiness and unite my life in all its dimensions with my Christian faith, and realizing that I can be aided in these efforts by sharing with others in the community a common commitment, a common way of life, a deep concern for others and a filial love for Mary. I make this commitment to _____ Sodality, in the Name of Jesus Christ, Our Lord and Redeemer. Amen.”

CEREMONY FOR DECEASED SODALISTS

All Sodalists are invited to gather around the casket.

OPENING PRAYER (*while placing Medal on Sodalist*)

ALL: May this Medal of the Blessed Virgin Mary, similar to which you have worn during your life as a member of our Sodality be now a defense of your soul, that by the grace of the divine goodness and the assistance of Mary your Mother, you may deserve to obtain eternal happiness. In the name of the Father and the Son and of the Holy Spirit. Amen.

Begin *the Rosary* while walking back to our seats. People may continue to view the body while we are praying the Rosary.

The Glorious Mysteries

The Resurrection, which inspires increase of faith; *The Ascension*, which inspires an increase in hope; *The Descent of the Holy Spirit*, which inspires charity or love; *The Assumption*, which looks forward to a happy death; and *The Coronation*, which celebrates confidence in the promises made by Mary.

Conclude each decade with: “Eternal rest grant unto him/her, O Lord, and let perpetual light shine upon him/her. May he/she rest in peace. Amen.”

Conclude the Rosary. Recite Psalm 130 in place of “Hail Holy Queen.”

PSALM 130

PRAYER FOR PARDON AND MERCY

Out of the depths I call to you, Lord;

Lord, hear my cry!

May your ears be attentive
to my cry for mercy.

If you, Lord, mark our sins,
Lord, who can stand?

But with you is forgiveness,
and so you are revered.

I wait with longing for the Lord,
my soul waits for his word.

My soul looks for the Lord
more than sentinels for daybreak.

More than sentinels for daybreak,
let Israel look for the Lord,

For with the Lord is kindness,
with him is full redemption,

And God will redeem Israel
from all their sins.

V. May his/her soul and the souls of all the faithful departed, through the mercy of God, rest in peace.

R. Amen.

DUTIES OF PARISH SODALITY OFFICERS

The Officers of a parish Sodality shall be the Prefect, Vice Prefect, Recording Secretary and the Treasurer. They are elected by the membership for a term of two years at the monthly meeting in May of the election year. (The “term of two years” and the meeting in May can vary in some of the parishes.)

DUTIES OF THE PREFECT

- Presides at all meetings of the parish Sodality and the Executive Council and preserves order according to parliamentary procedure.
- Shall be an ex-officio member of all committees of the parish Sodality except the Nominating Committee. Appoints one or more Corresponding Secretaries, the Historian and the Parliamentarian, as well as Standing Committees and Special Committee Chairs.
- Secures majority vote for requested expenses and approves the disbursement of all parish Sodality funds.
- Represents his/her parish Sodality in the Archdiocese and in community groups as may be appropriate.
- Directs the work of the parish Sodality with the aid of the other Officers and Committee Chairs.
- Keeps his/her Vice Prefect fully informed on all matters of the parish Sodality.
- Presents a complete written report of her work in office at the Annual Meeting and, at her discretion, renders an oral report.
- Delivers to the incoming Prefect all pertinent files within thirty (30) days from the date of installation.
- Many and varied are the duties of the Prefect in a parish Sodality. Great are the privileges and obligations of this office. At the time of his/her installation, a solemn promise is made to Our Lady and her Divine Son that he/she will live up to the spirit of the Sodality and will work earnestly to promote its aims and purposes. Placing complete confidence in Christ and His Blessed Mother, the new Prefect faces the realities of organizational work as well as the problems of dealing with people and with situations. The Prefect will endeavor to:
 - KNOW THE MEMBERS and to make oneself available to them and to be a good listener.
 - GUIDE THE MEMBERS of the Sodality toward the fulfillment of the objectives of the organization.
 - BRING SODALISTS CLOSER TO CHRIST AND TO MARY by example of fairness, understanding, confidence, and cooperation.
 - ENCOURAGE SODALISTS IN THEIR RESPONSIBILITIES to their Parish and the importance of participation in Parish activities.
 - ENCOURAGE SODALISTS TO BE INFORMED in their faith and in the various issues of the Church and the world.
 - EXPAND AND DEVELOP THE PROGRAMS of the Sodality in order to intensify and strengthen the work.
 - BE AWARE OF THE NEEDS within the parish and the community so that service may be provided by the Sodalists when and where it is needed.

- SUGGEST PROGRAMS for Sodality meetings that will inform, inspire, and motivate Sodalists to greater involvement in their Sodality, parish, and community.
- ADJUST PERSONAL PLANS so as to cooperate with other parish activities.
- ENCOURAGE INTEREST AND PARTICIPATION in programs and events sponsored by the Archdiocese.
- RECOGNIZE TALENT and encourage Sodalists to use their talents in their particular apostolate.
- PRAISE SODALISTS who have participated actively in the work of the Sodality, and be prepared to assume the blame if things fail.
- DELEGATE SPECIFIC FUNCTIONS both spiritual and apostolic, to the Chair of each committee in order to carry out the Sodality programs.
- MAKE USE OF ALL OPPORTUNITIES to increase the spirituality of each Sodalist with special emphasis on the role of Mary in his/her personal life.
- BE AN AMBASSADOR OF MARY by being a true leader and example for others to follow.
- PREPARE SUMMARY OF TERM'S ACTIVITIES for inclusion in Sodality Union's biennial report, *The Sodalist*.

DUTIES OF THE VICE PREFECT

- Presides at all meetings and assumes the duties of the Prefect in her absence.
- Assumes the duties as “interim” Prefect for the unexpired term of the Prefect upon resignation, removal, or death of that officer.
- Assists in all ways and performs other duties as may be assigned to her/him by the Prefect or the Executive Council.
- Familiarizes oneself with the programs and objectives of the parish Sodality and with the responsibilities of the Prefect.
- Delivers to the incoming Vice Prefect all pertinent files within thirty (30) days from the date of installation.

DUTIES OF THE RECORDING SECRETARY

- Records and presents, for approval, all minutes of the meetings of the Executive Council and the General Body.
- Submits copies of the minutes to the Moderator and Prefect, and gives a report to the General Body.
- Keeps, in good order, a permanent file of all records.
- Performs such other duties as may be assigned to her by the Prefect and the Executive Council.
- Delivers to the incoming Recording Secretary all pertinent files and records within thirty (30) days from the date of installation.

DUTIES OF THE CORRESPONDING SECRETARY

Maintains all incoming and outgoing correspondence.

DUTIES OF THE TREASURER

- Shall be responsible for the collection, safekeeping and disbursement of the parish Sodality funds.
- Disburses funds only upon receipt of original invoices and after proper approval by the Prefect.
- Signs checks for the parish Sodality according to individual parish guidelines.
- Presents a written financial report at each meeting of the Executive Council and of the general body, and an annual report at the closing meeting of the parish Sodality.
- Presents the financial records of the parish Sodality for audit at the direction of the Prefect or the Executive Council.
- Delivers to the incoming Treasurer all pertinent files within thirty (30) days from the date of installation.

CONDUCTING A MEETING

To ensure meetings are well-conducted, informative, and productive, the presiding officer shall have a basic understanding of parliamentary procedure as given in *Robert's Rules of Order* (current edition), and of the principle of parliamentary law that “rights must be respected—rights of the majority, of the minority, of the individual members, of absentees and the rights of all of these together.”

An agenda is necessary to conduct an effective Sodality meeting. It outlines items to be considered and should be prepared in advance by the Prefect. It ensures an orderly presentation of the business to be conducted and approximates the time required for the meeting, as well as that allotted for any activity.

Suggested Agenda for a Sodality Meeting is as follows:

A. Meeting is called to Order

First item on the Agenda is the announcement by the Prefect that the meeting is called to order.

B. Opening Prayer

The Prefect invites the Spiritual Director or Moderator to say the prayer.

C. Moderator's Message

D. Welcome Those Attending

The Prefect welcomes all who are attending and may introduce guests at this time. She/he stands, if possible, whenever she speaks and sits when another person has been given the floor.

E. Minutes of Previous Meeting

The Prefect calls on the Recording Secretary to read the minutes of the last regular meeting. At the conclusion, the Prefect asks for corrections. The minutes either stand “approved as read” or “approved as corrected.”

F. Treasurer's Report

The Prefect calls on the Treasurer to read the written report. After the report is read, she/he asks, "*Are there any questions?*" Hearing none, she/he announces that the report will be filed for audit.

G. Corresponding Secretary

The Prefect calls on the Corresponding Secretary to report on all correspondence, including the date and name of the sender or recipient.

H. Committee Reports

Prefect calls only on those Committee Chairs who have prepared a report—having checked with them prior to the meeting.

I. Unfinished Business

This includes activities, policies, and procedures that have been discussed at previous meetings and upon which further action or discussion is required.

J. New Business

Ideas for new projects or activities are presented here. If they have been assigned to a special Committee Chair, the Prefect introduces her/him; otherwise, the Prefect explains the project.

K. Announcements – for information

L. Closing Prayer and Adjournment

**SUGGESTIONS FOR SODALITY ACTIVITIES /
PARISH PARTICIPATION**

Sodality Newsletter

Extraordinary Minister of Holy Communion

Altar Guild

Social Justice Ministry

Lectors

Hospitality Ministers

Church Choir

R.C.I.A.

Fundraisers

Candidate Formation

Host the Sodality Union Meeting

JUNIOR SODALITY / CHILDREN OF MARY*

PREFACE

The Junior Sodality was established in response to a request made by James Cardinal Hickey to the Sodality Union on May 8, 1983. The Cardinal expressed his distress regarding challenges faced by young people. He suggested that Junior Sodalities could be a force in reversing this trend. He asked that the Sodality Union develop Junior Sodalities to reinforce the principles and teachings of the Church.

The target groups are all Catholic boys and girls ages eight to eighteen of The Roman Catholic Archdiocese of Washington. It is envisioned that young adults will be sponsors and act as mentors to the secondary school students. Members of the secondary level will, in turn, be mentors to the elementary school level of students, who will be known as the Children of Mary. These two groups will meet jointly two times a year and with the parent Sodality at Church functions. They will meet separately at selected regular intervals.

The formation of the Junior Sodality will be directed by the counselors and the sponsors under the guidance of the Moderator. One sponsor will serve as coordinator and two will serve as counselors for each group.

The objective of the junior Sodality is to enable young people to recognize the presence of Jesus in their daily life. Devotion to Jesus through Mary is the means by which Junior Sodalists will practice Catholicism and the Sodality *Way of Life*. The cornerstones for furthering these principles are the Theological and Cardinal Virtues, the Spiritual and Corporal Works of Mercy, the Ten Commandments, and the Laws of the Church. The implementation will be through a program of planned activities selected and organized by the members under the guidance of their counselors. Vital parts of these programs may be experienced speakers, films, videos, music, group discussions, prayers, self-development, field trips, Days of Recollection, and Retreats.

It is hoped that the total program will instill in our youth the principles of being good Catholics with a strong foundation of sincere faith and spirituality, emotional maturity, and the ability to become responsible citizens. To accomplish the objectives of Junior Sodality as originally established, the Sodality will work with, and support the religious programs for the parish's children, for example, Children's Faith Formation, and recommend the guidelines described below.

GUIDELINES FOR JUNIOR SODALITY

OBJECTIVES

1. To recognize the presence of Jesus through Mary in daily life.
2. To augment and reinforce faith formation for Junior Sodalists.

PRINCIPLES

1. Faith: Ten Commandments, Works of Mercy, Laws of the Church.
2. Virtues: Faith, Hope, and Charity (Theological); Justice, Prudence, Fortitude, and Temperance (Cardinal).

* Sodalists involved in activities with minors must be compliant with the ADW Child Protection and Safe Environment Policy which includes VIRTUS training, fingerprint and the review and signing of the archdiocesan Pastoral Code of Conduct.

3. Develop responsibility.
4. Inspire spiritual creativity.

GROUPS – All the children of the Archdiocese are welcome to join.

1. Children of Mary – Elementary school level (2nd - 6th grades).
2. Junior Sodalists – Secondary school level (7th - 12th grades).

LOCATION – Parish facility.

MEETING – As needed.

ORGANIZATION OF: Children of Mary / Junior Sodality

Junior Sodality Executive Council

- ✓ Moderator
- ✓ Sodality Coordinator
- ✓ Director of Religious Education
- ✓ Youth Director
- ✓ School Faculty Representative
- ✓ Counselors
- ✓ Sponsors
- ✓ Elected Officers

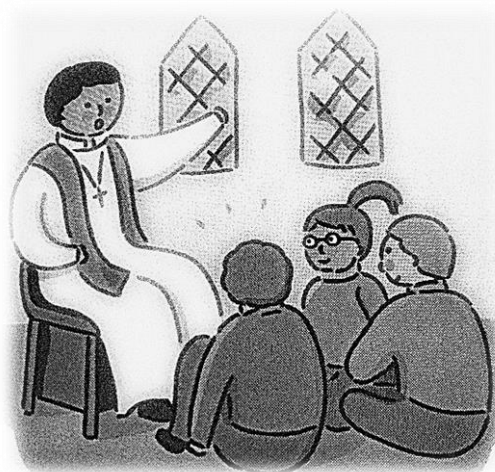
ELECTED OFFICERS

President

Vice President

Secretary

Treasurer



(Illustration adapted from past editions of Sodality Union Manual.)

COMMITTEES

- Spiritual
- Apostolic
- Parish and Community Service
- Liturgies
- Days of Recollection
- Retreats

SOCIAL / SPIRITUAL ACTIVITIES AND PROGRAMS

- Trips
- Sports/Camping
- Drama
- Bake Sales/Car Washes
- Parish and Community Service
- Mass, Days of Recollection, Rosary, and Retreat
- Bible Study and Study Lives of the Saints
- Marian Activities

LEADERSHIP REQUIREMENTS

- Strong motivation to develop a Junior Sodality
- Strong Christian Principles
- Inspiring personality
- VIRTUS® Training and appropriate clearance in accordance with the Archdiocese requirements

ORGANIZATION REQUIREMENTS

- Orientation
- Bylaws
- Programs
- Meetings according to standard procedure



ADDENDUM to

Manual of Sodality Union ADW



SPIRITUAL EXERCISES OF ST. IGNATIUS OF LOYOLA

“The Way of Life”

To assist Sodalists in developing and living the Spiritual Life Mission of Sodality the following synopsis of the Spiritual Exercises of St. Ignatius of Loyola is provided.

Background

Ignatius of Loyola was born into a wealthy Spanish family. His early interest was in the knighthood and he read extensively on that subject and his ambition was to be knightly which to some extent he achieved. After sustaining a life altering leg wound in battle, Ignatius returned home to recuperate. While convalescing, he asked for books on chivalry, but the only books available to him were, *The Life of Christ* by Ludolf von Sachsen, and *Golden Legend* on the lives of saints by Jacobus de Voragine.

The books led him to a profound conversion. Ignatius’ worldly thoughts intervened with thoughts regarding the lives of the saints. He came to realize that the worldly thoughts left him feeling empty and unfulfilled, but his thoughts centered on God and the saints, consoled and fulfilled him. These experiences caused Ignatius to think of his prior life and he realized that he needed to do penance. In essence, Ignatius came face-to-face with his vanity and sinfulness and God’s mercy. The examination of acts in his prior life, and his desire to compensate for his past transgressions, resulted in the Spiritual Exercises, a compilation of meditations, prayers and contemplative practices that deepened his relationship with God. He subsequently dedicated his life to God and the Blessed Mother.

Ignatius came to believe that his personal experience, the development of a deeper relationship with God, could be experienced by others by practicing the spiritual exercises he had engaged in; thus, the publication of a handbook, titled *Spiritual Exercises*, which he published in 1548. He later became a priest and founded the Society of Jesus (Jesuit Order). Shortly after the publication of the handbook, members of the Society of Jesus, dedicated their lives, in a special way, to God. “They found in Mary the great inspiration to give themselves to the service of Christ—this was the beginning of the first structured Sodality.” (See Brief History of the Sodality, at page 1.) Ignatius ultimately was elevated to sainthood. The Jesuits published a critically reviewed edition of the Handbook in 1919.

The Spiritual Exercises are designed to help us achieve and maintain balance in our lives. They are premised on principle and foundation, i.e., to live in accord with our purpose in life—to be with God forever and to be profoundly grateful to God for all His gifts to us, but not let any of the gifts from God replace Him in our daily lives. The Exercises were originally designed to occur over a 30-day period with each week focused on a specific goal. An essential component of the Exercises is the examination of conscience at the end of each day.

Summarily, the *Exercises are structured* as follows:

The first week is focused on sin and God’s mercy. Participants will reflect on their lives in light of God’s boundless love and Christ’s call to follow him. Through this concentration they will recognize God’s unconditional love and come to terms with their failure to respond generously to that love.

The second week addresses episodes in the life of Jesus as presented in scripture, i.e., Christ’s birth and baptism, Sermon on the Mount, ministry of healing and teaching, raising Lazarus, etc. The result of these meditations should be an increase in the love of Jesus and the desire to follow Him more closely and faithfully.

The third week is the reflection on the passion and death of Jesus to foster a personal sharing in and identify more closely with His suffering and (thereby) deepen our commitment to Him.

The final week treats the Resurrection of Jesus and God’s love manifested through the gift of the Eucharist, the ultimate expression of God’s love. We evidence our love of Christ by sharing in his mission, our concern for others, and living lives that bring others to Him.

Sources and other recommended reading: George E. Ganss, *Ignatius of Loyola: Spiritual Exercises and Selected Works*, (Paulist Press, NY 1991); Larry Warner, *Journey with Jesus: Discovering Spiritual Exercises of Saint Ignatius* (InterVarsity Press 2010); Thomas Corbishley, *The Spiritual Exercises of Saint Ignatius of Loyola* (Dover Publications 2011); Timothy M. Gallagher, OMV, *The Discernment of Spirits: An Ignatian Guide for Everyday Living* (2005); Timothy M. Gallagher, OMV, *Spiritual Consolation: An Ignatian Guide for Greater Discernment of Spirits* (2007); Timothy M. Gallagher, OMV, *Discerning Hearts*, Catholic Podcasts dedicated to those on the spiritual journey, www.discerninghearts.com; Michael E. Gaitley, MIC, *Consoling the Heart of Jesus: A Do It Yourself Retreat Inspired by the Spiritual Exercises of St. Ignatius* (2010).

SPIRITUAL EXERCISES—Familiar Prayers and Contemplative Practices

Anima Christi

Soul of Christ, sanctify me.
Body of Christ, save me.
Blood of Christ, inebriate me.
Water from the side of Christ, wash me.
Passion of Christ, strengthen me.
O good Jesus, hear me.
Within Thy wounds hide me.
Suffer me not to be separated from you.
From the malignant enemy, defend me.
At the hour of death, call me
and bid me come unto thee,
that with Thy saints I may praise Thee,
for ever and ever. Amen.

St. Ignatius Prayer in the *Spiritual Exercises*

Suscipe Prayer Saint Ignatius

Take, Lord, and receive all my liberty,
my memory, my understanding,
and my entire will.
All I have and call my own. Whatever I have
or hold, you have given me.
I restore it all to you and surrender it wholly to
be governed by your will.
Give me only your love and grace and I am rich
enough and ask for nothing more. Amen.

EXAMEN FOR SODALISTS

The short prayer of the Examen directs us to discern an essential component of the Spiritual Exercises—the examination of conscience. The Examen invites us to prayerfully reflect on our life in light of God’s boundless love and the gift of His presence in every aspect of our day’s events. The concrete practice of the Examen outlined below, draws us to a more intimate relationship with God, as we take stock of our daily experiences and actions by actively being aware of our response to each joy and each struggle the day presented.

At least once a day, find a convenient time and quiet place to reflect on the experiences of your day and recognize the countless gifts God poured into your life all day long.

- **Review your day praying with gratitude for an interior knowledge of the many blessings you received.** Search your day for times you brought the joy of the Gospel to those who crossed your path. Think of the instances when you offered up your sorrows and difficulties to be closer to God.
- **Pay attention to your emotions discerning between what is and what is not from God.** Think of how you responded to moments of fear, pride, doubts, and challenges. Acknowledge your mistakes; try to identify what prevented you from truly letting God enter your heart. Ask for the wisdom to better handle difficult situations.
- **Choose one aspect of your day and pray, seeing that God is living and active in your life.** How was your work day, your time with family, your alone time? What came to your mind while praying the Rosary or reading Christian literature? How did you respond to disquieting news?
- **Thank God for today’s gifts. Embrace His presence in your life and look forward to tomorrow full of hope and love.** Ask yourself, am I living the Sodality Way of Life: am I a witness of God’s holy and true will; do I rejoice in my response to God’s will?

Source and suggested media: IgnatianSpirituality.com, <https://www.ignatianspirituality.com/ignatian-prayer/the-examen/>, *Discerning Hearts* App for podcasts on Spiritual Exercises and Examen.

SHORT HISTORY OF THE ROSARY

Early lay Christians recited 150 Our Fathers—equal to the number of Psalms prayed by religious communities. In time the recitation was replaced with 150 Hail Mary prayers, known as the Angelic Salutation, descriptive of the words, “Hail Mary,” spoken by St. Gabriel. The Angelic Psalter, also known as the Marian Psalter, came to be 150 Hail Mary Prayers, with meditations on the New Testament.

Tradition tells us that the Blessed Mother appeared to St. Dominic in the early 1200s after he experienced an agonizing time seeing that sinful ways averted a heretical people’s conversion. Appearing in the company of three angels, the Blessed Mother comforted St. Dominic with her instruction to preach the Angelic Psalter, “the foundation of the New Testament.” (St. Louis de Montfort, *The Secret of the Rosary*.)

The Holy Rosary evolved to its present form over many years, with recent additions of the Fatima prayer after the apparition of Our Lady of Fatima in 1917 and the Luminous Mysteries added by St. John Paul II in 2002.

The Holy Rosary is a beautiful Marian devotion in a Sodalist’s daily prayer life, especially during the month of October when the feast of Our Lady of the Holy Rosary is celebrated, as established by Pope St. Pius V in 1573.

Meditation on each mystery—on the life, death and resurrection of Jesus in the company of our Blessed Mother—is a powerful devotion drawing souls closer to the Glory of God.

The Mysteries of the Rosary

<p>Monday: Joyful</p> <p>Tuesday: Sorrowful</p> <p>Wednesday: Glorious</p> <p>Thursday: Luminous</p> <p>Friday: Sorrowful</p> <p>Saturday: Joyful</p>	<p>Sundays of Advent, Christmas and through Epiphany until Lent: Joyful</p> <p>Sundays of Lent: Sorrowful</p> <p>Other Sundays: Glorious</p>
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<p>Joyful Mysteries</p> <ol style="list-style-type: none"> 1. The Annunciation 2. The Visitation 3. The Nativity 4. The Presentation in the Temple 5. Finding of Jesus in the Temple 	<p>Sorrowful Mysteries</p> <ol style="list-style-type: none"> 1. The Agony in the Garden 2. The Scouring at the Pillar 3. The Crowning with Thorns 4. The Carrying of the Cross 5. The Crucifixion and Death
<p>Glorious Mysteries</p> <ol style="list-style-type: none"> 1. The Resurrection 2. The Ascension 3. The Descent of the Holy Spirit 4. The Assumption 5. The Coronation of Mary 	<p>Luminous Mysteries</p> <ol style="list-style-type: none"> 1. The Baptism of Christ in the Jordan 2. The Wedding Feast at Cana 3. The Proclamation of the Word 4. The Transfiguration 5. The Institution of the Eucharist

HOW TO PRAY THE ROSARY



1. CRUCIFIX: Make the sign of the Cross and pray *The Apostle's Creed*.

I believe in God, the Father almighty, Creator of heaven and earth, and in Jesus Christ, his only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried; he descended into hell; on the third day he rose again from the dead; he ascended into heaven, and is seated at the right hand of God the Father almighty; from there he will come to judge the living and the dead.

I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

2. FIRST BEAD AND AT THE START OF EACH MYSTERY: Pray the *Our Father*.

Our Father, who art in heaven, hallowed be thy name; thy kingdom come; thy will be done on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen

3. THREE BEADS (for virtues of Faith, Hope and Charity) AND TEN BEADS AT EACH MYSTERY: Pray *Hail Mary*.

Hail Mary, full of grace, the Lord is with thee; blessed are thy among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners now and at the hour of our death. Amen.

4. AT THE END OF EACH MYSTERY: Pray *The Glory Be* and at the end of each mystery (The Doxology).

Glory be to the Father, the Son, and the Holy Spirit; as it was in the beginning, is now, and ever shall be, world without end. Amen.

5. AT THE END OF EACH MYSTERY: Pray *O My Jesus* (Fatima Prayer).

O my Jesus, forgive sins, save us from the fires of hell, lead all souls to heaven, especially those in most need of thy mercy. Amen.

CLOSING PRAYERS: Pray *Hail Holy Queen* (The Salve Regina)

Hail, holy Queen, mother of mercy, our life, our sweetness, and our hope. To thee do we cry, poor banished children of Eve; to thy do we send up our sighs, mourning and weeping in this valley of tears. Turn, then, most gracious advocate, thine eyes of mercy toward us; and after this, our exile, show unto us the blessed fruit of thy womb, Jesus. O clement, O loving, O sweet Virgin Mary.

LET US PRAY: O God, whose only begotten Son, by His Life, Death and Resurrection, has purchased for us the rewards of eternal life. Grant we beseech thee, that while meditating upon these mysteries, we may imitate what they contain, and obtain what they promise through the same Christ, Our Lord. Amen.

St. Michael the Archangel, defend us in battle; be our protection against the wickedness and snare of the devil. May God rebuke him, we humbly pray; and do thou O Prince of the Heavenly Host, by the divine power of God, cast into hell Satan and all the evil spirits who wonder throughout the world seeking the ruin of souls. Amen.

For the *intentions of the Holy Father*, pray one Our Father, one Hail Mary and one Glory Be.

Sign of the Cross.

HISTORY AND DEVOTION TO THE MIRACULOUS MEDAL



On November 27, 1830, the Blessed Mother appeared to Sister Catherine Labouré in the Chapel of the Sisters of Charity in Paris. The humble St. Catherine was awakened that night by a child's voice calling her name. She was led to the chapel where she heard the soft rustling of the Blessed Mother's silk robe when the voice said, "Behold the Blessed Virgin, behold her." St. Catherine overcame any doubt and approached the beautiful Lady, placing her hands on the Blessed Mother's lap who was seated on a chair that remains in the Chapel. She pointed her to the foot of the altar saying that it was there where St. Catherine would receive all consolation, where all graces would be poured upon all who ask for graces with devout confidence.

This was a turbulent time in France. St. Catherine was entrusted with many communications, and with the instruction about the medal. St. Catherine described several apparitions of the Blessed Mother appearing as in a framed oval, with the details of the Miraculous Medal the world has come to know, and that was originally recognized as the Medal of the Immaculate Conception.

One detail St. Catherine found difficult to describe were the beautiful, brilliant rays that emitted from the Blessed Mother's hand, which she described by saying to St. Catherine, "Behold the symbol of the graces I shed upon those who ask for them." The other hand, however, did not emit the same brilliant rays because there are graces that we neglect to ask of the Blessed Mother. The reverse shows the Cross, an M and two hearts, one surrounded with a crown of thorns and the second pierced with a sword—both symbols of love.

All new members to Sodality receive the Miraculous Medal upon reception as a Sodalist. The medal is worn with devotion as an expression of the commitment to the service of the Lord in union with Mary.

AN ACT OF CONSECRATION TO OUR LADY OF THE MIRACULOUS MEDAL

O Virgin Mother of God, Mary Immaculate, we dedicate and consecrate ourselves to you under the title of Our Lady of the Miraculous Medal. May this Medal be for each one of us a sure sign of your affection for us and a constant reminder of our duties toward you. Ever while wearing it, may we be blessed by your loving protection and preserved in the grace of your Son. O most powerful Virgin, Mother of our Savior, keep us close to you every moment of our lives. Obtain for us, your children, the grace of a happy death; so that, in union with you, we may enjoy the bliss of heaven forever. Amen.

Priest: O Mary, conceived without sin.

People: Pray for us who have recourse to you. (Repeat 3 times.)

Sources and recommended reading: M. Aladel, C.M., *The Miraculous Medal: Its Origin, History, Circulation, and Results* (translation by P.S. Graduate of Saint Joseph's, Emmitsburg, Maryland, first published 1880); Father Joseph I. Dirvin, C.M., *Saint Catherine Labouré of the Miraculous Medal* (1984); Central Association of the Miraculous Medal, <https://cammonline.org/the-story-of-the-miraculous-medal/>.

EUCHARISTIC BENEDICTION

Eucharistic Adoration is an invitation to be in “Christ’s consoling presence in the Blessed Sacrament. His Real Presence in the fullest sense; the substantial presence by which the whole and complete Christ, God and man, is present” (Pope John Paul II, September 29, 1979).

The history of Benediction dates back to the thirteenth century when the feast of Corpus Christi was instituted by Pope Urban IV, who commissioned St. Thomas Aquinas to write hymns for the Liturgy of the Hours for the feast. Thomas Aquinas composed

- *Salutaris Hostia*: an act of adoration of Christ the Saving Victim who opened wide the gate of heaven to man below; and
- *Tantum Ergo Sacramentum*: an act of adoration of the Word-made-flesh, where faith supplies for what the senses cannot perceive.

Source: JOHN A. HARDON, S.J., *The History of Eucharistic Adoration: Development of Doctrine in the Catholic Church*.

O SALUTARIS HOSTIA

O salutaris Hostia, Quae caeli pandis ostium: Bella premunt hostilia, Da robur, fer auxilium. Uni trinoque Domino Sit sempiterna gloria, Qui vitam sine termino Nobis donet in patria. Amen.	O saving Victim, opening wide, The gate of heaven to man below! Our foes press on from every side; Thine aid supply, thy strength bestow. To Thy great name by endless praise, Immortal Godhead, one in Three; Oh, grant us endless length of days, In our true native land with Thee. Amen
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TANTUM ERGO SACRAMENTUM

Tantum ergo Sacramentum Veneremur cernui: Et antiquum documentum Novo cedat ritui: Praestet fides supplementum Sensuum defectui. Genitori, Genitoque Laus et jubilatio, Salus, honor, virtus quoque Sit et benedictio: Procedenti ab utroque Compar sit laudatio. Amen.	Down in adoration falling, Lo! the sacred Host we hail, Lo! o'er ancient forms departing Newer rites of grace prevail; Faith for all defects supplying, Where the feeble senses fail. To the everlasting Father, And the Son Who reigns on high With the Holy Spirit proceeding Forth from each eternally, Be salvation, honor blessing, Might and endless majesty. Amen.
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PRIEST: You have given them bread from heaven
 RESPONSE: Containing in itself all sweetness.
 PRIEST: Lord Jesus Christ, you gave us the Eucharist as the memorial of Your suffering and death.
 May our worship of this sacrament of Your Body and Blood,
 help us to experience the salvation You won for us and the peace of the kingdom where You live with
 the Father and the Holy Spirit, one God, forever and ever. Amen.

DIVINE PRAISES

Blessed be God. Blessed be His Holy Name. Blessed be Jesus Christ, true God and true Man.
 Blessed be the Name of Jesus. Blessed be His Most Sacred Heart. Blessed be His Most Precious Blood.
 Blessed be Jesus in the Most Holy Sacrament of the Altar. Blessed be the Holy Spirit, the Paraclete.
 Blessed be the great Mother of God, Mary most Holy. Blessed be her Holy and Immaculate Conception.
 Blessed be her Glorious Assumption. Blessed be the Name of Mary, Virgin and Mother.
 Blessed be St. Joseph, her most chaste spouse. Blessed be God in His Angels and in His Saints.

The Church and the world have a great need for Eucharistic worship. Jesus awaits us in this sacrament of love. Let us not refuse the time to go to meet Him in adoration, in contemplation full of faith, and open to making amends for the serious offenses and crimes of the world. Let our adoration never cease. (Catechism Catholic Church, 1380).

PRAYER TO OUR LADY OF LORETO

O Mary, Immaculate Virgin, for the sake of your blessed house, which the angels moved to the pleasant hills of Loreto, turn your benevolent eyes toward us. For the holy walls within which you were born and lived as a child, with prayers and the most sublime love; for the fortunate walls that listened to the greetings of the angel who called you; "Blessed among all women," and which remind us of the incarnation of the word in your purest bosom; for your blessed house, where you lived with Jesus and Joseph, and which became during the centuries the fervently longed-for destination of the saints, who considered themselves lucky to kiss fervently your sacred walls, bestow upon us the graces which we humbly ask, and the fortune of coming to Heaven after the exile, to repeat to you the greetings of the angel: Hail Mary.

The Litany of Loreto

Lord, have mercy.	Spiritual vessel,
R: Christ, have mercy.	Vessel of honor,
Lord have mercy, Christ hear us.	Singular vessel of devotion
R: Christ, graciously hear us.	Mystical Rose,
God, the Father of Heaven,	Tower of David,
R: Have mercy on us.	Tower of Ivory,
God, the Son, Redeemer of the world,	House of Gold,
R: Have mercy on us.	Ark of the covenant,
God, the Holy Spirit,	Gate of heaven,
R: Have mercy on us.	Morning star,
Holy Trinity, one God,	Health of the sick,
R: Have mercy on us.	Refuge of sinners,
Holy Mary,	Comforter of the afflicted,
R: Pray for us.*	Help of Christians,
Holy Mother of God,	Queen of Angels,
Holy Virgin of Virgins	Queen of Patriarchs,
Mother of Christ,	Queen of prophets,
Mother of the Church,	Queen of apostles,
Mother of Divine Grace,	Queen of martyrs,
Mother most pure,	Queen of confessors,
Mother most chaste,	Queen of virgins,
Mother inviolate,	Queen of all saints,
Mother undefiled,	Queen conceived without original sin,
Mother most amiable,	Queen assumed into heaven,
Mother most admirable,	Queen of the most holy Rosary,
Mother of good counsel,	Queen of families,
Mother of our Creator,	Queen of peace,
Mother of Our Savior,	Lamb of God, You take away the sins of the world; R: spare us O Lord!
Virgin most prudent,	Lamb of God, you take away the sins of the world:
Virgin most venerable,	R: graciously hear us, O Lord!
Virgin most renowned,	Lamb of God, You take away the sins of the world:
Virgin most powerful,	R: have mercy on us.
Virgin most merciful,	Pray for us, O holy Mother of God.
Virgin most faithful,	R: That we may be made worthy of the promises of Christ. Amen.
Mirror of justice,	
Seat of wisdom,	
Cause of our joy,	

*** Repeat after each invocation**

50 days indulgence are bestowed to everyone who will recite this prayer

Source: Pray the Rosary; Rev. J.M. Lelen, Ph.D.; c. 2002, 1973, 1963, 1953; Catholic Book Publishing Corp, NJ; p. 59.

Sodality Meetings shall close with recitation of the Litany. *Sodality Rules*, The Queen's Work (2d rev. ed. 1949)

Sodality Prayer “To Jesus through Mary”

O Mother Mary, may you continue to bless our lives as we journey in faith, hope, and love. Be our model and guide as we live in the grace won by your Son Jesus, in His suffering and resurrection. May your motherly intercession for us bring healing, strength and renewal. O Mary, Mother of God, pray for us sinners. Help us to bring all people to your Son, especially those in most need of His mercy. May our Sodality help us grow in your image as disciples of Jesus. We pray this in His name. Amen.

Sodality of Our Lady Act of Consecration

Most Holy Virgin Mary, Mother of God, I (state your name), although unworthy, yet moved by my desire to serve you, and because of my love for your Son, choose you today in the presence of all the Angels, for my Queen, my Advocate, my Mother. I resolve to faithfully serve you, and to do all in my power to increase the number of your servants.

I pray and beseech you, today, my Mother; through your Son’s Blood, shed for my sake; to guard and protect me, and to one day receive me as your servant forever. Help me in all my undertakings, and allow me to control my thoughts, words, and actions, so that I may never bring dishonor to myself, or displeasure to you.

Remember me, my most dear Mother, and be with me in your most special way in the hour of my death. Amen.

The Sodalist’s Prayer

Gracious God, you continually call us to enter more fully into the divine community of love that is the life you share as Father, Son and Spirit. In your goodness and mercy, help us to respond to you with joy as we bless your holy name.

Mary, Mother of God, our Mother by nature and grace, your example of trust and faith helps us to fulfill the vocation we received in Baptism and confirmation. With your gentle wisdom, show us how to respond to God’s call with humility and courage that our lives might serve to bless His name.

May we, as members of the Sodality, always seek a personal holiness that will convey our Christian commitment to our many communities of family, parish and workplace. May this life be one of deep concern for others, sustained by love for Mary, in whose love we are turned always back to her Son.

We pray this in your name, Jesus, our brother, Lord and Redeemer. Blessed may you be, now and forever. Amen.

A Prefect’s Christmas Prayer

Most Holy and Immaculate Virgin, Mother of Jesus and our Loving Mother, you shared in his Universal Kingship. The prophets and angels proclaimed him King of Peace. With loving fervor in our hearts we salute and honor you as Queen of Peace. We pray that your intercession may protect us and all people from hatred and discord and direct our hearts into the ways of peace and justice which your Son taught and exemplified. We ask your maternal care for our Holy Father who works to reconcile the nations in peace. We seek your guidance for our president and other leaders as they strive for world peace. Grant us peace in our hearts, harmony in our families and concord throughout the world. Immaculate Mother, as patroness of our beloved country, watch over us and protect us this season and all seasons as we share in this universal celebration of the birth of your Son, our Lord Jesus Most High. Amen.

The Angelus

The Angel of the Lord declared to Mary:

And she conceived of the Holy Spirit. *Hail Mary*

Behold the handmaid of the Lord: Be it done unto me according to Thy word. *Hail Mary*

And the Word was made Flesh: And dwelt among us. *Hail Mary*

Pray for us, O Holy Mother of God, that we may be made worthy of the promises of Christ.

Let us pray: Pour forth, we beseech Thee, O Lord, Thy grace into our hearts; that we, to whom the incarnation of Christ, Thy Son, was made known by the message of an angel, may by His Passion and Cross be brought to the glory of His Resurrection, through the same Christ Our Lord. Amen.

ACT OF CONTRITION (TRADITIONAL)

O my God, I am heartily sorry for having offended Thee, and I detest all my sins because of thy just punishments, but most of all because they offend Thee, my God, who art all good and deserving of all my love.

I firmly resolve with the help of Thy grace to sin no more and to avoid the near occasion of sin. Amen.

PRAYER FOR HOLY SOULS

Merciful Father, hear our prayer and console us. As we renew our faith in Your Son, whom You raised from the dead, strengthen our hope that all our departed sisters and brothers will share in His resurrection, who lives and reigns with You and the Holy Spirit, one God, forever and ever. Eternal rest grant unto them, O Lord, and let perpetual light shine upon them. May they rest in peace. Amen.

COMMITTEE PRAYER

Lord, Divine Teacher,
be with us as we begin this meeting.

Your Son's command to teach
all nations is our concern.

Assist us so that this meeting
will be for us who attend it
an opportunity to learn as well.

In the process of dealing
with the material issues at hand,
may we learn how to treat each other's ideas
with reverence and respect.

May we be instructed in the Divine Truth
that in the variety of approaches –
out of the rich differences among us –
will come the balance of the Kingdom.

May we discover how to reject ideas
without rejecting people and how to share visions
though we do not share the same means
for reaching our desired goals.

May this meeting then, be for each of us a prayer,
a lesson and an opportunity to be servants to
those whom we represent.

We ask this through our Eternal Teacher and
Master, Jesus Christ. Amen.

PRAYER TO THE HOLY SPIRIT

Come, Holy Spirit fill our hearts
with Your holy gifts.

Let our weakness be penetrated with Your
strength this very day; that we may fulfill all the
duties of our state conscientiously;
that we may do what is right and just.

Let our charity be such as to offend no one, and
hurt no one's feelings; so generous as to pardon
sincerely any wrong done to us.

Assist us, O Holy Spirit, in all the trials of life.

Enlighten us in our ignorance.

Advise us in our doubts.

Strengthen us in our weakness.

Help us in all our needs.

Protect us in temptations and
console us in affliction.

Graciously hear us, O Holy Spirit,
and pour Your light into our hearts,
our souls and our minds.

Assist us to live a holy life and
grow in goodness and grace. Amen

CHAPLET OF DIVINE MERCY

Opening Prayers: You expired, Jesus, but the source of life gushed forth for souls, and the ocean of mercy opened up for the whole world. O Fount of Life, unfathomable Divine Mercy, envelop the whole world and empty Yourself out upon us.

(Repeat 3 times) O Blood and Water, which gushed forth from the Heart of Jesus as a fountain of Mercy for us, I trust in You!

Begin with the Our Father, Hail Mary and the Apostle's Creed

On each "Our Father" bead of the rosary, pray:

Eternal Father, I offer you the Body and Blood, Soul and Divinity of Your Dearly Beloved Son, Our Lord, Jesus Christ, in atonement for our sins and those of the whole world.

On each of the 10 "Hail Mary" beads, pray: For the sake of His sorrowful Passion, have mercy on us and on the whole world.

Concluding prayer *(Repeat 3 times)* Holy God, Holy Mighty One, Holy Immortal One, have mercy on us and on the whole world.

Optional Closing Prayer Eternal God, in whom mercy is endless and the treasury of compassion inexhaustible, look kindly upon us and increase Your mercy in us, that in difficult moments we might not despair nor become despondent, but with great confidence submit ourselves to Your holy will, which is Love and Mercy itself.

LITANY OF HUMILITY

O Jesus! meek and humble of heart, **Hear me.**

From the desire of being esteemed,

Deliver me, Jesus.

From the desire of being loved...

From the desire of being extolled ...

From the desire of being honored ...

From the desire of being praised ...

From the desire of being preferred to others...

From the desire of being consulted ...

From the desire of being approved ...

From the fear of being humiliated ...

From the fear of being despised ...

From the fear of suffering rebukes ...

From the fear of being calumniated ...

From the fear of being forgotten ...

From the fear of being ridiculed ...

From the fear of being wronged ...

From the fear of being suspected ...

That others may be loved more than I,

Jesus, grant me the grace to desire it.

That others may be esteemed more than I ...

That, in the opinion of the world,

others may increase and I may decrease ...

That others may be chosen and I set aside ...

That others may be praised and I unnoticed ...

That others may be preferred to me in everything ...

That others may become holier than I, provided

that I may become as holy as I should ... Amen.

Rafael Cardinal Merry del Val (1865-1930), Secretary of State for Pope Saint Pius X

A PRAYER OF ST. FRANCIS OF ASSISI

Lord, make me an instrument of your peace;
where there is hatred, let me sow love;
where there is injury, pardon;
where there is discord, union;
where there is doubt, faith;
where there is despair, hope;
where there is darkness, light;
and where there is sadness, joy.

O Divine Master, grant that I may not so much seek to be consoled, as to console; to be understood, as to understand; to be loved, as to love; for it is in giving that we receive, it is in pardoning that we are pardoned, and it is in dying that we are born to eternal life. Amen.

ST. TERESA OF CALCUTTA'S PRAYER FOR PRIESTS

Mary, Mother of Jesus, throw your mantle of purity over our priests. Protect them, guide them, and keep them in your heart. Be a Mother to them, especially in times of discouragement and loneliness. Love them and keep them belonging completely to Jesus. Like Jesus, they, too, are your sons, so keep their hearts pure and virginal. Keep their minds filled with Jesus, and put Jesus always on their lips, so that he is the one they offer to sinner and to all they meet. Mary, Mother of Jesus, be their Mother, loving them and bringing them joy. Take special care of sick and dying priests, and the ones most tempted. Remember how they spent their youth and old age, their entire lives serving and giving all to Jesus. Mary, bless them and keep a special place for them in your heart. Give them a piece of your heart, so beautiful and pure and immaculate, so full of love and humility, so that they, too, can grow in the likeness of Christ. Dear Mary, make them humble like you, and holy like Jesus. Amen.

THE MISSION OF MY LIFE (ST. JOHN NEWMAN)

God has created me to do Him some definite service. He has committed some work to me which He has not committed to another. I have my mission. I may never know it in this life, but I shall be told it in the next. I am a link in a chain, a bond of connection between persons. He has not created me for naught. I shall do good; I shall do His work. I shall be an angel of peace, a preacher of truth in my own place, while not intending it if I do but keep His commandments. Therefore, I will trust Him, whatever I am, I can never be thrown away. If I am in sickness, my sickness may serve Him, in perplexity, my perplexity may serve Him. If I am in sorrow, my sorrow may serve Him. He does nothing in vain. He knows what He is about. He may take away my friends. He may throw me among strangers. He may make me feel desolate, make my spirits sink, hide my future from me. Still, He knows what He is about. Amen.

MORNING PRAYER

Begin each day by thanking God for another opportunity to praise Him for His kindness, mercy and compassion and to live out His Gospel message. Pray the prayers of Faith, Hope, and Love and three (3) Hail Mary's.

Act of Faith

O my God, I firmly believe that Thou art one God in three Divine Persons, Father, Son and Holy Ghost; I believe that Thy Divine son became man, and died for our sins, and that He will come to judge the living and the dead. I believe these and all the truths which the Holy Catholic Church teaches because Thou Hast revealed them, Who canst neither deceive nor be deceived. Amen.

Act of Hope

O my god, relying on thy almighty power and infinite mercy and promises, I hope to obtain pardon of my sins, with the help of Thy grace, and life everlasting, through the merits of Jesus Christ, my Lord and Redeemer. Amen.

Act of Love

O my god, I love thee above all things, with my whole heart and soul, because Thou art all good and worthy of all love. I love my neighbor as myself for the love of Thee. I forgive all who have injured me, and ask pardon of all whom I have injured. Amen.



Sodality Union ADW



MARIAN HYMNS

Mother Dearest, Mother Fairest
Mother Dear, O Pray For Me
On this Day, O Beautiful Mother
'Tis the Month of Our Mother
Bring Flowers of the Rarest
Immaculate Mary
Holy Mary, Mother Mild
Ave Maria (Bach-Gounod)
Salve Regina
Hail, Queen of Heaven
O Queen of the Holy Rosary
O Sanctissima
Daily, Daily, Sing to Mary
I'll Sing a Hymn to Mary
Dear Guardian of Mary
Ave Maria (Shubert)

THE FOUR GREAT MARIAN ANTIPHONS (HYMNS)

Alma Redemption Mater

Usually Sung (Advent to February 2nd)

Ave Regina

Usually Sung (February 2nd to Easter Vigil)

Regina Caeli

Usually Sung (Easter Season)

Salve Regina

Usually Sung (Pentecost Sunday to 1st Sunday of Advent)

Also as a spoken prayer, it has been added to the
conclusion of the rosary.



FREQUENTLY ASKED QUESTION (FAQS)

1. Does Sodality Union have a website, and if so, what will I find there?

Yes, it is available at www.SodalityUnionADW.org. The website includes an electronic version of this Sodality Union Manual; the date, time and location of each upcoming General Meeting; forms such as Request for a Sodality Union Representative; and much more. *See* Consent to Publish and Consent Form—Request to Post Information on Sodality Union Website.

2. What are the procedures for my parish Sodality to join Sodality Union and what are the benefits of membership?

Parishes wishing to become members of the Sodality Union begin the process by completing the Parish Sodality Application for Sodality Union Membership (*see* Addendum-17.) and submitting it to the Moderator of the Sodality Union. The Moderator, with the assistance of the Executive Board, as needed, reviews the Application and supporting documents for conformity with Sodality Union's procedures. Assistance, if needed, will be provided to bring the documents into compliance with Sodality Union's requirements. When all requirements are met, approval for membership in the Sodality Union will be granted by the Moderator. *See* Article IV—Membership.

Parish Sodalities derive many benefits from membership in the Sodality Union. Member Sodalities are provided the Sodality Union's Manual which contains a detailed explanation of procedures for the administration of parish Sodalities. Members are kept informed of Marian Archdiocese events, and events of other entities germane to Sodality, through attendance at the Monthly General Meetings and mailings. All members of the Sodality Union are eligible and encouraged to attend the monthly meetings and the yearly Orientation.

3. What is the Sodality Union Orientation and who can attend?

An Orientation Meeting is held by the Sodality Union each *September*. The objective of Sodality Union is to provide a central organization by which parish Sodalities can work in unison to promote individual Spiritual growth and an increased devotion to the Blessed Mother by working for God, the Church and the Community. The Orientation Meeting provides affiliated parish Sodality officers and committee chairs a centralized organizational format—position descriptions, rules/regulations, parliamentary procedures, methods, references/resources, etc.—which may be used to structure their individual parish Sodality. Orientation is an opportunity for parish Sodalities to ask questions, and to share ideas, information and suggestions. All parish Sodalists are invited to attend Orientation.

Newly elected Prefects are asked to provide their contact information at the Orientation in order that parish Prefects may receive the President's monthly letter and other information, which may then be shared with her/his parish Sodalists. *See* Parish Prefect Contact Information, at Addendum-20.

4. What is the Annual Day of Commitment?

Commitment Day occurs annually on the first Saturday of *October*. It is the day when Sodalists from across The Roman Catholic Archdiocese of Washington join together to celebrate and renew their commitment to being a Sodalist. The Sodality Union sponsors a Mass in which Sodalists from all parishes are invited. At the beginning of Mass all Sodalists process into the sanctuary with a flower that they place before a statue of the Blessed Virgin Mary. During or at the conclusion of the Mass, Sodalists recite the same Act of Commitment that they made at the time they first became a member. After Mass, the Rosary is offered by all. Sodalists traditionally wear white for this occasion in honor of the Blessed Mother. There is no General meeting held on this particular first Saturday as it is a day for celebration of the Blessed Mother and the Sodality Way of Life.

5. Why does the Book of Deceased Sodalists need to be updated each year before it is presented at the November Sodality Union Mass?

The Book of Deceased Sodalists, presented before the Altar annually at *November* Sodality Union Mass, is updated each year in order to include and honor in prayer the memory of Sodalists who have passed since November of the prior year. Parish Prefects shall provide this information to the Sodality Union's Apostolic Life Committee Chair by mid-October.

6. What is the Book of the Living presented at the Sodality Union Mass each December?

The Book of the Living includes a roster of current members of the affiliated parish Sodalities to bring in prayer before the Altar all current Sodalists at the Sodality Union Mass each *December*. Parish Prefects shall provide this information to the Sodality Union's Spiritual Life Chair by mid-November.

7. How do I join a Sodality Union Committee?

If a Sodalist is interested in joining a Sodality Union Committee, she/he should express their interest to the President. The President will have the Sodalist speak with the Committee Chair to obtain an understanding of the Committee's objectives, programs, and requirements. After prayer and an understanding of the requirements and commitments of time and energy, the Sodalist will advise the Committee Chair of their commitment to be a member of the Sodality Union Committee. All active Sodalists are eligible to be members of the Sodality Union Committees, excluding the Nominating Committee, which is limited to the parish Prefects or alternate, and the Audit Committee, which is limited to the appointed persons as stated in Article VII – Finances, Section 16.

8. How do I invite a Sodality Union representative to my parish Sodality event?

If your parish Sodality is interested in inviting a Sodality Union representative to attend one of your events, please complete the Request for a Sodality Union Representative form. *See* Addendum-21. The form requests information about your Sodality, the event, the date of your event and the topic of discussion the Sodality Union representative is invited to address.

9. What is involved in hosting a Sodality Union General Meeting?

Beginning each Sodality year and at each meeting, the Sodality Union Program Coordinator will announce available dates for Sodality parishes to volunteer hosting a Sodality Union meeting. The meetings are held on the first Saturday of each month from September through June; no meeting is held in October or January. The Sodality parish representative, typically the Prefect, will volunteer for a specific date to host a Sodality Union meeting for approximately 100-125 Sodalists, pending discussion and confirmation with their Sodality Moderator and parish Pastor. More than one parish can co-host a Sodality Union meeting.

The Sodality parish Prefect shall:

- Meet with their pastor and Sodality Moderator to authorize hosting the Sodality Union Mass and meeting for a specific month.
- Confirm Mass celebrant and liturgy for the specific date.
- Contact the Sodality Union Program Coordinator and confirm the month and time the Sodality will host the meeting.

The Sodality Union Program Coordinator will contact the Sodality parish Prefect and send a packet of information once the date is confirmed with the pastor. *See* Forms, at Addendum-18, -19, -22. The parish packet of information for hosting a Sodality Union meeting includes:

- The Sodality Union Program Coordinator's acknowledgment letter to the host parish.
- Consent to Publish form, e.g., photos taken during the meeting.

- Parish Liturgy Planning Form – Completed by the Prefect and Pastor and signed by the Pastor.
- Sample Program (*see* Sodality Union’s website at Contact Us page).
 - Front Cover – Image of the Blessed Mother - Insert Host Parish name.
 - Back Cover – Leadership Team.
 - Insert Host Parish Sodality History and Celebration of the Mass.

If the Sodality is hosting the month of April and the Sodality Union is holding the James Cardinal Hickey Scholarship Fund raffle fundraiser then the Sodality parish Prefect must obtain a letter, signed by the Pastor, permitting the raffle fundraiser event to take place at the parish facility. The signed letter is required for DC Lottery and Charitable Games Control Board to approve the Sodality Union holding the raffle. When the raffle is held, a Washington, DC parish Sodality must host the meeting.

In addition, the Sodality Parish Prefect will meet with her/his parish Sodalists to discuss the following responsibilities:

- Mass, rosary, and meeting times.
- Rosary lead(s).
- Mass attendants.
- Mass program completion including: Sodality history; Mass liturgy information; and Mass participants. Prepare copies (suggested 100 to 125) for distribution.
- Tables set up (Head table and table/settings for members).
- Preparation of menu / light refreshments for the meeting.
- Token gift for each Sodality member is optional.
- Meeting room set up and clean-up after the meeting.

The hosting parish will begin and end planning meetings with prayer and our Blessed Mother will be your guide.

10. How do I become a Sodalist in The Roman Catholic Archdiocese of Washington?

First and foremost, you must have a desire to live your life with a deep devotion to the Blessed Virgin Mary, the Mother of God. It is your devotion to her and living by her example that will guide your daily steps and lead you closer *to Jesus through Mary*. If your parish has a Sodality, you may want to attend one or more of their meetings—prospective members and guests are always welcome.

In any case, you will want to consult one of the Sodality leaders or members to express your interest. Typically, they will provide orientation and instructions about what it means to be a Sodalist and how the Sodality at your parish is organized. Your duties and responsibilities will include attendance at regular monthly meetings, active participation in the spiritual and apostolic works of your parish Sodality and an annual dues donation to support the organization’s activities and projects. When your orientation and introduction are complete and you are ready to make a commitment to join, you and your parish Sodality leaders will schedule an official induction ceremony. As you grow in your relationship *to Jesus through Mary*, you will likely feel called or be called upon to serve on a committee or in a leadership role and in this way help the Sodality and others to grow in devotion to Mary, our model. If your parish does not have a Sodality, you may contact a member or leader of the Sodality Union of the ADW (<http://www.sodalityunionadw.org/>) for assistance in locating a Sodality in a neighboring parish or for help in forming a Sodality at your parish.

11. If I move to another parish, do I need to be inducted in the new parish Sodality?

No. Once a person is inducted in Sodality, she/he is a Sodalist for life. Induction in a new parish Sodality is not required, only transfer of membership. It is recommended that if a Sodalist relocates from another

parish, area, or state, she/he may transfer her/his membership to a new parish Sodality by obtaining a letter from the prior parish Sodality Prefect and/or Moderator, containing the following:

- Parish church and year of induction, if known;
- Your participation in the last Sodality, including payment of dues if applicable; and
- Recommendation for acceptance in the new parish Sodality in “good standing.”

12. What is a Spiritual Bouquet?

A Spiritual Bouquet consists of prayers or devotional acts that are offered to a recipient of the bouquet. Each prayer offered is like a flower and the group of Sodalists is like a bouquet mystically offered as a gift to God for a particular intention. “Spiritual bouquets” are often organized for particular purposes, such the intentions of the Holy Father in honor of his birthday or offered for with a particular theme such as the Christmas Spiritual Bouquet traditionally offered annually by Sodality Union. Those who participate promise certain prayers and devotions. A list of those prayers and devotions is compiled and presented to the recipient whose intentions are being remembered. Visit the Sodality Union website for a sample Spiritual Bouquet form.

All benefit from prayer. One significant aspect of this ministry is that it can be done communally or individually, at church or at home. Many of our homebound Sodalists are devoted to “prayer,” making them a special gift to this ministry.

a) What kind of prayers can we pray?

Prayers may include Masses attended, Holy Communions offered, rosaries and/or other prayers said. The Liturgy of the Hours is a wonderful way to pray for the Holy Father. Some may choose to spend time reading Scripture or in Adoration of the Blessed Sacrament. Some devotions include the rosary or Stations of the Cross.

b) What kind of good works can we do?

The corporal works of mercy are especially worthy efforts to remember the Holy Father. A person may volunteer at a food pantry or a homeless shelter. Some may visit those who are sick or in prison or who live alone. Additionally, the spiritual works of teaching, advising, consoling, and comforting are encouraged. Financial contributions to groups that help the poor or to your local parish also serve to present as spiritual gifts.

c) How will the prayers and good works be presented?

The recipient may be presented a card identifying the giver, and the assembly of prayers and good works. It may include a narration describing some of the prayers and good works offered. Traditionally, the number and kind of prayer and good work are recorded, as an indication of the particular prayers and good works offered for the recipient’s intentions.

For additional FAQs, consult the Sodality Union website, www.SodalityUnionADW.org



Sodality Union
of The Roman Catholic Archdiocese of Washington



Parish Sodality Application

Praised be God and congratulations on your decision to form a Sodality in your Parish. Please provide the following information to accommodate the application process. Requests for a Sodality Union ADW Manual and any questions may be directed to ExecCouncil@SodalityUnionADW.org.

Parish Name: _____

Address: _____

Telephone: _____

Pastor's Name: _____

Pastor's Signature: _____

Contact E-mail Address: _____

Note: If the Prefect does not have an e-mail address, please provide the name and e-mail address of a fellow Sodalist on the reverse side of the form to assist in maintaining current with announcements sent by Sodality Union via e-mail.

The following have been prepared, selected or formed (check all that apply):

- By-laws pursuant to the Sodality Union guidelines.
- Moderator pursuant to Sodality Union guidelines.
- Slate of officers pursuant to Sodality Union guidelines.
- Committees pursuant to Sodality Union guidelines.
- Parish's approval, if required in addition to Pastor's approval provided above.

Governance of Parish Sodalities: Pursuant to the *Manual of the Sodality Union ADW*, "[i]t is recommended that the structure of the affiliated parish Sodality correspond to that of *Sodality Union*."

History of Parish Sodality:

Sodality is new to your Parish: _____ Yes _____ No

If no, when was it originally formed: _____

Sodality Union Moderator's signature: _____

Date: _____

Statement of understanding: Upon approval of the application, the affiliated parish Sodality will remain in good standing by submitting the annual membership dues to Sodality Union pursuant to Article V, Section 1 of the *Manual of the Sodality Union ADW*. Dues shall be paid annually by each affiliated parish Sodality on or before September 30 of each year.



Sodality Union
of The Roman Catholic Archdiocese of Washington
ExecCouncil@SodalityUnionADW.org



Consent to Publish

The Sodality Union ADW wishes to thank you for your presence and participation at our events. Because we want to share our history, photographs and information, some photographs of you may be placed on our website, published in the Catholic Standard or other media outlets, or in Sodality Union brochures.

Please give us your signature indicating you have no objection to the proper use of all photographs of Sodality Union events where your likeness appears.

Your Name (Please Print): _____

Your Signature: _____ Date: _____

(rev. 2016)

Filed for the Record by the Recording Secretary of the Sodality Union ADW.



Consent Form

Request to Post Information on Sodality Union ADW website

Sodalities are invited to share information about parish Sodality events for posting on the *Around the Archdiocese* web page of the Sodality Union website located at:

www.sodalityunionadw.org.

Please submit a completed Consent Form to Sodality Union ADW at:

Exec.Council@SodalityUnionADW.org

The consent request **must include** the following the information:

1. Name of Sodalist submitting request
2. Name of Sodality and Parish
3. Is your activity related to Sodality? *
_____ Yes _____ No
4. If yes, how is the information/announcement about the event related to Sodality?
5. Briefly describe the event, including time, location, registration requirements, etc. (Please attach any flyers or other documentation.**)
6. Do you consent to including any contact information on the web site?
_____ Yes _____ No
7. Signature _____
Date _____ (electronic signature not acceptable)

* All information and announcements “foster growth and depth in the spiritual life” of Sodalists and their parish communities.

** The content may be edited at the discretion of the web site editors prior to posting.

Sodality Union “*unite[s] the Sodalities of the Archdiocese in a fourfold bond of Community: (a) a common Commitment; (b) a common way of life; (c) a deep concern for all; and, (d) a filial love for Mary.*” (Sodality Union Manual) (rev. 2020)



Sodality Union

of The Roman Catholic Archdiocese of Washington
ExecCouncil@SodalityUnionADW.org



Parish Prefect Contact Information

*If your Sodality has elected a new Prefect for the upcoming term of office **or** if you have a new Moderator, please complete and return this form to Sodality Union, Membership Committee Chair*

Prefect: _____

Term (ex. 2022-2024): _____

Prefect Address: _____

Prefect Telephone Number: _____

Prefect E-mail Address: _____

Parish Name: _____

Parish Address: _____

Moderator: _____

Moderator's Email Address: _____

Number of Sodality Members in Parish: _____

I would like to receive the President's monthly letter via:

E-mail only at the e-mail address above

U.S. mail only



Sodality Union
of The Roman Catholic Archdiocese of Washington
 ExecCouncil@SodalityUnionADW.org



Parish Liturgy Planning Form

I GENERAL INFORMATION

Host Parish _____

Pastor and Contact # _____

Time: Mass _____ Rosary _____

Location _____

Day and Date of Event _____

Liturgical Feast or Event
 (e.g., First Saturday, Raffle) _____

Contact Person (Prefect) _____

Phone and email _____

Alternate Contact Name/# _____

Celebrant Rev. _____

Concelebrant Rev. _____

Homilist Rev. _____

Deacon(s) _____

Altar Servers _____

Processional Hymn _____

II INTRODUCTORY RITE

Incensation	YES / NO	Pastor welcomes (before/after) the sign of the Cross
Penitential Rite		Form A (Confiteor and Kyrie) Sung / Recited
		Form C Invocation with response
		Spoken by celebrant / deacon Sung by Cantor
Gloria (omitted during Advent and Lent)	Yes Sung Recited No	

Pg. 2 **Parish:** _____

Hosting date: _____

Collect, Prayer over the Gifts, and Prayer after Communion

From Mass of the Day/ Other _____

III LITURGY OF THE WORD

a. First Reading Scripture: _____ Lectionary # _____

Lector _____

Extraordinary Minister(s) of the Eucharist (if needed)

b. Psalm: # _____ Response: Sung (Cantor / All) Recited

c. Second Reading Scripture: _____ Lectionary # _____

d. Gospel Scripture: _____ Lectionary # _____

e. Incensation at time of Gospel YES/NO _____

f. Creed YES SUNG RECITED NO _____

IV RITE (e.g., Commitment – Renewal of Promises) OF _____

_____ Recited YES/NO _____ Assembly Sit/Stand

g. Prayer of the Faithful read by: Deacon – Lector(s) _____

h. Gift Bearers _____ and _____

V LITURGY OF THE EUCHARIST

i. Incensation at the Preparation of Altar and Gifts YES/NO _____

j. Preface Mass of the Day/ Other: _____

k. Sanctus/Holy Holy Sung Recited _____

l. Memorial Acclamation Sung Recited _____

m. Great Amen Sung Recited _____

n. Lord's Prayer Sung Recited _____

o. Doxology (for the Kingdom) Sung Recited _____

p. Lamb of God / Agnus Dei Sung Recited _____

q. Communion under both forms YES NO _____

r. Will there be a hymn of thanksgiving after the distribution of Communion?
YES/NO Selection: _____

VI CONCLUDING RITE

a. Are there announcements? YES NO (use large **bold** print)

b. When are the announcement(s) made? _____

c. Will there be a reception/meetings YES NO _____



Sodality Union of the Roman Catholic Archdiocese of Washington

ExecCouncil@SodalityUnionADW.org



CHRISTMAS SPIRITUAL BOUQUET FOR HIS HOLINESS POPE FRANCIS

Sacrifices that Sodalists will make for the year _____

TYPE

Tally of all Parish Sodalists

Masses

Holy Communion

Rosaries

Eucharistic Adoration (hours)

Days of Recollection

Spiritual Retreats

Novenas

Visit the Blessed Sacrament

Divine Mercy Prayers

Short Prayers

Indulgence – Plenary

Liturgy of the Hours

Sacrificial Prayers

Corporal Works

Other Prayers

Parish Sodality: _____

Parish Prefect/Moderator: _____

SU President/Moderator: _____

RETURN COMPLETE FORM NO LATER THAN month xx, 20xx