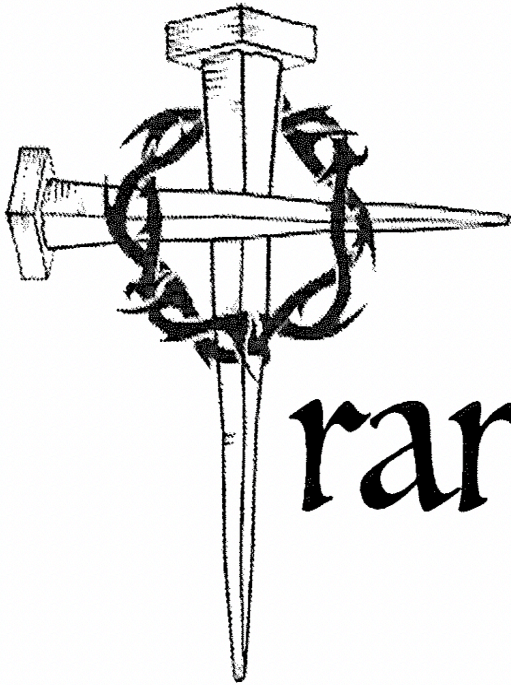


Transfigure Young Adult Group
BYLAWS of Bucks County



ransfigure

“At Saint Andrew Catholic Church”

PURPOSE

The purpose (“Purpose”) of the Catholic Young Adults of Transfigure is to minister to Catholic Young Adults in their 20’s and 30’s under the pastoral guidance given from the United States Conference of Catholic Bishops (USCCB) That plan outlines four major goals:

1. Connecting Young Adults with Jesus Christ
2. Connecting Young Adults with the Church
3. Connecting Young Adults with the Mission of the Church in the World
4. Connecting Young Adults with a Peer Community

MISSION

Transfigure is formed of Young Catholic Adults ages 21 to 35, who come together each Sunday night at 8:00pm to share their faith with one another. Throughout these gatherings individuals hold presentations and socials throughout the year. The goal of this adult group is simple:

- We are one with each other: where we are committed to loving each other as we are today, not as we wish we were!
- We are One in Christ: where we are committed to living as Christ desires us to live as young adults.
- We are one in scripture: Bringing the life of the Words of Christ in the hearts of all whom we encounter and especially through the good deeds throughout our lives.
- We are one Catholic Church: Welcoming people of all backgrounds and faiths, but are committed to following the teachings of the Catholic Church.

I. ADMINISTRATION

Transfigure is administered by a core leadership team (“Core Team”) consisting of an Executive Board and a Coordinating Board.¹ There are a total of ten *ex officio* members of the Core team: the Chaplain, Director, Assistant Director, Parish Liaison, Secretary, Controller, and the chairs of four standing committees: Prayer and Evangelization, Hospitality, Social, and Service. There are also a minimum of two and no more than four at large members on the core team. All members of the core team should be in good standing with the Catholic Church and a members of a Parish in Bucks County. In the event that any member cannot perform their duties they may at any time submit their resignation to the Director. The Chaplain is a non-voting member of the core team.

¹ See Appendix A for organization chart.

The total number of members of the core team, excluding the Chaplain, should not exceed 13. Unless agreed upon by both the Director and the specific Core Team member at the time of appointment, the normal appointment lasts for one year with up to an additional year in succession.

The Director may appoint, at his discretion, temporary *ad hoc* committees to serve a particular purpose and then dissolve once that purpose has been met. *Ad hoc* committees are not part of the core team.

Executive Board

The Executive Board includes the Chaplain, Director, Assistant Director, Parish Liaison, Secretary, and Controller.

Chaplain

The Chaplain prays for the spiritual fruitfulness of Transfigure, provides a priestly presence, and advises the core team. The Chaplain is appointed jointly by the pastors of the sponsoring parishes.

The Chaplain keeps the pastors of the parishes supporting Transfigure informed of the group's activities and progress. The Chaplain is responsible for booking facilities at parish of saint Andrew. The Chaplain should make an effort to be at all meetings in order to provide a priestly presence. The Chaplain appoints the Director with approval of the pastors of the sponsoring parishes.

Director

The Director is appointed by the Chaplain in consultation with the supporting pastor and parochial vicars. The Director serves a term of one year and may serve an additional one year in succession. The Director appoints all other members of the core team with approval of the Chaplain.

The Director facilitates weekly events and oversees the monthly core team meetings. The Director has veto power over any particular proposed Transfigure activity and helps to ensure that all Transfigure activities are in full harmony with the Purpose. As needed, the Director may also take part with the Chaplain in communicating with supporting priests and maintaining a good relationship with them on behalf of Transfigure.

The Director runs the Core Team Meetings and is the primary contact for any disputes that arise with either the Transfigure attendees or within the Core Team. When dealing with disputes, the

resolution proposed by the Director, with approval by the Chaplain, will be a final decision – which may range from pastoral guidance, to removal from the Core Team, up to prohibiting attendance from all Transfigure sponsored activities. In the event a complaint is raised about the Director, the recommendation of the Chaplain will be the final decision.

Assistant Director

The Assistant Director assists the Director and steps in for the Director in his absence. The Assistant Director is responsible for booking and confirming Transfigure speakers three months in advance. This includes the following:

- Providing the speaker with information on the purpose of Transfigure .
- Working with the speaker to develop a topic and title of the talk.
- Working with the speaker to assist when special equipment is needed.
- Obtaining a biography and photo from the speaker for publicity.
- Hosting the speaker the night of their talk.

The Assistant Director obtains contact information for each speaker and updates the Transfigure speaker contact list accordingly, as well as coordinating with the Chaplain to ensure proper delivery of speaker stipends. The Transfigure master calendar is updated as soon as a speaker is confirmed to speak. After they have spoken, a thank you is sent to each speaker in a timely fashion. The Transfigure speaker contact list shall not be distributed to any individuals outside the Executive Board without approval of both the Chaplain and the Director.

Parish Liaison

The Parish Liaison maintains regular communication with parishes about Transfigure meetings and events. This includes providing information on a monthly basis for parish bulletin and pulpit announcements, and maintaining a Transfigure parish contact list with current information for the best contact person at each parish and other organizations regarding Transfigure business. The Parish Liaison will keep notes about communicating with each parish that would be helpful for the next Parish Liaison.

Secretary

The Secretary prepares the minutes of Core Team meetings and distributes them no later than two days following the meeting to all Core Team members.. The Secretary is responsible for printing out the attendee list for meetings, collecting and entering new attendees' information from meetings, coordinating the efforts of social networking, and sending out weekly communications as delegated by the Director.

Controller

The Controller is responsible for overseeing the Transfigure finances. The Controller ensures that the Core Team is making fiscally responsible decisions with the Transfigure budget. All check requests are approved and issued by the Controller. Any request exceeding \$200 will need the authorization of the Director and Chaplain prior to check issuance by the Controller. During all Core Team meetings, the Controller is responsible for providing a status report of the current state of the budget. The Controller will also provide a detailed financial report to the Chaplain for regular updates to the pastors of the sponsoring parishes. The Controller must be a registered member of one of the sponsoring parishes.

Coordinating Board

The Coordinating Board consists of the chairs of the four standing committees (Prayer and Evangelization , Hospitality , Social, Service) and the at large members..

Prayer and Evangelization Committee Chair

The Prayer and Evangelization Committee Chair oversees the prayer committee and prays regularly for the spiritual fruitfulness of Transfigure and for the intentions of Transfigure attendees. This may include having others join them in making specific prayer commitments in support of the group. The Prayer and Evangelization Committee Chair appoints members to the prayer committee and plans any meetings of the committee in consultation with the members. The Prayer and Evangelization Committee Chair keeps the Core Team advised of prayer committee activities. The Prayer and Evangelization Committee Chair oversees the prayer component of the weekly Transfigure event emails and any prayer announcements through social networking or at weekly events. The Prayer and Evangelization Committee Chair may help to organize any Transfigure spiritual events.

Hospitality Committee Chair

The Hospitality Committee Chair oversees the hospitality committee. The Hospitality Committee Chair appoints members to the hospitality committee and plans any meetings of the committee in consultation with the members. The primary purpose of the Hospitality Committee is to ensure that all new attendees of Transfigure are welcome, that they are kept in regular contact with us, and that a personal relationship with new Transfigure attendees is established from the first Transfigure event attended. The Hospitality Committee Chair and committee members are responsible for providing name tags for attendees during weekly meetings, gathering contact information of new attendees for the Transfigure email and social networking lists, and overseeing any other Transfigure signup sheets.

Social Committee Chair

The Social Committee Chair oversees the social committee. The Social Committee Chair appoints members to the Social Committee and plans any meetings of the committee in consultation with the members. The Social Committee should encourage fellowship after the weekly meetings and plan weekend events on a regular basis in a way that is beneficial for the membership. The Social Committee is responsible for coordinating all advertising and any additional needs for social events. All social events must be in line with the Purpose.

Service Committee Chair

The Service Committee Chair oversees the service committee. The Service Committee Chair appoints members to the service committee chair and plans any meetings of the committee in consultation with the members. The service coordinator will publicize service projects by announcing upcoming projects to the group or asking the coordinators of particular projects to do so. All service projects should be in line with the Purpose.

“At Large” Members

“At Large” members are appointed by the Director. They are members of the Coordinating Board and thus are full voting members of the core team. At any time there should be no fewer than two, and no more than four, at large members so that the core team (excluding the chaplain) does not exceed a total of 13.

Weekly Meetings

Transfigure will meet monthly at a date and time coordinated between the Director and Chaplain dependent on the availability of a facility within Saint Andrew catholic church. The Director, with approval of the Chaplain, can introduce meetings of various formats, generally a speaker with expertise on an aspect of the Catholic faith, so long as the meetings continue to further the goals as outlined in the Purpose. Agendas must be set in prior to the meeting.

Core Team Meetings

The Core Team will meet once per month. The Director is responsible for planning the meetings and preparing agendas. Agendas should be sent to Core Team members in advance of meetings. A typical meeting should be used to review the four major goals outlined in the Purpose, to report on the activities of the standing committees, and set measurable goals for the future of Transfigure.

It is important that the Executive Board attend all Core Team meetings. Standing Committee chairpersons can delegate one of their committee members as a proxy in their absence.

Open Planning Meetings

The Director, at his discretion, may host occasional open planning meetings. Interested attendees of Transfigure weekly meetings will be invited to open meetings for the purpose of gaining broader input in steering the future of Transfigure. This is an opportunity for interested attendees of the regular weekly events to begin to participate in Transfigure in a different way, having some involvement in leadership aspects of the group, although not as members of the Core Team.

II. AMENDING THE BYLAWS

The organization outlined in these bylaws will change as the needs of Transfigure change. Any core team member may propose amendments at a Core Team meeting. A proposed amendment must be seconded by another member in order to be taken up for discussion and a vote. Amendments to the bylaws are passed by a two-thirds majority of the core team. A quorum for an amendment vote is the entirety of the Core Team. (the full core team, not simply of those present when the vote is taken).

Appendix A: Transfigure Organization Chart

