

Magnificat, A Ministry to Catholic Women

Chapter Service Teams





What is the Mission of Magnificat?

Magnificat exists to evangelize and to encourage Catholic women to grow in holiness through opening more fully to the power and the gifts of the Holy Spirit.

(Handbook: C-3)

What are the objectives of Magnificat?

Magnificat's objectives are to:

1. live out the mystery of Mary's visit to Elizabeth
2. help Catholic women to open more and more to the Holy Spirit through a deeper commitment of their lives to Jesus as Lord and to impart the Holy Spirit to one another by their love, service, and sharing the good news of salvation,
3. provide opportunities which foster growth in holiness,
4. sponsor the Magnificat Meal, the essential function of Magnificat, and
5. imitate Mary through spiritual adoption of priests and seminarians.

(Handbook: C:5-6)

Personal Growth in Holiness

Magnificat encourages growth in holiness through:

- Daily personal prayer
- Knowing the love of God the Father
- Commitment to Jesus Christ as Lord
- Experiencing the presence and power of the Holy Spirit and openness to His gifts
- Frequent participation in the sacraments of the Holy Eucharist and Reconciliation
- Study and daily reading of the Sacred Scriptures
- Love for and loyalty to the Catholic Church as expressed through her teaching authority of the Pope and Bishops in communion with him
- Serving the needs of the Church and the world
- Love and devotion to Mary, mother and model
- Appreciation of the vocation of Christian women
- Reverence for the sanctity of life
- Fostering the works of intercessory prayer
- Promoting unity

(Handbook: C:5-6)

Chapter Service Teams

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Magnificat Leadership

Chapter Service Team – Coordinator, Assistant Coordinator, Secretary, Treasurer, Historian (Handbook: C-15-16)

Spiritual Advisor – a priest, deacon or lay person known to be a devout brother or sister in Christ **who exemplifies a strong spiritual life**

Ministry Chairwomen – These are **volunteer leaders** who can administer a position and lovingly direct those assisting in her area of responsibility. There are a variety of positions that require committed help and a lady might find fulfillment in something they really will enjoy doing.

Leadership is also the **Central Service Team** which oversees the Ministry worldwide; setting policies, insuring the integrity of the ministry, and guiding its expansion.

The local Service Team is responsible for:

- keeping the local Chapter faithful to the vision and objectives of Magnificat,
- initiating and maintaining contact with the diocesan bishop under whose vigilance and jurisdiction Magnificat remains as required by canon 305.2. of the 1983 Code of Canon Law,
- selecting the local Chapter's Spiritual Advisor,
- making all decisions concerning the local Chapter,
- arranging for and presiding over the chief function of Magnificat, that is, the Magnificat Meal,
- discerning persons who have the gift of leading worship

The local Service Team is responsible for:

- securing confirmation of the speakers for:
 - the Magnificat Meal
 - and other Chapter functionsfrom the Chapter's Spiritual Advisor,
- appointing an advisory team of at least five women who may serve as chairwomen of the various ministries associated with the Magnificat Meal and the other functions of the local Chapter,
- appointing new Service Team members to fill unexpired terms of members who die or resign,
- electing new Service Team members to fill expired terms,

The local Service Team is responsible for:

- being good stewards of all chapter monies, approving the spending of same, and reporting annually on the finances of the local Chapter,
- making an annual report on the activities of the Magnificat ministry (ex: Smart DCFR and Annual Wellness Survey),
- seeking opportunities for spiritual growth and training for the lay apostolate through conferences, workshops, retreats, days of renewal, and other similar functions/events, and
- supporting the expansion of Magnificat (ex: Dues, double dues, 10 % tithe (C-17), donations, 5 Star Campaign are meant to be given in the spirit of a “tithe”).
- Whenever extra monies are available for donating, the wider ministry of Magnificat (CST) should be the beneficiary so these monies can be used to foster the purposes of Magnificat.

(Handbook: C- 14-17)

1. The Coordinator

- a) leads the local Service Team in prayer,
- b) encourages a spirit of loving unity among team members,
- c) looks for and calls forth potential in others,
- d) acts as team spokeswoman,
- e) is liaison with the Spiritual Advisor,
- f) sees to the preparation of the agenda for team meetings,
- g) convenes and conducts the team meetings,
- h) polls the team membership, when necessary, and
- i) returns all Magnificat records and property to the local service team when her term of office ends.

(Handbook C- 16)

2. The Assistant Coordinator

- a) acts in the absence of the Coordinator,
- b) supervises the chairwomen of the various ministries associated with the Magnificat Meal and other functions of the local Chapter,
- c) returns all Magnificat property and records to the local service team when her term of office ends.

(Handbook C- 16)

3. The Secretary

- a) records the minutes and policies of the team and files all written reports,
- b) handles correspondence for the local Chapter,
- c) maintains the local Chapter's membership roll and mailing list, and
- d) returns all Magnificat property and records to the local Service Team when her term of office ends.

(Handbook: C-17)

4. The Treasurer

- a) oversees the collecting, counting, and depositing of all income for the local Chapter,
- b) sends to the Central Service Team annual Chapter dues in order to support the development of local Chapters and the spread of Magnificat,
- c) obtains the approval of the Service Team for all other expenditures,
- d) pays all bills,
- e) maintains accurate records of all financial transactions,
- f) presents the Service Team a report after each event which requires financial transactions, but at least bi-monthly (every other month),
- g) prepares a budget for the next fiscal year and submits it for approval by the local Service Team on or before June 1

The Treasurer (cont.)

- h) monitors the budget to ensure that committees remain within their allotted limits,
- i) prepares all financial reports, including a detailed annual financial report (DCFR) to be made available at the end of the fiscal year,
- j) fulfills all federal and state regulations regarding filing appropriate tax forms, and
- k) returns all Magnificat property and records to the local service team when her term of office ends.

(Handbook: C- 17-18)

5. The Historian

- a) chronicles all Magnificat events, in photographs, newspaper articles, written reports, and other forms,
- b) contributes to the preparation of the annual reports (DCFR and Annual Wellness Survey) on the activities of the Magnificat ministry, and
- c) returns all Magnificat property and records to the local Service Team when her term of office ends.

(Handbook: C-19)

Service Team Responsibilities:

In the unlikely event that there are **temporarily** only three members on the Service Team, all of the responsibilities of the officers previously listed need to be divided among the three women. Provided that all the tasks are covered, these local Service Teams are free to determine their own division of responsibilities. However, the office of Coordinator and Treasurer should never be combined.

Recommended:

- Coordinator
- Asst. Coordinator-Treasurer
- Secretary-Historian

(Handbook: C- 19)

Initial Service Team or When Reactivating

- 1) The first local Service Team is to come from those women whose common vision and life situation allows them to make the commitment to establish Magnificat in a particular place.
- 2) A contact person, who is appointed by a temporary Spiritual Advisor and charged with leading women through the initial stages of the Chapter formation process, is to designate a selection committee of at least three women (one of whom may be herself) who are committed to the establishment of Magnificat.
- 3) The others who are committed to the establishment of Magnificat should submit the names of eligible women to the selection committee, which, through prayer and if possible, in consultation with the temporary Spiritual Advisor, will select the first Service Team.
- 4) The initial local Service Team may serve for ten years using August 1, nearest to the affiliation date as the beginning of the initial term. Each member may serve additional consecutive term(s) as specified in Constitution Articles V - G.8. and V - G.9. By the end of the ninth year, the initial team must have in place a process for replacing itself.

(Handbook: C – 19-24)

The Service Team

A Service Team is made up of women who act as a team, praying together and discerning the will of the Holy Spirit as He guides and directs the team members.

Each local Chapter is governed by a Service Team consisting of at least three, but not more than seven women.

(Handbook: C-13)

To qualify for membership on the local Service Team a woman must:

1) be a **practicing Catholic** (Handbook: C-22-23)

- A Service Team member must be a woman who is in **good standing** with the Catholic Church.
- She is a wise and a discerning person who is a role model in the community and exemplifies the Marian virtues such as gentleness, prudence, humility, charity, modesty in attire and behavior, etc.
- She maintains, by word and actions, a position that is in agreement with the teaching standards, doctrines, laws and norms of the Catholic Church.
- She knows the fundamental truths of the Catholic Church and is in sacramental union with the Catholic Church (attending weekly Sunday Mass and receiving the sacraments regularly).
- She is in agreement with and living according to canon law and the moral and doctrinal teachings of the magisterium, the pope and the bishops in communion with him, (e.g., she must be living in a valid marriage according to Church regulations or, if unmarried, must not be involved in a romantic relationship if she or the other party is not canonically free to marry nor in a relationship of cohabitation without the benefit of canonical marriage).

(Also see: Appendix: Leadership in Magnificat A- 66 or Constitution – C - 23)

To qualify for membership on the local Service Team a woman must:

- 2) agree with and pledge to pursue the objectives of Magnificat, and uphold all the statutes specified in the Magnificat Handbook,
- 3) evidence **spiritual leadership** in her daily life,

(Handbook: C-23)

To qualify for membership on the local service team a woman must:

- 4) have an **experience of being renewed in faith**, either through
 - a) a Life in the Spirit Seminar if there is one available (in person or via DVD, ex: Wild Goose Series, As By A New Pentecost), or
 - b) by praying with their team through Magnificat' Guidelines for Presenting the Life in the Spirit Seminar handbook, concluding with prayers for the Outpouring of the Spirit,

(Handbook: C-22-23)

The gifts of the Holy Spirit and the charisms that come with Baptism in the Holy Spirit should be evident and used by the woman.

- 5) have a **servant's heart**, and

To qualify for membership on the local Service Team a woman must:

- 6) preferably have actively **participated on a regular basis** in the areas of responsibility for the Magnificat Meal (if entering existing team)

(Handbook: C-22-23)

This is the ideal - not a prerequisite. Any one who is a member of Magnificat is eligible for consideration for a position.

Procedures should be in place for replacing Service Team members. It is not a life-time position! See C-22: #7 and #8 – Terms of Office.

Prayer

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Prayer as a Team

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Prayer has always been the foundation of this ministry - **all that we do must be empowered and guided by the grace of the Holy Spirit.** Therefore, as leaders in Magnificat we must be women of prayer - personal prayer must be the priority in our daily lives.

Jesus promised that when two or more are gathered together in His Name He will be in our midst.

So it follows that when we gather together as a team, **prayer must always be the first item on our agenda. This is an extended period of time where we lay aside the distractions of the day and focus our hearts and minds on the Lord.**

(Handbook: Appendix 87)

Prayer as a Team

Two points are worth remembering:

- 1) During the course of deliberations when there is difficulty in coming to a consensus, it is important to pause and pray – even tabling the matter to a future meeting giving us more time to pray and reflect about the issues.
- 2) It is also good to occasionally have a meeting totally dedicated to praying together as a team. Teams have found this to be unifying and it helps those in attendance realize that this ministry is all in God's hands.

(Handbook: Appendix 87)

A Service Team is the Model of Teamwork: Service Team Meetings

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*A Service Team
is the Model of
Teamwork;
Service Team
Meetings*

The team should meet as often as necessary to prayerfully guide the Magnificat Ministry and to form a bond of unity and love among Service Team members.

Every Service Team should **meet regularly** (at least once a month once established, weekly is the norm in the beginning).

(Handbook: C- 28)

*A Service Team
is the Model of
Teamwork:
Service Team
Meetings*

Each team member has a voice in the decision making process.

Complete consensus on all issues, while not always possible, is the goal of all decision making by the local Service Team.

(C-29)

It takes a lot of prayer, discernment, an ear tuned into the Holy Spirit, and a servant's heart to serve effectively on a team.

Operative word here is **TEAM** – decisions are made after discussion and prayer.

(See Appendix: Praying as a Team A-87)

*A Service Team
is the Model of
Teamwork;
Service Team
Meetings*

It is not a “One Woman Show” or a “dictatorship”.

It should never be one person’s choice or decision.

Unanimity of mind, heart, and attitudes does not mean sameness. Unanimity is the ability to confirm and build on the ideas and judgements of others as **each** person is heard. It is achieved though using the various gifts, talents, and personalities of the members of the Service Team.

(Handbook: C-29)

Selecting a Speaker

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Selecting Speakers

The speaker:

- first needs to be chosen by the **whole** Service Team and
- is then submitted to the Spiritual Advisor for approval (**prior** to inviting the speaker),
- needs to be a Catholic in good standing and
- gives a personal testimony not a teaching.

(Handbook: Meals: 9-11

Also refer : Guidelines for Speakers Module)

Spiritual Advisors

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The Chapter Spiritual Advisor

The Spiritual Advisor, preferably a priest, must be:

- open to Charismatic spirituality within the Catholic Church,
- in agreement with and supportive of the objectives of Magnificat,
- able to give the Chapter Service Team guidance and direction, and
- able to attend at least one Magnificat Meal per year.

The Chapter Service Team is to obtain the diocesan bishop's written approval of the original and all subsequent Spiritual Advisors. A copy should be sent to the CST.

The Chapter Spiritual Advisor

Spiritual Advisors' duties are to:

- confirm the Service Team's choice of speakers for the Magnificat Meal and other functions
- help the Service Team achieve consensus when necessary
- counsel the Service Team when considering the selection of new team members or new functions or services
- meet with the Service Team at least once a year

Spiritual Advisor At the Meal

- It is recommended that the Service Team invite the **Spiritual Advisor** to give a short teaching (5 minute); however, if the Spiritual Advisor is unavailable the Service Team may invite a priest or deacon to do so.
- Prays over Petitions (1 - 2 minutes): Written prayer requests are collected from each table and brought to the head table at the conclusion of the meal. The **Spiritual Advisor** (or someone appointed by the Service Team) leads a brief prayer over them at the end of praise.
- The **Spiritual Advisor** sits at the head table with the Service Team, the speaker, (if married, the speaker's husband), and/or other important guests.

Handbook: Agenda: M:17-20

Be attentive to the vocabulary you use when communicating with your diocese.

Testimony: personal story of how God has acted in your life. Typically does not need diocesan approval.

Teaching: sharing subject matter that normally requires credentials and possibly diocesan approval.

Check with your Spiritual Advisor
for diocesan guidelines.

Chapter Ministry Teams

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Chapter Ministry Teams

Commentary: Ministries considered essential for hosting a Magnificat Meal include:

- 1) **membership**, which keeps an up-to-date record of the ministries and assists the secretary in keeping the Chapter roll of memberships;
- 2) **hospitality**, which consists of greeters and hostesses who welcome and assist guests at Magnificat functions and make sure the surroundings are as nice as possible;
- 3) **reservations**, which handles the procedure the Chapter will use for entrance to the Magnificat Meal;
- 4) **publicity**, which advertises Magnificat functions;
- 5) **music**, which provides appropriate singing and accompaniment for Magnificat functions;
- 6) **intercessory prayer**, which meets periodically to pray for the needs of Magnificat; and,
- 7) **prayer leadership**, which directs the worship of all assembled at the Magnificat meals

Handbook: C 32-33

Prayer Leadership (leading praise and worship) is a key ministry.

- Discerning persons with this gift constitutes one of the more important functions of the local Service Team.
- Ordinarily, the ministry of prayer leadership is performed by the member of the local Service Team who presides at the Magnificat Meal.
- Occasionally, however, it may be appropriate for someone not on the Service Team to exercise the ministry of prayer leadership.
- It may be a member of the Music Ministry.
- In this case, a member of the Service Team should still preside at the Magnificat Meal.

Handbook: C 32-33

Other ministries which have proved helpful to the Magnificat ministry include:

- 1) **clerical**, which composes and has printed flyers, prayer cards, and other similar items;
- 2) **mailing/emailing** which distributes flyers and other Magnificat materials;
- 3) **decorations**, which arranges the tables before and after the Magnificat Meal and which purchases materials and constructs center-pieces for tables;
- 4) **recording and duplication**, which records the speaker for the Magnificat Meal;
- 5) **personal prayer teams**, that pray with women individually for their personal intentions after the program is finished;
- 6) **visitation tables**, which provides books, logo items and resource materials to be available on the day of the Magnificat Meal; and,
- 7) **Life in the Spirit Seminar**, the ministry which give teachings apart from the Magnificat Meal and keeps the membership informed on the dates and places the seminars are taught (See Chapter Ministries: Life in the Spirit Seminar) as well as other between meals events.

Handbook: C - 32-33

Chapter Advisory Team

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Advisory Team: at least five women who may serve as chairwomen of the various ministries associated with the Magnificat Meal and the other functions of the local Chapter

The purpose of the advisory team is to establish open communication between the Service Team and those who lead the various ministries.

However, the advisory team does not attend the regular Service Team meetings. They share with each other the successes and failures they have encountered in their work.

It is not a decision making body.

The Service Team takes under advisement the information provided by the advisors and then makes its decisions later when the Service Team meets, giving due consideration to the input and ideas brought forth by the advisors.

Handbook: C - 30

The local Service Team is to meet with the advisory team as often as necessary to ensure the orderly conduct of the Magnificat ministry, but **at least twice a year.**

Its purpose is to provide an opportunity for input regarding the past year's activities and for direction regarding the next year's plans.

Ideally one of these meetings should be called a month or two after the close of the fiscal year to gather advice for the purposes of planning next year's events.

This allows the treasurer time to prepare her report. Minutes of the meeting should be taken.

The advisory team does not attend the regular Service Team meetings.

Magnificat Meal

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*The
Magnificat
Meal is the
Primary
Expression of
the Ministry*

Magnificat's Mission is to evangelize and to encourage Catholic women to grow in holiness through opening more fully to the power and gifts of the Holy Spirit.

The Magnificat Meal is primarily a **Prayer Meal** and, as such, we need to focus all of our attention on the spiritual aspect of the Meal. Of course, we must feed our bodies; the Lord Himself enjoyed many a meal on this earth.

But the main focus of the Magnificat Meal is to nourish our souls.

(Handbook: M - 4-5)

*The
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Meal is the
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The Meal is an **evangelistic tool** which can be as simple as coffee and doughnuts or as elegant as a moderately priced banquet.

It provides an opportunity for women to gather for a shared faith experience rooted in God's word in Sacred Scripture within a structured time frame.

(Handbook: M-5)

*The
Magnificat
Meal is the
Primary
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For more information on the Meal
itself, please review
“Meal Guidelines”
prior to your first meal
or as an annual review.

Magnificat Conference

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Magnificat International Conference

Every two years, Magnificat holds a conference. It may be held in different regions of the country to allow Chapters a better opportunity to attend.

Service Teams, Spiritual Advisors, Chapter ministry members, and members may attend. Each person is responsible for his/her own expenses.

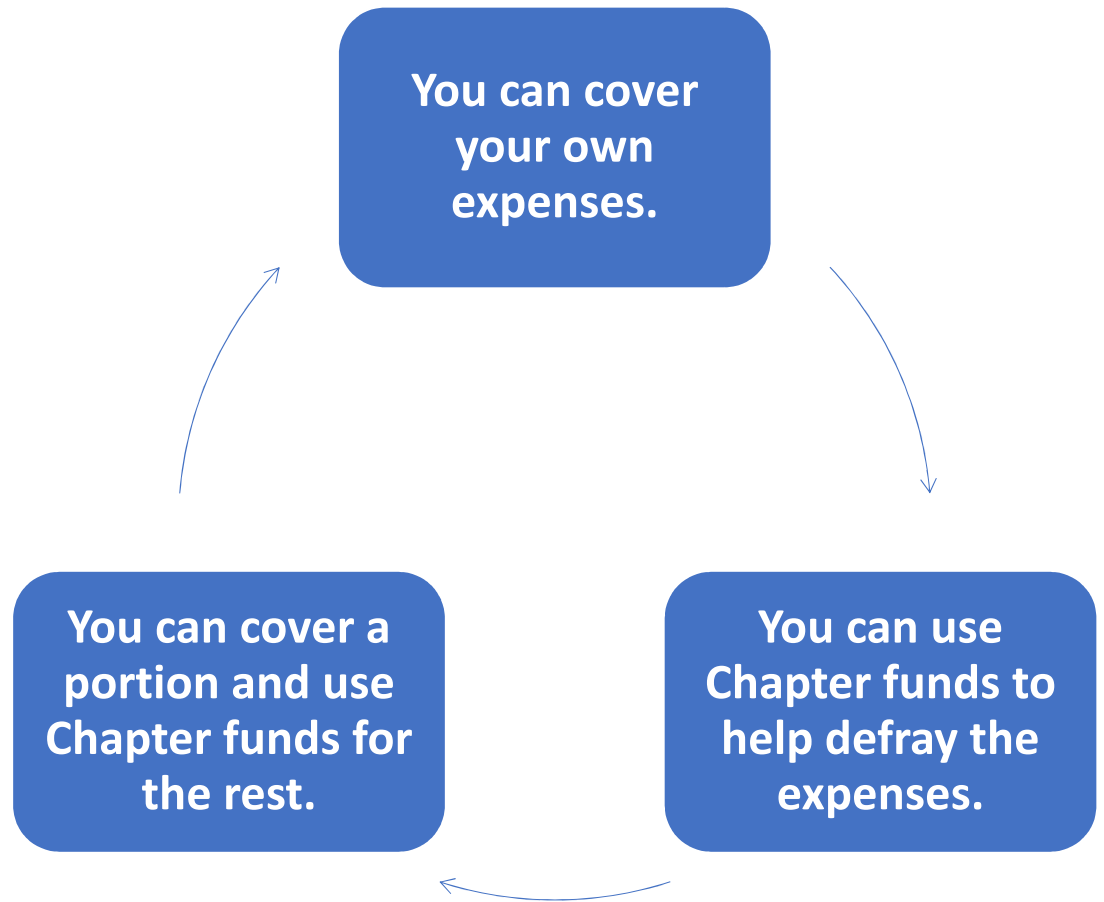
It is required that each Chapter send at least two Service Team members (G-41 #2 a).

To insure that each Chapter is able to send two Service Team members, **Chapter funds may be used to help defray expenses.**

(Handbook: A-50, G-41)

Magnificat International Conference: Funding Options

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*Magnificat
is
growing
in
holiness*

Magnificat is a **ongoing process** of continuing education and spiritual development.

Members are asked to participate in a consecration to Jesus through Mary at least once a year.

It is suggested that Service Team members attend a LIS as a team every few years, especially when adding/changing team members.

Attending conferences, web training sessions, retreats, Life in the Spirit Seminars, pilgrimages, and Bible studies are just a few examples of what might happen in between Meals.

(Refer: In Between Meals Module)

Chapter Team Self-Evaluation (Periodic Wellness Check-up)

- Are we using the Charismatic gifts?
- Are we encouraging the Charismatic gifts at our Meals?
- Do we pray in the Spirit when we have a Service Team meeting? When we are at meals/events?
- Do we worry more about what people say than what God says? Are we true to our roots?
- Do we follow the meal guidelines as expressed in the handbook?
- Do we have a full Chapter Service Team?
- Do we consult our Spiritual Advisor prior to speakers being invited?
- Do we make decisions as a team or is “decision by direction of one”?
- Do we read the Garden Journals?
- Are we actively trying to find our replacements?
- Do our meals accomplish the goals of Magnificat?
- Do we send **at least** two Service Team members to the Magnificat Conference every two years?
- Do we encourage and participate in “between meal” events?