

**THE STRUCTURE AND FUNCTIONS
OF THE COORDINATING COMMITTEE
OF THE INTERNATIONAL ASSOCIATION OF LAY CISTERCIAN COMMUNITIES**

"Now the God of perseverance and encouragement give you all the same purpose, following the example of Jesus Christ, so that you may together give glory to the God of the Father of our Lord Jesus Christ with one heart. Accept one another, then, for the sake of God's Glory, as Christ accepted you" (Rm 15, 5-7)"

This document is a work in progress. Its purpose is to help the Coordinating Committee organize and conduct its work. It is open to on-going review and modification. Changes in the document will be indicated by an appropriate version number and date.

I – MISSION OF THE COMMITTEE

1) Preparation of the next International Lay Cistercian Encounter

- To organize the next meeting of the International Association of Lay Cistercian Communities : find the place, dates and determine logistics. This is a "rotating" mission among all the members of the Committee depending on the language area where the Encounter will be held.
- To invite all the Groups who have participated in past International Lay Cistercian Encounters and who are interested in organizing the next one to send written proposals giving as much information as possible about the facilities they can offer.

- Once a place has been selected, the Coordinating Committee is responsible for the organization of the meeting with the close collaboration of the local community in charge of it.
- To propose a topic of reflexion to be worked by all the International Lay Cistercian communities during the years before the Encounter. During the Encounter, the contributions of all the communities will be heard and discussed; and these will give us a common basis that will be written, accepted and shared by the majority of the delegates there present.
- To ask each Group to send a house report of their functioning, situation and ways of living the Cistercian charism in the world.

2) Relations with Lay Cistercian Communities

- Each member of the Coordinating Committee will be responsible for a specific language group—Spanish, English or French.
- Each member of the Steering Committee will participate whenever possible in the regional Encounters of Lay Cistercian communities that ask for the support of the Committee and invite a Committee member to be present. (Acceptance will depend on the financial situation of the Committee)

3) Charisma and Communion

- To be a source of communion between International Lay Cistercians communities.

II – MEMBERS OF THE COMMITTEE

A) Election

To be proposed before the next international Encounter (2011) when the International Association will be officially confirmed.

B) Resignation

To be proposed before the next international Encounter (2011) when the International Association will be officially confirmed.

C) Dismissal of a member of the Committee

To be proposed before the next international Encounter (2011) when the International Association will be officially confirmed.

III – RESPONSIBILITIES OF THE COMMITTEE

1) Division of Functions within the Committee

Certain committee functions are assigned to individuals within the Steering Committee while others are shared by all members of the Committee. Committee functions will be distributed by agreement among all the members of the Committee. In case of conflict, a vote will be taken. In case no Committee Member accepts a particular function, it will be allocated by lot among those members who have fewer responsibilities.

A) Secretary – to be filled by the Coordinating Committee member in whose language the next meeting will be presented

- To plan and coordinate Committee meetings
- To moderate the Committee meetings
- To prepare the agenda for the Committee meetings
- To write the minutes of the meetings of the Committee.
 - To seek and appoint a webmaster for the Association's web site and to oversee the content published there

- Establish a bank account in the country where the next Encounter will be held
- To present the accounts of the Committee every year.

B) Finance and Administration—all the members of the Committee share responsibility

- To build a budget adequate for the accomplishment of goals.
- To search for financial resources for the Association
- Every three years conduct an audit of accounts and present the results at the International Encounter for approval.

C) Substitutes

- In the last encounter of Santa Maria de Huerta, three persons were elected to substitute for each member of the Committee in the case that that member could no longer fulfil his/her responsibilities on the Committee.

D) Collaboration and assistants

- Each Member is permitted and encouraged to develop a team of collaborators and assistants from among other members of International Lay Cistercian communities, but each Committee member remains responsible for all his/her work and responsibilities within the Committee.

E) Review of functions within the Committee

All the functions, goals and objectives of the Committee will be reviewed, revised and accepted every three years.

2) Functioning of the Committee

A) Committee meetings

The Committee is required to meet once a year. If necessary, it may meet more often.

B) Voting

In its deliberations, the Steering Committee always seeks consensus. When consensus is not possible, votes will be taken.

C) Communication

All Committee Members must keep the rest of the Committee informed of all actions, visits, conversations and contacts, as well as e-mails and letters received or sent to the Committee, or any communication that could be of interest of all. In addition, it would be helpful for Committee Members to share photocopies of letters and documents received by traditional mail that may be of general interest.

Committee Members are required to maintain confidentiality regarding all issues raised and discussed by the Committee.

D) Minutes

All the minutes of the Committee, after being approved, will be posted on the Web Site of the International Association of Lay Cistercian Communities.

E) Language

The official languages of the Steering Committee are English, French and Spanish.

Committee Members must write their own documents in their own language, and each Committee Member is responsible for translating and understanding documents presented by other Committee members. All official documents of the Steering Committee will be translated into these three languages.

Revised September 15, 2008, Assisi