

**Bukas Loob sa Diyos Covenant Community**

**BLD COVENANT OF COMMUNION**

**THE POLICIES AND GUIDELINES**

**(As of April 17, 2009 – For District Implementation)**

**SECTION 8**            **BLD COMMUNITY ORGANIZATION AND FUNCTIONS**

8.1    BLD Community Spiritual Director (CSD)

The functions of the BLD Community Spiritual Director are:

- 8.1.1 To provide guidance on how the BLD Covenant Community can respond to the directions and needs of the greater Church;
- 8.1.2 To discern and appoint members of the BLD Community Council of Servant Leaders (CCSL) in line with the Community Process of Emergence, including the assignment of Apostolates to members of the Executive Council of Servant Leaders (ECSL);
- 8.1.3 To hold quarterly Pastoral Visits with the members of the BLD Community Council of Servant Leaders;
- 8.1.4 To approve and confirm the recommendations of the BLD Executive Council of Servant Leaders on the opening of new Districts in Dioceses, and on new programs and initiatives for the BLD Global Community such as Poverty Alleviation and other Church advocacies;
- 8.1.5 To replace any member of the CCSL in case of vacancy due to the following reasons:
  - (a) Resignation when accepted by the Community Spiritual Director;
  - (b) Leave of absence for more than six (6) months;
  - (c) Removal for cause; and
  - (d) Death of a spouse.
- 8.1.6 To appoint the permanent replacement of the CCSL according to the guidelines under Section 12.4.3 - Governance and Process of Emergence];
- 8.1.7 To approve the appointment of the Shepherd of the District Cluster (SDC) as recommended by the incumbent ECSL;

- 8.1.8 To provide guidance and direction to District Spiritual Directors in matters pertaining to their functions;
  - 8.1.9 To conduct the Discipleship Retreat for aspirants to the BLD Covenant, if available, and give his confirmation on the member's Covenant Pledge; and
  - 8.1.10 To provide guidance and/or decide on matters not covered by any existing BLD Statutes and Policy and Guidelines.
- 8.2 BLD Executive Council of Servant Leaders (ECSL) as members of the BLD Community Council of Servant Leaders (CCSL).

In addition to their general functions [BLD Statutes - Art. 5.2.1], the specific functions of the Executive Council of Servant Leaders are:

- 8.2.1 Executive Council of Servant Leaders as a Body.
- (a) To replace any member of the DCS in case of vacancy due to the following reasons:
    - (1) Resignation when accepted by the ECSL;
    - (2) Leave of absence for more than six (6) months;
    - (3) Removal for cause; and
    - (4) Death of a spouse.
  - (b) To appoint the permanent replacement of the District Council of Stewards (DCS) according to the guidelines under Section 12.4.4 - Governance and Process of Emergence];
  - (c) To approve the appointment of the DIP's Interim DCS as recommended by the DCS of the Administering District and DIP Shepherd and as endorsed by the DSL and SDC;
  - (d) To recommend to the CSD the appointment of the Shepherd of District Cluster;
  - (e) To conduct periodic review of all Encounter Programs and Manuals, Formation Programs and Tracks, Pastoral Care Programs, Mission Programs, and Administrative Policies and Procedures;
  - (f) To approve for covenanting, members who desire to be covenant disciples of BLD and who have completed all requirements as recommended by the DCS and endorsed by the DSL or SDC;
  - (g) To recommend to the BLD Community Spiritual Director the opening of new Districts in Dioceses, new programs and

initiatives for the BLD Global Community such as Poverty Alleviation and other Church advocacies;

- (h) To approve the establishment of new prayer groups and the elevation of Full-Fledged Districts and Districts in Process;
- (i) To approve the establishment of a District Foundation or a non-stock, non-profit corporation/organization;
- (j) To confirm the appointment of the DIP Shepherd and DLC members as recommended by the DCS and endorsed by DSL or SDC;
- (k) To approve the policies and guidelines specifically formulated and recommended by the DCS for their District as endorsed by the DSL or SDC;
- (l) To approve the accreditation of District Instructors, Community Instructors and Community Teachers as recommended by the DCS and endorsed by the DSL or SDC;
- (m) To approve newly-developed or revised teaching modules as reviewed by the District Formation Apostolate Review Board (FARB), recommended by the DCS and endorsed by the DSL or SDC;
- (n) To agree on a Presiding Servant Leader on rotation basis. The position of Presiding Servant Leader shall be rotated among the five (5) ECSL, with a term of seven (7) months each. One of the ECSL will serve for eight (8) months. The new ECSL shall determine among themselves the sequence of serving as Presiding Servant Leader; and
- (o) To create among themselves a back-up system which also serves as the prayer-partner system. [Refer to Section 12.4.1 - Governance and Process of Emergence]

#### 8.2.2 Executive Council of Servant Leaders as Couples.

- (a) To oversee the spiritual life of Community members, particularly in their assigned Apostolate;
- (b) To be effective witness to the Word of God and the Teachings of the Catholic Church, particularly on Christian life;

- (c) To shepherd the personal and community lives of those assigned to them under the Pastoral Care structure;
- (d) To assume full responsibility and accountability over the BLD Community Apostolate assigned to them;
- (e) To exercise pastoral and functional authority jointly with the DSL over the BLD District Stewards of the Apostolate under them;
- (f) To assist the CSD or DSD in the conduct of the Discipleship Retreat for aspirants to the BLD Covenant;
- (g) To preside over the ECSL "Waiting on the Lord" sessions, when sitting as the Presiding Servant Leader [Ref. ECSL Circular No. 06-2007-027, June 19, 2007]; and
- (h) To attend the quarterly Pastoral Visits of the Community Spiritual Director.

### 8.3 BLD District Servant Leaders (DSL) as Members of the BLD Community Council of Servant Leaders (CCSL)

In addition to their general functions [BLD Statutes - Art. 5.3.2], the specific functions of the BLD District Servant Leaders (DSL) are:

#### 8.3.1 As the couple-representative of their assigned BLD District Cluster (composed of a Full-term District together with its assigned Full-fledged Districts and BLD Districts-in-process through their Administering Districts):

- (a) To participate in all decision-making processes of the BLD Community Council of Servant Leaders on matters or issues affecting the BLD Covenant Community globally;
- (b) To communicate and report to the BLD Executive Council of Servant Leaders the concerns and sentiments of the District Cluster they represent;
- (c) To elevate and present to the BLD Executive Council of Servant Leaders matters or issues in the District which affect the BLD Covenant Community globally;
- (d) To recommend to the ECSL, together with the DCS, the elevation of BLD Full-Fledged Districts and BLD Districts-in-Process, the establishment of new Prayer Groups and Outreaches, and to monitor and report their progress and development;

- (e) To attend the quarterly Pastoral Visits of the Community Spiritual Director with the CCSL, when able;
- (f) To promote the harmonious working relationship between the BLD Executive Council of Servant Leaders and the BLD District Council of Stewards [Memorandum: Ref. 07-0809-60, August 9, 2007]; and
- (g) To ensure proper back-up for his functions in case of leaves of absence [Section 12.4.1 (b) - Governance and Process of Emergence].

8.3.2 As the couple-representative of the BLD Executive Council of Servant Leaders in their assigned BLD District Cluster:

- (a) To ensure clear understanding and implementation of established BLD Statutes, BLD Policies and Guidelines, BLD Community Global Directions, among the DCS and Interim DCS under them;
- (b) To attend official functions in the Districts assigned to them; such as, Discipling Program, Discipleship Retreats, Sealing of Covenants;
- (c) To participate with the DCS of the Full-term District and/or Full-fledged District in their prayerful deliberation for DIP shepherd and DLC positions, and to endorse the DCS recommendation to the ECSL for confirmation;
- (d) To participate with the DCS of the Full-term District and/or Full-fledged District in their prayerful deliberation for teachers, and to endorse to the ECSL the DCS recommendation for the approval of their accreditation;
- (e) To participate in the DCS prayerful deliberation of Interim District Council of Stewards, DIP Shepherds, District Leaders Conference, and teachers in the District, and in the recommendations of same to the Executive Council of Servant Leaders;
- (f) To assist the CSD or DSD in the conduct of the Discipleship Retreat for aspirants to the BLD Covenant; and
- (g) To establish programs and harmonious working relationship with the local Diocese/Parish, in coordination with the DCS and IDCS involved.

8.3.3 In rendering pastoral care to the BLD District Council of Stewards (DCS) and Interim DCS (IDCS) through the DCS of their Administering District:

- (a) To develop guidelines for the growth of the prayer life of the District members in coordination with the DCS;
- (b) To join the WSC and “Waiting on the Lord” sessions of the DCS of the Full Term District and the Full Fledged Districts assigned to them on a rotation basis; and
- (c) To help prayerfully resolve pastoral issues within and among the DCS and/or Interim DCS toward reconciliation, together with the DSD.

8.3.4 For the establishment of new Districts, together with a member of the Executive Council of Servant Leaders, if available:

- (a) To make representations with the Archdiocese or Diocese and conduct official communications with concerned authorities; and
- (b) To ensure all requirements are complied with.

8.3.5 In areas where there is no Full-Term District and therefore no DSL, the CSD will approve the appointment of a couple-shepherd to be called “Shepherd of the District Clusters” (SDC), as recommended by the incumbent ECSL. The SDC shall report directly to the ECSL. The specific functions of the SDC are listed above starting with Sec. 8.3.1 (b) through Sec. 8.3.4 (b).

#### 8.4 BLD Covenant Community Apostolates

In addition to its general functions [BLD Statutes - Art. 5.4], the specific functions of the five (5) Apostolates are:

##### 8.4.1 Pastoral Apostolate

- (a) To assure the development and sound implementation of pastoral care program in all BLD Districts; such as, Word Sharing Circles, other programs on caring for members;
- (b) To ensure that the qualifications and pre-requisites for shepherding and pastoral care are followed;
- (c) To provide personal, prayerful, confidential and qualified counseling service; and

- (d) To assist in the identification and development of spiritual gifts of BLD Community members.

#### 8.4.2 Evangelization Apostolate

- (a) To ensure high level of attendance of Encounter graduates into the LSS and growth programs of the BLD Community;
- (b) To support the Mission Apostolate in the proper conduct of LSS and Encounters in outreaches;
- (c) To assist the Formation Apostolate in the continuous development of LSS sharers and Encounter presentors;
- (d) To advocate and develop principles and values on Christian life;
- (e) To maintain an updated list of qualified and accredited LSS sharers, encounter presentors and priests;
- (f) To ensure that the principles of Excellence in Worship are adhered to as the standard for Corporate Worship.
- (g) To periodically update/evaluate/review encounter programs; and
- (h) To train encounter shepherds in their role and responsibilities as class shepherds.

#### 8.4.3 Formation Apostolate

- (a) To ensure ongoing spiritual transformation of BLD Community members to fulfill its Mission;
- (b) To provide specific training for disciples, prophets, evangelists, shepherds, witnesses and teachers for the BLD Community and for the larger Church;
- (c) To develop and enhance the Ministry gifts of members; namely: giving, shepherding, intercession, healing, counseling, prophecy, service, teaching, and exhortation;
- (d) To encourage BLD Community members and parish-based groups to study and live the Gospel of Christ and teachings of the Church;

- (e) To maintain a library of all approved teaching modules and materials needed for the Christian Discipleship Formation Program (CDFP) and for other Church teachings;
- (f) To continually review and update the CDFP modules;
- (g) To continually develop modules needed by the Mission and Evangelization Apostolates in its service to BLD Districts and the larger Church.
- (h) To collate prophecies proclaimed in the Worship Service for submission to the Formation Steward for DCS discernment and confirmation;
- (i) To evaluate, recommend and present for approval of the ECSL the accreditation of instructors/teachers upon the recommendation of the DCS and endorsement of the DSL or SDC.
- (j) To evaluate, review and recommend for approval of the ECSL the revised or new formation/ teaching modules upon the recommendation of the DCS and endorsement of the DSL or SDC.

#### 8.4.4 Mission Apostolate

- (a) To align the BLD mission program to the needs of the local diocese, parishes, and institutions;
- (b) To assist the parishes within the mission area of the BLD District to conduct their own Encounter Programs, Life in the Spirit Seminar, and Christian Discipleship Formation Program;
- (c) To help develop and equip the Intercessory Ministry in parishes within the mission area of the BLD District;
- (d) To implement mission programs in close coordination with all the other Apostolates; and
- (e) To embark on social action through corporal acts of mercy and poverty alleviation programs to assist families out of poverty towards dignity and productivity as children of God.

#### BLD-GK Global Ministry

Established under the ECSL, its prime objective is building homes for the poor, supported by livelihood and value

formation programs. It aims to build lives and basic communities, and restore families in Christ, thereby building a nation and building the Kingdom of God.

- (i) To observe the general guidelines of the GK program and embrace a holistic approach covering spiritual, social and economic aspects of mission work;
- (ii) To oversee and issue guidelines on the activities of different BLD–GK District Ministry;
- (iii) To develop financial capability and initiate fund development, coordinate financial matters and management of ministry funds;
- (iv) To obtain and develop GK manual and prepare communication materials;
- (v) To study for development and adaptation of BLD Community programs deemed applicable to GK beneficiaries;
- (vi) To Initiate village work relating to land donations, land preparation, construction phase; and develop BLD community capability in village care-taking and development;
- (vii) To promote, coordinate and monitor community sponsored BLD-GK projects within each of the different BLD Districts;
- (viii) To establish project coordination team (PCT) and to agree on the projects and ensure their proper implementations.
- (ix) To develop full mechanics of establishing and operating district GK projects;
- (x) To request the DCS to appoint District Coordinator Couples as district counterparts of BLD-GK Global Ministry Coordinator;
- (xi) To submit monthly report to ECSL on the ff:
  - a. Sources of all donations to the BLD-GK Program, inclusive of the names of the donor and District which solicited the donation;
  - b. Intended beneficiaries of solicited donations, inclusive of the names of the BLD-GK villages, the number of houses and other facilities, and the donated amounts, and
  - c. Status of on-going construction of houses and other facilities in each BLD-GK village.

#### 8.4.5 Management Apostolate

- (a) To administer the Secretariat serving the BLD Executive Council of Servant Leaders;

- (b) To manage the Foundations, Cooperatives, Covenant House and Retreat Center, and other institutions organized to safeguard the financial and logistical capabilities of the BLD Community;
- (c) To ensure that BLD Districts, as a requisite to elevation as a Full-Fledged BLD District, establish their Foundations, or non-stock, non-profit corporations/ organizations and that all BLD Foundations adhere to the common provisions in accordance with local laws in the Articles of Incorporation and By-Laws and basic requirements as approved by the ECSL;
- (d) To use generally accepted accounting and auditing procedures in the management of Community resources, and exercise transparency and accountability, including the quarterly publication of financial reports;
- (e) To ensure safekeeping of all Community records, manuals, and teaching modules; and to maintain a system of inventory recording, monitoring, and safekeeping of Community assets;
- (f) To prepare and monitor yearly budgets (including, receipts from tithes, love offerings, donations, and other sources; and disbursements for operation and maintenance, capital expenditures, and other special expenses);
- (g) To oversee efforts to generate funds and other material resources to support the requirements of the BLD Community in the attainment of their financial, administrative, communication, and other general objectives;
- (h) To ensure adherence to the standard BLD logos and encounter materials, and to safeguard the patent of BLD logo; and
- (i) To ensure compliance with BLD guidelines on external communication of Community/ District matters through publications, prints and the electronic media.

## 8.5 Amendment, Exception and Interpretation

8.5.1 Any amendments to the Policies and Guidelines may be adopted by the action of the BLD Community Spiritual Director, upon the recommendation of the Executive Council of Servant Leaders.

8.5.2 Any changes, deviations and/or exceptions maybe allowed for specific meritorious cases upon review and approval of the ECSL.

8.5.3 The ECSL has the sole responsibility for the final interpretation of Policies and Guidelines.

8.6 Effectivity

Sections 8 takes effect immediately and supersedes all policies and guidelines on BLD Community Organizations and Functions upon written approval of the BLD Community Spiritual Director.

**Reference:**

Annex 8-A BLD Global Organization Chart

--nothing follows--

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**Prepared and Recommended by:**

**The Executive Council of Servant Leaders -**



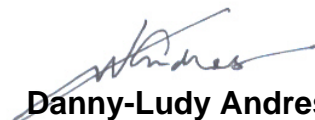
**Bogie-Margie Lorenzo**  
Evangelization



**Jun-Baby Delarmente**  
Formation



**Lito-Jasmin Abastillas**  
Management

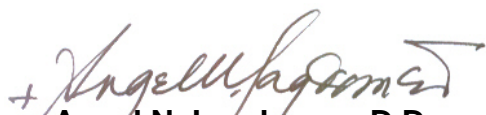


**Danny-Ludy Andres**  
Mission



**Eliiong-Leah Sison**  
Pastoral

Approved By:



**+Angel N. Lagdameo, D.D.**  
BLD Community Spiritual Director  
Date: April 27, 2009

[As of April 17, 2009]

# Bukas Loob sa Diyos Covenant Community GLOBAL ORGANIZATIONAL CHART

**ANNEX 8-A**

