

**GHANA CATHOLIC
CHARISMATIC RENEWAL**



REVISED GUIDELINES

(APPROVED BY THE)

**GHANA
CATHOLIC BISHOPS CONFERENCE**

PREAMBLE

“Each one as he received a gift, ministering it to yourselves as good stewards of the manifold grace of God. If anyone speaks, *let it be as the* words of God. If anyone ministers, let him do it as of the ability which God gives, so that God may be glorified in all things through Jesus Christ, to whom is the glory, and the might forever and ever. Amen. ” (1 Peter 4:10-11) MKJV

- I. On the occasion of convoking the Second Vatican Council, Pope John XXIII took up the theme, praying “Divine Spirit renew your wonders in this our age, as in a new Pentecost.”
- II. In February 1967, within a few years after the completion of the second Vatican Council, a group of students from Duquesne University in Pittsburg gathered for a weekend retreat on the Holy Spirit. From this “Duquesne Weekend” of the mainstream of this Pentecostal renewal in the Catholic Church spread.
- III. In 1975 Pope Paul VI had called the Charismatic Renewal ‘a new chance for the Church and the world.’ Cardinal Suenes described the Charismatic Renewal as a “Move of the Spirit.”
- IV. The Charismatic Renewal in Ghana started in 1970 at various parts of the country, notably Koforidua, Kumasi, Cape Coast and Accra. The various prayer groups, which emerged as a result, have experienced considerable growth in the Church in Ghana with the establishment of various Service Teams and Ministries at Local, Diocesan and National levels.
- V. **In order to serve needs for communication, co-operation and co-ordination**, the National Service Team (NST) in collaboration with the Ghana Catholic Bishops’ Conference appointed in 1991 a lay National Coordinator and also established its Office in Kumasi.
- VI. The NST launched its vision in 1995 to build a Formation & Service Centre (Adom Fie) during a Catholic Charismatic Renewal national congress held at Christ the King Cathedral, Sunyani.
- VII. As part of decentralisation efforts, the NST recommended in 2000 the establishment of Provincial Service Teams & Coordinators and the status of National Coordinator also changed to Director in 2002.
- VIII. In 1982 the Ghana Catholic Bishops Conference during its meeting held at Wa approved Guidelines of the Catholic Charismatic Renewal in Ghana. These guidelines remain valid but there is the need to amplify it because of its steady but consistent growth.

ARTICLE 1: NAME

The name of the movement shall be the GHANA CATHOLIC CHARISMATIC RENEWAL, hereinafter referred to as the CCR.

ARTICLE 2: AIMS

The central aims of the CCR are:

1. To promote personal and group prayer and the studying of God's Word in order to know, love and serve God.
2. To foster mature and continuous personal conversion to Jesus Christ, our Lord and Saviour.
3. To foster a decisive personal receptivity to the person, presence and the power of the Holy Spirit.
4. To facilitate the reception and the use of the spiritual gifts (Charisms).
5. To foster the ongoing growth in holiness through the proper integration of these charismatic emphasis on the full life of the church.
6. To foster the work of evangelization in the power of the Holy Spirit, including the evangelization of the unchurched, the re-evangelization of nominal Christians, the evangelization of culture and social structures.
7. To foster a "Christian Family" and a "Christian Community" Spirit.

ARTICLE 3: OBJECTIVES

1. The CCR endeavours to be faithful to the Catholic Church, and to be obedient to the Holy Father, the Vicar of Christ and to the local ordinary.
2. While preserving its Catholic identity, the CCR maintains fraternal bonds with other Christian communities, believing in the shared possession of the Holy Spirit. But the CCR does not initiate any national ecumenical activity without the consultation of the Catholic Bishops' Conference or the Diocesan Bishop's concern.
3. In order to be of service to all the individuals and groups within the Catholic Church in Ghana, the CCR makes a special effort to respond to those who call upon it.
4. The CCR groups in the various Catholic Dioceses in Ghana are directly under the jurisdiction of the Diocesan Bishops. The National Service Team (NST), however, exert a moral and spiritual influence over these CCR Groups nation-wide, by reason of the services it provides as described in these guidelines.

ARTICLE 4: LEADERSHIP

1. Without doubt the key to the sound development of CCR can be found in solid leadership. Consequently, leaders of CCR are expected to correspond to the requirements laid down by the Apostle Paul in 1 Timothy 3, 1-13 and Titus 1, 5-9 and to have the following qualification:
2. Leaders must be practicing Catholics, sharing in the full sacramental life of the Church and with a mature grasp of the Catholic Faith. They must avoid introducing into Prayer Groups any non-Catholic ways or teachings incongruous with Catholic Doctrine.

3. Leaders must be known to have the full maturity appropriate to their age. They must be respected not only in the Church, but even in the secular community in which they live and work. Leaders of Prayer Groups must be psychologically balanced people.
4. Leaders must have enough time, first of all for their families, secondly, for their employment, and thirdly for the many and varied tasks connected with the leadership of a Prayer Group. Over-commitment leads to the physical and emotional break down of the leader concerned and has an adverse effect on the sound development of the Group.
5. Leaders must obtain the approval of their Parish Priest before they may assume the role of a leader. Any person not approved by the representative of the Church is likely to sow discord and eventually bring harm to the Prayer Group and the wider Church.
6. A team of leaders, rather than one person leading, will help ensure that Prayer Groups remain healthy. Leadership of a group requires a variety of gifts and skills. Rarely does one person possess them all. Team leadership provides protection from one-man rule. Consequently, leaders must have the gift to work harmoniously with one another.
7. Finally, leadership is not an honour that automatically should be given to the most senior rather; it is service, assumed out of love for Christ and for fellow brothers and sisters. The Christian leader must have the mind and heart of Christ, the servant of us all.

ARTICLE 5: STRUCTURE

1. The aims, objectives and the projects of the CCR will be promoted by the following: the National Service Team (NST); The National Service Team Core Group; The National Office (Adom Fie); The Provincial Service Teams (PSTs); The Diocesan Service Teams (DSTs); The Local Service Teams (LSTs); and The Stewardship Committee
 - A. The members of the National Service Team (NST) comprise; The Episcopal Liaison; The National Chairman; The National Director; The National Treasurer; All Diocesan Coordinators; Three representatives from the Tertiary Institutions (preferably Coordinator, Secretary and Alumni Coordinator); Two Representatives (preferably Coordinator and Secretary) of each National Ministry Coordinating Team and other ministries/communities that might spring up.
 - B. The Members of the NST Core Group shall consist of the following: The Episcopal Liaison; The National Chairman; The National Director; The National Treasurer; The National Secretary, The Provincial Coordinators and two co-opted members.
 - C. The National Office shall be managed by the National Director, assisted by the staff of the Office and other collaborators and in consultation with the NST Core Group Members.

- D. The Provincial Service Team (PSTs) shall comprise all DSTs Core members in their respective provinces. The PST Core shall consist of the following: Provincial Spiritual Director; Provincial Coordinator; Provincial Secretary; Provincial Treasurer; and any other co-opted member.
- E. Diocesan Service Teams (DSTs) shall be set up in every Diocese, where there are Prayer Groups. The DST shall comprise of the following: DST Coordinator; The Assistant DST Coordinator; The Secretary; The Assistant Secretary; The Financial Secretary or Treasurer; The Diocesan Chaplains; The Diocesan Chairman (if Diocesan Coordinator's appointment is full time); Two representatives (preferably core members) of each Diocesan Ministry and Community (ies) if any, and two co-opted members.
- F. Every Prayer Group in the Parish (including main and outstations shall have a Local Service Team (LST) which shall act under the guidance of the Parish Priest and his Assistants.
- G. The Local Service Team shall comprise of the team leader who is the Coordinator; the Assistant Coordinator; the Secretary; the Assistant Secretary; the Financial Secretary or Treasurer; the leader of each Ministry within the Group and one or two co-opted persons depending on the size of the Group.
- H. The National Stewardship Committee shall be made up of the National Treasurer; the National Director or his representative; and three (3) members appointed by the NST; and all Diocesan Treasurers.
- I. The Diocesan Service Teams shall appoint their own Diocesan Stewardship Committee following the structure of the National stewardship Committee.
- J. Where possible the CCR leadership (NST, PSTs and DSTs) shall promote and establish various Charismatic Ministries Coordinating Teams. For example, i.e. youth, women, music, healing & deliverance, intercession, teaching, etc and appoint their Coordinators.

ARTICLE 6: FUNCTIONS OF THE STRUCTURES

A. NATIONAL SERVICE TEAM (NST)

1. The NST shall be the principal co-ordinating body of the CCR. It shall be responsible for evolving and developing policies and ensuring growth of the Renewal in Ghana.
2. It shall have the duty of helping all CCR group leaders in Ghana through constant communications, congresses, retreats, visits, evangelization and other formation programmes.
3. It shall assist the CCR under the guidance of the Bishops' Conference to discern the charisms, according to Vatican II and encourage their implementation.
4. It shall work for understanding at the national level, the doctrinal directives of Bishop's Conference and theologians.

5. It shall stimulate the work for the evangelisation of the world in the third millennium in line of Pope John Paul II's call for a New Evangelization, trusting in the Holy Spirit's special assistance.

B. THE NST CORE GROUP

1. The Core Group shall meet (in between NST meetings) and make decisions on urgent issues and critical needs presented by NST sessions, whenever it is not possible to wait until the next NST meeting. Such decisions are subjected to NST for further discussions and approval.
2. Appoints National Office Staff and assign their duties in consultation with the National Director and the NST.

C. NATIONAL OFFICE

1. The National Office serves the Renewal and NST by providing the necessary means to implement the NST's decisions and policies.
2. Provides information for the CCR and for all those who wish to know about it.
3. The Office undertakes among others, administrative duties, co-ordinates activities/programmes, leadership formation, run retreats and recollection, publications and sourcing for funds.

D. PROVINCIAL SERVICE TEAM

1. The Provincial Service Team shall be the co-ordinating body of the Renewal in the Province.
2. It shall co-ordinate the activities of the Renewal in the Province in consonance with the objectives of the NST though not infringing on local initiatives.
3. It shall ensure and facilitate the growth of the Renewal in the Province through visitations, congresses and formation programmes.

E. DIOCESAN SERVICE TEAM

1. The Diocesan Service Team shall be the co-ordinating body of the CCR in the Diocese.
2. It shall co-ordinate the activities of the Renewal in the Diocese in consonance with the objectives of the NST.
3. It shall ensure and facilitate the growth of the Renewal in the Diocese through visitations and formation programmes.
4. It shall report on the activities and programmes of the Renewal to the Local Ordinary.
5. It shall supervise the conduct and operation of the charismatic ministries and communities.

F. LOCAL SERVICE TEAM

1. The Local Service Team shall be the co-ordinating body of the Renewal at the local level.
2. It shall co-ordinate the activities of the Renewal at the local level in consonance with the objectives of the NST.

3. It shall ensure and facilitate the growth of the Renewal at the local level.
4. It shall report and discuss on the activities and programmes of the Renewal to the Parish Priest and the DST.

G. NATIONAL COORDINATING TEAMS (NCTs)

1. The NCTs shall be the coordinating body of their respective ministries.
2. They shall coordinate the activities of their respective ministries in consonance with the objectives of the NST.
3. They are to ensure and facilitate the growth of their respective ministries through visitations and formation programmes, etc.
4. They shall report on their activities and programmes to the NST

H. STEWARDSHIP COMMITTEE

1. The Stewardship Committee shall assist the NST in its fund raising efforts and also in the proper management of finances
2. It shall report to the NST annually.

ARTICLE 7: OFFICERS

The following shall be the officers of the CCR:

1. The Episcopal Liaison
2. The National Director
3. The National Chairman
4. The National Treasurer
5. The National Secretary
6. Provincial Coordinators
7. Diocesan Co-ordinator
8. Diocesan Chaplain
9. Diocesan Chairman (if any)
10. National Ministries Coordinator(s)

ARTICLE 8: DUTIES OF OFFICERS

A. EPISCOPAL LIAISON

1. To liaise with the Bishops' Conference, especially the Bishop responsible for the Department of Pastoral Care and the CCR.
2. To serve as the Spiritual Director of the CCR in Ghana
3. To assist the NST and the National Office on theological and spiritual matters.
4. To ensure that the aims of the CCR in Ghana correspond to the Magisterium of the Catholic Church and especially to the pronouncements of the Holy Father.
5. To promote and maintain unity within the CCR especially at the national level with the Shepherds of the Catholic Church (Bishops and Priests) and among its different groupings and ministries.
6. To be consulted especially with regard to important decisions and programmes (for example, the choice of National Director, Chairman, changes in the guidelines and the National Office).

7. Pays periodic visits to the Dioceses.
8. To attend NST meetings and other activities.

B. THE NATIONAL CHAIRMAN

1. To convene NST Core Group meeting.
2. To preside over NST and Core Group meetings.
3. To ensure that assignments given to the national office are carried out as directed.
4. To represent the NST when called upon to do so.
5. To keep in contact with and consults other members of the NST.

C. THE NATIONAL DIRECTOR

It is the responsibility of the National Director who is the Executive Director of the National Office to:

1. Implement NST policies and decisions.
2. Prepare notices for meetings and circulate agenda for all Core Group and National meetings.
3. Keep in touch with and maintain close consultation with the different PSTs/DSTs through effective communication system.
4. Co-ordinate national programmes and activities.
5. Prepare and send annual reports of the CCR in collaboration with the NST Core to the Bishops' Conference.
6. Maintain a link with the International Catholic Charismatic Renewal Services (ICCRS) and other National Service Teams.
7. Prepare the NST annual budget in consultation with the National Treasurer and the NST Core.
8. Authorise expenditures approved by the NST.

D. THE NATIONAL TREASURER

1. To supervise accounts and records keeping at the National Office.
2. To conduct internal auditing of NST accounts.
3. To attend NST and National Stewardship Committee meetings.
4. To convene and chair National Stewardship Committee meetings

E. THE NATIONAL SECRETARY

1. To record minutes of the NST and Core meetings
2. To circulate minutes and agenda of meetings in consultation with the National Director.
3. Any other assignment given by the NST Core

F. PROVINCIAL COORDINATOR

1. To coordinate Provincial activities and programmes
2. To convene and Chair Provincial Service Team meetings

3. To attend NST Core meetings and report on the situation of the Renewal in the Province.
4. To represent the NST Core in the Province
5. To visit the various DSTs in the Province
6. Any other assignment given by the NST Core.

G. The Diocesan Co-ordinator

1. To co-ordinate the activities of the Renewal at the Diocesan level
2. To foster closer relationship between various prayer groups.
3. To attend all national, provincial and diocesan meetings.
4. To liaise with the National Office, NST, the LSTs and other DSTs.
5. To see to the implementation of NST policies and programmes in the Diocese.
6. To present and discuss annual reports about the Renewal activities in the Diocese to the NST and the Local Ordinary.

H. THE DIOCESAN CHAPLAIN

1. To serve as the Spiritual Director of the Renewal in the Diocese.
2. To keep contact with the different Parish Priests and Assistants urging them where appropriate for the promotion of the CCR.
3. To pay periodic visits to the local groups.
4. To attend all DST meetings and programmes.

I. THE DIOCESAN CHAIRMAN

1. To convene DST Core Group meeting.
2. To preside over DST and Core Group meetings.
3. To ensure that assignments given to the Diocesan Coordinator are carried out as directed.
4. To represent the DST when called upon to do so.
5. To keep in contact with and consult other members of the DST.

J. MINISTRY (IES) COORDINATOR(S)

1. To convene and Chair Ministries Coordinating Team meetings.
2. To ensure that assignments given to the Ministry are carried out as directed.
3. To represent the Ministry on the DST/NST
4. To compile and report on the activities of the ministry.

ARTICLE 9: ELECTION

A. Episcopal Liaison

Recommended by the Bishop responsible for the CCR and / or the Department of Pastoral Care of the National Catholic Secretariat, and appointed by the Bishops' Conference.

- C. National Chairman**
Nominated and elected by a simple majority of NST members from among present and past NST members.
- D. National Director**
Recommended by the NST among the CCR leadership and appointed by the Bishops' Conference.
- E. National Secretary**
Recommended by the NST Core and elected by the NST.
- F. National Treasurer**
Recommended by the NST Core Group and elected by the NST
- G. Provincial Coordinator**
Nominated and elected by a simple majority of PST members from among present and past PST members.
- H. Provincial Chaplain**
Nominated and elected by a simple majority by the Chaplains within the province.
- I. Diocesan Chaplain**
Recommended by the DST and appointed by the Local Ordinary.
- I. Diocesan Co-ordinator**
Elected and recommended by the DST and appointed by the Local Ordinary.
- J. Diocesan Chairman**
Nominated and elected by a simple majority of DST members from among present and past DST members.
- K. Ministry (ies) Coordinator(s)**
Nominated by the various Ministry (ies) Coordinating Team (s) and appointed by the DST/NST

ARTICLE 10: TENURE OF OFFICE

- A. NATIONAL SERVICE TEAM MEMBERS**
The tenure of office of each appointment to the NST (except National Director) is for a maximum of two terms of three years each. The appointment is renewable after the first three years. This gives a maximum of six years in any office.
- B. NATIONAL DIRECTOR / NATIONAL OFFICE STAFF**
 - 1.** When the position of National Director becomes vacant (through retirement, resignation, or termination of appointment), the NST Core Group will propose candidates from among the CCR leadership to the NST to be accepted by two-thirds majority and subject to the approval of the Ghana Bishops' Conference.

2. Terms of appointment of all other National Office Staff shall be determined by the NST Core to be accepted by two-thirds majority of the NST.

C. DIOCESAN SERVICE TEAM MEMBERS

1. With the exception of a case where there is a full time appointment, membership of the DST is for a maximum of two terms of three years each. The appointment is renewable after the first three years. This gives a maximum of six years in office.
2. For a full time Co-ordinator (if any) it would be decided by the DST upon the recommendation of the DST Core Group and subject to the approval of the Local Ordinary.
3. In the event of appointment of full time Co-ordinator, a Diocesan Chairman shall be elected for a term of three years, renewable for a second term. This gives a maximum of six years.

D. OTHERS

The tenure of office of each appointment to the LST, PST, NCT (except as may be indicated) is for a maximum of two terms of three years each. The appointment is renewable after the first three years. This gives a maximum of six years in any office.

ARTICLE 11: ELECTORAL COMMITTEE

1. The National Service Team or the Diocesan Service Team (NST/DST) where applicable shall set up an Electoral Committee (EC) prior to NST/DST elections.
2. The EC shall be responsible for conducting the elections in accordance with the CCR guidelines.
3. The EC shall report to the NST/DST.
4. The EC term of office shall end at the end of the elections.

ARTICLE 12: MEETINGS

1. The National Service Team (NST) meets twice in a year.
2. The NST Core Group also meets in-between NST meetings at least twice in a year.
3. The PST shall meet once or twice in a year.
4. The Diocesan Service Team (DST) shall meet at least three times in a year.
5. The National Coordinating Teams shall meet at least twice a year.

ARTICLE 13: FINANCE

1. The National Service Team (NST) is responsible for the raising of funds for the running of the National Office.
2. The NST also has to find adequate remuneration for the National Director and staff of the National Office.
3. The NST approves the budget for the running of the National Office and other National activities.
4. Every Diocesan Service Team (DST) has to raise the necessary funds for its own Diocesan activities.
5. Every DST shall make yearly contributions to support the National Office.
6. Service Teams shall keep proper records of all Prayer Groups finances. In Groups where the financial position requires it, a bank account should be opened. Three members of the Core Group should be signatories and any two can sign.
7. The signatories to the National Office bank accounts shall be the Episcopal Liaison, National Chairman, Director and Treasurer. Any of the two can sign.
8. The National Office, Diocesan Service Teams and Local Service Teams are to submit annual financial reports to their members and the appropriate authorities.
9. Local Service Teams/groups have the duty to financially support their respective Diocesan Service Teams.

ARTICLE 14: SANCTION

1. Due to the pastoral and ethical implications of the activities of CCR and the need not to tarnish the image of the CCR and the Church, any leader, priest, religious or group associated with the CCR that is not willing to work in accordance with the CCR guidelines and statutes will be reported to the respective Local Ordinary if all attempts to resolve related problems by the PST, DST and NST fail.
2. The Local Ordinary shall decide on the appropriate sanctions to take.

ARTICLE 15: APPROVAL OF THESE GUIDELINES

These Guidelines shall come into force after being accepted by at least two-thirds of all the members of the NST, and after it has been approved by the Bishops' Conference of Ghana.

ARTICLE 16: AMENDMENTS

1. A notice of amendment to any portion of the guidelines shall first be communicated in writing to the National Office at least three (3) months to the next NST meeting.

2. The National Director shall notify all NST members of the proposed amendment at least two (2) months to the next NST meeting.
3. A proposed amendment shall be deemed to have been carried by a vote of at least two-thirds of the members at each particular time constituting the NST.
4. Any amendment by the NST shall take effect after a formal approval by the Ghana Bishops' Conference.

CONCLUSION

It is our prayer that these revised guidelines would help individuals, prayer groups, communities, diocesan and national service teams and ministries to seek and ensure growth, unity and maturity for the Ghana Catholic Charismatic Renewal by fanning into flame the gift of the Holy Spirit towards the realisation of the a living Pentecost experience.

“.....I am reminding you to fan into flames the gift of God that is within you through the laying on of my hands.” 2Timothy 1:6

ABBREVIATIONS

The following are the abbreviations cited in the text:

CCR	Catholic Charismatic Renewal
DSTs	Diocesan Service Teams
EC	Electoral Committee
EL	Episcopal Liaison
ICCRS	International Catholic Charismatic Renewal Services
LSTs	Local Service Teams
NST	National Service Team
NCTs	National Coordinating Teams
PSTs	Provincial Service Teams