

NETWORK OF PRAYER GROUPS (NPGs)
OPERATIONAL GUIDELINES AND LEADERS' MANUAL
CCR GHANA



3RD REVISED EDITION

[NOVEMBER, 2023]

FOREWORD

The Spirit of God, working through the Church is active and alive, and impelling the Catholic Charismatic Renewal (CCR) to renew his people to await the return of the Savior. The current revision of the guidelines of the CCR Ghana Network of Prayer Groups (NPGs) is to help the reality to remain more alert to the never changing urge and be ready to prepare for the coming of our Lord and Savior Jesus Christ.

In response to the success so far, the current revision, approved by the Episcopal Chairman improves upon the articles of the Guidelines of the NPGs and brings in more precision to the content. New titles, as approved already by the Ghana Bishops Conference has been accommodated in the document. The main purpose is to avoid duplications and also to recognize the additional role and unity of purpose to this current of grace in the Church. Additional provisions have also been inserted to resolve conflicts and clash of personalities in favour of unity in diversity.

It is the desire of the Leadership that the contents of the revised guidelines will be made available to all who share the great commission of the Lord.

We appreciate the support of the bishops, priests, religious and lay members of the Church to advance the Kingdom of God in the establishment of the reign of Jesus Christ our Lord.

This revised guidelines for the Network of Prayer Groups will therefore assist us, in the confidence that in Christ Jesus we are more than conquerers.

John Osei – Tutu

National Leader

December 21, 2023.

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LIST OF ABBREVIATIONS

CCR	Catholic Charismatic Renewal
NAB	New American Bible
ICCRS	International Catholic Charismatic Renewal Service
LSS	Life in the Spirit Seminar
ACF	Adom Covenant Family
CNSC	National Service of Communion
NAL	National Assembly of Leaders
PALs	Provincial Assembly of Leaders
DALs	Diocesan Assembly of Leaders
ZALs	Zonal Assembly of Leaders
LALs	Local Assembly of Leaders
NCTs	National Coordinating Teams
MMOMT	Ministries and Ministration Office Management Team
EC	Electoral Committee
NEC	National Electoral Committee
CHARIS	Catholic Charismatic Renewal International Service

PREAMBLE

“As each one has received a gift, use it to serve one another as good stewards of God’s varied grace. Whoever preaches, let it be with the words of God; whoever serves, let it be with the strength that God supplies, so that in all things God may be glorified through Jesus Christ, to whom belong glory and dominion forever and ever. Amen!” (1 Peter 4:10-11) NAB

The following guidelines have been written to take care of the steady and consistent growth of the CCR-Ghana Network of Prayer Groups (NPGs), and as well respond to the call of Pope Francis for a unified representation of the CCR in the Vatican, thereby instituting the Catholic Charismatic Renewal International Service (CHARIS) as the international body to see to the CCR worldwide. For further information on CHARIS, kindly see the attached documents in the appendix.

ARTICLE 1: NAME

The movement shall be known and called the NETWORK OF PRAYER GROUPS (NPGs) of CCR Ghana.

ARTICLE 2: Canonical Recognition of NPGs

The NPGs is recognized and approved by the Ghana Catholic Bishops’ Conference through the Catholic Charismatic Renewal (CCR) Ghana which operates directly under the Episcopal Chairman appointed by the Catholic Bishops’ Conference and from the Conference to oversee the CCR Ghana. The Bishop appointed by the Conference serves as the Episcopal Chairman of CCR Ghana and performs the following functions:

1. Responsible for the CCR and all its realities on the Bishops’ Conference
2. Serves as the Spiritual Director of the CCR and its realities in Ghana
3. Assists the National Assembly of Leaders (NAL), as well as the leaderships of all CCR Ghana realities on theological and spiritual matters.
4. Ensures 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. Promotes and maintains unity within the CCR, especially at the national level with the Shepherds of the Catholic Church (Arch/Bishops and Priests) and among its different realities.

6. Available for consultation, especially on important decisions and programmes (for example, the choice of National Chaplain, National Leader, National Director, et cetera).
7. Shows keen interest in the activities of CCR-Ghana and if possible, attend CCR-Ghana national activities.

ARTICLE 3: VISION AND MISSION

Vision:

To support the bigger CCR Ghana vision to bring about Spiritual Renewal and Evangelization in the Catholic Church in Ghana and beyond.

Mission:

To fan into flame the gifts of the Holy Spirit in order to re-live the Pentecost experience in the Catholic Church (2 Timothy 1:6-7; Acts 2–4).

ARTICLE 4: AIMS

The aims of the Network of Prayer Groups, as presented by CCR Ghana are as follows:

1. To know, love and serve God;
2. To promote personal and corporate prayer and the study of the Word of God.
3. To foster mature and continuous personal conversion to Jesus Christ, our Lord and Saviour.
4. To foster a decisive personal receptivity to the person, presence and the power of the Holy Spirit.
5. To facilitate the reception and the use of the spiritual gifts (Charisms).
6. To nurture a proper integration of the charismatic dimension of the Church into the full life of the Church.
7. To promote growth unto holiness in members and in the Church at large.
8. To foster the work of evangelization in the power of the Holy Spirit, including the evangelization of non-believers, the re-evangelization of nominal Christians and lapsed Catholics and the evangelization of culture and social structures.
9. To foster a “Christian Family” and a “Christian Community” spirit.
10. To share with everyone in the Church the grace of the Baptism in the Holy Spirit.

ARTICLE 5: LEADERSHIP IN THE NETWORK OF PRAYER GROUPS

The character of leaders of the Network of Prayer Groups is expected to correspond to the requirements laid down by Apostle Paul in 1 Timothy 3: 1-13 and Titus 1: 5-9. They must also have the following qualification:

1. Leaders must be practicing Catholics, sharing in the full sacramental life of the Church and with a mature grasp of the Catholic Faith.
2. Leaders must cherish their Catholic faith and must avoid introducing non-Catholic ways or teachings incongruous with Catholic Doctrine into prayer groups.
3. Leaders must be adequately formed. A leader should have gone through basic formations of the CCR like the Life in the Spirit Seminars and Growth in the Spirit Seminars, and should be ready to, at least, once a year, go through an upgrading course or seminar such as Course Paul, New Pentecost, Evangelisation and Renewal Leadership School (NEW PEARLS), Schools of Ministries. Such courses and seminars are important for preparation, formation and growth in Christian ministry and leadership.
4. 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 must be psychologically and mentally balanced.
5. 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 leadership within the NPGs. Over-commitment may lead to the physical and emotional breakdown of the leader concerned and has an adverse effect on the sound development of the NPGs.
5. Local leaders must inform their Parish Priests of their election processes and must introduce newly elected leaders to the Parish Priest after the elections.
6. Leaders must possess the ability to work in teams. An assembly/team of leaders, rather than one person leading, will help to 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. Leadership within the NPGs cannot be given to novices, but people who have journeyed with the Renewal for a considerable number of years and have a good knowledge of what the NPGs is and how it operates.

8. Finally, leadership is not an honor that automatically should be given to the senior-most; rather, it is a 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. He/she must be willing, able and available.

ARTICLE 6: STRUCTURE

6.1 Assembly of Leaders

At all levels of the Network of Prayer Groups (NPGs), there shall be formed an Assembly of Leaders. The leadership shall thus be structured as follows:

1. The National Assembly of Leaders (NAL) also known as **the National Assembly**;
2. The National Assembly of Leaders' Core (NAL Core)/ **the National Assembly Core**;
3. The Provincial Assembly of Leaders (PAL), also known as **the Provincial Assembly**;
4. The Diocesan Assembly of Leaders (DAL), also known as **the Diocesan Assembly**;
5. The Zonal/District/Deanery Assembly of Leaders, also known as **the Zonal...Assembly**;
6. Local Assembly of Leaders (LALs), also known as **the Local Assembly**.

6.2 OTHER KEY COMPONENTS OF THE NPG'S STRUCTURE

1. The National Formation and Service Centre (CCR Centre, Adom Fie)

The Catholic Charismatic Renewal Centre, Adom Fie, is the National Formation and Service Centre of the Network of Prayer Groups. It supports the NAL, as well as the other NPGs leadership levels in their administration, formation and coordination of the Prayer Groups in Ghana. It is managed by the National Director, supported by the Assistant National Director and other staff and collaborators in consultation with the NAL Core.

The CCR Centre, Adom Fie, is guided by an 'Operational and Strategic Guidelines' which is approved by the NAL Core. The Centre administratively also provides support to the CHARIS National Service of Communion (CNSC) as a way of contributing to help promote all CCR Ghana realities.

2. National Standing Committee

In emergency situations where the NAL Core cannot quickly convene for a meeting, the National Leader, National Director, National Chaplain, National Financial Secretary and Immediate Past Leader can consult to take decisions.

3. National Stewardship Committee

To support the work of the National Assembly of Leaders (NAL), there shall be formed a National Stewardship Committee for specific tasks assigned by the NAL.

4. Ministry Coordinating Teams

For every ministry that has its roots in the Network of Prayer Groups, there shall be formed for the ministry, a coordinating team that shall run from the Local, to the Zonal/District/Deanery, to the Diocese, and to the Province and finally to the National level. The coordinating teams shall see to the running, operations and activities of the ministry within their sphere of influence. The number, composition and portfolios of the teams shall be structured to suit the nature and the operational jurisdiction of the particular ministry. However, each coordinating team shall have among the leadership a Leader, Secretary and an Organizer. Every ministry within the NPGs will have structured guideline to guide the ministry's existence and operations. These guidelines shall be approved by the NAL Core, operating on behalf of the general NAL body.

Ministry Coordinating Teams shall work in collaboration with Provincial and Diocesan Assembly of Leaders in their operations and in dealing with issues regarding their respective ministries. The same applies to Ministry Coordinating Teams and Assembly of Leaders at the Zonal/District/Deanery and the local levels.

6.3 Composition of the Assembly of Leaders

A. National Assembly of Leaders (NAL)

The goal of the National Assembly of Leaders, also known as the **National Assembly**, is to build and strengthen Prayer Groups in Ghana, help prayer groups live their charismatic identity, and as well, see to its national coordination and proper integration of Prayer Groups into the CHARIS National Service of Communion (CNSC).

The composition of the NAL shall comprise the following:

1. The NAL Core
2. Three (3) representatives from each Diocesan Assembly of Leaders
3. Provincial/ITI-CCR Chaplain
4. Three (3) representatives from ITI-CCR NCT
5. Two (2) representatives from each National Ministry Coordinating Team
6. The Director may bring to a NAL Core meeting any staff who can contribute meaningfully to discussion at the meeting.

Ai. The NAL Core

The members of the NAL Core shall consist of the following:

1. National Leader
2. National Director
3. National Financial Secretary
4. National Chaplain
5. Assistant National Director
6. Immediate Past National Leader
7. Two (2) representatives from each Province (*preferably Provincial Leader and another representative from the Provincial Assembly of Leaders Core*)
8. ITI-CCR National Leader
9. **Five (5) National Ministry Representatives**
 - i. One representative from Ministries (selected from and by ministries that have no singular representation on the core)
 - ii. Youth Ministry National Leader
 - iii. Two (2) Women Ministry Representatives
 - iv. One (1) Children Ministry Representative

NB: The Administrative Secretary of the CCR Centre, Adom Fie, shall serve as Recording Secretary to the NAL and its Core

B. The Provincial Assembly of Leaders (PAL)

Provincial Assembly of Leaders (PALs), also known as **Provincial Assembly**, shall exist in each of the Ecclesiastical Province of the Church. The PAL shall comprise the following:

- a. The PAL Core
- b. Two (2) representatives from each Provincial Ministry (preferably Leader and Secretary)
 1. Two (2) representatives from each Diocesan Assembly of Leaders (preferably Leader and Secretary)
- c. Provincial Chaplain/Spiritual Director

Bi. The PAL Core shall comprise of

1. The Provincial Leader;
2. The Asst. Provincial Leader;
3. The Immediate Past Provincial Leader;
4. The Provincial Secretary;
5. The Assistant Provincial Secretary

6. The Provincial Financial Secretary;
7. The Provincial Chaplain/Spiritual Director;
8. Two representatives each from the Provincial Women's Ministry, Children Ministry and the Provincial Youth Ministry (preferably Leader and Secretary).

C. Arch/Diocesan Assembly of Leaders (DAL)

A Diocesan Assembly of Leaders (DAL), also known as the **Diocesan Assembly**, shall exist in every Diocese where Prayer Groups exist. The **Diocesan Assembly** shall comprise the following:

1. Arch/Diocesan Leader;
2. The Assistant Arch/Diocesan Leader;
3. Immediate Past Arch/Diocesan Leader
4. The Secretary;
5. The Assistant Secretary
6. The Arch/Diocesan Financial Secretary;
7. The Arch/ Diocesan Spiritual Chaplain /Director;
8. The Arch/Diocesan Chairman (**if Arch/Diocesan Leader's appointment is full time**);
9. Two representatives:
 - a. Arch/Diocesan Ministry Coordinating Teams (preferably Leader and Secretary),
 - b. Zonal/District/Deanery Assembly of Leaders (preferably Leader and Secretary);
 - c. Local Assembly of Leaders

Ci. The Arch/Diocesan Assembly Core shall comprise:

1. The Arch/Diocesan Leader;
2. The Assistant Arch/Diocesan Leader;
3. The Immediate Past Diocesan Leader
4. The Arch/Diocesan Chairman (**if Arch/Diocesan Leader's appointment is full time**);
5. The Arch/Diocesan Secretary; (and the Assistant Secretary where applicable),
6. The Arch/Diocesan Financial Secretary;
7. The Arch/Diocesan Spiritual Director/Chaplain;
8. Two representatives each from the Arch/Diocesan Women's Ministry, Children Ministry and the Arch/Diocesan Youth Ministry (preferably Leader and Secretary).

D. The Zonal/District/Deanery Assembly of Leaders

A. The Zonal/District/Deanery Assembly of Leaders, also known as the **Zonal/District/Deanery Assembly** shall comprise the following:

1. Zonal/District/Deanery Leader,
2. Assistant Zonal/District/Deanery Leader,
3. Immediate Past Zonal/District/Deanery Leader
4. Zonal/District/Deanery Secretary,
5. Zonal/District/Deanery Financial Secretary,
6. Zonal/District/Deanery Spiritual Director/Chaplain,
7. Two representatives (Leader and Secretary) of each Zonal/District/Deanery Ministry Coordinating Team,
8. Two representatives each of all Prayer Groups (preferably Leader & Secretary);

Di. The Zonal/District/Deanery Assembly Core shall be composed of the following:

1. Zonal/District/Deanery Leader,
2. Assistant Zonal/District/Deanery Leader,
3. Immediate Past Zonal/District/Deanery Leader
4. Zonal/District/Deanery Secretary,
5. Zonal/District/Deanery Financial Secretary,
6. Spiritual Director/Chaplain.
7. Two representatives of each Zonal/District/Deanery Ministry (preferably Leader and Secretary)

E. The Local Assembly of Leaders

Every Prayer Group within a Parish (including main and outstations) shall have a Local Assembly of Leaders (LAL) also known as the **Local Assembly** which shall act under the guidance of the Parish Priest and his Assistant(s).

The Local Assembly shall comprise the following;

1. Prayer Group Leader;
2. Assistant Prayer Group Leader;
3. Immediate Past Leader
4. Secretary;
5. Assistant Secretary;

6. Financial Secretary;
7. Ministry Leaders

Ei. The Core of the Local Assembly shall comprise

1. The Prayer Group Leader;
2. The Assistant Prayer Group Leader;
3. Immediate Past Leader;
4. The Secretary;
5. The Assistant Secretary;
6. The Financial Secretary

ARTICLE 7: FUNCTIONS OF THE STRUCTURES

7.1 NATIONAL ASSEMBLY OF LEADERS (NAL)

The NAL shall:

- a. Be the principal coordinating body and the highest decision-making body of the Network of Prayer Groups.
- b. Be responsible for the development of policies, as well as the growth of CCR Prayer Groups in Ghana.
- c. Help all the levels of the NPGs with their leadership, coordination and formation responsibilities through constant communication, congresses, retreats, visits, evangelization and other formation programmes.
- d. Assist the NPGs to discern the charisms and encourage their use in the most appropriate way.
- e. Support the CNSC in giving continual education on CHARIS and all that CHARIS entails.

7.2 THE NAL CORE

The NAL Core shall:

- a. Meet and take decisions on issues and critical needs and shall report the decisions for further discussions and approval or otherwise by the NAL.
- b. Serve as the Board of Trustees of the Catholic Charismatic Renewal Centre, Adom Fie.

7.3 PROVINCIAL ASSEMBLY OF LEADERS (PAL)

The Provincial Assembly shall:

- a. Be the coordinating and the highest decision-making body of the Prayer Groups in the Province.
- b. Coordinate the activities of the Prayer Groups in the Province in consonance with the objectives of the NAL, but not infringing on local initiatives, in consonance with the mandate of the NPG.
- c. Coordinate activities sanctioned by the NAL and report on such activities to the NAL.
- d. Ensure and facilitate the growth of Prayer Groups in the Province through visitations, congresses and formation programmes.

7.4. DIOCESAN ASSEMBLY OF LEADERS (DAL)

The Diocesan Assembly shall:

- a. Be the coordinating and the highest decision-making body of the Prayer Groups in the Diocese.
- b. Coordinate the activities of the Prayer Groups in the Diocese in consonance with the objectives of the PAL and the NAL.
- c. Ensure and facilitate the growth of the Prayer Groups in the Diocese through visitations and formation programmes.
- d. Present a written report on the activities and programmes of the Prayer Groups to the PAL.
- e. Supervise the conduct and operations of ministries within their jurisdiction as inscribed in the Ministries Guidelines.

7.5 DISTRICT/ZONAL/DEANERY ASSEMBLY OF LEADERS

The District/Zonal/Deanery Assembly shall

- a. Be the coordinating and highest decision-making body of the Prayer Groups in the District/Zonal/Deanery.
- b. Coordinate the activities of the Prayer Groups in the District/Zonal/Deanery in consonance with the objectives of the NAL/PAL and DAL.

- c. Ensure and facilitate the growth of the Prayer Groups in the District/Zonal/Deanery through visitations and formation programmes.
- d. Report on the activities and programmes of the Prayer Groups to their respective DALs.
- e. Supervise the conduct and operations of the Prayer Groups in their jurisdiction.

7.6 LOCAL ASSEMBLY OF LEADERS (LAL)

The Local Assembly shall:

- a. Be responsible for the day to day running and operations of the Prayer Group at the local level.
- b. Supervise the activities of all the ministries of the Prayer Group at the local level.
- c. Report to the Zonal/Deanery/District or Diocesan Assembly of Leaders during meetings.
- d. Endeavor to seek the approval of the Local Parish Priest for all its activities and be in good standing with the leadership of the Church at the local level.

7.7 CCR CENTRE (CCRC), ADOM FIE

The CCRC, Adom Fie, shall:

- a. Serve the NAL by providing the necessary means to implement the NAL's decisions and policies;
- b. Provide information for and about the NPGs in general;
- c. Undertake administrative duties, co-ordinate activities/programmes, organize and coordinate leadership and evangelization formation programmes, run retreats and recollections, carry out publications and source funds to support the activities of the NPGs.
- d. Support the leadership of the Network of Prayer Groups at all levels.
- e. Serve as the secretariat for administrative contact with international ministry partners of the Prayer Groups.
- f. Present annual report on the activities of the CCRC to the NAL.
- g. Maintain an up-to-date website and an adequate presence of CCR Ghana on social media.
- h. Ensure efficiency and transparency in the financial matters of the NPGs.

- i. Promote and support Community Life initiatives in the NPGs.
- j. Support the CNSC, and all other CCR realities under the CNSC, as the need arises and as the available resources would permit.

7.8 MINISTRY COORDINATING TEAMS

Coordinating Teams of ministries shall perform the following roles:

- i. Coordinate the activities of the ministry at their level of operation.
- ii. Be responsible for the running of ministries in accordance with the guidelines of the ministry as presented in the Ministries Guidelines.
- iii. Facilitate the growth of ministries through visitations, formation programmes, et cetera.
- iv. Operate in close collaboration with the Ministries Desk at Adom Fie.
- v. Report on the activities of the ministry to the Assembly of Leaders at the respective levels.

ARTICLE 8: OFFICERS OF THE NETWORK OF PRAYER GROUPS

8.1 National Officers

The following shall be the National Officers of the NPGs:

- 1. The National Leader
- 2. The National Director
- 3. The Assistant National Director
- 4. The National Financial Secretary
- 5. The National Chaplain
- 6. The Provincial Leaders
- 7. The Diocesan Leaders
- 8. National Ministry Leaders

8.2 Provincial Officers

The following shall be the Provincial Officers of the NPGs:

- 1. The Provincial Leader
- 2. The Provincial Assistant Leader
- 3. The Provincial Secretary
- 4. The Provincial Assistant Secretary

5. The Provincial Financial Secretary
6. The Provincial Chaplain
7. Provincial Ministry Leaders
8. Diocesan Leaders

8.3 Diocesan Officers

The following shall be the Diocesan Officers of the NPGs:

1. The Diocesan Leader
2. The Diocesan Assistant Leader
3. The Diocesan Secretary
4. The Diocesan Assistant Secretary
5. The Diocesan Financial Secretary
6. The Diocesan Chaplain
7. Diocesan Ministry Leaders
8. Zonal/District/Deanery Leaders

8.4 Zonal/District/Deanery Officers

The following shall be the Zonal/District/Deanery Officers of the NPGs:

1. The Zonal/District/Deanery Leader
2. The Zonal/District/Deanery Assistant Leader
3. The Zonal/District/Deanery Secretary
4. The Zonal/District/Deanery Assistant Secretary
5. The Zonal/District/Deanery Financial Secretary
6. The Zonal/District/Deanery Chaplain (where applicable)
7. Zonal/District/Deanery Ministry Leaders
8. Local Prayer Group Leaders

8.5 Local Officers

The following shall be Local Officers of the NPGs:

1. The Local Leader
2. The Local Assistant Leader
3. The Local Secretary

4. The Local Assistant Secretary
5. The Local Financial Secretary
6. The Local Chaplain
7. Local Ministry Leaders

ARTICLE 9: DUTIES OF OFFICERS

9.1 THE NATIONAL LEADER

The National Leader shall:

- i. Convene National Assembly of Leaders (NAL) and NAL Core meetings.
- ii. Preside over NAL and NAL Core meetings.
- iii. Together with Provincial Leaders, represent the NPGs on the CNSC.
- iv. Report to CNSC on the Network of Prayer Groups.
- v. Be in contact with and consult other members of the NAL Core in decision making.
- vi. Have oversight responsibility of the Network of Prayer Groups in Ghana.
- vii. Liaise with Provincial Assembly of Leaders (PAL) regarding issues of the Prayer Groups.
- viii. Ensure that assignments given to the CCR Centre, Adom Fie, are carried out as directed by the NAL.
- ix. Be a signatory to CCR Centre, Adom Fie accounts.
- x. Pay yearly visits to PALs with the help of the National Director and the CCR Centre Staff.
- xi. Foster closer relationship between the NPGs and other CCR realities at the National level.

9.2 THE NATIONAL DIRECTOR

The National Director is the head of the CCR Centre, Adom Fie. He shall:

- i. Implement NAL policies and decisions.
- ii. Prepare notices for NAL meetings and circulate agenda for all NAL and NAL Core meetings in collaboration with the National Leader.
- iii. Support the NAL in coordinating the Network of Prayer Group's national programmes and activities.
- iv. Be responsible for the day to day running of the CCR Centre, Adom Fie.
- v. Lead fund raising drives to support the expenditure of the CCR Centre, Adom Fie.
- vi. Authorize expenditures approved by the NAL.
- vii. Be the Principal Signatory to CCR Centre, Adom Fie accounts.

- viii. Appoint Staff for the CCR Centre, Adom Fie.
- ix. Liaise with the supplicant and facilitate retreats for both individuals and groups
- x. Perform any other duties as may be assigned by the NAL.

9.3 THE ASSISTANT NATIONAL DIRECTOR

The Assistant Director shall:

- i. Assist the National Director in the discharge of his/her duties
- ii. Act in the absence of the National Director of the CCRC.
- iii. Receive reports from all Departments of the Centre and shall make submission to the National Director.
- iv. Serve as an alternative signatory to the National Director.
- v. Perform other duties assigned by the National Director.

9.4 THE NATIONAL FINANCIAL SECRETARY

The National Financial Secretary shall:

- i. Supervise accounts and records keeping at the Catholic Charismatic Renewal Centre, Adom Fie
- ii. Conduct internal auditing of NAL accounts.
- iii. In consultation with the National Director, draw and present yearly budget to the NAL Core.
- iv. Assist the NAL in undertaking national fundraisings to support the Network of Prayer Groups (NPGs)
- v. Present yearly audited financial accounts to the NAL in the absence of the external auditor.
- vi. Convene and chair National Stewardship Committee meetings.

9.5 THE NATIONAL CHAPLAIN

The National Chaplain Shall:

- i. Serve as the Spiritual Director of the CCR at the National Level.
- ii. Be in charge of the Sacramental and Liturgical needs of the CCR at the National Level
- iii. Organize Priests and Religious at the National Level
- iv. Be in charge of NPGs' National Programmes organized for Priests, Religious and Major Seminarians
- v. Be a member of the National Pastoral and Theological Committee.

- vi. Liaise with Provincial Chaplains to ensure the growth of the CCR.
- vii. Mediate in the mini-challenges between PALs/DALs and their Chaplains to ensure growth.
- viii. Consult and work with the Episcopal Chairman to find solutions to DAL challenges that have to do with Local Ordinaries.

9.6 NATIONAL MINISTRY LEADERS

National Ministry Leader shall:

- i. Convene and chair their respective Ministry Coordinating Team meetings at the National level.
- ii. Ensure that assignments given to the Ministry are carried out as directed.
- iii. Represent the Ministry on the NAL.
- iv. Compile and report on the activities of the Ministry to the NAL.

9.7 THE PROVINCIAL LEADER

The Provincial Leader shall:

- i. Coordinate the activities of the Prayer Groups at the Provincial level
- ii. Foster closer relationship between the Prayer Groups and other CCR realities at the Provincial level.
- iii. Attend all meetings of National and Provincial Assembly of Leaders.
- iv. See to the implementation of NAL policies and programmes in the Province.
- v. Present and discuss annual reports of the activities of the Prayer Groups in the Province to the NAL.
- vi. Pay periodic visits to DALs within the Province.
- vii. Together with the National Leader, represent the NPGs on the CNSC.

The Provincial Assistant Leader shall:

- viii. Assist the Provincial Leader in the discharge of his/her duties
- ix. Attend all meetings of National and Provincial Assembly of Leaders.
- x. Support the Provincial Leader in paying periodic visits to DALs within the Province
- xi. Act in the absence of the Provincial Leader

9.8 THE PROVINCIAL SECRETARY

The Provincial Secretary shall:

- i. Record minutes of the PAL and PAL Core meetings.
- ii. File and keep record of all activities of the province.
- iii. In consultation with the Provincial Leader, prepare notices of meetings and circulate minutes and agenda for all PAL and PAL Core meetings.
- iv. Support the Provincial Leader to implement NAL policies and decisions at the Provincial Level.
- v. Support the PAL to keep in touch with and maintain close consultation with DALs within the Province through an effective communication system.
- vi. In collaboration with the PAL Core, prepare and send annual reports of the Prayer Groups in the Provincial to the NAL.

The Assistant Provincial Secretary shall:

- i. Support the PAL Secretary in the discharge of his/her duties
- ii. Act in the absence of the PAL Secretary
- iii. Attend all PAL Meetings. Record minutes of the PAL and PAL Core meetings.

9.9 THE PROVINCIAL FINANCIAL SECRETARY

The Provincial Financial Secretary shall:

- i. Keep financial accounts and records of the Prayer Groups at the Provincial level
- ii. Attend PAL meetings
- iii. Convene and chair Provincial Stewardship Committee meetings
- iv. Prepare financial reports on the accounts of the Province and report to the NAL or NAL's designated body.
- v. Audit the financial records of the Prayer Groups at the Diocesan Level, together with the Provincial Stewardship Committee.

9.10 THE PROVINCIAL CHAPLAIN

The Provincial Chaplain shall:

- i. Serve as the spiritual director of the NPGs at the Provincial Level.
- ii. Attend PAL and PAL Core Meetings
- iii. Be in charge of the Sacramental and Liturgical needs of the NPGs within the Province
- iv. Organize Priests and Religious at the Provincial Level

- v. Be in charge of the NPGs' Provincial Programmes organized for Priests and Religious
- vi. Liaise with Diocesan Chaplains to ensure the growth of the NPGs.

9.11 PROVINCIAL MINISTRY LEADERS

Provincial Ministry Leaders shall:

- i. Convene and chair Provincial Ministry Coordinating Team meetings.
- ii. Ensure that assignments given to Provincial Ministries are carried out as directed.
- iii. Represent the Ministry on the PAL.
- iv. Compile and report on the activities of the ministry within the Province to the Provincial Assembly of Leaders.

9.12 THE DIOCESAN LEADER

The Diocesan Leader shall:

- i. Coordinate the activities of the Prayer Groups at the Diocesan level
- ii. Foster closer relationship between the Prayer Groups and other CCR realities at the Diocesan level.
- iii. Attend all meetings of the National, Provincial and Diocesan Assembly of Leaders.
- iv. See to the implementation of NAL and PAL policies and programmes in the Diocese.
- v. Present and discuss annual reports of the activities of the Prayer Group in the Diocese to the PAL and also to the NAL when requested to do so.
- vi. Implement all decisions of the DAL.
- vii. Together with the DAL, pay periodic visits to Zonal/District/Deanery Assembly of Leaders, as well as local Prayer Groups.

The Assistant Diocesan Leader shall:

- i. Support the Diocesan Leader in the discharge of his/her duties
- ii. Act in the absence of the Diocesan Leader
- iii. Attend all DAL Meetings.

9.13 THE DIOCESAN SECRETARY

The Diocesan Secretary shall:

- i. Record minutes of the DAL and DAL Core meetings.
- ii. File and keep record of all activities of the Diocese.
- iii. In consultation with the Diocesan Leader, prepare notices of meetings and circulate minutes and agenda for all DAL and DAL Core meetings.

- iv. Support the Diocesan Leader to implement NAL/PAL policies and decisions at the Diocesan Level.
- v. Support the DAL to keep in touch with and maintain close relationship with Zonal/District/Deanery and the Local Assembly of Leaders within the Diocese through an effective communication system.
- vi. Prepare and send annual reports of the Prayer Group in collaboration with the DAL Core to the PAL and the NAL.

The Assistant Diocesan Secretary shall:

- i. Support the DAL Secretary in the discharge of his/her duties
- ii. Act in the absence of the DAL Secretary
- iii. Attend all DAL Meetings.

9.14 THE DIOCESAN CHAPLAIN

The Diocesan Chaplain shall:

- i. Serve as the spiritual director of the NPGs in the Diocese.
- ii. Keep contact with the different Parish Priests and Assistants, urging them, where appropriate, to promote and support the Prayer Groups.
- iii. Attend DAL meetings and programmes.
- iv. Be in charge of the Sacramental and Liturgical needs of the NPGs.
- v. Liaise with Priests and Religious at the Diocesan Level to ensure the growth of the Prayer Groups.

9.15 THE DIOCESAN FINANCIAL SECRETARY

The Diocesan Financial Secretary shall:

- i. Keep financial accounts and records at the Diocesan level
- ii. Attend DAL meetings.
- iii. Convene and chair Diocesan Stewardship Committee meetings
- iv. Prepare financial reports on the accounts of the DAL and report to the PAL or the PAL's designated body.
- v. Audit the financial records of the Zones/Districts/Deaneries together with the Diocesan Stewardship Committee.

9.16 DIOCESAN MINISTRY LEADERS

Diocesan Ministry Leaders shall:

- i. Convene and chair Ministry Coordinating Team meetings at the Diocesan level.
- ii. Ensure that assignments given to the Ministry are carried out as directed.
- iii. Be responsible for the training and formation of ministry members.
- iv. Represent the Ministry on A/DAL and report on the Ministry to the A/DAL.
- v. Compile and report on the activities of the ministry to the Coordinating Team of the Ministry at the Provincial Level.

9.17 ZONAL/DISTRICT/DEANERY LEADER

Zonal/District/Deanery Leader shall:

- i. Co-ordinate the activities of the Prayer Groups at the Zonal/District/Deanery level
- ii. Foster closer relationship between the prayer group and other CCR realities at the Zonal/District/Deanery level.
- iii. Attend all meetings of the DAL and Zonal/District/Deanery Assembly of Leaders.
- iv. See to the implementation of policies and programmes of the Zonal/District/Deanery Assembly of Leaders.
- v. Present and discuss annual reports of the activities of the Prayer Groups in the Zonal/District/Deanery to the DAL.
- vi. Pay periodic visits to local Prayer Groups.

Zonal/District/Deanery Assistant Leader shall:

- i. Support the Leader in the discharge of his/her duties
- ii. Act in the absence of the Leader
- iii. Attend all Deanery Meetings.

9.18 THE ZONAL/DISTRICT/DEANERY SECRETARY

The Zonal/District/Deanery Secretary shall:

- i. Record minutes of meetings of the Zonal/District/Deanery Assembly of Leaders.
- ii. File and keep records of all activities of the Zone/District/Deanery.
- iii. Prepare and circulate notices, minutes and agenda for meetings of the Zonal/District/Deanery Assembly of Leaders in consultation with the Zonal/District/Deanery Leader.
- iv. Support the Zonal/District/Deanery Assembly of Leaders to implement NAL/PAL/DAL policies and decisions at the Zonal/District/Deanery level.

- v. Support the Zonal/District/Deanery Assembly of Leaders to keep in touch with and maintain close relationship with the DAL, as well as LALs, through an effective communication system.
- vi. Prepare and send annual reports of the Prayer Groups, in collaboration with the Zonal/District/Deanery Assembly of Leaders' Core to the DAL.

The Zonal/District/Deanery Assistant Secretary shall:

- i. Support the Secretary in the discharge of his/her duties
- ii. Act in the absence of the Secretary
- iii. Attend all Deanery Meetings.

9.19 THE ZONAL/DISTRICT/DEANERY CHAPLAIN

A Zone/District/Deanery may request the services of a Priest as a spiritual director. Such a Priest shall support the Zone/District/Deanery with its spiritual, pastoral and liturgical needs.

9.20 THE ZONAL/DISTRICT/DEANERY FINANCIAL SECRETARY

The Zonal/District/Deanery Financial Secretary shall:

- i. Keep financial accounts and records at the Zonal/District/Deanery level
- ii. Attend DAL meetings.
- iii. Convene and chair Zonal/District/Deanery Stewardship Committee meetings.
- iv. Prepare financial reports on the accounts of the Zone/District/Deanery and report to the DAL or the DAL's designated body.
- v. Audit, together with the Zonal/District/Deanery Stewardship Committee, the financial records of the Prayer Groups at the Local level.

9.21 ZONAL/DISTRICT/DEANERY MINISTRY LEADERS

Zonal/District/Deanery Ministry Leaders shall:

- i. Convene and chair Ministry Coordinating Team meetings at the Zonal/District/Deanery level.
- ii. Ensure that assignments given to the Ministry are carried out as directed.
- iii. Represent the Ministry on the DAL.

- iv. Compile and report on the activities of the ministry to the Coordinating Team of the Ministry at the Diocesan level.

9.22 THE LOCAL LEADER

At the Parish Level, the local Leader shall:

- i. Coordinate the activities of the Prayer Group at the Local level
- ii. Foster closer relationship between the Prayer Group and other CCR realities at the local level.
- iii. Attend all meetings of the Local, and Zonal/District/Deanery Assembly of Leaders.
- iv. See to the implementation of DAL, PAL and NAL policies and programmes at the local level.
- v. Present and discuss annual reports of the activities of the Prayer Group at the local level to the Zonal/District/Deanery Assembly of Leaders and the DAL.
- vi. Pay periodic visits to local ministries with the help of LAL members.
- vii. Ensure closer bond between Prayer Group members, including all outstations, and the Assembly of Leaders, including all outstations.

9.23 THE ASSISTANT LOCAL LEADER

At the Parish Level, the Assistant Local Leader shall:

- i. Assist the Local Leader in the discharge of his/her duties
- ii. Act in the absence of the Local Leader.
- iii. Support local Ministry Leaders to ensure effectiveness in local ministries.

9.24 THE LOCAL SECRETARY

At the Parish Level, the Local Secretary shall:

- i. Record minutes at meetings of the Local Assembly of Leaders.
- ii. File and keep records of all activities of the Prayer Group.
- iii. Prepare and circulate notices, minutes and agenda of meetings, in consultation with the Local Leader.
- iv. Support the Local Assembly of Leaders to implement DAL/NAL/PAL policies and decisions at the Local Level.
- v. Support the Local Assembly of Leaders to keep in touch with and maintain close relationship with the DAL, as well as the Zonal/District/Deanery Assembly of Leaders through effective communication.

- vi. In collaboration with the Local Assembly of Leaders, prepare and send annual reports of the Prayer Group, to the Zonal/District/Deanery Assembly of Leaders and the DAL.

9.25 THE LOCAL CHAPLAIN (Parish and Outstations)

The Local Parish Priest shall serve as Chaplain at the local level and shall perform the following roles:

- i. Be the Spiritual Director of the Prayer Group at the local level.
- ii. Promote the Prayer Group at the local level.
- iii. Periodically visit the LAL at their meetings and programmes.
- iv. Be in charge of the Sacramental and Liturgical needs of the Prayer Group at the local level.

9.26 THE LOCAL FINANCIAL SECRETARY

At the Parish Level, the Local Financial Secretary shall:

- i. Keep financial accounts and records at the local level
- ii. Attend LAL meetings.
- iii. Convene and chair Local Stewardship Committee meetings
- iv. Prepare financial reports on the accounts of the Local Group for the Zonal/District/Deanery Assembly of Leaders.

Outstations

- v. At outstations, Financial Secretaries shall prepare and present financial reports to the LAL at the Parish Level or its designated body, the Stewardship Committee.
- vi. Financial records at outstations shall be audited by the Stewardship Committee at the Parish level.

9.27 LOCAL MINISTRY LEADERS

At the Parish Level, the Local Ministry Leaders shall:

- i. Convene and chair ministry and Ministry Coordinating Team meetings.
- ii. Ensure that assignments given to the Ministry are carried out as directed.
- iii. Represent the Ministry at the Zonal/District/Deanery Level.
- iv. Compile and report on the activities of the ministry to the Coordinating Team of the Ministry at the Zonal/District/Deanery Level, and where necessary, at the Diocesan Level.

NB: All Prayer Group Officers at outstations shall perform their functions like those stated for local officers. However, they shall report to the Local Assembly of Leaders at the Parish Level and have their financial records audited by the Parish Stewardship Committee.

ARTICLE 10: COUNCIL OF ELDERS

Council of Elders shall exist at the Diocesan, Provincial and National levels. This Ministry shall comprise past leaders of the Prayer Group at the various levels. Their operations shall conform to the guidelines set out for the establishment and operation of Council of Elders' Ministry. The Prayer Group at the local level may replicate this if they deem it necessary.

The Council of Elders shall:

- i. Provide advisory non-executive role to the leadership of the CCR at all levels.
- ii. Help in resolving conflicts whenever they arise.
- iii. Provide technical support to various ministries depending on their comparative strengths.
- iv. Perform discipleship role and help mentor emerging leaders
- v. Serve as a pool of resource persons especially for counseling, teaching and formation programs, such as Growth in the Spirit seminars (GSS).
- vi. Ensure the proper use of the Charisms
- vii. Monitor activities of the CCR at their respective localities

ARTICLE 11: ELECTIONS

Leaders at all levels of the NPGs shall be elected, except if otherwise stated. The NPGs shall operate with a common calendar for the election of leaders. Leaders shall be elected as follows:

11.1 The National Leader

The National Leader's position shall be rotated among the four (4) Provinces. A Province whose turn it is to hold the National Leader's position shall nominate and present at least two (2) candidates from present and past Provincial Assembly to the NAL. The NAL shall elect one by a simple majority of the National Electoral College at a NAL General Assembly. The Electoral College shall be formed out of the NAL. Appointment takes effect after formal handing over by the outgoing National Leader at a NAL general Assembly.

11.2 The National Director

NAL will interview candidates and appoint the most qualified. Appointment takes effect after formal handing over by the outgoing National Director.

11.3 The Assistant National Director

Shall be selected from the Staff and Volunteers of the CCR Centre, Adom Fie. The National Director shall present three (3) nominees to the NAL Core and the NAL Core shall select and appoint one (1).

11.4 The National Financial Secretary

Shall be recommended by the NAL Core Group and elected by two thirds majority of the Electoral College at the National Level.

11.5 The National Chaplain

The NAL Core, in conjunction with the CHARIS National Service of Communion (CNSC), shall propose and submit three (3) candidates to the Bishops' Conference through the Episcopal Chairman for the appointment of one.

11.6 The Provincial Leader, Secretary and Financial Secretary

Shall be nominated by PAL members from present and past PAL members, and elected by two thirds majority of the Provincial Electoral College.

11.7 The Provincial Chaplain/Spiritual Director

Shall be elected by a simple majority vote of the Diocesan Chaplains within the Province.

11.8 The Diocesan Chaplain

Shall be recommended by the DAL and appointed by the Local Ordinary.

11.9 The Diocesan Leader

Shall be nominated by DAL members and elected by two thirds majority of the Diocesan Electoral College.

Where the Diocesan Leader's appointment is full-time, the DAL Core will search for a suitable person and recommend to the DAL. The DAL shall then vote to elect the person with a two

thirds majority vote. The elected full-time Diocesan Leader shall then be appointed by the Local Ordinary.

11.10 The Diocesan Secretary and Financial Secretary

Shall be nominated by DAL members, elected by two thirds majority of the Diocesan Electoral College, and appointed by the DAL.

11.11 The Zonal/District/Deanery Leader, Secretary and Financial Secretary

Shall be nominated by the Zonal/District/Deanery Assembly of Leaders, and elected by two thirds majority of the Zonal/District/Deanery Electoral College, and appointed by the DAL.

11.12 The Local Prayer Group Leader, Assistant Leader, Secretary and Financial Secretary

Shall be nominated from the members of the Prayer Group, elected by two thirds majority of the Local Electoral College, and appointed by the outgoing LAL. The Local Assembly of Leaders must always endeavor to introduce itself to the Local Parish Priest. Most appropriately, this introduction must be done by the outgoing LAL.

11.13 CCR Ministry Leaders

Shall be elected by the Ministry Coordinating Teams at National, Provincial, Diocesan, Zonal and Local levels and appointed by the NAL/ PAL/ DAL/ ZAL/LAL.

11.14 The election / or appointment of the National Leader, National Director, Assistant National Director and National Financial Secretary shall be communicated in writing to the Episcopal Chairman.

ARTICLE 12. The Electoral College

At all levels of the Prayer Group, the Assembly of Leaders shall form an electoral college that shall vote to elect leaders.

12.1 At the National Level

The Electoral College at the National Level shall vote to elect/affirm the following:

1. National Leader;
2. National Director;

3. National Financial Secretary;

The Electoral College at the National Level shall comprise:

1. NAL Core (It must be noted that Provinces have only two voting rights)
2. Diocesan Leaders
3. National Ministry Leaders
4. ITI-CCR National Leader

12.2 At the Provincial Level

The Electoral College at the Provincial Level shall vote to elect the following:

1. The Provincial Leader;
2. The Assistant Provincial Leader;
3. The Provincial Secretary;
4. The Assistant Provincial Secretary
5. The Provincial Financial Secretary;

The Electoral College at the Provincial Level shall comprise:

1. The PAL Core (It must be noted that Dioceses have only two voting rights)
2. Provincial Ministry Leaders

12.3 At the Diocesan Level

The Electoral College at the Diocesan Level shall vote to elect the following:

1. The Diocesan Chairman (where there is a full-time Leader)
2. The Diocesan Leader
3. The Assistant Diocesan Leader
4. Diocesan Secretary
5. The Diocesan Assistant Secretary (where applicable)
6. The Diocesan Financial Secretary

The Electoral College at the Diocesan Level shall comprise:

7. DAL Core (It must be noted that Zonal/District/Deaneries have only two voting rights)
8. Diocesan Ministry Leaders (where ministries exist at this level)

12.4 At the Zonal/District/Deanery Level

The Electoral College at the Zonal/District/Deanery Level shall vote to elect the following:

1. Zonal/District/Deanery Leader
2. Assistant Zonal/District/Deanery Leader
3. Zonal/District/Deanery Secretary

4. Assistant Zonal/District/Deanery Secretary
5. Zonal/District/Deanery Financial Secretary

The Electoral College at this level shall comprise

1. Zonal/District/Deanery Core (It must be noted that Local Assemblies have only two voting rights)
2. Zonal Ministry Leaders (where ministries exist at this level)

12.5 At the Local Level

The Electoral College at the Local Level shall vote to elect the following:

3. The Local Leader
4. The Assistant Local Leader
5. The Local Secretary
6. The Assistant Local Secretary
7. The Local Financial Secretary

Electoral College

1. Local Assembly of Leaders' Core
2. Local Ministry Leaders
3. Past Assembly Leaders

Local Ministry Leaders: Shall be elected according to the guide set out for the particular ministry in the Ministries Guidelines.

ARTICLE 13: HANDING OVER AND INDUCTION

Newly elected leaders shall undergo training and orientation before assuming office. The following processes shall be observed:

1. Three (3) months after elections, out-going leaders shall prepare handing over notes, stating therein what their respective Roles were, Achievements, Challenges and Recommendations for the Way Forward. Leaders must also declare in the notes whatever property they had in their possession and hand them over. Each outgoing leader is expected to undertake this exercise.
2. Elected (in-coming) leaders must be taken through a retreat by the out-going leadership. The retreat must tackle what leadership in the NPGs entails and what is expected of them as leaders of the NPGs. (“Article 5,” on leadership, of these Guidelines should be referred to.)

3. There should also be an orientation session within the retreat. The orientation must allow outgoing leaders to have time with the respective in-coming leaders to brief and orient them on their roles.
 - 3.1 The orientation must also capture the responsibility the in-coming team has to the NPGs' leadership hierarchy, eg. Participation in programmes, financial obligations, etc.
 - 3.2 The orientation must necessarily touch on the approved Leaders' Manual, the CCR Centre, Adom Fie, what the local group/in-coming leadership can benefit from the CCR Centre and the support they are expected to give to the CCR Centre.
 - 3.3 The NPGs' Operational Guidelines shall be part of the training manual for upcoming leaders.
4. After the retreat and orientation, a handing over ceremony must be organized to properly induct all new leaders into Office. At this ceremony, out-going leaders must hand over their documented notes and properties of the Prayer Group in their possession to the in-coming successors.
5. Immediate past leaders are encouraged to avail themselves for consultation and support and should play their role effectively as Council of Elders.

Handing over and induction shall be supervised by the appropriate NPGs' hierarchy.

ARTICLE 14: TENURE OF OFFICE

14.1 NATIONAL ASSEMBLY OF LEADERS (NAL)

The tenure of office of each NAL member, appointed or elected, shall be three (3) years renewable once. This gives every officer a maximum of six (6) years in a particular office on the NAL. It is worthy of note that the immediate Past National Leader serves on the NAL as an ex-officio member.

14.2 DIOCESAN ASSEMBLY OF LEADERS (DAL)

Membership of the DAL, in any particular role, is for a maximum of two (2) terms of three (3) years each. The appointment is renewable after the first three years. This gives a maximum of six (6) years in a particular office on the DAL.

14.3 OTHERS

Except as may be indicated, the tenure of office attached to each appointment to the LAL, PAL, Ministry NCTs is for a maximum of two terms of three years each. The appointment is renewable after the first three (3) years. This gives a maximum of six (6) years in any office within the NPGs at all levels. The following condition however permits a person to continue to serve on the leadership after six (6) years:

1. If a person vies for a different position other than the position for which he/she has completed serving (the two terms of three years) and gets elected to serve in that new capacity.

ARTICLE 15. ACTING LEADERS

Leaders shall be deemed to be 'Acting' if:

- i. They were appointed in emergency situations to fill a vacancy created by resignation, vacation of post, termination, incapacitation and death.

Leaders who have served for not more than a year as acting leaders, are eligible to stand to be elected for a term of three years after serving their term as acting leaders and may be elected for a second term of three years.

ARTICLE 16. BY-ELECTIONS

By-elections shall be held within the NPGs when a leadership position becomes vacant either by resignation, vacation of post, termination, demotion, death, and incapacitation. By-elections shall be held if the incumbent had occupied the position for not more than a year. The election shall be held as follows:

- i. A letter announcing the vacancy created must be sent to the NPGs' leadership in the next rank of the leadership structure.
- ii. The higher ranked leadership must then hold a meeting with the leadership within which the vacancy is created. At the end of the meeting a date must be agreed on for a bye - election to be held.
- iii. The entire process, from the announcement to the actual election and induction should not exceed a period of 3 months.
- v. All the regulations set in this guideline regarding leadership in the NPGs must be observed.
- vi. Within the period that these processes are being followed, the Assistant, if the position has one, must act till the vacant position has been filled. In the absence of an assistant, the leadership at that level must appoint someone to act till the vacant position has been filled.

- vii. A leader who is elected through a bye - election would be deemed to have served a full three (3) year term at the time when general elections will be held within the NPGs.

ARTICLE 17: NATIONAL ELECTORAL COMMITTEE

1. For every electioneering year, the NAL Core shall set up a **National Electoral Committee (NEC)** that shall come out with a national calendar for the elections. The calendar shall specify all due processes to be undertaken. The calendar shall be approved by the NAL and shall be the calendar to be used for elections from National to the Local CCR group. The NEC shall supervise elections at the National Level, including ministry elections at the national level and shall settle all national election disputes.
2. Following the approval of the election calendar, PALs/DALs/ZALs/LALs, shall set up Electoral Committees (EC) to see to their elections.
 - a. All ECs shall settle election disputes at their level. Conflicts that do not get resolved at a particular level shall be forwarded to the EC at the next level for redress; for instance, LAL to ZAL, ZAL to DAL, DAL to PAL and PAL to NAL.
3. All ECs shall be responsible for conducting the elections in accordance with the NPGs' guidelines and any guideline accepted for that year's elections.
3. The EC's term of office shall end after the elections.
4. At all levels, two representatives of the Council of Elders shall be co-opted unto the EC.

ARTICLE 18: MEETINGS

1. The National Assembly of Leaders (NAL) shall meet once or twice in a year. One of these meetings could be held virtually.
2. The NAL Core shall meet in-between NAL meetings and also in mid-year.
3. The PAL shall meet once or twice in a year.
4. The Diocesan Assembly of Leaders (DAL) shall meet at least three times in a year.
5. The National Coordinating Teams of ministries shall meet at least twice a year
6. The Local Assembly of Leaders (LAL) shall meet weekly to evaluate activities of the Prayer Group and plan the subsequent week's activities.

7. The Core of every Assembly of Leaders must hold meetings prior to the main meetings of their respective general bodies in order to consider the agenda for their general meetings.

Aside these formal structured meetings, emergency meetings could be held at all levels where there is the need.

ARTICLE 19: FINANCE

1. FINANCING

- i) The NPGs shall be financed through:
 - a. Love Offerings from Prayer Groups
 - b. Donations and voluntary contributions from Friends, Partners and well-wishers
 - c. Income from the CCR Centre, Adom Fie
 - d. Any other source of finance approved by the NAL.
- ii) The National Assembly of Leaders (NAL) is responsible for the raising of funds for the running of the CCR Centre, Adom Fie.
- iii) The NAL is also responsible for the adequate remuneration of the Director and staff of the CCR Centre, Adom Fie.
- iv) The NAL shall approve the budget for the running of the CCR- Centre, Adom Fie and other national activities.
- v) Every Diocesan Assembly of Leaders (DAL) shall raise the funds necessary for its own Diocesan activities.
- vi) Every Diocese shall have an operating account.
- vii) Every prayer group shall make yearly contributions to support the CCR Centre, Adom Fie as well as the Diocese.
- viii) The signatories to the CCR Centre, Adom Fie's bank accounts shall be the National Leader, National Director (principal signatory), Assistant National Director and National Financial Secretary.

The **National Director and the Assistant National Director** shall stand as ‘**Category A**’ signatories and the **National Leader and the National Financial Secretary** shall stand as ‘**Category B**’ signatories.

At any point in time, two persons, one from each category, must authorize transactions on the accounts.

- ix) The CCR Centre, Adom Fie, Provincial, Diocesan, Zonal and Local Assembly of Leaders shall submit financial reports to their members and their appropriate authorities at NAL, PAL, DAL, Zone and LAL meetings.
- x) Local Assemblies have the duty to financially support their respective Diocesan Assemblies.
- xi) All Ministries within NPGs shall have their monies deposited in the accounts created at their appropriate level. Thus, National Ministries with the National Centre (Adom Fie), Provincial with PAL, Diocesan with DAL, Zonal with Zone and Local with LAL. Thus, no ministry shall operate a separate account from that of the Prayer Group at the respective level.
- xii) Monies belonging to Ministries must be deposited in NPGs accounts and properly recorded in the name of the ministry. Ministries will subsequently request for monies from their respective leaderships and shall account to the leadership for the usage of requested monies.

ARTICLE 20: AUDITING

At the end of every financial year, the NPGs must be audited at the national level by the designated auditing firm and at all the other levels by the Stewardship Committees.

Arch/Diocesan Auditing: Arch/Dioceses should put together a team of volunteers who have the right skills to support the Stewardship Committee to audit Arch/Diocesan accounts.

ARTICLE 21: OWNERSHIP OF ASSETS WITHIN THE NPGs

The CCR Ghana NPGs exists to evangelize, and unity and oneness of mind and heart should characterise this charge to evangelize. Assets of the NPGs shall thus be viewed in the light of the following:

1. Individuals and/or groups should not claim ownership of assets of the NPGs. All assets must be jointly owned and placed at the disposal of all NPGs' ministries and groups.
2. Individuals and/or groups who use their monies and/or raise funds to acquire assets must see themselves as contributing to the ministry of the NPGs. Such assets must be registered in the name of the Prayer Group at the respective level and viewed as a property of the NPGs.
3. National Ministries are part of the NPGs; thus, assets, whether purchased by or donated to a ministry, shall belong to the NPGs and shall be registered in the name of the National Centre, (CCR Centre, Adom Fie)
4. The Prayer Group, at respective levels, should take responsibility for the maintenance of assets and should take measures to ensure their proper usage.
5. Regardless, individuals and/or groups who contribute to asset acquisition should be appropriately appreciated and recognized by the NPGs at the respective levels.
6. At all levels, a proper asset register must be kept.

ARTICLE 22: NATIONAL STEWARDSHIP COMMITTEE

- a. This Committee shall be made up of all Provincial and Diocesan Financial Secretaries and the National Stewardship Committee Core.
- b. The National Stewardship Committee Core shall be made up of
 - i. The National Financial Secretary
 - ii. The National Director or his/her representative
 - iii. The Finance Officer of CCR Centre, Adom Fie
- c. It shall assist the NAL in its fundraising efforts and also in the proper management of finances
- d. It shall help audit the accounts of the CCR Centre, Adom Fie
- e. It shall report to the NAL annually.
- f. Arch/Diocesan Assembly of Leaders shall constitute Arch/Diocesan Stewardship Committees, following the structure of the National stewardship Committee outlined in 'a' and 'b' above, and perform, at the Arch/Diocesan level, the same functions as the National Stewardship Committee does at the National level
- g. Shall raise funds to support the activities of the NAL

ARTICLE 23: SANCTIONS

23.1 Removal from Office

A NPGs Leader may be removed from office whereby:

1. He / She indulges in any immoral behavior incongruous with Christian principles such as womanizing, drunkenness, and stealing;
2. His / Her leadership is not in line with the rules set out in Article 6 of these Guidelines;
3. He / She becomes incapacitated; i.e. infirm or has any mental or physical impairment that renders him/her unable to effectually perform his/her roles;
4. He / She blatantly absents himself/herself from NPGs activities on three consecutive occasions without tangible reasons, and attempts to draw the person's attention (including formal and informal addresses and written queries) have yielded no results such that the person continues to absent himself/herself.
5. He / She misappropriates or embezzles funds of the NPGs.
6. He / She is found to be non-performing as far as his/her leadership roles are concerned.

23.2 Procedures for Removal

1. A leader who, after investigation, is found culpable in respect of the first and second acts of misconduct stated above shall be removed summarily by the appointing authority. This shall be done after the individual has formally, in a meeting called by the appropriate leadership or the body constituted by the appropriate leadership for the redress of such a matter, been given a hearing and has been found guilty of the misconduct. After the hearing, the disciplinary action taken must be communicated in writing and the specific reasons for the person's removal must be clearly stated in the letter, making reference to the specific clauses in these guidelines that support the action taken.
2. A member of the NPGs who finds a leader engaging in any immoral act or any action incongruous to Christian leadership standards and principles shall make a written or oral complaint to the leadership of the NPGs at the respective level. Persons who make such complaints to NPGs leadership must be protected from victimization.
3. Members should be cautious and should be led by the Holy Spirit in judging the moral behavior of leaders since their judgement may not be right. All leaders must also watch their actions and decisions in order not to allow members to misjudge them.
4. The Leadership shall investigate any such matter and summon the leader involved before the rest of the leadership for a hearing.

5. If he/she is found liable, he/she shall be queried or advised to step down depending on the weight of the matter.
6. The process of investigation to the point of issuing a query or letting a leader step down should not exceed three (3) months.
7. In situations where the Church's hierarchy is involved in the appointment of the said leader, the hierarchy of the Church must be notified in writing about the investigations and the query or the decision to have the person step down.
8. Where at any level of leadership in the NPGs, a deficiency is observed in the role of a leader, the leadership at that level shall have the mandate to interrogate the leader in question. If the leader is found liable, he/she will be served with a query or asked to step down; alternatively, a letter should be sent to the appointing authority for the removal of that leader from office. The choice of action shall depend on the magnitude of the matter.
9. A leader who receives a query on two occasions but fails to amend his/her ways shall, on the third occasion, be removed from office. The next hierarchy of leadership must be notified, in writing, of the removal from office of the said leader.
10. In situations where a leader denies the allegations leveled against him/her, the leadership must refer the matter to a committee for further investigations. In such a case, the Council of Elders could be of great help.
11. A leader who is found liable in a case of embezzlement of funds must be made to refund the amount on agreed terms.
12. In cases of illness or any other impairment, the leader in such a situation shall be notified of how his/her situation is affecting his/her roles and negatively impacting on the performance of the leadership team. A leader in such situation should, in a fraternal manner of love, be asked to step down from his/her position. The necessary actions must then be taken by the leadership to remove such a leader from office if he/she refuses to step down despite persuasions.
13. Removal from office shall not be made spitefully but prayerfully and in love to preserve unity in the NPGs.
14. A two-thirds majority vote of no confidence shall be passed on a leader who refuses to step aside after persuasion. After such a move is made, the next level of leadership in the NPGs' leadership hierarchy must be notified in writing.
15. NPGs groups at the local level must take note that DALs have the right to correct a local leader who fails to operate effectively and efficiently.

The Local leader may be queried by the DAL and if no changes for good occur, the DAL may appeal to the Parish Priest and seek his (Parish Priest's) assistance to remove such a leader from office.

16. Due to the pastoral and ethical implications of the activities of NPGs and the need not to tarnish the image of the NPGs and the Church, any leader, priest or religious, community, Centre, ministry, prayer group, etc. associated with the NPGs, who is not willing to work in accordance with the NPGs' Guidelines and Statutes, will be referred to the respective Local Ordinary, if all attempts to resolve related problems by the LAL, DAL, PAL and NAL fail.
17. The Local Ordinary shall decide on the appropriate sanctions in such a case.

ARTICLE 24: APPROVAL OF NPGs THIRD (3RD) REVISED GUIDELINES

NPGs' Guidelines shall come into force after it has been accepted by at least two-thirds majority of the members of the NAL, and approved by the CCR Ghana Episcopal Chairman.

ARTICLE 25: AMENDMENT

1. A notice of amendment to any portion of these Guidelines shall first be communicated in writing to the National Director at least three (3) months to the next NAL meeting.
2. The Director shall notify all NAL members of the proposed amendment at least two (2) months prior to the next NAL meeting.
3. A proposed amendment shall be deemed to have been carried by a vote of at least two-thirds of all the members constituting the NAL at that particular time.
4. An amendment shall take effect after it is formally approved by the Episcopal Chairman.

CATHOLIC CHARISMATIC RENEWAL INTERNATIONAL SERVICE (CHARIS)

The Catholic Charismatic Renewal International Service (CHARIS) was established by a decree of the Dicastery for Laity, Family and Life on December 8th 2018 as a single international office for all the expressions of Catholic Charismatic Renewal.

The Catholic Charismatic Renewal (CCR) which is a ‘current of grace’ emerged in the Catholic Church in 1967 as a fruit of the Second Vatican Council. As a grace of the Holy Spirit with a worldwide character and many expressions, the CCR since its emergence, had never been a single unified worldwide movement but a variety of expressions and ministries that form a unity in diversity. Nevertheless, the various realities or expressions made up mostly of Prayer Groups, Communities, Special Ministries, Associations, Schools and Centres of Evangelisation and Religious Institutes share in the same fundamental experience of ‘Baptism in the Holy Spirit’. They also share in the same goal of seeing the lives of people changed by the Holy Spirit.

Cardinal Leon-Joseph Suenens, who was appointed by Saint Pope Paul VI in 1974 as Episcopal advisor to CCR, recognized what was happening as a ‘current of grace’ inspired by the Holy Spirit for the whole Church. He said ‘the Renewal is not a ‘movement’ in the usual sociological sense: it has neither founder nor statutes: it is not homogenous: it includes a wide range of manifestations, it is a flow of grace, a renewing breath of the Holy Spirit, intended for all the members of the Church - lay people, religious, priests and bishops. It is a challenge to us all’ (L-J. SUENENS, ‘The Hidden Hand of God’ (Veritas, Dublin 1994), 1994, p53)

As part of the celebration of the 50 years of the emergence of the CCR in the Church, The Holy See, erected CHARIS as a new single service for all the expressions of Catholic Charismatic Renewal. With the establishment of CHARIS, the two main bodies which had Pontifical recognition to offer services to the various expressions of the CCR cease to operate. These bodies were: International Catholic Charismatic Renewal Service (ICCRS) and Catholic Fraternity of Covenant Communities and Fellowships (Catholic Fraternity). For many years ICCRS and the Catholic Fraternity worked together. The bodies organized the Golden Jubilee of the CCR in Rome at Pentecost 2017. It was at this time that the Constitutive Act of the One Service, leading to the establishment of CHARIS was signed.

The Statutes of CHARIS came into force on June 9th 2019, Solemnity of Pentecost. On that day ICCRS and Catholic Fraternity ceased to exist. The goods and patrimony of these two entities ceased to exist.

CHARIS is at the service of all realities within Catholic Charismatic Renewal and is available to serve and assist bishops and priests who request its help.

The objective of CHARIS is to serve and create Communion between the different realities existing in the Catholic Charismatic Renewal for the proclamation of the Gospel in the world. It is expected that CHARIS will seek and foster unity within Catholic Charismatic Renewal because such unity is the sign of the Spirit.

STRUCTURE:

1. General Assembly
2. CHARIS International Service of Communion (CISC)
3. CHARIS Continental Services of Communion (CNSC): i) America, ii) Africa, iii) Asia/Oceania iv) Europe.
4. CHARIS National Services of Communion (CNSC):
 - i) Functions: The Goal of National Service of Communion is to build and strengthen the wide and diverse family of Catholic Charismatic Renewal. They should therefore be as inclusive as possible and open to new and emerging realities. The model focuses on communion rather than government or structure.
 - ii) All the expressions of the CCR have to be represented in the CNSC. Membership is not to exceed 15-20 members.
 - iii) Duration of leaders' mandate is 3 - years renewable only once.
 - iv) All members of the CNSC, including the coordinator, are volunteers.

CONCLUSION

It is our prayer that these revised guidelines would help individuals, prayer groups and traditional ministries, as well as the NPGs Leadership at all levels to seek and ensure growth, unity and maturity for the NPGs by fanning into flame the gift of the Holy Spirit towards the realization of a living Pentecost experience.

This guideline is given a 10-year operational period after which needed revision would be done. Within this period, however, amendment could be done to any portion, following the stated procedure.

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

Signed: Members of NAL Core

DATE:

S/N	PORTFOLIO	NAME	SIGNATURE
1	National Leader	Mr. John Osei Tutu	
2	National Director	Mr. Anthony Osei Assibey	
3	National Chaplain	Rev. Fr. Franklin Owusu-Bekoe	
4	Immediate Past Nat. Leader	Mr. Michael Kra Gyamera	
5	Nat. Financial Secretary	Mr. Francis Amoah	
6	Assistant Director	Mr. Albert Arthur	
7	Cape Coast Provincial Leader	Mr. Douglas Baare	
8	Cape Coast Provincial Rep.	Mr. John Akangee	
9	Tamale Provincial Leader	Mr. Joseph Yabalang	
10	Tamale Provincial Rep.	Mr. Felix Mahama	
11	Accra Provincial Leader	Mr. Simon Attigah	
12	Accra Provincial Rep.	Mr. Peter Abakah	
13	Kumasi Provincial Leader	Mr. Daniel Amuzu	
14	Kumasi Provincial Rep.	Mr. Charles Randy Afful	
15	Ministries Management Team Leader	Mr. Paul Otoo	
16	Women Ministry Nat. Leader	Mrs. Philomena Nortey	
17	Children Ministry Nat. Leader	Mrs. Anna Lartey	
18	ITI-CCR National Leader	Mr. Maxwell Apiiga	
19	Youth Ministry National Leader	Mr. Joshua Nwinkuu	

Approved:

MOST REV. JOHN YAW AFOAKWAH
EPISCOPAL CHAIRMAN
CCR GHANA
AUGUST, 2023