

Community Members Manual

updated February 2018

This is an example only. Please adapt to local needs. An electronic manual is another possible option.

Many communities develop a manual for their members with important information regarding the various aspects of community life. Three-ring binders allow members to conveniently add new documents and remove any that are outdated.

Items might include:

- Any policies the community has in place (attendance, dues, etc.)

- Roster with contact information

- Descriptions of community jobs – council, secretary, treasurer, formator, infirmarian, and any others the community may have.

- Who is serving in what capacity and when their terms end

- Calendar of events for the year

- Schedule of who brings refreshments, who leads the community discussion, who cantors or leads the liturgy, and any other jobs that the community rotates regularly

Many communities give each member a formation packet that includes the syllabus for the year, the goals for their level of formation, and other important material. This might be added as another section of each member's manual.