

NORTH AMERICA – PACIFIC SECULAR BRANCH CONFERENCE

“Rule of Life”



**USA Sectors
EAST – WEST - PACIFIC**

JULY 2017

Name of Secular Branch (3/26/01; Revised 2/3/04)

❖ ***SS.CC. Secular Branch North America-Pacific***

Secular Branch Vision Statement (2/4/04)

Sisters and Brothers before God, 3 Branches, one family, united in the same Charism and the same Mission in a single Congregation to recreate and develop a new dynamic model of community in different ministries.

Secular Branch Mission Statement (2/23/00)

In the spirit of the Founders, the Secular Branch of the Congregation of the Sacred Hearts of Jesus and Mary is a community of laity committed to living, sharing and end expressing the SS.CC. charism in modern times.

As members we live the spirituality of the Sacred Hearts especially through adoration, reparation and solidarity with the poor.

In collaboration with the other branches, we express and minister the common mission with zeal.

Common Symbol (2/23/00)

Adopted from SB France with permission through SB Coordinator-Quebec. Original designer unknown at this time.



The six sides represent where the Congregation is located: Africa, Asia, Europe, Pacific, North America and South America. The twig represents the 3 Branches of the Congregation: Brothers, Sisters and Secular Branch. The hearts represent the Sacred Hearts of Jesus and Mary.

Secular Branch pins are given to candidates upon their first year commitment as a Secular Branch member.

Secular Branch Prayer

Most Sacred Heart of Jesus you so inspired our founders that our Congregation of the Sacred Hearts emerged as a ministry of love and mercy to the world.

That Congregation from the beginning envisioned a group of lay people living and proclaiming the same Charism.

We have inherited that Charism and the challenge to bring your Sacred Heart to the world. We are consecrated in that love and are planning our programs for the future.

As you have graciously blessed our past so now bless our future and inspire us with your Holy Spirit to develop our plan always in Honor and Glory of the Sacred Hearts. Amen

By Fr. M. Barry, ss.cc. – USA Province Religious Mentor

Secular Branch Song ((9/30/16)

Adopted with permission from composers: *Tom Booth and SB Members:
Soane & Margare Uiagaleilei*

**Ready and Willing
In the Spirit of Damien**

(Refrain)

*We are ready and willing. Lord, we come to do Your will.
We are ready and willing. Lord, we come to do Your will.*

Let us not lose a moment of the little time we have still to live.
Let us walk on the path of life with holiness.

(Refrain)

All of us are children of God, one family, and body of Christ, proclaiming
God's redeeming love with dignity and unity.

(Refrain)

Imua, Imua, Imua, Imua, I ke 'ano o Kamiano.

(Refrain)

Imua, Imua, Imua, Imua, I ke 'ano o Kamiano.

Congregational Leadership (9/30/16)

The Congregational Leadership of the Secular Branch is defined in the Constitutions and Secular Branch Statutes.

Brothers: U.S. Province

Sisters: USA Pacific Zone

The Secular Branch annually distributes the minutes of the annual leadership conference, which reports on the “state of the Secular Branch”.

North America-Pacific Secular Branch Religious Authority: Superior Delegate of the USA Pacific Zone

The USA Pacific Zone & U.S. Province has the authority over the development and maintenance of their respective SB sector(s).

National Leadership (Revised 9/30/16)

The positions of the SB National Coordinator and Co-Coordinator were established (2/11/99) to assist in the facilitation of initiatives and conferences; and to assist in the development of the structure and organization of SB in North America-Pacific at the national level.

The national leadership represents the various sectors. The US Province and USA Pacific Zone encourage and request participation of the sectors in gathering input on initiatives made at each SB Leadership Conference as indicated in the SB long range plans.

The Religious Mentor accompanies a sector.

National Coordinator and Co-Coordinator

(3/7/01; Revised 2/21/02, 2/7/06, 2/6/07)

Qualifications:

Minimum 1 year experience as a SB Sector Coordinator or SB Community Leader.

Selection Process:

The Coordinator and Co-coordinator will not be selected in the same year.

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Nominations:

Three months prior to the SB Annual Leadership conference, each sector will use its own process to select nominees, and then submit a maximum of two names for elections. Nominees cannot be from the same sector as the remaining coordinator or co-coordinator.

Voting:

SB Sector Coordinators present at the Leadership Conference will vote.
(1 vote per participant)

- 1st Tie Breaker: older by commitment
- 2nd Tie Breaker: largest membership

Term: 3 Years and renewable once

Responsibilities:

1. Collaborate, plan and facilitate the SB Annual Leadership Conference with input from the sectors on the agenda and logistics.
2. Provide a report of the SB Annual Leadership Conference for the sectors and the SB Animation Team.
3. Maintain a high level of communication and collaborate with:
 - a. Sector coordinators
 - b. SB Animation Team
 - c. General Councilors
 - d. US Provincial and USA Pacific Zone Superior Delegate
4. Encourage leadership and accountability of each Sector coordinator.
5. Follow the Basic Formation Program
6. Participate in international meetings and Inter-conferences (representing the Secular Branch), if and when invited.

Protocol at the sector level:



Sector Coordinator

(3/7/01; Revised 2/21/02, 2/12/03, 9/30/15)

Qualifications:

- A commissioned Secular Branch member or SB Community leader for at least 1 year.
- A leader and facilitator with leadership training
- A leader to serve the good of the community
- An individual that believes leadership is communal not organizational

Selection Process: As determined by each respective sector

Term: 2 years and renewable twice.

Responsibilities:

- Participates in ongoing leadership training
- Mentors SB Community Leader(s)
- Provides SB Community Leader guidance in SB organizational structure
- Follows the Basic Formation Program
- Maintains a high level of communication and collaborates with:
 - SB Community Leader(s)
 - Coordinators
 - SS.CC. Religious Mentors
 - Provincials & Superior Delegate of respective sector
- Participates in the Annual SB Leadership Conference.

Replacement of Sector Leadership

(4/27/00; Revised 3/8/01, 9/30/15)

1. The process can be selected by each sector.
2. This process should take place at least six months before the end of the term to insure a gradual transition of responsibility and mentoring of the new leader.
3. Comment: Until a leader is developed, go without a sector coordinator if no one volunteer

Community Leader

(3/7/01; Revised 2/21/02; 2/12/03, 9/30/15)

Qualifications:

- A leader and facilitator with leadership training
- A leader to serve the good of the community

- An individual that believes leadership is communal not organizational

Selection Process: As determined by each respective sector

Term: As determined by each respective sector

Responsibilities:

- Participates in ongoing leadership training
- Organizes meetings, retreats and other SB activities with input from the SB membership.
- Follows the Basic Formation Program and directs formation sessions (i.e., contacting speaker, organizing, facilitating, etc.)
- Maintains a high level of communication and collaborates with:
 - SB membership
 - Sector Coordinator
 - SS.CC. Religious Mentors
- Participates in acceptance process for new members
- Submits budget proposals to Sector Coordinator if appropriate.
- Participates in the Annual SB Leadership Conference.

SS.CC. Religious Mentor of Respective SB Sector

(3/7/01; Revised 2/21/02, 9/30/15)

Consideration: A religious mentor is an SS.CC. Religious who is deeply interested in the development of the Secular Branch and respects the autonomy of the group.

Involvement: The appointment and length of involvement as determined by the proper religious authority.

The Leadership asks that the SS.CC. Religious Mentor “accompanies” the Secular Branch in these ways:


- Follows the Basic Formation Program of the Secular Branch and provides education in SS.CC. spirituality of the formation sessions
- Collaborates with the SB Leadership
- Assists the SB members as a reconciler (as appropriate)
- Guides the Secular Branch in areas of need (as appropriate)
- Mentors the Sector Coordinator
- Availability for SB Meetings
- Availability as a resource (as appropriate, i.e., spirituality, etc.)

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- Participates in acceptance process for new members and renewal at all levels
- Participates in the Annual SB Leadership Conference

National Register for Commissioning (5/2014)

All sectors will use the National Register template for commissioning. The original will be kept by the sector, a hard copy sent to Jacki Herrera via PO BOX 8626 LA VERNE CA. 91750 or PDF scanned copy via email @ ostraca@hotmail.com; a copy sent to respective Provincial and Superior Delegate, and a copy to member.

 <p>NORTH AMERICA-PACIFIC SACRED HEARTS SECULAR BRANCH NATIONAL REGISTER PO BOX 8626 LA VERNE CA. 91750 2014</p>					
SECTOR: <i>USA-East</i>			COMMUNITY: <i>Fairhaven, MA.</i>		
Date:	Name:	Signature:	Member since:	1 Year 3 Years Life Time	Location of Commitment
<i>5/24/14</i>	<i>Larry Bean</i>	<i>Larry Bean</i>	<i>2014</i>	<i>2014</i>	<i>Fairhaven</i>
<i>5/24/14</i>	<i>Mary Vance</i>	<i>Mary Vance</i>	<i>1999</i>	<i>2014-17</i>	<i>Fairhaven</i>
<i>5/24/14</i>	<i>John Grant</i>	<i>John Grant</i>	<i>1999</i>	<i>Lifetime</i>	<i>Fairhaven</i>
Name: Fr. Johnathan Hurrell, ss.cc. Provincial			Name: Fr. Stan Kolasa, ss.cc. Witness		
Signature: <i>Fr. Johnathan Hurrell, ss.cc.</i>			Signature: <i>Fr. Stan Kolasa, ss.cc.</i>		
Original-Sector Copy 1-National SB Office Copy 2- Provincial(s) Copy 3-Member					

North-America Pacific SB Directory (5/2014)

Designee will also annually update the NA-Pacific Directory using the National Register forms received, and each sector's own current directory (which contains ph#, address, email address, etc.).

NA-Pacific Conference will submit annual additions, revisions or deletions to the SB Animation Team @ seculsscc@gmail.com for the SB Index (posted on ssccpicpus.com)

Recruitment (4/27/00; Revised 9/30/15)

Each Sector will monitor the pace of recruitment based on the Leadership's ability to manage and implement Initial Formation. While we will not close the door to recruitment, we will not encourage "Information Days" every year. Information brochures will continue to be available to all who are interested.

Screening of Candidates (4/27/00; Revised 9/30/15)

Every candidate will be able to meet the following requirements:

1. Mature lay Catholic (18 years or older)
2. Baptized and confirmed
3. Willingness to learn the spirituality of the Sacred Hearts (SS.CC.)
4. Willingness to participate in a ministry in the spirit of the SS.CC. Charism
5. Submission and approval of registration form; approval of which is subject to the mutual fit of the candidate and community, determined by the SB Community Leader, Sector Coordinator and Religious Mentor.

Basic Formation Program (4/27/00; Revised 3/7/01, 2/7/06)

Categories are required and depth of content is based on formation level (candidate, 1 year member, 3 year member). Candidate's program is a minimum of 18 SESSIONS.

1. CATHOLICISM (*)
Catechism Refresher (Trinity)
Sacraments Refresher
Nature of the Church (Vatican II & Bishops Documents)
Image of God
Mary the Mother of God
Parts of the Mass and understanding
2. HISTORY OF THE CONGREGATION (*)
Founders (Life of the Good Mother and Good Father)
Deeper study of the Founder's
SS.CC. origins to the local areas
History of the Secular
Men & Women of the SS.CC.
3. CHARISM (*)
Roots of the Charism
SS.CC. Spirituality (e.g. 4 Ages of Jesus, Consecration)

Eucharistic Adoration/Celebration
Reparation
Internationality
Family Spirit
Solidarity with poor
Proclaim God's love

4. MISSION (*)
Contemplate
Live
Proclaim
5. MINISTRY OF SS.CC. SB (*)
(e.g. Sacred Hearts Enthronement)
6. BIBLE BASICS -ongoing (*)
Parts of the Bible
How to read the Bible (author, context)
How to use the Bible
Focus on Covenants
7. INTERPERSONAL SKILLS -ongoing (L)
Communication (active listening)
Conflict resolution
Group dynamics
Leadership Training (e.g. facilitation)
8. PRAYER IN OUR LIFE (*)
Personal prayer
Communal Prayer
Liturgy of the Hours
9. SECULAR PROGRAM OF LIFE (L)
Prayer life
Communal Life
Apostolic life
Skills for ministry
Study of social issues
Internal and International Solidarity
10. SECULAR BRANCH STRUCTURE (L)
Vision
Organization
Membership
Formation
Interdependence

11. PERIOD OF DISCERNMENT (+) Discernment Retreat

12. COMMITMENT CEREMONY

- (+) Religious Teach
- (*) Religious or Lay Teach
- (L) Lay Teach

Formation Support (9/30/15)

We will continue to support our lay communities, near and far, in the absence of a mentor or SB Community leader. Within the capability and resources of the respective sector, we will do this:

1. The Sector will arrange to provide Formation using various means (technology, etc.)
2. With approval from the SB Religious Authority, the Sector will build collaborative relationships with SS.CC. Brothers and Sisters who may be interested in taking turns providing “religious mentoring”, to the lay community that is temporarily lacking a religious mentor.
3. The Sector coordinator will facilitate identifying prospective leader(s) in the community and work closely with them.

Formation Resources (2014, 2016)

- Secular Branch Formation Manual (Sacred Hearts Secular Branch, Inc. © 2014)
- Secular Branch Formation Manual (Sacred Hearts Secular Branch, Inc.)
- Secular Branch Prayer Book (SS.CC. West Secular Branch)

Teaching Session Format (4/27/00; Revised 3/8/01)

Pre-Planning: Secular Branch Community Leader contacts speaker (via letter, email, phone, mtg.) to share Session Format and request an outline and handout or suggested literature*

Session:

- Opening Prayer
- KWL (What I...KNOW...WANT to learn... LEARNED)
- Presentation
- Interaction Activity (discussion, hands-on, etc.)
- Share in large group (if necessary)

- Application (homework)
 - Evaluation and next steps
 - Closing Prayer
- *Consideration: share in laymen's terms

Acceptance of the First Year Members

(4/27/00; Revised 3/8/01, 9/30/15)

1. After a period of discernment the SB Community Leader will interview with SS.CC. Religious Mentor (as needed) each candidate individually and guide the future member to self-evaluation.
2. If the SB Community Leader determines the individual is not ready for commitment, the candidate may appeal to the Religious Mentor.
3. The approved candidate will submit a form for approval to the Sector Coordinator/Community Leader and Religious Mentor for final acceptance.

Commitment Ceremonies (April 2013)

Utilize formula stated in the Secular Branch ANNEX 3 Guidelines for the formation of Secular Branch Candidates.

Each sector has the flexibility to add or format the formula based on the characteristics of each SB community.

Commitment formula: I..., in the presence of those here gathered, commit myself (for 1 or 3 years) to live my baptism in the Church, as a member of the Secular Branch of the Congregation of the Sacred Hearts of Jesus and Mary, in conformity with the Statutes approved by the Holy Apostolic See. I promise to contemplate, live and announce the Love of God incarnate in the Heart of Jesus, like Mary, living as a Gospel in the world today. In the name of the Father, of the Son and of the Holy Spirit, Amen.

Life Time Membership (5/2014)

A Life Time Membership may be offered to long standing, committed members who are no longer able to attend formation and functions due to life circumstances.

Member Withdrawal (5/2014)

In dealing with members who are no longer attending regular formation and functions, and who have not contacted their leader, 3

attempts/contacts at a minimum will be made; and each sector will decide next steps before they are withdrawn from the SB membership.

Process to Seek Apostolic Ministry (4/27/00; Revised 3/8/01, 2/12/03)

1. After serious discernment, the Secular Branch members will identify the mission projects, agency, purpose, goals, objectives, participants, timelines and estimated costs.
2. The Secular Branch will inform the Provincial and or Superior Delegate of the on-going process and obtain permission as needed.

Annual Leadership Conference

(3/8/01; Revised: 2/21/02, 5/24/05, 2/8/06, 9/30/16)

Purpose:

1. Sectors to report the “state” of their local secular branch;
2. Participants to evaluate the SB Action Plan from the previous year;
3. Participants to have learning opportunities;
4. Participants to collaborate on drafting common policies;
5. SB Leadership to make decisions on common policies and other SB initiatives;
6. Participants to discuss issues that impact further development of the Secular Branch’
7. and participants to develop new action plans

Participants:

- USA Hawaii Zone Superior Delegate
- US Provincial
- National Coordinator (facilitator)
- National Co-Coordinator (facilitator)
- Sector Coordinators (facilitators)
- SS.CC. Religious Mentors
- Community Leaders per sector
- SB Observers
- Recorder
- Invited Coordinators from other countries

Preparations: Sector Reports will be sent to National coordinator prior to conference and will include: Statistics, directory, strengths, challenges /needs. At the conference, coordinators will elaborate on specific sector

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information such as events, etc. and prepare an electronic copy to the recorder.

Prior to the conference the sector coordinators will email to other sector coordinators, their 2 page sector report and other relevant handouts; and participants will bring questions to the conference for clarification. Sector coordinators will bring to the conference, their report, etc. on a memory stick to assist the Recorder.

Decision Making Process: Tie breaker for agreements will be

1st Sector older by commitment (first SB member(s))

2nd Largest membership

Location: Each Sector will determine the conference location within their sector's area.

Year 2017 US Province -West

Time Frame: 5 days (2 days for check in/out and 3 conference work days with daily prayer and Liturgy (Day 1- Theme & Reports, Day 2 – Proposals/Agreements Day 3-Business & Evaluation

Cost: Equalization of travel. The conference cost which includes airfare, room and board (room and board costs to be assessed by the host sector

Coordinator, based on logistics) for the number of sectors (their coordinator and mentor only) would be totaled. The total divided by the number of participants (maximum of one coordinator and mentor from each sector) sent by the sector. Each sector would then pay for their portion of the cost. (For example: If there were 7 individuals qualified in this formula: USA West Coordinator and Mentor, USA East Coordinator and Mentor, Hawaii-Pacific Coordinator and Mentor's Representative, and Quebec Coordinator (no mentor), using the equalization formula, total costs would be divided by seven. USA West would be responsible for paying for 2/7 of the total cost while Quebec would be responsible for only 1/7 of the cost.) Each sector must provide supporting documentation for airfare cost would be submitted to the hosting sector so that total costs can be determined by the host. The host sector would provide copies of all documentation for the total conference costs to the National Coordinator. The information would be available to the sector coordinators.

Developing a Secular Branch Community or Sector

(5/2/05; Revised 2/8/06, 9/30/16)

Based on the Statutes, a sector or community of a sector must be affiliated with a Province, Region or Zone. In North America-Pacific, it is

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agreed that the Province/Zone geographically closer, would be of first choice. The respective authority of the Province/Zone being sought out, will need to approve such affiliation. Affiliation will entail: guidance and possibly religious mentor(s).

If a religious Brother, Sister or Secular Branch Member seeks to develop a Secular Branch Community logistically beyond the SB sector (i.e., another state, island) of that Province/Zone, the far away SB Community will still fall under the coordination of the Province//Zone SB Coordinator.

Statute #23	SB is divided into ' sectors' of which the territory can coincide with a (religious) SS.CC. (Vice-) Province, Region, or can cover more (Vice) Provinces or Regions.	EAST SECTOR coincides with the US Province-Eastern Portion	WEST SECTOR coincides with the US Province-West	HAWAII SECTOR coincides with USA Pacific Zone
#24	A sector is composed of one or more SS.CC. lay communities, recognized by the Major or Regional Superior or his/her delegate.	2 Lay communities are recognized by the US Provincial	8 Lay communities recognized by the Superior and/or his delegate	3 lay communities recognized by USA Pacific Zone & US Province
#25	Each SS.CC. lay community will normally be composed of at least five members and elects among its members a lay coordinator/animator	Sector Coordinator for Wareham & Fairhaven	Sector Coordinator Communities w/ Leaders Chino Hills, Corona, San Dimas/Laverne-, Oak Hills, Sun City, Idaho. San Jose, Florida & Texas	Sector Coordinator Oahu Kauai Molokai
#26	Each SS.CC. lay community will be accompanied by an SS.CC. religious community of a designated brother or sister , and will establish its own life and work plan in accordance with the common plan of life and mission of the Congregation as is established in these statutes: 1-22	Lay communities are accompanied by the SS.CC. Wareham religious community & designated bro. & sister (mentors). Mentors have provided formation, & other SS.CC.s & SB members.	9 Lay Communities are accompanied by the US Province West community and/or a designated brother (mentor). Mentor, coordinator, community leaders and other SS.CC.s have provided formation	3 lay communities are accompanied by the USA Pacific Zone community and designated sister(mentor). Mentor, coordinator, other SS.CC.s have provided formation

SB communities (near or far) are accompanied by a religious community and/or a designated brother or sister; recognized by Provincial(s) or a Regional Superior, and coincides with a Province or Region. In other words...*Long distance lay communities are connected to the SECTOR (Laity); the sector is connected to a RELIGIOUS COMMUNITY (Province/Region/Zone) and MENTOR(s) (designated Brother and/or Sister).*

Committees

As needed, short term (Ad-Hoc) or long term committees are organized to address special projects or initiatives.

Communication (Revised 5/2014, 6/2017)

The Sector Coordinator(s) and Community Leader(s) are responsible for developing and maintaining a high level of communication with the Provincial, Religious Mentor(s) and membership. The sectors have disseminated information through:

- US Province & USA Pacific Zone Newsletters
- Sector Newsletters
- Email, Website Home Pages
- Correspondence
- Phone Trees
- Recognizing that we are one family: SB Communities will be open to traveling SBs from other areas by welcoming them to formation meetings, etc. while they are visiting. Simply email the community of the dates a member will be in their area.

Resources (4/24/00, Revised 6/2017)

Based on a mutual agreement sector may:

- Share our SB Newsletters with other conferences
- Utilize the various congregational publications
- Handouts and/or DVDs, videos, Power Point Presentations from Religious speakers at Congregational events
- Power Point Presentations by SB Members
- Resources on SS.CC websites-ssccpicpus.com,
- Congregational/Province Publications such as COM-UNION, Damien of Molokai, Our Lady Queen of Peace Pamphlets, News – N- Briefs (USA-East) etc.

Finances (9/30/16)

With strict adherence to the conditions and requirements of the Secular Branch Inc. By-Laws, finances are the sole responsibility of each sector to address fiscal needs as appropriate.

Sacred Hearts Secular Branch, Inc. (2012)

Principal office is located at 12402 Meadowlark, Oak Hills, California 92344