



CLC ECCLESIAL ASSISTANT'S HANDBOOK
Profile and Responsibilities

PROFILE

1. **A man/woman of prayer**, faithful to his or her vocation, who seeks and finds the divine will in his or her life.
2. **A privileged witness** to growth in Christian life, desirous to see Christ's influence increase.
3. **Someone who has assimilated the Spiritual Exercises** and can communicate their manner and order.
4. **A server and companion** of that Church which, according to Vatican II, expresses itself best through communitarian and participatory means.
5. **Conscious of, and enthusiastic about, serving the CLC as a mission** received from the Church, from superiors (in the case of a religious), and from the community itself.
6. **Knows pedagogically how to balance** being a "father/mother" with "allowing growth and even departure."
7. **Values the laity** and appreciates them as the subjects served by the hierarchy, which the EA (Ecclesial Assistant) represents.
8. **In line with our mission** (should he be a Jesuit), especially regarding the service of faith and the promotion of justice with a preferential option for the poor.
9. **Knows and accepts the differences** that exist between laypeople and Jesuits in order to deal and work with both while giving his or her all in the process.
10. **Respects** people, their situations and processes. Knows how to be patient.
11. **Makes proposals**, conquers that timidity or immobility which can arise as a result of misconstrued respect.
12. **Listens to others**, inspires trust and gives good counsel that helps resolve conflicts and even knows how to benefit from tensions.
13. **Does not create dependencies** in others toward him- or herself.

The EA, the National Exco (Executive Council) and the National CLC

1. Actively participates in the Exco as an impartial counselor, a friend and critic.
2. Advances a vision and organization that faces the long run armed with a broad horizon.
3. Encourages teamwork and a sense of spiritual and organic communion that promotes more collaborative and fertile participation for mission.
4. Promotes a communitarian style that appreciates, values and encourages pastoral ministry while energizing priests and religious.
5. Supports biblical and theological formation.
6. Guards the Ignatian authenticity of the CLC process in its entirety.
7. Promotes especially the Spiritual Exercises, paying close attention to how they are given.
8. Knows and assimilates as ecclesial texts the "CLC General Principles and Norms" and its antecedents, and is familiar with the documents of the General Assemblies and of the worldwide CLC.
9. Knowledgeable about CLC's distinct historical stages and highlights.
10. Promotes the different aspects that touch upon the formation of CLC members: Christological, ecclesiological, ministerial, Ignatian, apostolic, social-political, etc.
11. Helps overcome personal attacks, overbearing postures and decidedly partial points of view.
12. Collaborates with the formation of guides and of community coordinators.
13. Invigorates and makes the apostolic associative life possible by making use of its global orientations and the general Principles and Norms.
14. Supports the community by helping to develop its apostolic dynamism, common mission, and its individual members.
15. Values and promotes the international and public dimension.
16. Promotes CLC's growth while respecting its current level of Christian maturity at every stage.
17. Participates proactively and incisively in CLC's promotion, in the recruitment of new members and in the formation of new communities.
18. Permanently evaluates the difficulties that emerge in the associative life.

The Ecclesiastical Assistant, the local Church and other Christian Communities

19. Offers information regarding the activities of CLC in the local Church and receives similar reports concerning other communities.
20. Motivates CLC to play an active role in the life of the local Church so that it can feel itself a part of the ecclesial community.
21. Promotes lay vocation and mission as well as adult participation in the Church.
22. Creates bonds and dialogue with the hierarchy at every level.
23. Encourages and promotes the active and creative presence of religious and of ordained ministers in CLC so that they can participate in its structures of governance, in its formation and apostolic programs, in its liturgy, and in the accompaniment of its members.
24. Propagates and promotes the teachings of Vatican II concerning apostolic lay associations, including those recommendations involving priests and religious.
25. Helps CLC deepen its identity as an association of the faithful in the Church.
26. Promotes CLC's integration into the local Church.

The Ecclesiastical Assistant, the Society of Jesus and the Provincial

27. Strengthens a healthy integration and dialogue between CLC and Society of Jesus.
28. Regularly writes a brief but attractive note concerning CLC that can appear in a Jesuit province's news bulletin.
29. Frequently communicates with the regional EAs, with other national ecclesiastical assistants and with the World Ecclesiastical Vice-Assistant (who, for Jesuits, is the *Society's Secretary for CLC*).
30. Promotes and supports apostolic cooperation projects between CLC and SJ.
31. Personally encourages Jesuits to collaborate in the CLC formation and, especially, in the giving the Exercises.
32. Insures that Jesuit houses of formation and, where possible, tertianship programs are introduced to the CLC.
33. Helps the provincial decide on matters affecting CLC when asked.
34. Participates with the Exco as a province consulter when asked.
35. Fulfills those statutory and canonical obligations that guarantee an opportune Jesuit presence in the various CLC processes and structures.

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