



Standing Order 15

THE ROLE AND RESPONSIBILITIES OF REGIONAL TEAMS

INDEX

Contents

INTRODUCTION	2
I. CLC IN A REGION	2
II. REGIONAL ASSEMBLY	2
III REGIONAL TEAM.....	3
Role and way of proceeding	4
Regional Team Finance and Activities	5
IV.REGIONAL FINANCIAL SUPPORT.....	6
V.FOSTERING CLC GROWTH AND APOSTOLIC ACTION	7
Regional structures and dynamics.....	7
VI.REGIONAL LINKS	7
Possible Responsibilities of Regional Links.....	8
VII.ROLE OF WEXCO REGIONAL LINKS	8
VIII. CONCLUSION.....	9

*As we look not to what is seen but to what is unseen;
for what is seen is transitory, but what is unseen is eternal.*
2 Cor 4:18

INTRODUCTION

As we continue to grow as one CLC world community, we encounter new challenges in our journey of deepening our sense of community, enhancing our formation, and subsequently in responding to apostolic mission. This document seeks to clarify the role and responsibilities of regional structures and regional community dynamics in responding to:

- The Final Document of the last World CLC Assembly - Amiens, August 2023 which identifies the regional community level as a means for responding as one community to our reality; and
- The request by the regional teams during the January 2024 meeting with the World ExCo to clarify the role and responsibility of the regional teams in fostering one community, to enhance closeness among the different CLC communities in various countries, regions, apostolic networks and with the World ExCo and to orient apostolic initiatives.

In Line with General Norm 38, CLC members across various regions have been collaborating to strengthen their sense of unity and community. Their wish is to create a structural framework that will enhance cooperation and foster growth within the CLC communities in the regions.

This standing order (SO) provides a general framework, drawing from the experience of CLC regions, to help the World Community to discern and act as one community. The guidelines and recommendations in this document should be adapted to each region's unique reality to promote connection, collaboration, and cooperation within regions, across the global community and others.

I. CLC IN A REGION

- 1.1 This SO recognises a region as a geographical area formed by several countries. In the recent past, regional structures have supported some community and apostolic dynamics. "Regions are formed through a process of discernment involving CLC communities in the region, with guidance from the World ExCo. While regions typically emerge based on geographical, cultural, and apostolic considerations, their structure is not fixed and may evolve to better serve the growth and the mission of CLC. An annex listing the currently recognized regions and their established CLC members is included and will be updated as needed."
- 1.2 CLC in Amiens gathered as the World Assembly recommended the consideration of the regional structures within the community's norms with the understanding that regional coordination will better support common needs of CLC and its members within the region and development of their journey of growth and apostolic response.

II. REGIONAL ASSEMBLY

- 2.1 The established communities within a region may choose to convene a Regional Assembly to form a Regional Team to provide coordination and support for the care, growth, and mission of CLC in the region—especially where no team has been previously established.

- 2.2** The Regional Assembly is the expression of World CLC in the region. It shall be convened periodically in person, virtually, or in hybrid form, comprising the same two sections of a World Assembly: The reflective section and the statutory section.
- 2.2.1** The reflective section will address matters related to the orientations of the World CLC, regional or local orientations and plans to foster growth for CLC and its mission in the region. This section contributes to CLC growth within the regional context by addressing both internal and external matters, and through communal discernment, will guide decisions and define regional CLC activities and apostolic projects.
- 2.2.2** The statutory section will address internal governance matters such as elections, appointments, or voluntary assumptions of positions of a regional team to serve CLC in the region. It will also cover activity reports, financial accounts, evaluations, and the discussion of new guidelines.
- 2.3** The regional assembly discerns and determines the priorities and orientations for the following period. These priorities are mainly guided by the recommendations of the World Assembly shared with the Communities and the Regional Teams, and the priorities and needs of the Communities in the region, ensuring alignment with broader CLC directions, fostering unity and strengthening our one world community.
- 2.4** The Leadership Team of CLC in each Community in the region will discern and send appropriate delegates. Ordinarily, the delegation shall include the President or their designee, the regional link and, if possible, the Ecclesiastical Assistant. Each Community is encouraged to ensure that at least one of the members attend each Regional Assembly.
- 2.5** The Regional Assembly requires the presence of at least one Ecclesiastical Assistant.
- 2.6** The regional team will invite members of the other CLC support structures. The presence of a member of the World ExCo is highly recommended, as well as representatives of other CLC regional teams, international apostolic teams, CLC from other Communities or Ignatian communities that are not members of CLC to support collaboration, connection and cooperation with the World Community and with the Church.
- 2.7** Regions with less than 500 members could hold the Assembly at one of the Regional Team meetings if it is representative of the community reality in the region.

III. REGIONAL TEAM

- 3.1** Communities within a region will determine the regional structure that will best serve them and enable them to connect, collaborate and cooperate. The structure should consider the number of members and the diversity within the membership. This structure will be confirmed at a regional assembly. A periodic review of this structure, roles and responsibilities is encouraged to ensure that the needs of the region are constantly met.
- 3.2** The Communities within a region will decide the size of the team and the members to be elected or appointed in the Regional Assembly. The recommendation is to elect or select a minimum team and leave the Regional Team the option to co-opt one or more additional members for specific tasks.
- 3.3** The community gathered in the Regional Assembly should discern, choose and send members to

form the Regional Team. The meeting could be held in person, online or in hybrid format.

- 3.4** Some recommendations to orient the election or selection process follow: The norms for election in the World Assembly should ideally be used to orient the regional election procedures but the size and diversity of each region can lead the members within the region to modify them appropriately to suit their uniqueness.
- 3.4.1 CLC in each Community shall discern the appropriate candidates who can be any CLC member within the region.
 - 3.4.2 All candidates should ideally have experience and knowledge of CLC structures and be in good standing within the Community in their country
 - 3.4.3 The CLC Leadership Teams (ExCos) shall be committed to supporting the elected or appointed members.
 - 3.4.4 Candidates must be committed to serving for the full term of the Regional Team.
 - 3.4.5 Candidates should be open and sensitive to the dynamics of the world CLC community and interested in regional commitments.
 - 3.4.6 Each candidate should know at least one widely spoken language in the region.
- 3.5** Term and Vacancy
- 3.5.1 The recommended term of the Regional Team is from one Regional Assembly to the next unless the rhythm of the Communities suggests the need for a different duration. Each member is eligible for a maximum of two consecutive terms in the same position, with a maximum of one other term if nominated as the coordinator.
 - 3.5.2 It is highly recommended that some members of the Regional Team be candidates for the following term to ensure a smooth transition, maintain continuity, and support the development of long-term orientations.
 - 3.5.3 In the event of a vacancy, the Regional Team will consult with the CLC Communities in the region through their leadership teams (ExCos) to define the procedure to elect or appoint a new member through discernment and ensuring consensus in the choice.

Role and way of proceeding

- 3.6** The Role of the Regional Team is to support CLC in the region while ensuring coherence with the CLC General Norms and in alignment with World Assembly orientations. This role is developed in collaboration with the World ExCo, the international apostolic teams of CLC and the Communities within each region. Each Regional Team may develop written operational procedures to guide its activities, ensuring alignment with CLC General Norms and the regional reality. The Regional Assembly can validate these procedures and subsequent revisions.
- 3.7** The Regional Team serves the CLC in the region, with its role shaped by the needs and circumstances of the regional community, ensuring that the charism is lived and the calls received in the world assemblies followed. The responsibilities of the Team include to:
- 3.7.1 Support CLC in the region in deepening, sharing and going forth in implementing the recommendations given to the world community at the world assemblies, considering the regional community context, capabilities and resources.

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- 3.7.2 Support and assist the communities within the region with their needs and projects, ensuring the care of the charism, care for the members and the promotion of the mission of CLC.
- 3.7.3 Be attentive to the vulnerable communities and provide them with specific support.
- 3.7.4 Encourage mutual support among communities in the region
- 3.7.5 Promote, encourage and support an international (possibly virtual) community within the region, particularly for individuals moving between countries, for example with sharing groups.
- 3.8** As a Discerning Community Team, one of the key functions of the Regional Team is to collaborate with CLC Leadership teams (ExCos) to help the CLC in the region make thoughtful and spiritually guided decisions to:
 - 3.8.1 Discern the way of deploying the recommendations of the Regional Assembly and the requests of the WExCo in consultation with the CLC Leadership Teams (ExCos), and other CLC structures.
 - 3.8.2 Discern ways to collaborate and cooperate with other CLC regions, and international apostolic teams. This collaboration may imply, for instance, an evaluation of the priorities or activities in the region, the discernment of plans or the support to the activities both in the regions or other geographic levels of CLC.
- 3.9** It is recommended that the team have a spiritual guide to support them in their discernment journey, in their meetings and activities, a role equivalent to that of an ecclesial assistant in a team.
- 3.10** The Regional Team monitors and evaluates CLC activities in the region that have been entrusted to their care at regional assemblies and is accountable to CLC Communities in their region and the World ExCo through the sharing of periodic reports as determined by the regional assembly, and at every regional assembly.
- 3.11** The Regional Team, in consultation with World ExCo and the CLC Communities Leadership teams (ExCos), will foster cooperation with the Society of Jesus by requesting an official link for effective communication and collaboration with the Society of Jesus in the region.
- 3.12** The coordinator will be responsible for coordinating the meetings of the Regional Team and its activities, and:
 - 3.12.1 Contact Facilitation: Assist those seeking regional contacts.
 - 3.12.2 Exchange Promotion: Encourage the exchange of families and/or members.
 - 3.12.3 Experience Sharing: Initiate sharing of various experiences in different areas.
 - 3.12.4 Regional Meetings: Organize and initiate in presence meetings and online initiatives at a regional level.
- 3.13** The Regional Team will appoint someone to keep a record of each meeting and any resolutions arising.

Regional Team Activities and Finance

- 3.14** The activities of the Regional Team are determined through a discernment process based on the outcomes of the Regional Assembly and the World Assembly. The World Assembly's recommendations are shared with Communities and the regional teams, ensuring that the activities

within regions and Communities are understood and align with these recommendations. This helps to foster unity and strengthen our one world community.

- 3.15** The plan will be supported by an annual budget based on planned activities and guidelines from the Regional Assembly. This budget will be reasonable and prudent, developed in liaison with communities, and supported by the communities without creating undue burden, and considering their unique capabilities. The finalised budget will be shared with all communities within the region and with the World Leadership team (ExCo)
- 3.16** The Regional Team will appoint one of the members as Regional Treasurer with the following responsibilities:
 - 3.16.1 Financial Updates: The treasurer of the Regional Team will regularly update all Communities in the region on the financial matters concerning the team.
 - 3.16.2 The treasurer will be responsible for advising the Regional Team to maintain the Community's amounts as pledged until the next Regional Assembly.
 - 3.16.3 Annual Budget Presentation: At least once a year, the treasurer will present a budget to the Regional Team for approval. After approval, the budget will be distributed to all Communities within the region.

IV. REGIONAL FINANCIAL SUPPORT

- 4.1.** Understanding Financial Responsibilities: The regional team prepares the annual plans in line with the recommendation of the regional assembly in consultation with the Communities in the region. The Communities should therefore appreciate the need to support these plans.
- 4.2.** Financing Regional Growth: It is the responsibility of the Communities in the region to fund the development of a "CLC Community in the Region" through the support, including financial, of the Regional Team and its activities.
- 4.3.** Pledges and Promises: The Regional Community should provide the funds for the regional activities and plan. The contribution of each Community will be based on guidelines and criteria reflecting the resources and membership size of each Community. These pledges, if defined, are in addition to the Dues of the World Community. The reality for holding funds in different regions is very specific. It is expected that this point is elaborated in detail within the regional operating procedures. Care must be taken to maintain transparent and accountable records for the communities to be able to scrutinise.
- 4.4.** In the case of a lack of funding for formation or to implement World Christian Life Community (W-CLC) mandatory projects¹, the Regional Team will present, after consultation with the Communities Leadership Teams (ExCos), the corresponding application to the World CLC funds that will be assessed according to Standing Order 13: Basic Guidelines For The Use Of Funds Held At The W-CLC Secretariat.

¹ The SO 16 is an example. It requires definition of documents, and also training of a % of the members that may require funds. Likewise, if a region is formed by little communities that cannot afford regional meetings or regional encounters for key issues like guides training or spiritual exercises, or to attend a World assembly.

V. FOSTERING CLC GROWTH AND APOSTOLIC ACTION

- 5.1** CLC defines structures and responsibilities to help the community to grow in a union of hearts and apostolic action. For this reason, the Regional Team should maintain dynamic relationships with all CLC organizational levels.

Regional structures and dynamics

- 5.2** The Regional Team, in consultation with the Communities in the region shall establish mechanisms to ensure mutual trust and collaboration in the region. In practice, this can be done by:
- 5.2.1** Appointing one member of the Regional Team to specially accompany and support one or more countries, a regional liaison. This is a reference person for the CLC Presidents in the region.
- 5.2.2** The Communities in the region shall discern and send a Regional Link as the reference person to the region.

VI. REGIONAL LINKS

- 6.1** In regions with more than 500 members, each Community will appoint and send a regional link. It is expected that each region develops its best practice for creating links between communities in the region and beyond. These are general guidelines, but it is advised that the regions elaborate this in further detail to be relevant to the specific region.
- 6.2** Regional links will be sent by their communities for service in this role, relying on the Community support for discernment and evaluation of their performance. Communities may choose to share a Regional Link, while ensuring that they establish clear channels of communication and reporting.
- 6.3** Regional Links serve as contact persons, facilitating communication and collaboration with the Regional Team. Their main responsibilities include ensuring effective communication, supporting discernment to ensure alignment of national and regional activities, and collaborating in monitoring and reporting on growth and apostolic activities in the region.
- 6.4** Regional Links should be committed to CLC as a world community, be well integrated in their communities and ideally part of their CLC Leadership team or of other decision-making structures.
- 6.5** Regional links should have knowledge of at least one widely spoken language in the region.
- 6.6** The service term of the Regional Link will extend at least until the midpoint between regional assemblies. To ensure continuity, renewal of individuals or this role should be staggered, preventing all members from being replaced simultaneously. Communities are responsible for facilitating a smooth transition, ensuring the new Regional Links receive sufficient information on established procedures and ongoing regional matters.

Possible Responsibilities of Regional Links

6.7 Towards CLC in their own Community:

- 6.7.1. Information Sharing: Keep their community informed about regional activities and updates, for example, via newsletters.
- 6.7.2. Guest Promotion: Encourage the participation of guests in national level meetings and courses, coordinating with their Leadership Teams.
- 6.7.3. Support for Communities: Foster sensitivity, promote awareness and provide support to smaller or struggling Communities.
- 6.7.4. CLC leadership teams should establish processes to support the regional link and for evaluation of their service.

6.8 Towards the Regional Team

- 6.8.1. Activity Reporting: Inform the Regional Team about significant activities, meetings, or trends to be shared with other Communities through regional communication channels.
- 6.8.2. Leadership Coordination: Maintain updated information on the names and addresses of the CLC Leadership Team (ExCo), including the President, Regional Link, Secretariat, and Ecclesial Assistant.
- 6.8.3. Publication Summaries: Provide short summaries of publications or articles relevant to the region on request.
- 6.8.4. Experience Sharing: Report on notable experiences or new ideas in formation or mission activities.
- 6.8.5. Participate in apostolic activities at the regional level.

6.9 Towards Regional CLC Members. As these are general guidelines it is advised that the regional teams elaborate this in further detail in their operating procedures. This will allow them to be more specific and relevant to their region.

VII. ROLE OF WEXCO REGIONAL LINKS

- 7.1. The WExCo designates one of its members to accompany each region, as a reference person for any doubt, concern or difficulty in the region in collaboration with the Regional Team.
- 7.2. The appointed person should ideally but not necessarily reside in the region they represent.
- 7.3. This WExCo Links act as the primary contact for both the Regional Teams and the WExCo on regional matters.
- 7.4. The WExCo Links support and accompany the Regional Team, ensuring effective collaboration and shared responsibility for the global community and are not voting members of the Regional Teams.
- 7.5. Responsibilities of WExCo Regional Links:
 - 7.5.1. Reference Persons and Communication
 - a) The WExCo Link is the primary contact for the Regional Team to the WExCo.

Version 9- Approval 6 April 2025

- b) Communication Link: Acts as the liaison for all communications between the WExCo and the Regional Team, ensuring any specific communication for the region is routed through them.
- c) Support and Accompaniment: Facilitates a strong communication channel with the Regional Team to support their journey of service in the region.

7.5.2. Meetings and Collaboration

- a) Meeting Participation: While not a full member, the WExCo Link may attend online or in-person meetings of the Regional Team at least quarterly and especially when required to do so.
- b) Annual Meeting: It is advisable for the Regional Team to meet with the WExCo Link at least once a year, ideally before the in-person meeting of the WExCo
- c) The WExCo maintains dynamic communication with the Regional Team Coordinator through the WExCo and is available for supporting the Team in unexpected or difficult situations.

VIII. CONCLUSION

These roles and responsibilities are general guidelines. While this document covers broad topics, it cannot be fully adopted by any specific regional team. Therefore, each regional team is encouraged to create its own document, tailored to its unique culture and practices, ensuring it serves as a meaningful support for the region's community growth.

Regional teams that develop their own documents are invited to submit them to the Secretariat in Rome for validation against this document and for archival purposes, preserving the collective memory of the global community.

ANNEX – Established regions

Click on the region name to see where CLC in the region is.

[Africa](#)

[Latin America](#)

[Asia Pacific](#)

[Europe](#)

[North America](#)

[Middle East](#)