

# SAINT RAPHAEL THE ARCHANGEL ALTAR & ROSARY SODALITY CONSTITUTION AND BY-LAWS

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## CONSTITUTION

### Article I – Name

This sodality shall be known as the Altar and Rosary Sodality of Saint Raphael the Archangel Catholic Church of Old Mill Creek.

### Article II – Patroness

The primary purpose of the sodality is to praise and honor the Blessed Virgin Mary and to secure her patronage by praying the Rosary for the mutual spiritual benefit of all its members throughout the world, and to promote and aid the parish spiritually by performing any activities for the care and well-being of the Church, Rectory, Pastor and the Faith Formation Program.

### Article III – Objects

#### Section 1: General:

To promote true Christian Charity, the love of God and of our neighbor, and Christian family life.

#### Section 2: Particular:

- A. To foster love for the House of God, and to labor for its proper adornment and cleanliness as requested.
- B. To promote frequent attendance at Mass and the reception of Holy Communion.
- C. To care for the immediate needs of the altar, to supply the needs of the sacristy and sanctuary, and to render assistance whenever necessary to the parish and its' members.

## **Article IV - Membership**

**Section 1:** Every woman of the Parish is invited to become a member.

## **Article V – Officers**

**Section 1:** The officers shall be: Chaplain or Spiritual Director, President, Vice-President, Recording Secretary, and Treasurer.

## **Article VI – Amendments**

**Section 1:** The By-Laws may be amended by a majority vote of the members present at a regular meeting.

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# **BY-LAWS**

## **Article I – Duties**

**Section 1:** The President shall preside at all meetings and shall see that the rules and regulations of the Sodality are carried out. She shall appoint necessary committees and shall fulfill such other duties as commonly pertain to the Office of the President.

**Section 2:** The Vice-President shall perform the duties of the President in the event of the latter's absence. In emergency situations, the Vice-President shall be authorized to sign checks.

**Section 3:** The Recording Secretary shall keep a correct record of proceeding of all meetings, as well as other records of Sodality. She shall attend to the correspondence of the Sodality, and do such other work as usually pertains to this office. She shall also keep an accurate record of the membership of the Sodality.

**Section 4:** The Treasurer shall receive all income of the Sodality and keep accurate account of such.

## **Article II – Care of the Church**

- Section 1:** Altar Server Albs need to be checked weekly to see that they are hung up properly on the hanger and by size. If any of the Albs are dirty, they are to be put into the basket for dry cleaning.
- Section 2:** When new flowers are delivered on Saturdays, watering should be checked mid-week. Members could be called upon when help is needed.
- Section 3:** We maintain the Prayer Intentions Book and read the intentions before our Rosary.
- Section 4:** Altar linens are maintained when instructed by the Pastor.

## **Article III – Election of Officers**

- Section 1:** The officers shall be elected at the regular meeting and take office at the close of that meeting.
- Officers will serve 2-year terms beginning in January.

## **Article IV – Meetings**

- Section 1:** The Sodality's meeting will be held on the fourth Monday of each month in the Fellowship Hall.
- There will be no meetings in July and August.
- Section 2:** The meeting will begin at 6:30 PM with the Rosary, followed by a business meeting.
- Section 3:** Refreshments will be provided at the beginning of the business meeting by the designated hostess for the evening.

## **Article V – Privileges**

- Section 1:** A requiem Mass shall be offered for each member in good standing following her death. The prayer or the Rosary (at

the member's request) may be prayed by Sodality members before the funeral or at the Wake Service.

## **Article VI – Committees**

**Section 1:** The Sodality shall have the following committees:

- A. **Acknowledgements:** Acknowledges births, deaths, weddings, shut-ins, etc. of members and distributes Mass cards and/or sends plants when requested. Responsible for informing ARS members if a death occurs and when the membership is to meet to pray the Rosary or the funeral prayer.
- B. **Altar Cloths:** Washes and irons altar cloths when requested by the Pastor.
- C. **Altar Servers Albs:** Periodically checked by the Chairwoman. The Albs should hang by size (small to large). When soiled, they are to be placed into the basket in the Albs closet.
- D. **Book Club:** Meets monthly in a member's home to discuss a religious book of the group's choice.
- E. **Environment & Arts:** Dresses Fellowship Hall for the liturgical seasons.
- F. **Funeral Ministry:** Assists priests to ensure funerals run smoothly. Two volunteers needed.
- G. **Hospitality:** Invites and manages hostesses to provide food for monthly ARS meetings.
- H. **Membership:** Accepts applications and keeps membership list up to date.
- I. **Publicity:** Publicizes monthly meetings; writes ARS column for the bulletin; publishes monthly newsletter following each meeting; ensures ARS content on St. Raphael website is current and is available to the membership as well as prospective members.

J. **Rosary:** Leads membership in praying the Rosary and has copies of “How to Pray the Rosary” and the Memorare for members.

Makes and sells hand-crafted rosaries. Makes rosaries for the military and missions.

K. **Service Committees:**

1) **Angel Tree:** Annual collection of Christmas gifts for needy families for distribution by Catholic Charities.

2) **Bake Sale:** Sale of baked goods after Masses 1-2 times a year. Funds benefit St. Raphael

3) **Cookie Walk:** Sale of Christmas cookies in December. Funds benefit St. Raphael.

4) **Diaper Depot:** Spring and fall collection of money and diapers to benefit Catholic Charities food pantries.

5) **Food Drive:** Fall collection of non-perishable food items and cash donations to benefit Open Arms Mission.

6) **Food Pantry:** Volunteer support of Open Arms Mission Food Pantry. See Food Pantry under Human Concerns listing of St. Raphael ministries.

7) **Rosary & Religious Article Sale:** Periodic sale of donated/hand-made rosaries and religious articles typically in spring and in December.

L. **Social Committee:** Plans and organizes social and spiritual events open to all women of the parish. May include games, trips, dinners at a local restaurant, and the annual Christmas dinner.

M. **Wedding Ministry:** Assists priest and wedding party to ensure wedding runs smoothly. Two volunteers attend rehearsal and wedding ceremony.