



COMMUNION OF  
SYNODAL CATHOLIC CHURCHES  
Diocese of Florida

GUIDELINES *for the* RECEPTION *of* COMMUNITIES

As part of the discernment process, a community may find that it needs some direct communication and/or a visit with the leadership of the Diocese. This could include the bishop or his/her representative. If the relationship is sufficiently mature, expenses related to a pastoral visit should be discussed. This process is completed through the Office of the Local Ordinary. Paperwork should be forwarded to that office and the faith community would be kept informed of the application progress.

The community should complete each requirement in the following order:

- \_\_\_\_\_1. The community *must* ask if their identity as a community is a verifiable share in the ancient Catholic tradition of the three separate but interdependent voices gathered in synod, sacramental ministry and weekly liturgical celebration. If so, then they are ready to approach the Diocese of Florida for reception.
- \_\_\_\_\_2. Submit a formal letter of intent from the community council/board or community leadership, with both ordained and lay members of this body signing, including a/an:
  - \_\_\_\_\_a. Request for reception into the Diocese addressed to the Ordinary;
  - \_\_\_\_\_b. Affirmation of understanding and acceptance of the *Belief Statements and Affirmations of the Catholic Faith*, the *Constitution of the Communion of Synodal Catholic Churches* and the *Statutes of the Diocese of Florida*;
  - \_\_\_\_\_c. Description of the history of the community;
  - \_\_\_\_\_d. Understanding that 5% tithe of the monthly income as described in the Diocesan Statutes is asked for from each faith community to support the life and ministries of the Diocese.
- \_\_\_\_\_3. Legal aspects shall include copies of the following:
  - \_\_\_\_\_a. State incorporation papers demonstrating the community's legal status as a non-profit corporation. (A constitution and by-laws is required in this process.);
  - \_\_\_\_\_b. Written contracts with its clergy discussing compensation, as applicable;
  - \_\_\_\_\_c. *Code of Ethics/Sexual Abuse Policy* signed by the clergy, other paid parish staff and paid or volunteer youth ministers;
  - \_\_\_\_\_d. Liability insurance for clergy and the community's council or board must be obtained within one year of acceptance.
- \_\_\_\_\_4. Complete the *Community Data Request* form supplied by the Ordinary.

5. Once the documents have been received by the Ordinary:

\_\_\_\_\_ a. The Ordinary will affirm the admission of the community by sending them a letter.

\_\_\_\_\_ b. Administration will send out a Communion wide email announcing the new community.

\_\_\_\_\_ c. The administration will forward the community information to the Diocese and diocesan web-managers for posting on the website(s).

\_\_\_\_\_ d. The administration will forward the community information to the respective chairs of the Diocesan House of Clergy (HOC) and House of Laity (HOL).

\_\_\_\_\_ e. A date is mutually agreed upon between the Ordinary and the leadership of the newly received community and announced for the public celebration of the Rite of Reception of a Community, presided over by the Ordinary or the delegate of the Ordinary.