

## What is a Chapter?

A chapter is the basic, teaching organizational unit of the Couple to Couple League (CCLD 1-1, The Constitution, Article IX, paragraph 1).

Generally a chapter is comprised of both Teaching Couples and Promoters whose overall responsibility is to promote and teach Natural Family Planning in the local community.

Chapters are established within a specific geographic area, and sometimes contain only one Teaching Couple. In areas of high population or at Catholic diocesan boundaries, there may be more than one Chapter in the same geographic region.

## Minimum-sized chapter

Because a chapter's purpose is to teach NFP, normally a chapter must have at least one certified teaching couple located in it to exist. At the same time, we encourage Promoters (without teachers in their chapter) to stay with the League if they want to help.

Promoters without teachers in their chapter who are geographically close to another chapter (with an active TC) will be reassigned to the neighboring chapter. The promoter's original chapter will be closed.

Promoters without teachers in their chapter who are NOT geographically close to another chapter may be designated promoter-only (PRO-Only) status on a case-by-case basis for approximately one year. A PRO-Only chapter's top priority is to identify a teaching couple who can become part of that chapter.

## Leadership and Responsibilities

### Chapter Composition

A local Chapter typically consists of: Teaching Couples

Promoters

Candidate Teaching Couples

Other volunteers

### Role of a Teaching Couple

The role of a Teaching Couple is to provide professional NFP instruction and consultation, while providing a persuasive witness on the use of NFP as a way to responsible parenthood.

#### Role of a Promoter

The role of a Promoter is to spread knowledge about Natural Family Planning and CCL classes and activities in the local community. Promoters can be individuals (such as single men or women, priests, religious sisters, etc.) or couples.

#### Role of a Candidate Teaching Couple

The role of a Candidate Teaching Couple (CTC) is primarily to train to become a certified Teaching Couple through CCL's Teacher Training Program and Gen 21 training system.

CTCs should also become involved in the local chapter as much as possible, even during the time of training.

CTCs are normally provided the names and contact information for the local Chapter coordinators when they enter the training program (if not, please contact CCL Central). It is also possible that CTCs may already be familiar with members of the local Chapter.

Couples in training benefit by becoming aware of and familiar with the activities of that particular chapter, as well as getting to know their fellow CCL volunteers.

If there are no teachers in the area, a CTC will start a new Chapter once their certification is complete. Besides teaching, one of their first priorities should be to recruit a Promoter or Promoter Couple to assist them.

#### Role of Other Volunteers

Other volunteers sometimes assist the Chapter in whatever manner can help advance the CCL mission in the local area. These volunteers work with the chapter but do not represent the League in any outwardly official capacity. If at any time the Chapter sees the need, or the individual feels the call to become a Promoter or a Teaching Couple, they need to apply.

#### Host couples

Host couples help TCs in setting up and running a class series. They can take advance registrations, collect fees, pass out materials at class, organize refreshments, arrange childcare, etc. Help in these areas allows teachers to focus on teaching. Many host couples are recruited from class attendees.

### Chapter Chaplain

A Chapter Chaplain may be of great help assisting in spiritual matters and providing spiritual support.

It is highly recommended to seek a priest as a Chaplain. He can offer Mass and provide spiritual counseling for the Chapter members.

Chaplains may be willing to interact with or promote CCL's mission with the local ordinary and other priests.

One source of Chaplains are those clergy who have attended a CCL Clergy Seminar or who are members of the League.

### Chapter Positions

#### Chapter Coordinators (also known as chaircouple or chairperson)

Each chapter should assign a teaching couple, teacher, or promoter as the overall coordinator for the chapter.

Responsibilities of the coordinators include overseeing Chapter activities, ensuring that Chapter meetings are routinely conducted and that CTCs participate (if applicable), and functioning as the main point of contact between CCL Central and the Chapter.

Chapter Coordinators must ensure that Chapter reports and requirements required by CCL Central are submitted and complied with in a timely fashion.

Chapter Coordinators must ensure correspondence, responses to inquiries, contacts with other Chapters, individuals and groups, proper accounting and banking are being conducted.

Normally, the same couple or person should not have to hold this position for more than two years in succession unless it is mutually agreeable between them and the chapter.

In multi-couple Chapters, the chapter may elect a Treasurer and other officers to assist the coordinator.

### Chapter Treasurer

An individual who assists the Chapter Coordinator by taking care of the Chapter's financial responsibilities. This includes reviewing with periodic reports and Memo Invoices from CCL Central, paying local bills on time and monitoring the chapter accounts posted on Volunteer Connections.

Treasurers do not have to be TCs or Promoters to serve. They do need to be regular members.

Treasurers must accomplish the MNGT-02 training course prior to assuming treasurer responsibilities.

### Benefits of Chapter Structure

Rather than having individual Teaching Couples working on their own in a particular area, having a local Chapter enables teachers to coordinate their efforts and provides an organizational presence in the community.

A Chapter can also coordinate the scheduling of the Supplemental Classes throughout the area, and relieve each individual Teaching Couple of that task.

Having certified Promoters and a Treasurer also relieves the Teaching Couples of the extra work of class promotion and record-keeping, enabling them to focus on teaching.

### Chapter Meetings

#### Purpose

The purpose of Chapter meetings includes, but is not limited to: Coordinate and schedule future series and other educational activities

Plan promotional activities

Authorize appropriate expenses

Develop a "spirit of friendship" among the Chapter members

Discuss plans and goals to advance NFP knowledge in the community

#### Frequency

CCL Chapters should normally meet at least twice each year, and frequently enough to fulfill the needs of the Chapter. All Teachers, Promoters, Candidates, and other volunteers should try to attend each Chapter meeting. Clergy and special guests may be invited to attend.

### Chapter Size

Chapter size is largely related to the local community and local situations. Thus, Chapters should organize based on maintaining efficient delivery of services, and may divide or merge if necessary, pending approval of CCL Central.

### Involvement in other apostolates and ministries

CCL understands many of its volunteers have a myriad of interests, and volunteers are certainly free to support many other organizations.

CCL teaching couples and promoters, however, should normally only teach and promote CCL's method of NFP. While we collaborate to some degree with other NFP providers and applaud couples who learn any NFP method, we want to teach and promote the League's method of NFP, and send a clear message that it is this method that we fully support, thus avoiding any appearance of a conflict of interest. Teachers and promoters of other methods operate in the same fashion.

One notable exception to this policy are those who work for a diocese but also are CCL teachers or promoters. The League understands that in this case their duties may require them to promote other methods of NFP.

### Relationship to CCL Central

The relationship between CCL Central and the Chapter is one of mutual support in the pursuit of a common purpose. CCL Central provides teaching materials, guidance, support and, for U.S. Chapters, a corporate structure to the Chapter for its local activities. The Chapter, in turn, teaches and promotes NFP in its local area.

As part of the CCL organizational structure, Chapters agree to abide by the policies and procedures of the League, and must have a signed affiliation agreement between the Chapter and CCL Central.

Chapters may develop their own local policies and procedures as long as they do not violate the policies and procedures of the League.

For liability, insurance, tax purposes, and appropriate governance, U.S. Chapters may not be independently incorporated. For the same reasons, international chapters normally should be separately incorporated.

Teachers, promoters, candidate teaching couples and treasurers must keep their email address, mailing address, and phone number current with CCL Central via their Account Manager in the Volunteer Connections area of the CCL website.

CCL Volunteers are expected to keep informed of CCL Central news and communications. These communications can be email, Webinar, conference call, and the like; hardcopy letters are kept to a minimum.

While local chapters are encouraged to execute their plans with chapter funds, CCL Central holds and maintains chapter funds. Ultimately all funds and chapter-purchased equipment are considered to be assets of the League, and are not independently owned by the chapter.

#### Relationship to local diocese and USCCB

Ultimately what we do in CCL—both nationally and at the local level—is to provide a service to the Church. In order to accomplish that goal, we need to cooperate with our local diocese as well as the USCCB's NFP office.

The USCCB has established a set of standards for use throughout the U.S. that affect diocesan NFP programs and NFP providers like CCL. While CCL's NFP program was designed to meet these standards, occasionally there are minor differences at the local diocesan level, and some diocesan standards exceed the USCCB's. This may include unique follow-up procedures, observation of CCL classes by diocesan personnel, or the like.

Work with your diocese, participate and assist in local events and educational opportunities, and if you have any questions or need assistance, contact CCL Central.

#### Liability

CCL maintains liability insurance for its certified Teaching Couples in the event of an "accident" in the classroom or a potential lawsuit from an unintended pregnancy.

Volunteers are not personally responsible--legally or financially--for actions of their Chapter or the League when operating in accord with CCL policies and procedures.

The League is not legally or financially responsible for actions of volunteers in violation of CCL policies and procedures.