



**CTIA - INTERNATIONAL TECHNICAL COMMITTEE FOR THE APOSTOLATE**

**METHODOLOGICAL GUIDE FOR THE PREPARATION  
OF THE APOSTOLIC PROJECT OF THE CIRCUMSCRIPTIONS  
OF THE SOCIETY OF ST PAUL  
2016-2021**

**I. PRESENTATION**

The Apostolic Project (hereinafter referred to as “Project”) consists in choosing a set of concrete actions, documented and verifiable, to be actualized at a given time (4 years in the Provinces and 3 years in the Regions) and with specific resources (human and economic), in pursuit of a predefined objective. It is, at the same time, a “pastoral project” that realizes the Pauline mission in a given territory.

The Apostolic Project is not an “extra thing” to do, but an effective and necessary instrument to realize well our vocation and mission. Today there is no company or organization without a plan, without objectives and without well-defined activities. We, the apostles of the Gospel, have the duty to organize and optimize our resources at all levels in order to meet the expectations of the Church and the Congregation. In addition, we are convinced that the collaboration and success will be possible to the extent of how every Circumscription will be organized.

The Apostolic Project, which every Circumscription has to elaborate, is approved and made binding on all circumscription members. The coordination of the concrete elaboration of the Project is entrusted to the Director General of the Apostolate, on precise indications of the Government of the Circumscription (cfr. SoA.M nos. 426-429). In preparing the Project itself the Director General is assisted by his closest collaborators and will seek the broadest possible involvement of all Paulines and lay people involved in the apostolate.

Among the reference documents for the elaboration of the Project to be taken into consideration are the Acts of the last General Chapter, the Acts of the last Chapter or Assembly of the Circumscription and the Program Guidelines contained in the Letter of the Superior General to the Circumscription.

For any questions or clarifications, the President of the CTIA is available at [ctia@paulus.net](mailto:ctia@paulus.net).



## **2. PLAN OF WORK**

Each circumscription Government should involve its members and lay collaborators in the deliberation process in view of the realization of the Apostolic Project, entrusting to the Director General of the Apostolate its elaboration.

The Director General of the Apostolate can constitute a team for the elaboration of the draft of the Project or solicit every area Director (and other persons or Councils) to make his contribution (cfr. *SoA.M* nos. 426-429).

After having collected and evaluated all contributions, the Director General prepares the draft of the Project and submits it to the circumscription Government, which studies it, makes the changes it considers appropriate and provides its opinion.

The Director General sends the Project to the President of the CTIA and to the Executive Secretary of the respective continental Body (CIDEP, CAP-ESW and GEC) for any comments and suggestions. Having collected these suggestions, the Director General makes the necessary changes and submits again the Project to the circumscription Government.

The circumscription Government officially approves the Apostolic Project and transmits it, through the President of the CTIA, to the General Government for the definitive approval.

The total time for the elaboration of the Apostolic Project, in the various stages enumerated, is six months and must be started immediately after the Chapter or Assembly of the Circumscription.

## **3. STAGES FOR THE REDACTION OF THE PROJECT**

### **a) Short diagnosis: social, communication and ecclesial Context**

The diagnosis is the information prior to the elaboration of the Apostolic Project. This serves to establish the nature and extent of urgency implied in the Project itself, helps to prioritize challenges, needs and problems and places it in the current and in the overall pastoral realities. Having made the diagnosis, it establishes the target audience of the Project.

### **b) Short institutional framework and identification of the apostolic realities of the Circumscription**

Identification of the problems and needs of the Society of St Paul to respond adequately to its *mission*: decisive choices, work organization, editorial contents, distribution, human resources, technology, economy. What should the Society of St. Paul be in the future and what should it do to achieve that objective?

This analysis can be based on some models or methods like *SWOT*, *McKinsey's framework*, *see-judge-act*, etc. Each Circumscription chooses the model best suited to its reality and its specific needs.

### **c) Organization Chart of the apostolic activity of the Circumscription**

The organization chart represents the concrete apostolic organization and can be updated as required and the activities to be implemented according to the objectives to be achieved. The clearer and more precise the organization chart is, the more suitable and effective will be the objectives and operational actions. Together with the organization chart, a statistical framework with human resources available, that is, the number of Paulines and lay people involved in every apostolic area (full-time and part-time), must be presented.

### **d) Objectives**

*General objective:* this is the program to be implemented and it represents what is intended to become (*vision*). To what need or general purpose does the Apostolic Project intend to meet? Which Society of St. Paul do we want to be for the coming years?

*Specific objectives:* they serve as a guide to achieve the general objective, focusing on the present and describing clearly and in detail what to do and what tools to use. What is the aim of the Apostolic Project to achieve the general objective and to address the existing problems? In synergy with the needs of the Circumscription, they have to identify the objectives for each apostolic area.

### **e) Main actions to undertake (strategies and operational guidelines)**

After having established the specific objectives for each apostolic area, it is time to identify the key actions to be taken to arrive at the expected results. The actions will not be procedures, functions or tasks, but concrete objectives and results to be achieved. These actions should strengthen initiatives already being undertaken or foresee new actions: clear, possible, identifiable, measurable, achievable and verifiable projects. The actions can be made in different ways, but they have to include goals and strategies for every single apostolic area and to take into account the organization chart mentioned above (for example: *General Direction, Editorial, Production, Distribution, human Resources, technical and data Resources, financial and administrative Resources, Centres of Study, cultural Centres, Parishes, etc.*). The ideal would be to establish operational guidelines and / or actions to be accomplished each year or, alternatively, to achieve short, medium and long term concrete actions, identifying the person in charge – that is, the actor – of such action, the time, the resources and the method of evaluation. Any new initiative must be accompanied by an economic and financial plan which verifies its feasibility.

### **f) Local Project**

In the Circumscription composed of several nations, the Apostolic Project must contain an attachment that includes the adaptations of the Project in each of them. That annex must incorporate the specific objectives and lines of action for the initiatives launched in each country, as well as a short contextualization (diagnosis) and the local organization chart.

#### **4. INSTRUMENTS FOR PLANNING AND CONTROL**

The Apostolic Project is a working tool that will be periodically evaluated by the apostolic Council, by the circumscription Government, by the CTIA and by the General Government. It is important to express in a harmonious and simplified manner the actions and objectives of the Circumscription and to have available means of communication between persons working in the various apostolic levels, so that they can better understand their own duties. It is an instrument of knowledge for:

- evaluating the actions undertaken, the achievement of goals, any corrections to be made and the identification of possible synergies;
- having a useful compass to prevent for the urgency to take over on what is essential, determining its priorities and the efficient allocation of resources;
- facilitating an external evaluation.

A verification methodology may be the *Gantt Chart*, a commonly used tool that can be extremely useful in the management of individual projects. The preparation and annual approval of sector plans, budgets and financial statements are other forms to evaluate, revise and continually update the Apostolic Project.

#### **5. INTEGRATION BETWEEN THE APOSTOLIC PROJECT AND THE FORMATION ITER**

To evangelize in the culture of communication is the specificity of Paulines of every historical period. It is necessary, therefore, to train young members of our Congregation for the mission and promote constant updating for those who are already inserted in the apostolate. Along with training responsible persons of formation, it is necessary to project the Circumscription to the future, looking for the most suitable formation to achieve the objectives proposed in the Apostolic Project and to have its members undergo specialization.