

FILIPINO MINISTRY OF THE DIOCESE OF ST. AUGUSTINE

CONSTITUTION AND BY-LAWS As Amended on September 15, 2024

MISSION STATEMENT

The FMDOSA (Filipino Ministry of the Diocese of St. Augustine), Inc. is a group of individuals of Filipino heritage or affiliation under the auspices of the Diocese of St. Augustine, dedicated to keeping alive the Catholic faith and the cultural and spiritual values handed down through generations and to integrate them into present day religious practices and celebrations.

Our mission is to provide a core group of dedicated individuals who will assist the Bishop and Priests in the endeavor to cultivate and enrich the faith of the Filipinos in the Diocese by providing a conduit by which the Good News is spread.

GOALS and OBJECTIVES

Provide opportunities and resources to accomplish the following objectives:

To promote the cultivation and increase in faith among the Filipino community through religious seminars, Bible studies, and similar educational endeavors – with special focus on the Filipino youth and family life.

To promote charitable works among the Filipino community by dedicating time, talent, and resources to charitable institutions within the Diocese of St. Augustine and to other charities as directed and/or recommended by the Diocese.

To coordinate social and pastoral works of Filipino associations, Catholic organizations, and similar movements which address racial and social justice as they conform to the values and teachings of the Catholic Church.

To promote more effective communication between the Diocese of St. Augustine and the Filipino community, encourage full participation by the Filipinos in projects and initiatives of the Diocese, and, in general, make the Filipino community active and valuable contributors to the advancement of the mission and goals of the Diocese of St. Augustine.

To encourage and support the observance of religious traditions and practices unique to the Filipino Catholics.¹

Article I: Name and Location

Section A. The name of the organization shall be “The Filipino Ministry of the Diocese of St. Augustine, Florida” and shall be known by its acronym FMDOSA.

Section B. The address of the organization shall be Catholic Center, Multicultural Ministry, Diocese of St. Augustine, 11625 Old St. Augustine Road, Jacksonville, FL 32258.

Section C. The FMDOSA is a not-for-profit religious organization in the Multicultural Ministry/Diocese of St. Augustine, duly incorporated in the State of Florida.

Section D. The Ministry shall be divided into the different deaneries as follows: (See Appendix A for the list of Parishes in each deanery.)

1. North Jacksonville
2. South Jacksonville
3. St. Johns River
4. St. Augustine
5. Gainesville

Article II: Membership

Section A.

1. Members of FMDOSA shall be the designated representatives of the parishes mentioned in Article I, Section D, Appendix A.
2. Each parish may have a maximum of three (3) representatives duly designated by the Pastor of the parish upon the recommendation of the Filipino members of such Parish (see Appendix B).
3. Each member shall serve for a term of three (3) full years commencing at the start of the current fiscal year (July 1 to June 30, See Article IV).

¹ For details of these religious traditions and practices see Appendix C.

4. At the expiration of each member's term, the Parish shall appoint his replacement to serve for a full three-year term, or the Parish may renew his appointment to serve for a full three-year term.

Section B. The persons listed in the membership rolls of the FMDOSA on the date of promulgation of this Constitution and By-Laws shall be the charter members of the FMDOSA.

Section C. Termination of Membership.

A member shall be terminated from FMDOSA for the following reasons:

1. If he/she incurs four (4) unexcused absences from regular and special meetings in any one year (July 1 to June 30).
2. If he/she incurs six (6) consecutive absences (excused and unexcused absences) from regular and special meetings.
3. For cause by two-thirds (2/3) vote of the Board of Directors and the consent of the Bishop of the Diocese of St. Augustine.
4. Terminated members, as well as resigning or retiring members, shall be replaced in accordance with Section A above.

Article III: Term

The Filipino Ministry of the Diocese of St. Augustine shall have perpetual existence.

Article IV: Fiscal Year

The fiscal year of the FMDOSA shall be July 1 to June 30 of the succeeding year.

Article V: Officers

Section A. The FMDOSA shall have the following officers: President, Vice President, Secretary, Treasurer, Auditor and Liaison Officer. The treasurer and Auditor must not come from the same parish.

Section B. Past Presidents shall also be an ipso facto officer of the FMDOSA.

Section C. The FMDOSA shall elect from among its members the President, Vice President, Secretary, Treasurer, Auditor, and Liaison Officer.

Section D. Officers shall serve two (2) full years commencing at the start of the current fiscal year.

Section E. The officers shall also serve as Board of Directors.

Section F. Any officer may be elected to the same office for one additional consecutive term only.

Section G. Vacancies shall be filled by a majority vote of the Board of Directors at a regular or special meeting.

Article VI: Spiritual Director

A Spiritual Director shall be recommended by the Board of Directors and appointed by the Bishop. The Spiritual Director shall be a priest or Deacon.

Article VII: Meetings

Section A. Regular meetings shall be held once every quarter, the date, time, and place by agreement of the Board of Directors.

Section B. Special meetings may be called at any time by the President.

Section C. Meetings shall be conducted in accordance with the Robert's Rules of Order.

Section D. A minimum of ten (10) members in attendance at any meeting, shall constitute a quorum for the conduct of business at any regular or special meeting.

Article VIII: Duties of Officers

Section A. PRESIDENT: Presides at all meetings, calls special meetings, appoints committees, and executes mandates prescribed by the Constitution and By-Laws, the Board of Directors, and by the membership. The president shall represent the Ministry at external functions when required and will be the principal contact with the Diocese of St. Augustine of Florida.

Section B. VICE-PRESIDENT: Acts in the absence of the President and shall perform such other duties as the President requires.

Section C. SECRETARY: Records and keeps the minutes of all the meetings and shall be responsible for internal and external communications of the FMDOSA.

Section D. ASSISTANT SECRETARY: Assists the Secretary in performing its duties and acts as such in the absence of the Secretary, or performs other duties as required.

Section E. TREASURER: Shall be pecuniary and personally responsible for the custody of funds of the Ministry and shall render proper reports and accounting when required.

Section F. ASSISTANT TREASURER: Shall assume the duties and responsibilities of the Treasurer when required.

Section G. AUDITOR: Shall examine all records and financial statements and shall verify, confirm, and report that all monies of the organization are properly accounted for.

Section H. LIAISON OFFICER: Shall be the contact person of the Ministry with the media, government agencies, private sector and the general public.

Article IX: Properties, Assets and Earnings

No part of the FMDOSA properties, assets, or earnings shall *inure to the benefit of* any member, officer, or any private individual, corporation or association. Neither should such properties, assets, or earnings be used for purposes other than those for which they were acquired.

Article X: Dissolution

In the event of dissolution, the residual assets of the FMDOSA shall be turned over to the Diocese of St. Augustine.

Article XI: Amendments

The By-Laws of the Ministry shall be made and may be amended or rescinded by action of the membership at a special or regular meeting called for the purpose.

Article XII: Ratification

These By-Laws have been approved and adopted by the members of the Ministry, during a regularly scheduled meeting.



Erik T. Pohlmeier as Bishop of the
Diocese of St. Augustine

Date Approved: 6/13/2025

FILIPINO MINISTRY OF THE DIOCESE OF ST. AUGUSTINE

CONSTITUTION AND BY-LAWS APPENDIX A – DEANERIES

A. North Jacksonville Deanery

1. Basilica of the Immaculate Conception
2. Most Holy Redeemer
3. Sacred Heart, Blanding Blvd.
4. St. Matthew, West Side
5. St. Paul Riverside, Park St.
6. St. Patrick Northside

B. South Jacksonville Deanery

1. Assumption
2. Blessed Trinity
3. Christ the King
4. Holy Family
5. Holy Spirit
6. Resurrection
7. St. John the Baptist
8. St. John Paul II, Nocatee, Ponte Vedra Beach
9. St. Paul – Beaches

C. St. Johns River Deanery

1. Mary Queen of Heaven
2. St. Joseph
3. San Juan del Rio
4. St. Catherine of Siena
5. St. Luke Parish, Middleburg
6. Sacred Heart, Fleming Island

D. St. Augustine Deanery

1. Santa Maria del Mar, Flagler Beach
2. St. Elizabeth Ann Seton, Palm Coast

E. Gainesville Deanery

1. St. Augustine and Catholic Student Center
2. St. Patrick
3. Holy Faith
4. Epiphany, Lake City

APPENDIX B – DESIGNATION FORM

Filipino Ministry of the Diocese of St. Augustine

Diocesan Multicultural Ministry Office

~~134 E. Church Street Jacksonville FL 32202 + 1 (904) 851-0609~~

904-353-3243

~~3700~~ 11625 Old St. Augustine Rd (904) 262-3200 ext. 108

Jacksonville, FL 32258

AUTHORIZATION

I hereby authorize the following to be the representatives for the **Filipino Ministry of the Diocese of St. Augustine**:

1. _____
2. _____
3. _____

I know them to be parishioners of Catholic good standing and were recommended by the Filipino community in my parish. I designate them to serve the FMDOSA in accordance with its Constitution and By-Laws, for a period of three (3) years starting from the fiscal year of date of this letter.

Yours truly,

(printed name of Pastor and signature)

(name of Parish)

(date)

APPENDIX C – EVENTS

The events organized or supported by the FMDOSA are divided into three: Major event, Minor event, and Parish event.

1. A Major event is an activity of the FMDOSA and requires the attendance and participation of all the Filipino Ministries in each member parishes.
 - a. Feast of *San Pedro Calungsod* on April 2
 - b. May Crowning / Flores de Mayo – May
 - c. Feast of *San Lorenzo Ruiz* on September 28
 - d. *Simbang Gabi* on December 15-23
2. A Minor event is an activity of the FMDOSA where attendance is devotional, and participation is encouraged to Filipino Ministries of member parishes.
 - a. Way of the Cross on Black Saturday
3. A Parish event is an activity of the Filipino Ministry of a member parish with the permission of their Pastor, and doesn't require all the member parishes to attend, but are invited.
 - a. Solemnities of Our Lord – *Nazareno, Sto. Nino, etc.*
 - b. Devotions to Our Lady – *Penafrancia, Poon Bato, etc.*
 - c. Devotions to Saints

To fulfill these activities each officer of the FMDOSA will head the following committees:

1. **Liturgy and Ministries** – this committee is tasked to assign ministers and prepare all the necessary vessels, vestments, and books for any liturgical activity.
2. **Music and Sound** – this committee is tasked with organizing the choir and their needs; ensuring appropriate and approved liturgical music; and providing a sound system.
3. **Logistics and Security** – this committee is responsible for the overall security in any event, together with the movements, overall physical arrangement, and setup in the location of events.
4. **Food and Reception** – this committee is tasked with organizing food and drinks, the utensils and determining the place for Reception.
5. **Program and Decoration** – this committee is responsible for the overall program, dances, songs, and other cultural presentations during the reception, including the decorating of the stage and the reception area.

6. **Documentation and Media** – this committee is tasked with providing Mass guides and printed programs; photo and video coverage of activities, and of managing the FMDOSA social media accounts.

The officers will decide amongst themselves which committee they will head. As head of a committee, they are the **authority** and are **responsible** for all the tasks and responsibilities of the committee.

Each head will get members from the general FMDOSA membership and other volunteers to meet, facilitate, organize, and fulfill the tasks of the committee. Coordination with each committee is expected to ensure concurrence of the plans of action.