

Mandates of the Archdiocesan Commission on Social Communications and Mass Media

Roman Catholic Archdiocese of Palo

1. **Organize and encourage local Catholic media forces** in the Archdiocese—across radio, television, print, film, theater, online platforms, and media education—to participate in the Church’s evangelizing mission.
2. **Promote the establishment and strengthening of Vicariate and Parish Social Communications Ministries**, and foster unity and collaboration among them in alignment with archdiocesan priorities.
3. **Maintain active communication and cooperation** with the **Catholic Bishops’ Conference of the Philippines – Episcopal Commission on Social Communications (CBCP-ECSC)**, implementing their relevant norms, guidelines, and instructions.
4. **Stay updated on new developments in media and communication technologies**, and regularly brief the Archbishop and the clergy, religious, and lay pastoral workers on relevant innovations and their pastoral applications.
5. **Advocate for the integration of social communications courses and values** in seminaries, formation houses, and Catholic schools within the Archdiocese of Palo, encouraging their alignment with Church teachings on media ethics and evangelization.
6. **Spearhead and promote the archdiocesan celebration of World Communications Day**, ensuring participation from parishes, schools, and diocesan communities, in communion with the universal Church.
7. **Evaluate and endorse media productions that promote Gospel and human values**, regardless of the producer’s religious affiliation, while encouraging local talents to create similar works.
8. **Conduct research and recommend strategies** for the effective use of media for evangelization, catechesis, and community-building within the Archdiocese.
9. **Organize training, workshops, and seminars** for clergy, religious, and laypersons actively involved in social communications, and assist those who show particular talent and interest in developing their skills for the media apostolate.
10. **Support the creation and distribution of formational media content**, including radio programs, online campaigns, and print resources, to be shared through parish and vicariate media channels.
11. **Monitor media content for threats to Catholic teaching and morals**, and advise the Archbishop and relevant Church bodies when necessary, promoting a proactive rather than reactive media presence.
12. **Build and maintain connections with regional and international Catholic media organizations**, including broadcasters, educators, publishers, and producers, for shared learning, formation, and mission collaboration.
13. **Foster a well-informed and discerning Christian public opinion**, using media to serve the Church’s mission of evangelization, justice, and peace in the local context of Leyte.

Archdiocesan Commission on Social Communications and Mass Media

Roman Catholic Archdiocese of Palo

VISION

A Spirit-led and synodal Church in Palo that listens, proclaims, and engages through truthful, creative, and compassionate use of media in the service of evangelization.

MISSION

We, the Archdiocesan Commission on Social Communications, commit to:

1. **Promote Gospel-centered communication** that reflects truth, hope, and Christian values in all forms of media.
 2. **Accompany and form SoCom ministers** in the archdiocese—clergy, religious, and lay—toward a deeper understanding of media as a tool for mission.
 3. **Foster collaboration and communion** among Vicariate and Parish Social Communications Ministries in a synodal spirit.
 4. **Engage the faithful and wider society** through responsible, creative, and inclusive digital evangelization.
 5. **Safeguard Church teachings and moral integrity** in the face of disinformation, moral relativism, and media manipulation.
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CORE VALUES

Faithfulness

We root all our work in prayer, the Sacred Scriptures, and the teachings of the Catholic Church.

Truth

We uphold accuracy, honesty, and integrity in the information we create, curate, and share.

Creativity

We use our God-given talents to communicate the Gospel in ways that are engaging, relevant, and inspiring.

Service

We offer our gifts in the spirit of humility and mission, always seeking to serve the Church and the wider community.

Synodality

We listen, discern, and journey together as a communion of believers, respecting diverse voices and experiences.

Stewardship

We value transparency, accountability, and sustainability in the use of resources entrusted to us.

By-Laws of the Ministers of the Archdiocesan Commission on Social Communications and Mass Media

Roman Catholic Archdiocese of Palo

Article I: Name and Nature

Section 1. The organization shall be known as the **Archdiocesan Commission on Social Communications and Mass Media (RCAP InfoCom)**, hereafter referred to as the **Commission**.

Section 2. The Commission is a pastoral body under the authority of the Archbishop of Palo and is aligned with the mandates of the Episcopal Commission on Social Communications (CBCP-ECSC) and the universal Church.

Article II: Objectives

Section 1. The Commission shall:

1. Organize and mobilize Catholic media forces in the Archdiocese to serve the evangelizing mission of the Church through responsible media use.
 2. Establish and support Vicariate and Parish Social Communications Ministries, fostering unity and synergy among them.
 3. Promote Christian values through all forms of media, especially in alignment with Gospel teachings.
 4. Ensure formation, training, and the ongoing development of all members involved in the communications apostolate.
 5. Actively coordinate with national and international Church communication offices.
 6. Observe and report threats to Catholic doctrine and morality in the media.
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Article III: Membership

Section 1. Membership is open to:

- Social Communications Coordinators at the vicariate and parish levels
- Lay professionals and volunteers involved in Catholic media work
- Clergy and religious with communications responsibilities

Section 2. Members shall:

- Uphold the teachings of the Catholic Church
 - Participate actively in formation, events, and responsibilities
 - Promote the mission and values of the Commission in their local areas
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Article IV: Structure and Duties

Section 1. Coordinating Council

The leadership and management of the Archdiocesan Commission on Social Communications and Mass Media shall be vested in a **Coordinating Council**, composed of the following:

- **Director** – Appointed by the Archbishop; provides spiritual-pastoral leadership and ensures that all Commission efforts are aligned with Church teachings and the pastoral priorities of the Archdiocese. Represents the Commission in official diocesan and ecclesial functions.
 - **Executive Secretary** – Appointed by the Director; oversees day-to-day operations, coordinates meetings and activities, ensures follow-through of plans, and maintains communication with relevant Church offices.
 - **Vicariate Coordinators** – Each vicariate in the Archdiocese shall have a designated Social Communications Coordinator, who represents their area in the Coordinating Council and assists in the implementation of Commission programs.
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Section 2. Committee System

Each Vicariate Coordinator shall be assigned to at least one of the following Standing Committees based on interest, skill, and discerned gifts. The Coordinating Council may also assign Committee Leads as needed.

1. Programs & Capacity Building Committee

- Plans, organizes, and evaluates formation sessions, workshops, and training activities for parish and vicariate SoCom ministers.
- Designs programs aligned with Church documents on communications.
- Coordinates speaker invitations, module development, and post-activity assessments.

2. Partnerships & Community Engagement Committee

- Builds linkages with Catholic schools, seminaries, local government units, NGOs, and media organizations to support the Commission's mission.

- Facilitates outreach programs, community media initiatives, and inter-ministerial collaborations.
- Supports networking with national and international Church-based media groups.

3. Communications & Media Committee

- Oversees content creation, editorial planning, and media production for the Archdiocesan SoCom platforms (e.g., Facebook pages, newsletters, radio segments).
- Develops campaigns for liturgical seasons, pastoral priorities, and social issues.
- Monitors and evaluates media content from Catholic and secular sources, raising concerns when Catholic teachings are misrepresented.

4. Finance Management & Sustainability Committee

- Prepares and manages the Commission's budget in coordination with the Archdiocesan Finance Office.
- Develops and implements strategies for resource mobilization, fundraising, and sponsorship for activities and projects.
- Maintains financial transparency through regular reporting and audit procedures.

Section 3. Responsibilities of Ministers

Ministers shall:

1. Attend and support all official Commission activities
 2. Participate in the annual celebration of World Communications Day
 3. Contribute to the production and dissemination of formational content
 4. Engage in the monitoring of local and national media content
 5. Encourage integration of media education in Catholic institutions
 6. Maintain active contact with parish and vicariate SoCom teams
 7. Represent the Archdiocese in relevant regional or national media apostolate events
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Article V: Programs and Calendar of Activities

Section 1. Multi-Level Engagement

The Archdiocesan Commission on Social Communications shall implement a structured calendar of activities across various levels to ensure consistent formation, engagement, and mission alignment:

- **Archdiocesan Level:**
Major events, such as the Archdiocesan Celebration of World Communications Day, formation summits, media congresses, and other special initiatives shall be held annually.
- **District (Clustered Vicariates) Level:**
At least one activity per semester (e.g., joint trainings, workshops, or fellowship gatherings) shall be held per district to foster inter-vicariate collaboration.
- **Vicariate Level:**
Vicariate Social Communications Ministries shall conduct at least one activity per quarter, which may include trainings, campaigns, or evaluations.
- **Parish Level:**
Parish SoCom Ministries shall align their activities with the liturgical calendar (e.g., Advent, Holy Week, World Communications Day, parish fiesta), and promote regular content production, media ministry presence, and community outreach.

Section 2. Annual Planning and Monitoring

- The Coordinating Council shall draft and disseminate an Annual Calendar of Activities at the start of each liturgical or academic year.
 - Each level of ministry (district, vicariate, parish) shall submit their proposed and accomplished activities to the Executive Secretary for monitoring and archiving.
 - Activities must reflect the Commission's core mission of evangelization, formation, and responsible media engagement.
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Article VI: Formation and Capacity Building

Section 1. The Commission shall hold regular formation sessions, seminars, and workshops to equip ministers with technical, ethical, and spiritual competencies in media.

Section 2. Formation shall include:

- Church documents on social communications
 - Digital content creation and management
 - Media ethics and doctrine
 - Media literacy and evangelization strategies
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Article VII: Partnerships and Networking

Section 1. The Commission shall build partnerships with:

- Diocesan and national Church communication bodies
- Catholic schools, seminaries, and formation houses
- Local media outlets and civic communication groups when appropriate

Section 2. Collaboration shall be based on mutual respect, the common good, and fidelity to Catholic teaching.

Article VIII: Accountability and Discipline

Section 1. Members are expected to live out Gospel values and exhibit professionalism.

Section 2. A member may be subject to disciplinary action or removal for:

- Actions contrary to Catholic doctrine or moral teaching
- Dereliction of duty
- Misuse of media platforms in ways harmful to the Church

Due process shall be observed under the guidance of the Chairperson and the Commission's spiritual director.

Article IX: Amendments

Section 1. These by-laws may be amended by a two-thirds vote of active members present in a duly called meeting, with the approval of the Archbishop or his representative.

Article X: Final Provisions

Section 1. These By-Laws shall take effect upon approval by the Archbishop of Palo and shall serve as the governing document for the operation and mission of the Commission and its ministers.