

St. Agnes Council of the
Catholic Women's League
Manual of
Policy and Procedure



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Meetings

Executive meetings are generally held once per month except for the months of July and August. A general meeting is held at least four times each year. The first meeting of the year usually includes the enrolment of new members and the election of the new executive (if necessary).

Council Members

Membership in the league is established and maintained by payment of the annual prescribed membership fee. Fees are due on January 1st. All ladies 16 years of age and older are accepted as members. If they are not Catholic, they are marked as associate members.

Executive Members

Executive members are nominated by members of the council. If more than one member is nominated for a position, a vote is held at the annual meeting in January. In order to hold an executive position, a member must be a Catholic in full communion with the Church. This means: if married, married before a priest and two witnesses, not living in a relationship outside of marriage, etc.

The president is expected to attend the annual diocesan convention and regional meetings held in March and September or have another executive member attend in her place.

Policies as Established by Motions or Long-Standing Traditions

On Death of CWL Member or Immediate Family Members

When a CWL member dies, a sympathy card and a Mass card are sent to her family. Her name is added to the parish Book of Life and sent to national so that it can be added to the diocesan Book of Life and records can be changed. Parish records are also kept up to date.

The family is asked if they would like CWL prayers at the funeral home. Sometimes these are incorporated into the parish prayers. There is a special prayer service if desired. The family is also asked if they would like a CWL honour guard at the funeral. Members meet in the vestibule and stand in lines on both sides of the aisle at the back of the church both during the procession and the recession. CWL members wear CWL stoles and hold candles for both ceremonies.

When an immediate family member of a CWL member dies, a sympathy card is sent to the member. A Mass card may be sent at the discretion of the executive. Either or both may be sent to a diocesan executive member at the discretion of the executive.

Mass Intentions

Masses are requested and paid for by the CWL, monthly, from September to June. These Masses would be celebrated before a general meeting or other sponsored CWL event (for example on the Feast of Our Lady of Good Counsel). If there is no CWL event that month, the Mass would be celebrated before an executive meeting.

Presentation of Going-Away Gifts to CWL Members

St. Agnes has no policy in place for when a CWL member leaves or when an executive member is finished her term. An individual may purchase a gift and pay for it on her own or ask the executive to approve spending for one.

Honorariums/Travel Allowance/Gift to Guests

Generally a guest speaker is given an honorarium. At the present time the amount of the honorarium is \$100. This must be voted on at an executive or general meeting. All guest speakers must be approved by the pastor/Spiritual Advisor before they are booked.

Remembrances for Members

The Corresponding Secretary will send out a "Get Well" or "Thinking of You" card to members who are ill or hospitalized. Shut-ins at home, hospital, retirement or nursing homes are given a gift, generally a plant, at Easter and Christmas time. This is delivered with a card by the Christian Family Life convenor with help from other members. Special occasions such as a special wedding anniversary (25th, 50th, 60th, etc.) or birthday (75th, 80th, 85th, 90th, etc.) may also be remembered with a card. The membership is encouraged to inform the executive of these events.

Presentation of Anniversary and Maple Leaf Service Pins

The President will obtain the names of ladies who have been members for 10, 25, 40, 50, 60 or 70 years from the membership convenor. Letters are sent to these ladies to invite them to attend the Annual Communion Brunch. Anniversary pins are ordered from National. They are presented at the Brunch, and delivered later to those not able to attend.

The President will ask via the bulletin for nominations for the Maple Leaf Service Pin Award from the membership. The nominee must be an active league member for at least 7 years and have performed exceptional or meritorious service to the league. Nominations should close in time to order the pin from national before the Annual Communion Brunch (about 5 weeks before). The order must be sent on the official form and include the signature of the Spiritual Advisor and the President. The President

has the final decision on who should receive the award, though she is welcome to consult with the Spiritual Advisor, Past Presidents or other executive members.

Council Responsibilities on Parish Site

The council has supplied the parish kitchen with all current dishes, cutlery, utensils, coffee urns, tea pots, etc. Replacement or new supplies have been bought by the CWL. Disposable supplies such as napkins, stir sticks, plastic cutlery, paper or styrofoam cups and plates are bought by the CWL for their use and by the parish for parish use.

The CWL has also purchased items for the altar and church.

Non-parish groups, or anyone needing to use any dishes, urns, etc. outside the kitchen or hall or parish grounds, must have the approval of the CWL President before borrowing them.

Any supplies or purchases to be charged to the CWL must have the approval of the CWL executive (or general membership if over \$100) prior to purchase.

Safekeeping Arrangements for Council Historical Records

The current Past President/Historian is responsible for keeping the council historical records complete, up-to-date and organized.

Minutes, Presidents' notes, membership info, Treasurers' info, and special events records are kept in the filing cabinets in the CWL room. Pictures are kept in the cupboards in the CWL room. DVDs containing copies of these pictures are kept in the filing cabinet which the current CWL President has at her home. Current membership info is kept by the membership convenor. She also has a binder with names of past members. The minutes for the current year are kept by the recording secretary. Current financial info is kept by the Treasurer. All minutes and membership info is kept permanently. Financial info is kept for 7 years.

Bank Accounts

The council has two accounts, a lottery account and a general account.

The money in the lottery account must come solely from funds raised by the card party raffle tickets. A licence for this raffle must be obtained from the city prior to the tickets being printed and sold. When the licence is applied for, a list of possible charities that this money will support must also be submitted to and approved by the city. At this time, charities must be registered charities which use their funds in Ontario. Only charities on this list can be supported by the lottery account.

All other income and expenses are allocated to the general account.

Items purchased for the council by a member will be paid for after the following:

- Expenses require approval before being reimbursed. The maximum to be spent by the executive without approval at a general meeting is \$100, unless money is raised for a particular cause, for example, the proceeds of a bake sale to go to the lending library, or money collected for a dinner out used to pay the restaurant bill.
- The member wishing to be reimbursed should fill out and sign a cheque request form, attaching receipts for the items purchased.
- The Treasurer signs the cheque request form and pays for the purchase with a cheque signed by two of the signing authorities. No one should sign a cheque made out to herself.

The current President, Treasurer and Recording Secretary must be the only signing authorities on both bank accounts. It is also recommended that each signing authority complete the proper parish volunteer forms.

The Treasurer's books are audited annually by an auditor approved by the executive.

Preparation and Presentation of Council Budget

The Treasurer is responsible for preparing the council budget as requested by executive members. Normally at least two budgets are prepared and presented - early in the new calendar year (after card party monies are in the accounts) and as summer nears. The lottery account must be brought down to near \$200 by the time the next licence is applied for, leaving enough money in the account to pay for card party raffle expenses such as ticket printing and lottery licence.

Paid Expenses for Members or Delegates to Diocesan CWL Convention

The council will pay for two delegates to attend the annual diocesan convention plus meals the Spiritual Advisor plans to attend. Normally one of these delegates is the President. Expenses paid for are hotel (if the delegates wish to stay), meals, travel (if a long distance), and parking. All expenses to be reimbursed require receipts. If the delegates decide not to stay at the hotel, the money that would have been spent on this may be used to pay for or partially offset meals for other members wishing to attend part of the convention. Generally the meals are paid for by the council at registration time.

Paid Expenses for Members or Delegates to Other Conventions

Expenses to other conventions require pre-approval by the executive or the general membership (if over \$100).

Funeral Luncheons

Any funerals celebrated at St. Agnes Church may request a luncheon to be held in the parish hall. If there are enough members able to help with the luncheon, the CWL is happy to help.

The food is ordered by the funeral home or family from a caterer. The funeral home informs the church of numbers expected. One member is responsible for phoning for helpers - men to put up tables and chairs, and members to set the tables and serve. The funeral luncheon co-ordinator is responsible for leading these servers. Enough coffee and tea is made for the numbers expected. There is a book of all funeral luncheons served. This shows items needed, steps to be followed, and is updated with final numbers, ladies who helped, and comments.

No money is charged for this service, but donations are gratefully accepted.

On-going Commitments

All donations must be approved by a vote, even if they are on-going. The executive can approve donations of \$100 or less. Any donations over \$100 must be approved at a general meeting.

The following are current on-going commitments:

- An annual administration fee is paid to diocesan.
- A family in India is sponsored yearly through the Save-A-Family Plan. This has been done since the 1970s.
- Heart pendants for First Communion children and Cross pendants for Confirmandi are purchased yearly.
- Graduating students from St. David's high school who regularly attend St. Agnes Church can apply for a \$100 Christian Leadership bursary which is presented at their graduation. The President and Education and Health Convenor review the applications and jointly make the final decision, requesting input from other executive members, the pastor, and the pastoral assistant if needed.
- A Spiritual Growth plaque is given to up to three students graduating from grade 8 each year. This is presented at a parish Mass near the end of June. Other worthy grade 8 students receive a letter thanking them for their contributions. The Education and Health Convenor makes the decision of who should receive the plaque(s) and letters after consulting the President, pastoral assistant and those in charge of other youth activities in the parish (such as the Passion Play, choirs, and Sunday School).
- Development and Peace usually receives \$150 yearly.
- The quilters are given a donation since they donate a quilt for the card party yearly.
- A yearly donation is made to the CASE (Canadians Addressing Sexual Exploitation) campaign.
- A Christmas hamper is prepared for the Carmelite Sisters - gifts from all parishioners are encouraged.
- A donation is given to the Carmel of St. Joseph and presented when we celebrate Mass there in the spring.

Gifts to Pastor/Associate Pastor/Parish Worker

A Christmas gift is generally purchased for the pastor (and associate pastor if there is one) and parish administrative assistant. These (and any other special occasion gifts) are approved by a vote at an executive meeting or a general meeting (if over \$100).

On-going Special Events Sponsored by the Council

The following events are generally held yearly:

- The CWL Card Party is held yearly on the third Monday of November. This is the major fundraiser. There is a Card Party binder that lists all steps to be followed. A Card Party planning meeting is held in September. One member, generally the CWL President, is responsible for obtaining the major raffle prizes over the summer. Once the value of the raffle prizes is known, the lottery licence can be obtained from city hall, usually by the Treasurer. Once the lottery licence is obtained, the tickets can be printed. The ticket must include the licence number. Each member (with a few exceptions) is given 10 tickets to sell. All members and parishioners are invited to donate door prizes. A newsletter is prepared to go out to all members with the tickets, if possible before the Thanksgiving weekend.
- The CWL hosts a reception (refreshments only) after the Confirmation Mass.
- A Communion Brunch is traditionally held in late winter/early spring. Sign up and payment is done ahead of time. Special guests such as the pastor/Spiritual Advisor, diocesan President (or other diocesan member sent in her place), and guest speaker are paid for by the proceeds. Meals for the men who help serve and clean up are also paid for. There is a Brunch binder listing all steps to be followed. Anniversary and Maple Leaf Service pins are presented at this time.
- Often a Dinner Out is arranged in the fall. Sign up and payment is done ahead of time.
- A Mass is celebrated at the Cemetery in the fall. This Mass is held during the week since there is a charge if it is held on a Sunday.
- A Lenten Retreat is planned with St. Michael and Our Lady of Lourdes councils. Parishes take turns hosting this event.
- A Mass is celebrated in the spring at the Carmel of St. Joseph monastery in St. Agatha.
- A yearly Bake Sale is held with part of the proceeds going towards the CWL Family Lending Library. A separate CWL committee runs this Library. All parishioners who have registered with the Library are invited to use it.
- The WRAP (White Ribbon Against Pornography) campaign is held each fall. The ribbon is signed and sent to the current Member of Parliament.
- The Feast of Our Lady of Good Counsel is celebrated (with a Mass) on April 26th.
- Zehrs tapes are collected continuously and sent in yearly for reimbursement as long as this program exists.
- Used stamps are collected for Development and Peace as long as they require them.
- A statue of Our Lady is available for circulation. Members take turns keeping this statue in their home on a monthly basis. The Spiritual Convenor looks after this.

Solicitation of Gifts/Advertising From Outside Sources

Raffle prizes and door prizes for the Card Party are solicited from businesses, members and other parishioners. The Card Party is advertised by posters, newspapers and radio stations. All other solicitation of gifts and advertising from outside sources must be approved by the executive. See sample letter in appendix.

Petty Cash or Advances for Elected Officers

At the discretion of the executive, an advance may be given (in the form of a cheque) to those in charge of a purchase on behalf of the council (for example, the Card Party or Communion Brunch). Receipts must be submitted later and any difference reimbursed or returned.

Travel and/or Allowable Expenses for Other Meetings

Any expenses must be pre-approved at an executive or general meeting. Receipts must be submitted to receive payment by cheque.

Notification of Members

Members are informed of on-going CWL events in the parish bulletin. Announcements are inserted weekly when the bulletin is printed. A yearly newsletter is printed before the fall Card Party. This is available in the vestibule and sent to members who do not collect their envelope. A phone tree and email list are also available for use for major events.

Parish Council

The current Past President of the council is the liaison between the CWL council and the parish council. She reports parish council activities to the CWL council and CWL activities to the parish council.

President: _____ Date: _____

Past President: _____ Date: _____

Recording Secretary: _____ Date: _____

Appendix - Sample Door Prize Letter

St. Agnes Council of the Catholic Women's League of Canada
75 Bluevale St. N., Waterloo, Ontario N2J 3R7 Telephone: 519-885-4480

Gord Bryce
Black Forest Inn
1872 Sawmill Rd.
Conestogo, Ontario
N0B 1N0

October 3, 2012

Dear Mr. Bryce,

The Catholic Women's League of St. Agnes Parish is once again holding their Annual Mixed Card Party on Monday, November 19, 2012. This event has been very successful with a capacity crowd every year. This is our only major fundraiser for the year and many organizations, religious and secular, rely on us for support.

We have been assisting local charities in the Kitchener-Waterloo area for 44 years and with your assistance we will continue to do so. Our card party's success is due to the generous support of businesses such as yours, which have donated prizes over the past years. All these businesses are acknowledged on our sponsor sheet, with a copy on each table.

Last year we were thrilled to receive a gift certificate for brunch for two from you! Any contribution that you feel you can make at this time, either in the form of a gift certificate or gift, will be greatly appreciated. I look forward to hearing from you at your earliest convenience.

Sincerely,

Anne McKellar
St. Agnes Council Fundraising Committee
519-746-7248