



Parkland County Catholic Women's League
Holy Trinity Council
Policies & Procedures,
Revised January 16, 2023



1. Meetings

- a. Executive Meetings: to be held once a month from August to June
- b. Regular Meetings: to be held once a month from September to June

2. Abuse

The Catholic Women's League of Canada will not tolerate any form of abuse by or of its members. The intent of this policy is to protect our members from the harm that comes from abuse. Abuse includes verbal, physical, or psychological. We will adhere to all policies on this issue as posted on the Archdiocesan website.

3. Honouring our Members

A. Elapsed Memberships of our Elderly/Infirmed Sisters: Members who are no longer able to pay, whether through their confinement or financial situation will be identified by the executive and given a gift payment of membership. The cost will be entered as an annual budget item and approved when the new budget year has been passed.

B. Marriage Cross: A marriage cross or crucifix will be given after the marriage of a CWL member, or the marriage of the child of a CWL member. The Faith Chair will ensure that there is a cross or crucifix available. The Faith Chair will lead the prayer at the presentation of the gift, at a regular meeting, when the recently married person and/or their spouse are present.

C. Presentation of New Members and Years of Service Pins: All new members will be formally introduced at our June celebration with a prayer service where they will be presented with their CWL pin. Members who have reached a milestone year (eg. 5, 10, 15 years of service) will be presented with a "Years of Service" pin. All members receiving a pin will be phoned by the Executive members before the June meeting.

D. Certificate of Merit: The certificate of merit was introduced in 1974 to afford recognition to anyone, League member or not, Catholic or non-Catholic, male or female, who has aided the work of the council generally or through a specific project. This certificate, bearing the League crest on a gold seal is mailed to the council and the presenting council completes the details.

E. Presentation of Maple Leaf Service Pin: Maple Leaf service pins are awarded to members who have served the League in an exceptional or meritorious manner, as per Leading The League manual. The Executive accepts nominations for this award. Procedures, criteria, ceremonies, eligibility are determined by our council. The cost of the pin will be absorbed by the council.

F. Support for Members ill, or Hospitalized: When one of our members becomes seriously ill and/or hospitalized and we are advised, members will be notified via email and/or phone, requesting prayers and/or support. A "Get Well" card will be sent by the Secretary or her designate. Direct contact with the member and/or her family, may be made by a CWL sister who is close to the family asking for any additional ways in which we can support our sister. If appropriate, the President will be contacted and members will be invited to support our sister. Any member may also ask about delivering a Healing Shawl on behalf of the members of our council.

4. Notification of a Death

The parish secretary will be given a copy of our current membership list by the Membership Co-Ordinator. In the event of the death of one of our members, we ask the parish secretary to contact the Council President with the name of the deceased member. The President will contact the Secretary or her designate to email all members providing them with the funeral information. Members without email will be contact by phone.

A. Mass Cards: On the death of a CWL member or immediate family member (husband, child, mother, father or sibling), a mass card will be given. To be sent out by the Secretary or her designate.

B. Honour Guard: Upon the death of one of our members, our fellow members will be invited to form a candlelight honour guard at the Mass of Resurrection, with the family's permission. See Appendix A for more detailed instructions.

C. Funeral Expenses for Members: Charges for the funeral lunch, held at Holy Trinity church, will be the cost of the food only. Members who qualify will be verified with our current membership list. Any funds received from a member's family, above and beyond the actual expenses, are to be transferred to the Savings account.

D. Annual Remembrance of Deceased Members: Each year at our November meeting, the Faith Chair will lead us in a Remembrance Ceremony to commemorate our CWL sisters who have died. Following their death, the name of the deceased member is to be professionally embroidered on the reverse side of our CWL banner. Her memorial card will be added to our "Book of Life" and her name will be sent to National office electronically by the Membership Co-Ordinator.

5. Other Funeral Expenses

A. Funeral Expenses for Immediate Family of our Members: Charges for the funeral lunch, held at Holy Trinity church, will be the cost of the food only for immediate family of one of our members who qualify. Immediate family is defined as spouse or dependent child. Any funds received from a member's family, above and beyond the actual expenses, are to be transferred to the Savings account.

B. Funeral for Child: Funeral expenses for a child for a Non-CWL member, will be decided at the discretion of the executive members in consultation with the Parish Office, i.e. if the expenses are to be waived. Example if the office staff will not be charging for funeral services due to family situations, CWL will not charge for the food.

6. Prayer Requests

All requests for prayers are to be directed to the Secretary or her designate. Members are asked to include only the information they want circulated to all members. If the Secretary or her designate cannot be reached, this information may be sent to the President. This ensures that all members are reached efficiently and in a timely manner so to be united together in prayer.

7. Our Lady's Garden

The CWL will take responsibility for the care of the plants in Our Lady's Garden. If funds are available, they will be used for new or replacement costs of plants. Amount available will be based on the approved budget.

8. Honorarium/Gift to Guest Speakers

Generally, a cheque will be given to a guest speaker in the amount of \$75.00 or up to \$100.00 depending on travel costs.

9. Preparation and Presentation of Council Budget

The Treasurer will prepare a proposed budget for the following year in November or December. It will be reviewed by the Executive members for any changes required. The proposed budget will then be presented for approval at the January meeting of that year.

10. Paid Expenses

All expenses must be accompanied by receipts to claim a refund and are subject to budget limitations.

A. Fall Executive Diocesan Meeting:

1. President or Designate – all expenses which may include, overnight accommodations, meals and cost of fuel

2. General membership – registration for members to attend will be paid for by our council, with the understanding that should the meeting not be attended, the member will reimburse the cost of the registration. Payment of registration may be calculated according to funds available and divided equally among those attending. Carpooling is encouraged.

B. Regional Workshops:

1. President or Designate – all expenses which may include, overnight accommodations, meals and cost of fuel

2. General membership – registration for members to attend will be paid for by our council, with the understanding that should the meeting not be attended, the member will reimburse the cost of the registration. Payment of registration may be calculated according to funds available and divided equally among those attending. Carpooling is encouraged.

C. Diocesan Convention:

1. President or Designate – all expenses which may include, overnight accommodations, meals and cost of fuel

2. Voting or accredited delegates - cost of registration will be covered.

D. Provincial Convention:

1. President or Designate – all expenses which may include, overnight accommodations, meals and cost of fuel and the total claim not to exceed 1,000.00.

E. National Convention:

1. President – if the President attends, expenses will be reimbursed subject to budget limitations and Pre-approval by the Executive Members. The maximum amount of the claim is not to exceed \$1,000.00.

10. Expenses and Reimbursements for Executive Members

Only business expenses (receipts mandatory) which are equal to and under \$250.00 may be paid with the executive council's approval. All other expenses require approval at a Regular meeting.

11. On-going Commitments

St. Peter the Apostle CWL Discipleship Scholarship: The Holy Trinity CWL Discipleship Award of \$500.00 we be presented annually to a grade 12 student from St. Peter the Apostle Catholic High School in Spruce Grove, AB.

12. Safekeeping Arrangements for Council Historical Records

All CWL records will be stored in a locked cupboard in the St. Martin de Porres room. A digital copy will be stored on an external hard drive. These records will be updated and completed at least every December to ensure accuracy and completeness. Any materials deemed “archival” will be taken to the Diocesan archivist and stored in their facility. The archiving of documents is the responsibility of the Past-President.

ROLES

- A. Membership Co-Ordinator – will be responsible for the on-line membership site from National office. This site keeps all information such as address, phone number etc. up to date and also does all of the annual registration submissions. Will also provide up to date membership reports to the executive members, the parish office, and the Sunshine committee
- B. Sunshine Committee – is responsible for sending out get well cards and mass cards as indicated in our policies and procedures instructions
- C. Communication Committee – sends all emails out to our members as requested by the president. Is responsible for sending out Prayer requests received from our members.

Appendix A

Parkland Holy Trinity CWL

Honour Guard Protocol for a Deceased Member

1. Arrive in Our Lady's Room 20 – 30 minutes prior to the beginning of the mass.
2. Put on a CWL blue sash, get a candle and a copy of the prayer card
3. The leader will designate two women who will take the blue CWL funeral pall to the casket to place on the casket, with the family's approval. Ask the funeral director exactly where to place the pall.
4. The leader will form two procession lines in Our Lady's Room with candles lit when directed by the funeral home rep. Each leader will take a lighter with her to relight the candles after communion. The two lines process into the church with each member standing in front of the pew NOT the entry to the pew. The first person goes to the front pew. Turn and face the center.
5. The liturgy begins when the priest arrives at the casket. Immediately following the placement of the white pall on the casket, the two designated ladies, place the blue pall on the white pall in the location designated by the funeral director.
6. After the procession is completed, sit on the respective side of the church in the front pews (e.g. half on the left, half on the right) in the bank of pews next to the centre bank. Extinguish your candle per leaders instructions.
7. After communion, immediately after the vessels are purified, relight your candle. Bring the prayer card with you. Beginning with the woman closest to the centre aisle, leave the pew and move to the centre aisle, standing in front of the pew. Stand close together. Stand until the priest has blessed the casket with holy water and incense. Immediately after the priest has finished the final commendation, when he returns to his chair, the two leaders will begin the prayer. Once the dismissal is finished, beginning with the woman closest to the centre aisle, process back to the beginning formation, lining the centre aisle for the recessional procession.

**** If you are wearing a CWL pin or CWL ribbon, make sure that it is on your left side – close to your heart!! Extinguish your candle and return it to the blue candle box. Fold your sash carefully and return it to the storage bin. Please join your sisters in the hall if a funeral lunch is served, to spend time together and share stories of our deceased sister.

Leaders, instructions to the priest so that he is aware of our procession:

Father, we will line the centre aisle BEFORE you begin, then move into the side pews after the gathering procession.

Immediately after communion, we will move from the pews to stand in front of the centre pews. AFTER the priest blesses the casket with holy water and incense, we will say a CWL prayer to our deceased sister. Immediately after the dismissal by the Deacon, we will move to the centre aisles and spread out down the aisle to accompany the recessional procession.

Prayer for a Deceased CWL Member

We, the members of the Catholic Women's League are gathered here today to commend our sister _____ to God. We recall in our hearts her loving service to others and know that God will welcome her into eternal glory. Loving God, you promised fullness of joy to those who seek your presence. Trusting in your Word incarnate Jesus, we pray to your Spirit for our sister _____ who sought to further your reign on earth by her service in the Catholic Women's League, for God and Canada. Though we are saddened that she is no longer with us, we entrust her to you with confidence. May she now live in peace, joy and happiness in your eternal presence. We ask this in the name of our Triune God. Amen

Appendix B

Holy Trinity Catholic Women's League Discipleship Award

This award of \$500 is to be presented annually to any Grade 12 student who exhibits the following qualities and behaviours:

- Kindness
- Encouragement of others
- A positive demeanor
- Seeks out students on the periphery to support and/or befriend them
- Is perseverant and diligent
- Openness to feedback
- Positive relationships with peers
- A strong work ethic
- Leads by example
- A sense of justice
- Selflessness and generosity
- A willingness to give back to the community (Church, home, school)
- An awareness of the teachings of Christ and attempts to mirror those values.

These qualities and behaviours reflect the national mission statement of the League: *The Catholic Women's League of Canada calls its members to grow in faith, and to witness to the love of God through ministry and service.*

The award is available to ANY Grade 12 student. They do NOT have to apply for this award as **the staff will select the recipient**. This is NOT an academic award but rather an award in which the staff do their best to identify a student who faithfully follows Christ as reflected in both the mission statement and as spoken by the prophet Micah "This is what your God asks of you to act justly, love tenderly and walk humbly with your God." (Micah 6.8) Should the staff deem that there is not a worthy recipient of this award, it will not be given that year.