

The Catholic Women's League of Canada



LEADING THE LEAGUE

A Comprehensive Teaching Manual

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Introduction

The *Leading the League* manual is a comprehensive response to the need for action and change as we take the CWL into the 21st century.

Included in this manual, you will find helpful suggestions and timely resources to update the work of the League at every level.

Our principal objective is to develop flexibility and communication necessary for League members to continue to minister effectively in today's world.

The *Leading the League* manual brings an invitation to initiate ongoing training for members. It is a clear and informative handbook for all leaders who will facilitate training and leadership sessions.

It will also provide guidance for members and councils in their various League undertakings.

Many members have contributed to the contents of this manual. Be assured that members who use this resource will be empowered with renewed commitment and confidence to lead the League into the future.

ANNUAL
CWL CALENDAR

annual

calendar

cwl

calendar

annual

calendar

cwl

Annual CWL Calendar

As we journey together in the League, there are significant milestones to be marked; each year brings ample opportunities. Do we need to be reminded of these occasions?

Let us do more than plan events – let us be open to possibilities that will stir a new spirit of enthusiasm as we celebrate the history and mystery of our organization.

Are we prepared to plunge into the deep and be open to new challenges accompanied by resources, such as the Annual CWL Calendar with its list of events for active participation? These monthly events, celebrated together across Canada, will ignite a blaze of unity, charity, generosity, openness, hospitality and faith in the League, the church and society.

You, as leaders, have both the privilege and special responsibility of overseeing the operation of our organization – not just any organization, but one that has been given the distinct mission of serving God's people. Extending an invitation to all Catholic women to join The Catholic Women's League of Canada is our responsibility. It is necessary to provide education and training to new members. The calendar specifies a special month of the year to ensure that training is encouraged. Every member must be clear in purpose and excited about belonging to the League. Together, we will celebrate our achievements and our years of service "For God and Canada." A sense of generosity and hospitality will be fostered if these events are celebrated together by members across Canada.

The Annual CWL Calendar will close the door to wondering and open the door to creativity. By following the calendar and using the tools for leadership, you will reach the goal of operating a top notch council.

Check your Annual CWL Calendar and join your sisters in the League in monthly activities!

Annual CWL Calendar (cont.)

Recruitment

January

“To seek and invite new members”

Membership Drive

Samples of Parish Bulletin Announcements

Sample Prayers of the Faithful

Sample Speech to Parish on CWL Sunday

Sample Bulletin Board Announcement

Orientation

February

“To welcome and share League opportunities”

Basic Orientation Program

Notes to the Facilitator

Introduction/*CWL Flip Kit*

Constitution & Bylaws/Levels of the League

What to Expect/*CWL Welcome Kit/Conclusion*

CWL Flip Kit

CWL Welcome Kit

Reception of New Members

Training

March

“To achieve efficiency in leadership”

Leading the League Workshop

Introduction/Notes to Presenters

General Outline/Detailed Outline

Why Are We Here?

Brainstorm/Ice Breaker Session

Build the League

Building Your Team/Role of Officers

Know the League

Questions for Discussion

Live the League

Focus of Standing Committees

Flexibility/Annual Reports

You Are the League

Simple Ways to Enhance Meetings

Take Home Assignment

Closing Prayer Service/Workshop Evaluation

Roles and Responsibilities

Annual CWL Calendar (cont.)

Recognition

April

“To acknowledge and show appreciation”

Our Lady of Good Counsel

History of the Picture of Our Lady of Good Counsel

Presentations

Opportunities for Celebration

Promotion

May/June

“To communicate a positive League image”

Membership Drive Wrap-up

Conventions

Marketing

September/October

“To ‘sell’ the League – to be ‘sold’ on the League”

Raising the League Profile

Sample Letter to be sent to the Diocesan Bishop

Sample Letter to be sent to Parish Pastors

Sample Presentation to Parish

Renewing a CWL Parish Council

Presentation to CWL Parish Councils to Renew Enthusiasm

Organizing a CWL Parish Council

Presentation to Parishes without a CWL Parish Council

Fulfilment

November/December

“To fully realize the League as a gift”

Annual Reports

Directions for Completing Annual Reports

Parish Annual Report for the Period January 1 to December 31

Resolutions

RECRUITMENT

recruitment

recruitment

recruitment

January

recruitment

recruitment

recruitment

Recruitment

“To seek and invite new members”

All women alike are welcome to be members of The Catholic Women’s League of Canada. The CWL fiscal year begins January 1st. A membership blitz should be planned to build-up the momentum for CWL Membership Sunday, held on the last Sunday in January.

The best recruitment tool for any membership initiative is a visible and effective organization. Organization standing committee chairpersons must be able to convey the message that Catholic women today possess immense potential for great service to church, community and the global world. The unique strength of Catholic women is the faith that binds them together. When put into action, this faith brings the values of Christ into the world.

All member participation must be acknowledged in the League at the parish council level. The acceptance of women in diverse situations and circumstances is very important in the “fabric” of the League. The recruitment process organizers should reach out to:

- fully active members: These members pay dues, attend meetings, take part in business procedures with voting privileges, serve on committees, and can take advantage of the many opportunities for personal and spiritual development offered by the League.
- partially active members: These members pay dues, but cannot always attend meetings or functions. They are willing to help when needed, on a task-by-task basis. They want to be part of the organization and make a difference but have limited time to offer.
- financially supportive members: These members pay dues to support the national organization and their local council. They cannot be fully or partially active currently, but may become more involved in the future. They wish to stay informed of events and educational updates through the CWL website and *The Canadian League*.
- prayer partners: These members pay dues, taking part spiritually as prayer partners – either with a specific person or generally for the members. In turn, they are included in all CWL prayers.

Each of these members offers a unique and welcome voice, representative of all Catholic women. The invaluable material included in this section will assist you in reaching women in each of these stages of formation. Be innovative! Be enthusiastic! Be inviting and welcoming to all!

Membership Drive

Samples of Parish Bulletin Announcements

- The annual membership drive for The Catholic Women's League of Canada (CWL) will take place next Sunday. A brochure about the League is attached to the bulletin. Please join League members for refreshments after all masses next week to learn more about the League.
- Our council's goal is to have every Catholic woman in this parish belong to The Catholic Women's League of Canada (CWL). Next Sunday, CWL members will be handing out brochures that explain the League's goals and objectives. Please take one and contact [name] at [telephone #] for more information.
- A membership in The Catholic Women's League of Canada (CWL) adds your voice in support of local and national work for the rights of the unborn, as well as other social justice issues. We invite every woman in this parish to join! Members will be available at the back of the church after mass to tell you about the CWL, its goals and objectives, or you may call [name] at [telephone #].
- Today, The Catholic Women's League of Canada (CWL) is holding a membership drive for new members. Look for members at the back of the church who will answer your questions, or call [name] at [telephone #] for more information. We need you! Come join us!
- The Catholic Women's League of Canada (CWL) is a national organization rooted in gospel values calling its members to holiness through service to the people of God. Have you considered becoming a member? Call [name] at [telephone #] for more information about the CWL and its activities in this parish.
- The Catholic Women's League of Canada (CWL) is the largest national organization of Catholic women. In this parish, CWL members are involved in all ministries. All women are invited to attend the membership tea next Sunday or contact [name] at [telephone #] for more information about the League.
- Members of The Catholic Women's League of Canada are dedicated to the preservation of Christian family life and the rights of the unborn, as well as many other social justice issues. You are invited to become part of this national organization. Contact [name] at [telephone #] or join members at the annual membership tea next Sunday.

Membership Drive

Sample Prayers of the Faithful

For members of The Catholic Women's League of Canada, that they may continue to be signs of faith, hope and love to others. We pray to the Lord.

For The Catholic Women's League of Canada, that it may be blessed with new and renewed members during this year's membership campaign. We pray to the Lord.

For all women of this parish, that they respond to their baptismal call through membership in The Catholic Women's League of Canada. We pray to the Lord.

For the families of the members of The Catholic Women's League of Canada, that they may receive blessings as they support the activities of League members. We pray to the Lord.

For members of The Catholic Women's League of Canada, that they may continue to witness Jesus through their service "For God and Canada." We pray to the Lord.

For The Catholic Women's League of Canada, that it may be a symbol of social justice, reconciliation and compassion. We pray to the Lord.

For renewed energy and vitality to be given to all members of The Catholic Women's League of Canada, as they share their time and talents at home and abroad. We pray to the Lord.

Membership Drive

Sample Speech to Parish on CWL Sunday

I am here today to invite every woman in our parish community to become a member of The Catholic Women's League of Canada. In doing so, I am giving you the opportunity to become an active participant with us on your own faith journey.

Since the inception of this national organization in 1920, CWL members have been actively working "For God and Canada." The pioneers of this organization worked closely with immigrants to help them adjust to a foreign land. Some councils continue to do this important work.

As the church and the CWL grew, members continued to look at the needs of the local community and set into motion activities that alleviate the anguish and suffering of those less fortunate.

Today, we see members involved in every aspect of community and parish life. Most of you know that we support all life issues, but did you know that we also support women's programs in developing countries through Coady International Institute and the Canadian Catholic Organization for Development and Peace?

You know that members hold bake sales to raise funds for their many charities, but did you know that members of the national executive meet annually with federal government ministers on issues raised by our resolutions which, in recent years, have included religious freedom, renewable energy, farmers' rights, abolition of the death penalty, suicide prevention, child poverty and protection of human life?

IF you believe in the sanctity of human life,
IF you want to develop a deeper spiritual life,
IF you uphold the dignity of all human beings,
IF you believe women play an important role in church and society,
IF you strive to set a Christian example in your home and work place,
IF you believe in Catholic education and affordable health services,
IF you believe in the power of prayer,
THEN you belong with us!

We want to give you this opportunity to share your God-given gifts with us as we try to affect change in our parish, community, Canada and in those countries that have not been blessed with the abundance we enjoy in Canada. I encourage you to find out more by talking to one of the members who will be at the back of the church after mass. They will be happy to tell you more about us, our goals and objectives. Thank you.

Membership Drive

Sample Bulletin Board Announcement

The Catholic Women's League of Canada is the united voice of all Catholic women. An invitation is extended to all women to become a member of the League. By doing so you will be:

- supporting the efforts of members across Canada who are diligently working to promote the teachings of the Catholic church
- part of the largest organization of Catholic women in Canada with a tradition of service to others as expressed in its motto "For God and Canada."

The League contributes to the life and vitality of the church, family and community, both at home and abroad. While your presence at meetings is important, we realize that in this busy world it may not be possible for you to attend. Be assured that your interest and support is as important as your attendance!

Included in your membership is a subscription to *The Canadian League*, which will keep you informed of League business and projects, and in contact with other members across Canada.

Want to know more about the League? Visit the website at www.cwl.ca or contact [name] at [telephone #].

ORIENTATION

orientation

orientation

orientation

February

orientation

orientation

orientation

Orientation

“To welcome and share League opportunities”

Successful and dynamic organizations create a strong sense of belonging in their membership. Today’s Catholic women, among the best educated in the history of the church, possess immense potential for great service to church, community and the world. Particular strength can be found in The Catholic Women’s League of Canada. When this strength is put into action, it brings the values of Christ into the world.

A one-on-one orientation approach of sharing knowledge of the League with a new member is a great way to gain her interest. This section offers essential educational tools to teach new members about the League. By using any one of these effective methods in your presentation, it will become obvious that women belonging to the League bring many strengths, gifts and talents to the church and community. Women can be powerful instruments for taking gospel values into the world when they share these gifts in service through the mission of each standing committee.

The *Basic Orientation Program* provides an explanation of the League to new members. It will allow them to take ownership and pride in belonging. This program will inspire new members to say, “Yes, I am proud to be a member. I Belong!”

The *Flip Chart* provides a look at the composition and purpose of the League. It contains the League Promise, Mission Statement, a brief history, an explanation of the organizational structure and the responsibilities of each standing committee.

The *Welcome Kit* is designed to demonstrate the warm hospitality that the League offers to its members. The kit is our first gift to any new member who joins. This handy kit will contain brochures and important information that a new member can enjoy. Yes, the kit is a gift!

The League formally welcomes new members through an inspirational *Reception of New Members*. This brings the first glimpse for a new member of her value and importance to the League.

Basic Orientation Program

Notes to the Facilitator

Why present an orientation program for new members?

Knowledge of the League should be given to new members at the beginning of their membership, so that they can take ownership and pride in the League. New members should not spend their first few months in total confusion!

What draws a new member to the League?

Belonging! She needs to feel she belongs and is welcome immediately. This orientation program contains a simple message for her about the League and shows that you care enough to make her feel welcome.

Who should present the orientation program?

The best person to present the program is a sister member of the council, preferably the president-elect, as she should be directly involved in recruitment. However, if the president-elect is not available, any member who would like to impart a love of the League would be an excellent choice. Take pride and show enthusiasm in delivering the message as enthusiasm by the presenter enhances the program.

How long will it take?

This program can usually be completed within an hour. If the facilitator and new member wish to, they can continue until the new member's questions have all been answered.

Where will this take place?

Most churches have a meeting room available, or meeting in a member's home may be considered.

What will I need?

You will need the *CWL Flip Kit* on pages 17 to 36, a copy of the *Constitution & Bylaws*, the *National Manual of Policy and Procedure*, the *Executive Handbook*, and the *CWL Welcome Kit* outlined on page 37.

And now you are ready to begin...

Basic Orientation Program

Introduction

(The excitement with which you deliver your presentation will impress on the new member your dedication to the League. If there is more than one presenter, make sure everyone is introduced.) Welcome to The Catholic Women's League of Canada, the largest organization of Catholic women in the country. We are so pleased that you chose to join the League. The League will benefit greatly by your membership and I am sure you will benefit by being a member. *(Tell the new member(s) a little about yourself if she does not know you well. Give a brief personal and League story. Tell her why you joined and why you stay. Are they the same reason?)* There is much to learn about the League, but I will go step-by-step to enable you to absorb it all.

Flip Kit

The *CWL Flip Kit* is displayed before me. It is designed to help you understand the structure of the League. If you have any questions as I proceed, or if I am going too quickly, please let me know. *(Deviate when possible from the written word of the Flip Kit to make it more personal. Give special emphasis to the Mission Statement as it is the essence of who we are. When you come to the Organization Chart, direct her attention to her particular province, tell her who the provincial president is and so on.)*

The Constitution & Bylaws, the Executive Handbook, the National Manual of Policy and Procedure

The manuals before you are used to conduct the business of the League. This small pocket-sized book, called the *Constitution & Bylaws*, governs us. It is most informative, and I encourage you to read it from cover to cover over the next month so that you will get an overall understanding and appreciation of the League. Please open to page one. Let's read what it has to say about the crest. You will see the crest on your insignia pin and on all League manuals, signs, flags, books, etc. It is important to understand the symbols which make up the crest. *(Read from Constitution & Bylaws, Part III, Section 1)*

Flipping through the book, you will see headings like Policy, Objects, Membership, Duties of Officers, Standing Committees. Please read these sections carefully as they will explain how the League is structured and accomplishes its Objects.

The *National Manual of Policy and Procedure* and the *Executive Handbook* are usually kept by the executive members of your council and provide more detail about how to work within the structure of the League. These books are available to guide you in your work should you assume an elected office.

Basic Orientation Program (cont.)

Levels – National, Provincial, Diocesan and Parish

Now, to show you the progression of what happens from one level to another, we will take the example of a resolution. Suppose our local council has a concern about the condition of homeless children across the country. We could decide that a resolution stating our concern be researched, formulated and presented to our council for approval.

Once approved by the members, the resolution is sent to the diocesan council for consideration at the diocesan convention. If approved by the delegates, it is then sent to the provincial council for consideration at the provincial convention. If approved by the delegates, it is sent to the national council for consideration at the national convention. Approval at the national convention means that our resolution, which once involved just our council of _____ members, is now a national resolution speaking on behalf of over 90,000 members.

Once a resolution is adopted, the council at the highest level that approved it has the responsibility to put the resolution into action. For example, if our resolution urged the federal government to provide more funding to the provinces so that there could be more homeless shelters, and this resolution is adopted at the national level, then a presentation would be made, in person, to the federal government to put forward the issue. Resolutions related to municipal and provincial issues are presented to their respective levels of government. This is how we “move mountains” and bring the concerns of one council to the attention of the leaders of our country.

What to Expect

- Our council holds meetings _____ (*describe frequency of meetings*) Depending on the activities planned, members may be asked to participate more often.
- The meetings usually last _____. (*describe how long*)
- Our council traditionally has these annual projects _____ (*provide list, e.g., bursary to the local high school, retreat in May, annual breakfast/luncheon*)
- Our president’s name is _____ and she will be in office until _____. Her telephone number is _____.
- You will soon be receiving *The Canadian League*, our national magazine, which will be mailed to you three times a year. Our province/diocese periodically publishes a newsletter which you may receive.
- While your presence at meetings is important, we realize that in this busy world, it may not always be possible for you to attend. Be assured that your interest and support are as important as your presence.
- (*Add comments that will help the new member become aware of the council she will belong to.*)

Basic Orientation Program (cont.)

CWL Welcome Kit

The Welcome Kit you received at the Reception for New Members is a great place to begin to learn about the League. Please refer to it frequently over the next few months to help with your orientation. My name and telephone number are in the inside cover so that you can call me if you have any questions or concerns.

Conclusion

That is the end of my presentation. I believe that, in order to appreciate the League as a gift, we must first begin to understand the purpose of our organization, the roles and responsibilities of our members and to acknowledge the administrative duties and commitment of our national staff.

The beauty of the League is experienced in various ways. My involvement in The Catholic Women's League of Canada has led me to a greater commitment and a deeper realization of my call to work in Christ's vineyard. This is for me the most significant factor in helping me to fulfil my role as a lay person.

Thank you for attending this session. I welcome you and ask God to bless you in your new journey.

CWL Flip Kit

In preparation for presentation, the president should:

- become familiar with the guidelines and pictorials
- modify the presentation to suit the needs of the audience and the council experience
- limit the presentation to a reasonable time
- invite questions at the end of each section, if time permits

Our Organization



League Prayer

We humbly pray You, O God our Father,
to bless The Catholic Women's League of Canada.

Bless our beloved country,
our homes and families.

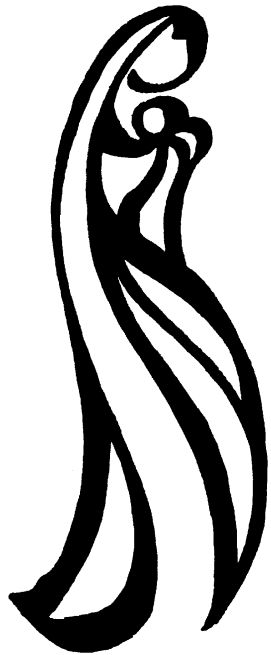
Send Your Holy Spirit upon us
to give light to our minds
and strength to our wills
that we may know and fulfil
Your great law of charity.

Teach us to share with others,
at home and abroad,
the good things You have given us.

This we ask through our Lord Jesus Christ
and the intercession of our patroness,
Our Lady of Good Counsel. Amen

Mission Statement

**The Catholic Women's League of Canada
is a national organization
rooted in gospel values
calling its members to holiness
through service to the people of God.**



League Promise

For the glory of God and the good of God's people, I promise as a Catholic woman to honour, invoke and imitate our patroness, Our Lady of Good Counsel.

I promise to be a loyal member of The Catholic Women's League of Canada and to promote its interest and growth in every way.

I promise to cooperate with officers in all programs under their direction and to conform to the best of my ability to the bylaws of the organization in all League activities. Amen

Organized Nationally in 1920

League Objects



The Objects of the League shall be to unite Catholic women of Canada:

- to achieve individual and collective spiritual development
- to promote the teachings of the Catholic church
- to exemplify the Christian ideal in home and family life
- to protect the sanctity of human life
- to enhance the role of women in church and society
- to recognize the human dignity of all people everywhere
- to uphold and defend Christian education and values in the modern world
- to contribute to the understanding and growth of religious freedom, social justice, peace and harmony

League Crest

Words: The Catholic Women's League of Canada "For God and Canada." The name and motto of the League, in an unbroken circle, is symbolic of constant service to God and Canada.

Cross: Symbolic of faith. As Catholic women, we strive to be a symbol of Christ.

Leaves: Ten maple leaves, symbolic of the provinces of Canada.

Colours: The colours of the crest are blue, white and gold: blue for our patroness, Our Lady of Good Counsel; white and gold for the papacy.

Blue symbolizes loyalty and faithfulness.

White symbolizes purity and joy.

Gold symbolizes the kingdom and royalty.



Why am I a Member?

The Catholic Women's League of Canada is a powerful vehicle representing more than 90,000 Catholic women, expressing their concerns and acting upon issues of the present time.

To a member, the League is a gift of faith, friendship, leadership development, support and affirmation.

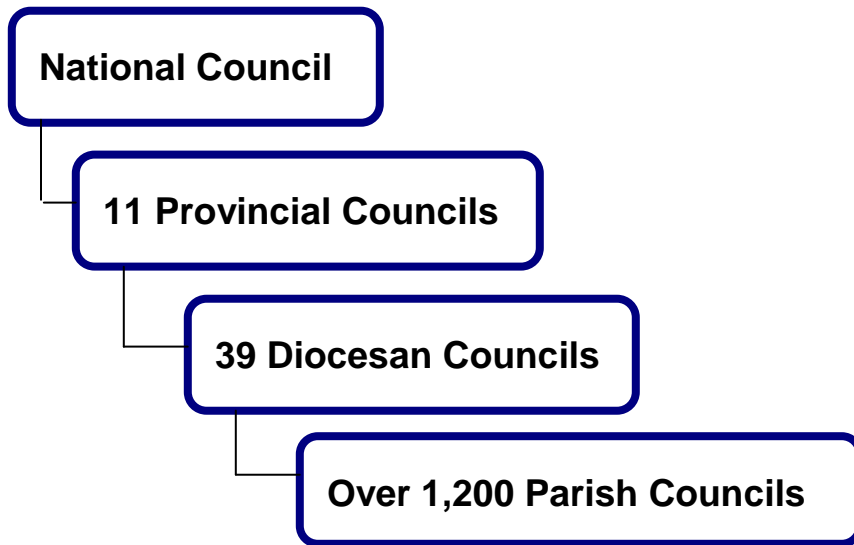
The League is the blueprint for all Catholic women. Through standing committees, members feel the pulse of what is happening in church and society. The resolutions process promotes the rights and dignity of all persons.

The League gives members the opportunity to serve as Beatitude women "For God and Canada."

Together we share our gifts and watch wonderful works happen.

The League is composed of councils at four levels:

The League is composed of councils at the parish, diocesan, provincial and national levels.

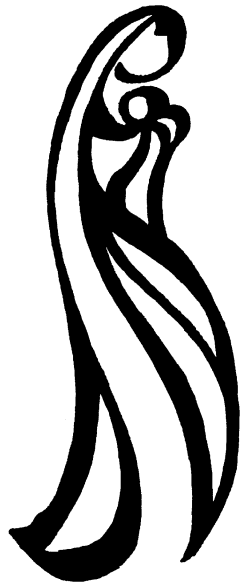


Each of the four levels has its own executive.

Each council has a spiritual advisor who guides the council's spiritual development by his/her special advice and assistance.

There are a number of standing committees, through which the chairpersons provide leadership and direction to members. If necessary, some flexibility is allowed in deciding which standing committees are required in individual councils. It is through the standing committees, that we fulfil the Objects of the League.

Spiritual Development Standing Committee



*Spiritual growth is
the very heart of the
League and the
essence of its
existence.*

*The spiritual
dimension sets us
apart from all other
women's
organizations.*

Standing Committee Responsibilities:

- a. spiritual growth of members
- b. study of Catholic teachings
- c. role of women in the church
- d. evangelization and mission assistance
- e. lay ministries
- f. ecumenism and inter-faith endeavours

Organization Standing Committee



The organization standing committee provides leadership direction to the organization.

The strength of the League is in its membership and the gifts each member brings – her special interests and abilities.

Standing Committee Responsibilities:

- a. recruit members and maintain membership
- b. leadership development
- c. League resource material
- d. annual reports
- e. life membership

Christian Family Life Standing Committee

*The path toward the
future passes through
the family.*



Standing Committee Responsibilities:

- a. marriage and family
- b. sanctity of life
- c. ministry to youth,
disabled, seniors,
widowed, separated,
divorced
- d. vocations

Community Life Standing Committee



“Wherever there are people in need of food and drink, clothing, housing, medicine, employment, education; wherever (people) lack the facilities necessary for living a truly human life or are afflicted with serious distress or illness or suffer exile or imprisonment, there Christian charity should seek them out and find them, console them with great solitude, and help them with appropriate relief. This obligation is imposed above all upon every prosperous nation and person.”

(Decree on the Apostolate of the Laity)

Standing Committee Responsibilities:

- a. dignity and rights of persons
- b. social and economic justice
- c. refugees, immigration and citizenship
- d. Canadian Catholic Organization for Development and Peace (CCODP)
- e. developing countries

Education and Health Standing Committee

The League's initial mandate was to help new citizens of Canada – a country which is honoured as one of the best countries in which to live.

Health care and education are but two of the reasons Canada is held in such high regard.

Standing Committee Responsibilities:

- a. Catholic education
 - i. Catholic schools and catechesis
 - ii. Rites of Christian Initiation
- b. literacy and continuing education
- c. scholarships and bursaries
- d. wellness and sickness/disease
- e. environment
- f. genetics



Communications Standing Committee



*To announce and
communicate,*

*by words
and action,*

*the Good News
of the gospel.*

Standing Committee Responsibilities:

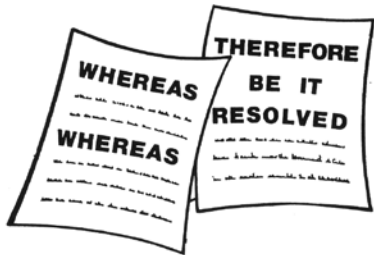
- a. *The Canadian League* magazine
- b. media
 - i. for evangelization
 - ii. to promote the League
 - iii. evaluation and promotion of good content
 - iv. newsletters and bulletins
- c. media relations
- d. pornography

Resolutions Standing Committee

*Policies are
established,
programs are planned,
or concerns and views
are expressed
through resolutions.*

Standing Committee Responsibilities:

- a. research and preparation of resolutions and briefs
- b. study and implementation of resolutions adopted by other levels
- c. at provincial and national levels, presentation of resolutions to government



Legislation Standing Committee

*Legislation is social
justice in action.*

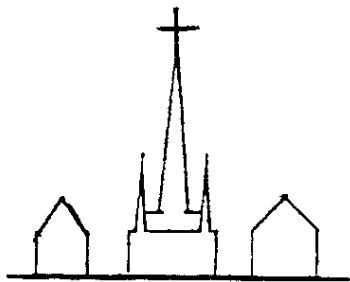
*It is the carrying out of
League resolutions to
influence government
policy.*



Standing Committee Responsibilities:

- a. monitor and study legislation at all levels of government
- b. preparation of briefs and position papers on proposed legislation

Parish Activities Standing Committee



“We believe simply that this old and venerable structure of the parish has an indispensable mission of great contemporary importance: to create the basic community of the Christian people; to initiate and gather the people in the accustomed expression of liturgical life; to conserve and renew the faith in the people of today; to serve as the school for teaching the salvific message of Christ; to put solidarity in practice and work the humble charity of good and brotherly works.”

(Pope Paul VI, Christifideles Laici)

Standing Committee Responsibilities:

- a. liaison and cooperation with pastoral councils
- b. parish assistance

Standing Committees at National Level Only

Laws



Standing Committee Responsibilities:

- a. facilitate the study and implementation of the *Constitution & Bylaws*
- b. interpret the *Constitution & Bylaws* in consultation with the national president
- c. chair the national amendments committee
- d. advise on parliamentary procedure

International Relations



Standing Committee Responsibilities:

- a. liaison with World Union of Catholic Women's Organizations (WUCWO)
- b. other international programs

Your Place is Among Us!



Step forward in faith and action!

CWL Welcome Kit

<p>WHY?</p>	<ul style="list-style-type: none"> • to help new members feel at home in your parish council • to introduce them to the League
<p>WHAT?</p>	<p>A handy kit can be made that one could keep for reference. It should:</p> <ul style="list-style-type: none"> • be friendly and welcoming • list the parish executive names and telephone numbers, and a council meeting schedule • give only basic information, so as to inform, not overwhelm • list material for further study • contain a few welcome gifts
<p>HOW?</p>	<ul style="list-style-type: none"> • take an attractive two-pocket folder • place the Mission Statement on the left pocket • inside the left pocket, place: <ul style="list-style-type: none"> ○ a recent issue of <i>The Canadian League</i> ○ <i>Why Am I a Member?</i> brochure ○ invitational handbill ○ bookmark with the League prayer • place the League crest on the right pocket • inside the right pocket, graduated in size, printed on coloured paper and titled across the top, place: <ul style="list-style-type: none"> ○ greetings from the national president ○ Our Lady of Good Counsel (explanation) ○ League resources ○ parish information • decorate the front and back covers of the folder in an eye-catching manner (perhaps incorporating the League theme and promise)
<p>WHEN?</p>	<p>Once a year, assemble about a dozen kits to have on hand when new people venture forth to your meeting. Be ready to extend a warm welcome to them using the CWL Welcome Kit.</p>

Reception of New Members

Opening Hymn

Introduction

Spiritual Advisor: In the name of the Father, and of the Son, and of the Holy Spirit.

All: **Amen**

Spiritual Advisor: The grace of Jesus Christ and the love of God and the companionship of the Holy Spirit be with you all.

All: **And with your spirit.**

Opening Prayer

Spiritual Advisor: Let us pray:

Blessed are You, loving God,
You have made a covenant with Your people:
from all eternity You called us to be Your holy people,
to sing Your praises at all times.

Bless us in our work and our prayer,
“For God and Canada,”
and grant that our lives may give You glory
through our words, our witness, and our worship.

We give You praise, gracious God,
through Jesus Christ, our Redeemer,
in the communion of Your Holy Spirit,
one God forever and ever.

All: **Amen**

Scripture Reading

Reflection on the Word of God (or silence)

Invitation to New Members

Chairperson of

Organization: I invite the following new members to come forward.

Instruction

President:

We welcome all new and current League members and visitors. We pray that your membership will be most challenging and fulfilling.

We have been given a great mandate. As expressed in the documents of the Second Vatican Council, the laity “must assist one another to live holier lives even in our daily occupations. In this way, the world is permeated by the Spirit of Christ and more effectively achieves its purpose in justice, charity and peace.

The laity have the principal role in the universal fulfilment of this purpose.” (*The Church, No. 36*)

Reception of New Members (cont.)

President: As members of The Catholic Women's League of Canada, we are guided and inspired by our Mission Statement. "The Catholic Women's League of Canada is a national organization rooted in gospel values calling its members to holiness through service to the people of God."

Chairperson of Organization: Today, as never before, the church needs an enlightened and dedicated laity. Through the League, you will acquire greater knowledge about our faith. You will become involved in a supportive community. The Catholic Women's League of Canada is an organization which will help you grow in your relationship with Christ and the church.

Through the League's standing committees you will be able to carry on the work of Christ at home, in the community and throughout the world.

Intercessions

President: Christ cared for us so much that He laid down His life for us, conquered death and thus sanctified our life's work. May Christ teach us how to love!

All: **Those who belong to Christ will be known by what they do.**

President: While on earth, Christ reached out in compassion and healing to all those in need. May we be inspired by the Holy Spirit to reach out to the needy in our own community and in our world.

All: **Those who belong to Christ will be known by what they do.**

President: The mission of Christ continues on earth through each of us. Christ teaches, comforts and shows mercy through all of us who profess His name. May Christ strengthen us to be faithful disciples.

All: **Those who belong to Christ will be known by what they do.**

Symbol

President: You have been given lighted candles as a reminder of the candle you received at your baptism. Let your light shine before all, so that your good works may give glory to God.

Please join in the League promise.

All: **For the glory of God and the good of God's people, I promise as a Catholic woman to honour, invoke and imitate our patroness, Our Lady of Good Counsel. I promise to be a loyal member of The Catholic Women's League of Canada and to promote its interest and growth in every way. I promise to cooperate with officers in all programs under their direction and to conform to the best of my ability to the bylaws of the organization in all League activities.**

Reception of New Members (cont.)

The spiritual advisor then blesses the League pins.

President: Wear this emblem with pride, honour and loyalty.

(The new members return to their places after all have received their pins.)

Concluding Prayer

Spiritual Advisor: In support of one another, and in communion with all the saints in heaven, let us now pray with one heart and one voice. Our Father ...

Blessing

Spiritual Advisor: May God bless us and keep us. **Amen**

May Jesus Christ graciously smile upon us. **Amen**

May the Holy Spirit, Giver of life, grant us peace. **Amen**

Sign of Peace

Spiritual Advisor: Let us conclude our celebration by offering one another a sign of peace.

TRAINING

training

training

training

March

training

training

training

Training

“To achieve efficiency in leadership”

It may be assumed that an “expert” in her own field is an expert at just about everything else, including leadership. A true seasoned leader, however, knows that self-development is a lifelong commitment. Learning new skills is a never-ending journey.

Whether we are a child or an adult, the desire to learn never leaves us. How do we share experiences with members who are eager to learn? Often, we may be willing to talk about the League and share positive achievements and accomplishments, but do not know where or how to begin.

We proudly and loudly proclaim, “The League is the united voice of Catholic women in Canada.” What are we saying? How can this come about? This section offers the tools to train and retrain members. It is very important that every council is offered an annual training session or education workshop.

The *Leading the League Workshop* will be helpful when planning a development day. The strength in the League lies in its structure: parish, diocesan, provincial and national councils. Working in harmony through these four levels, whether from parish to national, or national to parish, we express the united voice of all Catholic women. Meetings call members together to play an active role whether leading or participating. The importance of the structure and the voice of the League will be experienced by attending a *Leading the League Workshop*. When planning the workshop, be flexible and adapt to the needs of participants.

The duties, roles and responsibilities of officers and standing committees are creatively and clearly defined in the *Executive Handbook*. Standing committees give members guidance to effectively minister to the needs of the people of God. Through standing committees, we make the fullest possible use of the gifts of each member. This handbook is essential in the training and retraining of members.

Leading the League Workshop

Introduction

This workshop has been developed to assist members to understand and implement the *Executive Handbook*.

The workshop can be presented at parish council, diocesan executive or regional meetings. It is important to remember that the workshop should be flexible and adapted to the needs of each council. It has been formatted in such a way that it can be condensed to use as a program at council meetings, or be presented as a full-day learning experience. Several parish councils could join together to host the workshop.

Keep in mind that financial assistance for this workshop may be available from the National Development Fund, depending on how the workshop is presented. Refer to the *National Manual of Policy and Procedure* for information on how to apply.

Leading the League Workshop

Notes to Presenters

Presenters should:

- be knowledgeable about the League
- have held office
- be experienced and enthusiastic
- be understanding and compassionate
- be positive

Decide on the number of presenters needed to deliver the program. It is a good idea to have at least two. Co-leadership is an effective way to support each other. Meet prior to the workshop to prepare an effective presentation.

Your facial expression is a source of feedback to the people with whom you are communicating. Smile! Show expressions of understanding, comprehension, happiness, excitement, and most of all, show your participants how much you enjoy presenting the workshop.

In your presentation:

1. Speak with conviction. Talk about the members of the council, not yourself. People want to know how belonging to the League will benefit them. Appeal to their concerns, their needs and their problems. Try not to lecture. Inject some humour!
2. Stay on track. It is your responsibility to encourage discussion. Allow for questions in any segment of the workshop. Be aware of your time frame. Let members contribute. Compliment them on their achievements.
3. Listen to what participants are saying. Active listening means that you get involved in the communication. You listen and understand the words that are being spoken. Be aware of your body language/posture. When you look relaxed, the participants will relax.
4. Try to determine the council's strengths. What are the weaknesses and shortcomings? What short- and long-term improvements can be made?
5. Look for opportunities to combine objectives that say essentially the same thing. Select those that will have the most immediate and most powerful impact on success. If they are not achieving an objective, try to find out the reasons. What forces/factors/behaviours are acting against it? Try to eliminate them and think of ways to enhance the positive forces! Who on the executive will accept responsibility and what resources will be required?

Leading the League Workshop

General Outline

Welcome	5 minutes
Opening Prayer Service	10 minutes
Why Are We Here?	10 minutes
Brainstorm/Ice Breaker Session	15 minutes
Build the League	15 minutes
Know the League	15 minutes
Break	10 minutes
Live the League	20 minutes
You Are the League	15 minutes
Closing Prayer Service	5 minutes

Leading the League Workshop

Detailed Outline

- Welcome**
(5 minutes)
- ◆ presenters introduce themselves
 - ◆ presenters welcome everyone to the workshop
- Opening Prayer Service**
(10 minutes)
- ◆ refer to *Belonging, Humble Prayer, CWL Prays, or the Beatitudes*
- Why Are We Here?**
(10 minutes)
- ◆ read page 49 of this manual
 - ◆ provide purpose and outline of the workshop
- Brainstorm/Ice Breaker Session**
(15 minutes)
- ◆ use skits #1 and #2 on pages 50 and 51, with members' participation
 - ◆ brainstorm about the positive aspects of being a member using suggested questions on page 52
- Build the League**
(15 minutes)
- ◆ use questions on page 53 for small group discussion or question/answer period [adapt format; presenter may ask questions or circulate them to small groups with a report back to all present]
 - ◆ conclude with the hand-outs on pages 54 and 55
- Know the League**
(15 minutes)
- ◆ review the Mission Statement, Objects and current theme; discuss the questions on page 56
 - ◆ briefly discuss available resources such as the *Constitution & Bylaws* and the *National Manual of Policy and Procedure*
 - ◆ conclude with a fun period of questions from the *CWL Jeopardy!* game

Leading the League Workshop

Detailed Outline (cont.)

Live the League (20 minutes)

- ◆ review duties of officers and standing committee chairpersons outlined in the *Executive Handbook*
- ◆ read the focus of all standing committees and discuss the questions on page 57
- ◆ read page 58 on council flexibility and discuss the questions
- ◆ provide guidelines for reporting from the *Executive Handbook*
- ◆ use the questions on page 59 for discussion of annual reports

You Are the League (15 minutes)

- ◆ focus on the attitude and skills needed in running an effective meeting from the *National Manual of Policy and Procedure*, pages 77 and 78
- ◆ use the questions on page 60 to encourage participation
- ◆ engage members in skit #3 on pages 61 to 64
- ◆ hand out or discuss simple ways to enhance meetings on page 65
- ◆ hand out the take-home assignment on page 66
- ◆ refer to resources in Opening Prayer Service from the Closing Prayer Service on page 67

Closing Prayer Service (5 minutes)

Evaluation

- ◆ members give the sign of peace
- ◆ hand out evaluation on page 68

Leading the League Workshop

Why are we here?

The purpose of the various associations, movements and groups of the faithful which develop in a particular church is to help disciples of Jesus Christ to fulfil their lay mission in the world and in the church.

(General Directory for Catechesis)

Questions for Discussion:

1. Why did you become a League member?
2. Why do you remain a League member?
3. How can members best fulfil the League's Mission Statement?

Leading the League Workshop

Brainstorm/Ice Breaker Session

Skit #1: Phone a Friend

1st member: Are you going to the CWL meeting tonight?

2nd member: Yes, of course. I usually like to go. Some of the programs are really interesting. I'm told we will also see the CWL video, *Welcome the Stranger*.

1st member: Actually, I enjoy going too. It gives me an opportunity to see and talk to everyone.

2nd member: Bye for now... I'll see you there tonight.

1st member: Why don't I pick you up? I'll phone Betty and pick her up as well.

2nd member: Oh. I'll just take a taxi. I hate to bother anyone.

1st member: I'd love to give you a ride. I'll pick you up at seven and we can all go together.

2nd member: Thanks! I really hate to go alone. You've made my day!

1st member: Wonderful! See you at seven. Bye for now!

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Leading the League Workshop

Brainstorm/Ice Breaker Session

Skit #2: Phone a Friend

1st member: Hi. I haven't seen you in quite a while.

2nd member: No, I've been pretty busy. I never know where the time goes.

1st member: I know. Tonight is the CWL meeting. Are you planning on going?

2nd member: No. I don't think so. I'd rather just stay home and watch television.

1st member: Me too. I haven't been going lately so I don't think I'll bother tonight either.

2nd member: All right then. Talk to you soon.

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Leading the League Workshop

Brainstorm/Ice Breaker Session

Questions for Discussion:

1. We have just witnessed two common responses of whether or not to attend a CWL meeting. What do you think?
2. Why is it that some members regularly attend meetings while others cannot fit a once-a-month meeting into their schedule?
3. What has your council done this year
 - to develop individual and group spirituality?
 - to recruit new members?
 - to minister to others?
 - to improve life in the community?
 - to become educated about health issues?
 - to eradicate pornography?
 - to assist in the parish?
4. What are the positive aspects of working as a group to achieve a goal?

* * * * *

“There is no more powerful engine driving an organization toward excellence and long-range success than an attractive, worthwhile, achievable vision for the future, widely shared.” (Burt Nanus)

“If you think you can, you can. If you think you can’t, you’re right.” (Mary Kay Ash)

“Anyone who stops learning is old, whether at 20 or 80. Anyone who keeps learning stays young.” (Henry Ford)

“There is no disgrace in not knowing when knowledge does not rest with you; the disgrace is in being unwilling to learn.” (Benedetto Varchi)

Leading the League Workshop

Build the League

Questions for Discussion:

1. What do you think makes a great leader?
2. Why did you accept an executive position?
3. Why do some members choose not to accept executive positions?
4. What are your expectations
 - from your executive?
 - from your membership?
 - from other levels of the League?

* * * * *

Leading the League Workshop

Build the League

Building Your Team

1. Create a teamwork culture; all executive members should be team players.
2. Cooperate with your team.
3. Help new members on the executive, and set a good example.
4. Participate actively and constructively in council meetings; encourage participation.
5. Know the duties of your position.
6. Suggest ways of doing things better, faster, and perhaps differently.
7. Be flexible. Be ready to change an activity if participants feel it needs to happen. Be open to suggestions and be willing to change.
8. Establish an environment of trust and comfort conducive to sharing and learning.
9. Be accepting. Get to know your members. There is good in everyone. Look for the good; you will find it!
10. Have fun and ensure that the members also have fun.
11. Ask for, use, and reward new ideas.
12. Form work groups for specific projects, rather than assigning only one member.
13. Respond favourably to individual and team successes.
14. Conduct a team-building retreat.
15. Show your pride in the League. Communicate a set of governing values and beliefs that will excite members.
16. Orient new members into the organization. Welcome their families as well.
17. Give new members the best possible training. Encourage mentoring.
18. Show new members how their contribution fits into the overall organization.
19. PRAY... PLAY... and you will PROSPER!

Leading the League Workshop

Build the League

The Role of Officers

Effective leaders are joyful, hope-filled people.
Great leaders aren't born, they are made.

There is a growing demand for leaders on all League levels. Developing leadership skills begins with knowing what to do and applying the experience you have gained in real life situations.

Throughout League history, leaders were trained and today's leaders also need training. Bright and technically proficient members are tremendous assets, but these qualities alone are not enough to become a leader of the League on any level.

What does it take to be a great leader? It is straightforward. Leaders:

1. share their vision with members, so that all clearly understand the direction in which the leader is headed
2. encourage participation in decision-making
3. encourage members to stretch and develop their potential by learning and applying new skills to constantly increase each member's ability to make meaningful contributions
4. achieve desired results by operating effective and efficient councils through fine-tuning best practices, abandoning ineffective practices and teaching members how to track and measure their own contributions
5. have positive self-images and take pride in what they do and in the members they work with, supporting what they say with action to become positive role models
6. take responsibility for themselves and hold others equally accountable in order to strengthen trust among members
7. listen to all input and are not afraid to change direction or, when appropriate, admit they are wrong

Many members believe that since they are an "expert" in their own field, they are also an expert at just about everything else, including leadership. This assumption can be very wrong. A seasoned leader knows that self-development is a lifelong commitment, and learning new skills is a never-ending journey.

Leading the League Workshop

Know the League

Questions for Discussion:

- How do the activities of your council reflect the League's Mission Statement?
- Can you name the Objects of the League?
- What is the League theme and what does it mean to you?
- How does your council plan to celebrate and build on the theme?

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Leading the League Workshop

Live the League

Focus of Standing Committees

The focuses of all STANDING COMMITTEE chairpersons are to:

- become well-versed about the committee
- invite one or two members to assist as sub-committee chairpersons
- maintain contact with counterparts at other levels
- use communiqués to inform members on issues
- access the League's website
- keep files current

Questions for Discussion:

1. How can sub-committees be developed?
2. How can sub-committee chairpersons be more involved?
3. What has your council accomplished under each standing committee?
4. What was the biggest challenge?
5. What brought the most satisfaction?
6. What new ideas were implemented?
7. What future projects do you foresee?

Leading the League Workshop

Live the League

Flexibility

Each council has its own unique way of carrying out the Mission Statement and Objects of the League. Activities can be enhanced with teamwork and flexibility.

Parish councils should be encouraged to seek diocesan assistance when confronted with filling executive positions and attracting and/or involving members.

Councils should be sensitive to all women and welcome them into the League.

Questions for Discussion:

1. What standing committees might be combined in a small council?
2. In some councils, there are not enough active members to fill positions. How might this be dealt with?
3. Are there other women who might be welcomed as members?
4. What positive steps can we initiate?

* * * * *

Leading the League Workshop

Live the League

Annual Reports

Questions for Discussion:

1. Why is it necessary for the president/standing committee chairpersons to prepare an annual report?
2. Name some unique/fun methods that can be used by the president/standing committee chairpersons when preparing annual reports.
3. Name some of the items to include in an annual report.

* * * * *

Leading the League Workshop

You Are the League

Interesting meetings attract new members and promote active involvement.

Questions for Discussion:

1. What steps could be taken to achieve interesting meetings?
2. How can we maintain a positive image?
3. How do we recognize the gifts and talents of members?
4. How might conflict be resolved in your council?
5. How can we help members become more self-confident?

* * * * *

Leading the League Workshop

You Are the League

Skit #3: League Meeting: To Remember or To Forget

As the scene opens, members are seated. No one is paying attention; all are visiting, laughing. The president rushes in, throws papers on the table, asks for a chair and a cup of coffee, and indicates that she has no time to waste.

President: Give me the agenda. Let's get on with this meeting. *(She looks at the agenda – long silence.)*

Member #1: Did you see Ethel last night? Wasn't she a blast?

Member #2: Boy that was pretty good – lots of laughs!

President: Let's get back to the agenda. OK, who has a report ready to give?

Member #3: I have. I have.

President: OK. Go ahead.

Member #3: *(stands up)* My report is that I am working on a resolution. I think that we need to get in shape and the only way to do that is to make a resolution. Here it is, "that all members get up at 6:30 a.m. and do aerobics for half an hour, seven days a week and twice on Sunday." That's my report. *(sits down)*

President: Is that all you did this month? Couldn't you find some controversial issues to sink your teeth into? Next chairperson. How about spiritual?

Member #4: *(The spiritual development chairperson stands piously and quietly, with a bowed head.)* As your chairperson, I have asked and asked all you members to go on a retreat. But no, no one ever goes. Why, I hear they are wonderful. You get lots of rest and the food is really good. But you know what? I am not giving up. I will keep praying for all of you. *(sits down quietly)*

(Additional members arrive and are embarrassed as they look for a chair.)

Leading the League Workshop

You Are the League

Skit #3: League Meeting: To Remember or To Forget (cont.)

President: Very well. We are sailing right along! This is good because I have a plane to catch in half an hour and this better be over for sure. Oh gosh, I think we should have the minutes from last month's meeting.

Member #1: *(stands and reads from a scrap of paper)* Last month's minutes are: "There were 12 members present. We prayed and some chairpersons gave their reports. The treasurer was upset and wrung her hands because the books didn't jive." *(sits down)*

President: Legislation, you're on!

Member #2: *(stands up)* Madam President, I've got a brain wave. I think we should pass a law for this organization so that everyone will know us by our colours and every member has to wear white shoes and pink nail polish to all our meetings. *(sits down)*

President: Oh, this is most encouraging.

Member #3: But who is going to pay for the white shoes and nail polish?

Member #5: No money! No money!

(The president reprimands her – her turn will come.)

Member #1: How about selling CWL muffins?

President: Great idea. That's what we'll do.

Member #6: *(raises her hand to speak and the president nods approval – stands up)* Hear Ye! Hear Ye! Here is the latest news! CWL is growing up. This is the organization for the new millennium. God knows, they are beating down the doors to join us. *(sits down)*

Leading the League Workshop

You Are the League

Skit #3: League Meeting: To Remember or To Forget (cont.)

- President:** Fine report. Now let's move on and hear from the organization chairperson.
- Member #3:** As a follow-up to the resolution mentioned earlier, I think it would be a terrific way to get members out to our meetings, 'cause with exercise, they'd be brighter and feeling more alive and wanting to get involved.
- President:** We still have a few minutes to hear from the last chairperson. Let's move on.
- Member #3:** (*stands up*) You guys – oops, I mean gals! As a follow-up to national resolutions, all members should have read, *How to Survive from 9 to 5 with your Preschooler*. (*sits down*)
- Member #4:** My report is from personal experience. Every night my husband and I say to the kids, and to anyone else around, "OK, get down on your knees, we're going to say the rosary." Isn't that holy? You should all do it, even if you don't have kids. It's easy and simple and no books are needed.
- Member #6:** Whew! Am I bushed! I've just gotten back from three meetings. First, the Orange Cross, then the Delicious Free Food Bank and then the Bedding for Bed Wetters Association. All are doing fine. Thank you. Here's my bill.
- President:** Thank you for representing us so thoroughly at all these important meetings.
- Member #5:** But these meetings all cost money. We don't have money.
- President:** Oh, for heaven's sake, get up and give your report and get it over with.
- Member #5:** (*stands up and reads from a foolscap*)

Leading the League Workshop

You Are the League

Skit #3: League Meeting: To Remember or To Forget (cont.)

Treasurer's report:

- 3 stamps @ \$0.38 = \$1.14
- 2 get well cards @ \$1.50 = \$3.00
- 1 eraser for me = \$0.10
- 2 pens @ \$0.50 = \$1.00
- 10 turkeys = \$200.00
- 100 lbs. potatoes = \$8.35
- 20 loaves of bread = \$4.00
- 50 lbs of carrots = \$15.00
- 5 lbs of coffee = \$20.00

This is getting expensive, I think we should start serving and drinking water.

200 Styrofoam cups = \$2.67

And something else. These Styrofoam cups – it is time to change our ways and stop wasting, and start washing cups.

Total is \$251.35

(sits down)

(All members start talking as though the meeting has ended.)

President: Hush now everyone. This is not the social hour yet. First, I must adjourn the meeting and say our prayer before leaving. I hope it will only be a short prayer tonight. Anybody have a prayer?

(Members pay no attention, chatting amongst themselves.)

President: Oh well, good night everyone.

Leading the League Workshop

You Are the League

Simple Ways to Enhance Meetings

- Have inspirational music playing before the meeting begins.
- Change the seating arrangement in your meeting room (circle, semi-circle, group seating, etc.).
- Keep meeting times to one hour or less. This allows for the comfort of members when planning their schedules.
- A person giving a report should stand up so she can be seen and heard by everyone.
- Introduce the idea of mini-workshops during your meetings which allow members to interact rather than sitting and listening. The workshops need not exceed 10-15 minutes. Your members will then become active participants.
- Invite a guest speaker on a topic of interest to members.
- Set up a sacred space.
- Have scripture readings or prayers read by members.
- Add some personal touches (perhaps decorating the room in a different theme each month).
- During a meeting, celebrate a special birthday or anniversary.
- Change the coffee break time. For example, during the winter months, warm drinks would be a welcome sight at the beginning of the meeting.
- At your June or September meeting, why not ask for volunteers to assume the arrangements for coffee and a snack at each meeting?
- Be creative! What do you suggest?

Remember, for good meetings, give members:

Something to LEARN!

Something to SEE!

Something to HEAR!

Something to DO!

Leading the League Workshop

You Are the League

Take-Home Assignment

We achieve true happiness when we spend our day doing what is most important to us. Are you in touch with your priorities? Integrate your daily priorities with your values and beliefs.

Identify your values and beliefs about faith, family, friends, service, work, security, knowledge, achievement, advancement, leadership, communication, leisure and possessions.

- List those values and beliefs in order of priority.
- List the activities that consume your time.

Compare the two lists. What do the contrasts suggest you should change to make your life more fulfilling?

* * * * *

Leading the League Workshop

Closing Prayer Service

Prayer for Leaders

Jesus, You said that anyone who wants to be a leader
must learn to be everybody's servant.

Sometimes I'd like to have a limousine and a staff of assistants,
to be famous, to be a champion.

At such times I don't want to be anyone's servant.

Teach me why You became everyone's servant.

Teach me why the truly great leaders,
those who accomplished the greatest good,
were women who knew that to lead is to serve.

Motivate me to begin leading those I meet daily,
and my sisters in the League,
by discovering their needs and striving to help them live up to their potential.

* * * * *

Beatitudes of a Leader

Blessed is the leader who knows where she is going, why she is going, and how to get there.

Blessed is the leader who knows no discouragement, presents no alibi.

Blessed is the leader who knows how to lead without being dictatorial.

Blessed is the leader who leads for the good of the most concerned, and not for the personal gratification of her own ideas.

Blessed is the leader who develops leaders while leading.

Blessed is the leader who has her head in the clouds, but her feet on the ground.

Blessed is the leader who considers leadership an opportunity for service.

Leading the League Workshop

Workshop Evaluation

1. How was this workshop helpful?

2. Suggest ways this workshop could be improved.

3. General comments:

Roles and Responsibilities

NATIONAL COUNCIL

National council shall be composed of its officers, presidents of provincial councils, honorary life members, life members and provincial and diocesan delegates accredited to the national convention. (*Constitution & Bylaws*, Part VIII, Section 1d)

The national executive shall be composed of its elected officers and the provincial presidents. (*Constitution & Bylaws*, Part VIII, Section 2b)

Roles of the National Executive

1. to direct and administer the affairs of the League nationally
2. to coordinate and organize programs to promote the Objects of the League
3. to represent League members nationally in spiritual, social and political issues
4. to develop League policy and long-term planning
5. to promote the League nationally
6. to maintain a permanent national office (under the direction of the executive director)

Responsibilities (in no order of priority)

1. *To direct and administer the affairs of the League nationally:*
 - a. produce *The Canadian League* magazine three times a year
 - b. inform members through *The Canadian League*, parish council mailings, communiqués and the CWL website, about the League's position on current issues and priorities and/or new and updated existing programs and projects
 - c. be knowledgeable about interpretations of the *Constitution & Bylaws* and parliamentary procedure
 - d. be familiar with proper voting procedures to obtain an instructed vote from every level
 - e. review and ratify life member applications annually
 - f. administer the National Development Fund for workshops and the National Bursary Fund applications
 - g. review interim and annual financial statements and approve the annual national budget
 - h. receive, review, formulate and present resolutions for adoption at the annual national convention
 - i. provide active visible leadership at all levels
 - j. monitor national archives, which are held in the custody of national archives in Ottawa and at national office
 - k. authorize the reproduction of the League crest, upon written request from councils
 - l. plan for national executive meetings and the annual national convention for the transaction of necessary League business
 - m. ensure adequate training is offered at annual post-convention meetings for national officers to review job descriptions and resource material

Roles and Responsibilities (cont.)

2. *To coordinate and organize programs to promote the objects of the League:*
 - a. provide promotional material and incentives to assist parish councils in member recruitment
 - b. approve inventory items
 - c. send national communiqués directly to the provincial level

3. *To represent League members in spiritual, social and political issues, nationally and internationally:*
 - a. network with the World Union of Catholic Women's Organizations (WUCWO), the Canadian Conference of Catholic Bishops (CCCB), and other national/international organizations to represent members
 - b. submit briefs and resolutions annually to the federal government
 - c. meet annually with the federal government to discuss resolutions
 - d. arrange for annual meetings with the CCCB, upon its invitation
 - e. represent the League at conferences and workshops, as appointed by the national president
 - f. produce and monitor CWL position papers related to existing resolutions
 - g. study position papers from outside organizations (CCCB, Catholic Health Alliance of Canada, etc.)
 - h. appoint a national life member liaison

4. *To develop League policy and long-term planning:*
 - a. receive revisions and update annually the *National Manual of Policy and Procedure*
 - b. review proposed amendments to the *Constitution & Bylaws*, taking into consideration the recommendations of the amendments committee
 - c. engage in long-term program and financial planning
 - d. research and initiate policy, when necessary, on current church and government issues
 - e. set policy for the reproduction of the League crest
 - f. set policy for criteria for life membership
 - g. set policy for criteria for the National Development Fund and the National Bursary Fund

5. *To promote the League nationally:*
 - a. prepare press releases
 - b. network with the WUCWO, the CCCB, and other national/international organizations to promote the Objects and policy of the League
 - c. plan for the annual national convention to inspire all members
 - d. determine the League theme, every two years

Roles and Responsibilities (cont.)

- e. compile annual national reports from reports received from the provincial councils, and ensure that national reports are available for all members
 - f. encourage members and councils at all levels to act on adopted resolutions
 - g. monitor status of past resolutions
6. *To maintain a permanent national office:*
- a. work in close consultation with staff at national office
 - b. manage human resources according to national personnel policy
 - c. monitor the national voluntary funds, the National Bursary Fund and the national investment portfolio entrusted to the executive director
 - d. employ an executive director who oversees the operations of national office

PROVINCIAL COUNCIL

Provincial council shall be composed of its officers, presidents of diocesan councils in the province, diocesan and parish delegates accredited to the provincial convention, and honorary life members and life members holding a membership in the province. (*Constitution & Bylaws*, Part VIII, Section 1c)

The provincial executive shall be composed of its elected officers and presidents of diocesan councils in the province. (*Constitution & Bylaws*, Part VIII, Section 2b)

Roles of the Executive

1. to direct and administer the affairs of the League provincially
2. to coordinate and organize programs to promote the objects of the League
3. to represent League members provincially in spiritual, social and political issues
4. to develop League policy and long-term planning
5. to promote the League provincially

NOTE: For provinces where no diocesan councils exist (Prince Edward Island, Newfoundland and Labrador, and Military Ordinariate), diocesan executive roles would be assumed by the provincial executive.

Responsibilities (in no order of priority)

1. *To direct and administer the affairs of the League provincially:*
 - a. plan for provincial executive meetings (as called by the president) and the annual provincial convention, for the transaction of necessary League business
 - b. prepare job descriptions, to supplement the *Executive Handbook*, defining tasks/timetables for each executive position and forward copies to the diocesan presidents for their use

Roles and Responsibilities (cont.)

- c. ensure adequate training is offered for provincial officers
 - d. review interim and annual financial statements and prepare the annual budget
 - e. receive, review, formulate and present resolutions for adoption at the annual provincial convention, and forward to national council, when applicable
 - f. monitor archives, which should be held in a permanent archives site
 - g. be familiar with proper voting procedures to obtain an instructed vote from every level, when required
 - h. provide active and visible leadership at all League levels
2. *To coordinate and organize programs to promote the objects of the League:*
- a. assume an “education role,” emphasizing leadership training, organizing workshops and implementing new programs
 - b. establish training teams who will present training sessions
 - c. promote leadership and League development
 - d. implement new programs initiated by the national executive and adapt them to provincial council
 - e. plan League education workshops for members at the diocesan (regional), or parish level, in consultation with the president, and provide continuing education
 - f. develop training/education presentations for the annual provincial convention and annual diocesan conventions, if requested by the presidents
 - g. consult with the diocesan level to monitor programs and suggest action to be taken at the parish level, when requested
 - h. encourage flexible parish council structure
 - i. assist diocesan level when requested
 - j. encourage resolutions by assisting with training on how to write resolutions
 - k. encourage members and councils to act on adopted resolutions
 - l. monitor status of past resolutions
3. *To represent League members provincially in spiritual, social and political issues:*
- a. submit briefs and resolutions annually to the provincial government
 - b. meet annually with provincial government to discuss resolutions, when possible
 - c. arrange to dialogue with provincial bishops annually
 - d. appoint a provincial life member liaison
 - e. carry provincial vote at national level
4. *To develop League policy and long-term planning:*
- a. review and update provincial manual of policy and procedure
 - b. engage in short- and long-term program and financial planning

Roles and Responsibilities (cont.)

5. To promote the League provincially:

- a. maintain active contact with the provincial bishops
- b. prepare annual reports

Deadline dates for reporting on each level are found in the *Executive Handbook* under “annual reports.”

- Provincial officers receive the diocesan reports directly from their diocesan counterparts.
 - Provincial officers summarize the diocesan reports and add their personal committee accomplishments and activities of the year.
 - Provincial officers then forward their reports to their national counterparts.
 - The provincial president forwards her annual report to the national president, with a copy to national office.
 - The provincial treasurer collates the reports of charitable donations for the province and forwards her compiled report to the national secretary-treasurer.
- c. prepare and send communiqués
 - Provincial chairpersons should communicate with their diocesan counterparts to provide information with a provincial perspective relating to the communiqués.
 - Provincial chairpersons should provide guidance for implementation of programs and activities originating from the communiqués.

DIOCESAN COUNCIL

Diocesan council shall be composed of its officers, presidents of parish councils in the diocese, parish delegates accredited to the diocesan convention, and honorary life members and life members holding a membership in the diocese. (*Constitution & Bylaws*, Part VIII, Section 1b)

The diocesan executive shall be composed of its elected officers and the president of parish councils in the diocese. (*Constitution & Bylaws*, Part VIII, Section 2b)

Roles of the Executive

1. to direct and administer the affairs of the League within the diocese
2. to coordinate and organize programs to promote the objects of the League
3. to represent League members in spiritual, social and political issues within the diocese
4. to develop League policy and long-term planning
5. to promote the League within the diocese

Roles and Responsibilities (cont.)

NOTE: For provinces where no diocesan councils exist (Prince Edward Island, Newfoundland and Labrador, and Military Ordinariate), diocesan executive roles would be assumed by the provincial executive.

Responsibilities (in no order of priority)

1. *To direct and administer the affairs of the League within the diocese:*
 - a. plan diocesan executive meetings (as called by the president) and the diocesan annual convention for the transaction of necessary League business
 - b. be familiar with national guidelines to help resolve issues and address concerns of members
 - c. prepare job descriptions, to supplement those in the *Executive Handbook*, which include tasks/timetables for each executive position using provincial and national guidelines, with copies to parish presidents for their use
 - d. monitor diocesan archives/storage facility
 - e. provide active and visible leadership at all levels
 - f. ensure adequate training is offered annually for diocesan officers through a review of job descriptions and resource orientation

2. *To coordinate and organize programs to promote the objects of the League:*
 - a. ensure adequate training is offered annually to parish councils, upon request
 - b. work with parish councils on membership recruitment and suggest resources to promote new members
 - c. work closely with any parish council facing parish amalgamation or closure
 - d. establish close and regular communication with parish councils by telephone, diocesan communiqués and e-mail
 - e. assist parish councils with an orientation program for members, and provide flexible council structure
 - f. nurture parish councils to grow and develop, affirm accomplishments, and make them aware that any concerns can be taken to the provincial level by the diocesan president
 - g. provide assistance and resources to all standing committees

Roles and Responsibilities (cont.)

3. *To represent League members in spiritual, social and political issues within the diocese:*
 - a. maintain regular contact with the local bishop
 - b. develop understanding of the diocesan church committees and become actively involved, if possible, with committees such as vocations, social justice, development and peace, and pastoral councils; encourage coordination with existing League programs and activities
 - c. support and participate in activities of the diocesan church
 - d. promote inter-council communication
 - e. carry the diocesan vote at the provincial level
 - f. appoint a diocesan life member liaison

4. *To develop League policy and long-term planning:*
 - a. review and update the diocesan manual of policy and procedure
 - b. engage in short- and long-term program and financial planning

5. *To promote the League within the diocese:*
 - a. encourage the organization of parish councils in parishes where they do not exist
 - b. promote, publicize the annual January membership recruitment drive, and encourage parish councils to become actively involved in it by using national promotional materials as guidelines
 - c. encourage flexibility in councils – in structure, in meetings and in programs
 - d. identify parish councils in difficulty and assist them to meet the needs of their members, when requested
 - e. teach the “League story”
 - f. prepare annual reports

Deadline dates for reporting on each level are found in the *Executive Handbook* under “annual reports.”

 - Diocesan chairperson of organization sends the annual report form to the parish council presidents, with a letter explaining the procedure.
 - Diocesan chairperson of organization divides the reports and sends each section to the appropriate officer for compiling her annual report.
 - Diocesan officers summarize the parish reports, and add their personal committee accomplishments and activities of the year.
 - Diocesan officers then forward their reports to their provincial counterparts, and forward copies to the diocesan president and chairperson of organization.
 - The parish treasurer submits a report of monies donated to charity; when completed, it is returned to the diocesan treasurer.

Roles and Responsibilities (cont.)

- The diocesan treasurer collates the reports of charitable donations from the dioceses, and forwards her compiled report to the provincial treasurer.

PARISH COUNCIL

Parish council shall be composed of the individual members. (*Constitution & Bylaws*, Part VIII, Section 1a)

The parish executive shall be composed of the elected officers of the council. (*Constitution & Bylaws*, Part VIII, Section 2a)

Roles of the Executive

1. to direct and administer the affairs of the League within the parish
2. to coordinate and organize programs to promote the objects of the League
3. to represent League members in spiritual, social and political issues within the community
4. to develop League policy and long-term planning
5. to promote the League within the parish

Responsibilities (in no order of priority)

1. *To direct and administer the affairs of the League within the parish:*
 - a. collect membership fees and remit per capita fees to national office, respecting deadline dates
 - b. support diocesan, provincial and national levels through per capita fees
 - c. decide, by vote at a general meeting, on amendments to the *Constitution & Bylaws*, increase in per capita fees, and elections of diocesan officers (giving an instructed vote to the president to take to diocesan convention)
 - d. discuss resolutions, and give direction to the president and accredited delegates to take to the diocesan convention
 - e. adapt work of standing committees to the needs of members and parish; be flexible in seeking ways to interest and activate members; seek help from diocesan executive, if needed
 - f. be aware of the work of the League at parish, diocesan (regional), provincial and national levels
 - g. complete annual report forms from the diocesan chairperson of organization and return
 - h. ensure that the budget allows for the full number of voting/accredited delegates to attend conventions

Roles and Responsibilities (cont.)

- i. hold executive meetings prior to each regular meeting to discuss current business and future plans, to prepare recommendations, and to plan the program for the general meeting
 - j. maintain parish archives in a secure facility, preferably on church property
 - k. notify national office and the diocesan and provincial spiritual development chairpersons when a member dies, using the appropriate form
 - l. plan monthly general meetings, with an annual meeting in January or February
2. *To coordinate and organize programs to promote the objects of the League:*
 - a. implement projects/programs at the parish level and as directed from other levels
 - b. provide education and leadership development for members
 - c. provide spiritual enrichment programs for members, using League resources when possible
 - d. plan a spiritual program to begin every general meeting
 - e. recognize and celebrate members' contributions to the League with awards of service pins, certificates of merit, membership scrolls and the maple leaf service pin
3. *To represent League members in spiritual, social and political issues within the community:*
 - a. set up programs for community service as needed, as a sign of the church in the community
 - b. take action on resolutions adopted at diocesan, provincial, and national conventions
 - c. promote and participate in local World Day of Prayer activities (1st Friday of March)
 - d. support and participate in activities of the diocesan church
 - e. promote and engage in inter-council communication
 - f. carry the parish vote at the diocesan level of CWL
 - g. ensure that the full number of voting and accredited delegates attend conventions
4. *To develop League policy and long-term planning:*
 - a. prepare short- and long-term plans for activities
 - b. prepare an annual budget
 - c. review and update the parish manual of policy and procedure
 - d. keep a book of motions
 - e. discuss topics of concern to be addressed by resolution; collect resource material and request diocesan help to work through the resolution process

Roles and Responsibilities (cont.)

5. *To promote the League within the parish:*
 - a. recruit and maintain members – reach out to all women of the parish, encouraging them to become members
 - b. be actively involved in January membership recruitment drive; use promotional material from the national chairperson of organization or from the *Leading the League* manual
 - c. inform all members about communiqués from other levels
 - d. encourage attendance at diocesan (and regional) workshops or training sessions
 - e. have representation at the parish pastoral council, and take an active interest in other parish activities
 - f. be a source of sisterhood and support for each other
 - g. provide an honour guard for deceased members

RECOGNITION

recognition

recognition

recognition

April

recognition

recognition

recognition

Recognition

“To acknowledge and show appreciation”

The Feast of Our Lady of Good Counsel is celebrated in April. We pray through the intercession of Our Lady of Good Counsel, the patroness of our League, who is our model to be imitated.

How did the title of Our Lady of Good Counsel come about? In 1910, the World Union of Catholic Women’s Organizations (WUCWO) was organized in Brussels, Belgium. Following the organizational meeting of the League on June 20, 1920, in Montreal, an invitation was received from WUCWO inviting the League to affiliate with the world-wide federation. Historical records indicate Mary, under the title Our Lady of Good Counsel, had been chosen as the patroness of WUCWO. Subsequently, at the annual national convention in 1923 in Halifax, a resolution was passed to adopt Our Lady of Good Counsel as the League’s patroness. It is interesting to note, from church records, that the title Mother of Good Counsel had been inserted into the Litany of the Blessed Virgin in the early 1900s by the pope of the day. The history and recognition of the picture of Our Lady of Good Counsel is explained in the *National Manual of Policy and Procedure*.

Recognition of members for their dedicated years of service should be celebrated annually. Members who seek a gospel spirituality find it in League service. It is a privilege to present members with the appropriate “years of service” pin and it is an honour for the members who receive it. Councils are encouraged to make the presentation of all League pins and awards a special occasion. A ceremony for the Presentation of Service Awards is included in the *Ceremonies Booklet* and available from national office. This ceremony encourages all members to continue their service “For God and Canada.” It is very important that awards are recorded in the council minutes for future reference.

The primary role of the spiritual advisor of a council on all levels of the League is to take an active interest in the spiritual life of the members and to communicate the teachings of the church. Spiritual advisors must be recognized and honoured. Spiritual advisor pins should be presented by the council concerned.

Preparation for diocesan conventions or annual meetings is essential. Members gather in each diocese every year for the purpose of promoting the Objects and policy of the League, planning future programs, receiving annual reports, presentation of resolutions and electing of officers, if applicable. Every member should be given the opportunity to celebrate this special diocesan event.

Our Lady of Good Counsel

In the small Italian village of Gennazzano, some 30 miles from Rome, is the shrine with the painting of Our Lady of Good Counsel.

The old sanctuary was given by Prince Colonna to the Augustinians in the 15th century and the monks set about rebuilding their church. A wealthy woman named Petruccia came to their support in the restoration of the old church, Our Lady of Good Counsel. The monks ran into difficulty and the villagers mocked their efforts. Before her death, however, Petruccia saw the opening of the church on April 26, 1467, at which time the picture of Our Lady of Good Counsel was unveiled.



The people stood in wonder before its beauty! Mostly peasants, they were convinced it had come from paradise. They were reluctant to accept the story that the beautiful fresco had come from the walls of a church in Scutari, Albani. A recent discovery seems to confirm the Scutari origin. Restoration work was done on the famous painting by Professor de Compos between 1957 and 1961. At that time, letters were noticed on the edge of the child's robe that seemed to be a signature. The words were deciphered as "A. Vivanini made this." De Compos concluded that the fresco was the work of the illustrious Antonio Vivanini, a master of the Veronese school of art in the first half of the 15th century. This picture depicts the formative period of the master's work and was probably painted between 1447 and 1450.

The original picture of the Mother and Child is painted on light plaster, measuring 18 x 15 inches. The style is oriental and Byzantine and shows evidence of moving away from the stylized rigidity of the east. The original was brilliant and brightly coloured, the faces are simple, pure, compassionate and devotional. The Infant is so close to His mother that His simple and loving gesture draws us all to Mary, Our Lady of Good Counsel.

The discovery of the signature confirms the authenticity of the artist. In the five centuries since 1467, there have been miracles, pilgrimages of popes and saints and visits of the faithful from all over the world.

Before Vatican II, the feast of Our Lady of Good Counsel was celebrated on April 26th. When this and many other special feasts were deleted from the Liturgical Calendar, Saturdays were set aside for Votive masses in honour of the Blessed Mother.

Presentations

Opportunities for Celebration

1. Presentation of pins for members with 10, 25, 40, 50, 60 or 75 years of dedicated service “For God and Canada” are awarded by the parish council. These pins can be ordered from national office.
2. Membership scrolls for presentation to members who have served the League for a total of 25 years or more. National office will provide the scrolls, complete with the League’s seal, and the signatures of the national president and national secretary-treasurer. Awarded by national council, scrolls can be pre-ordered. The presenting council then completes the lettering.
3. Maple leaf service pins are awarded to members who have served the League in an exceptional or meritorious manner. This pin must be ordered by a council as a presentation item. Eligibility criteria is determined by the presenting council.
4. Bellelle Guerin pin can be awarded to members who have kept the vision and dream of Bellelle Guerin alive and have dedicated themselves to the work of the League in the parish, diocese or province and are not eligible for life membership.
5. The Certificate of Merit is available to present to members in “grateful recognition and appreciation of faithful and exceptional service.”
6. Councils are encouraged to consider some form of appreciation for spiritual advisors. This may take place when the spiritual advisor reaffirms his/her yearly commitment.

PROMOTION

promotion

promotion

promotion

May/June

promotion

promotion

promotion

Promotion

“To communicate a positive League image”

All per capita fees should be forwarded to national office by February 28th. During May, June and July, members gather together at annual provincial conventions and make plans to attend the annual national convention in August. A positive League image is promoted and demonstrated at provincial and national conventions when members gather to celebrate. Do councils promote conventions? Do members promote a positive image in the spirit of the address given by the first national president in Toronto in 1921?

“We come from the north and south, east and west, most of us women who have never met before, who have never heard each other’s names, yet with one Faith in our souls as we hold one Hope for one Heaven, we clasp each other’s hands impelled by one desire; the glory of Christianity and the benefit of our fellow beings. We have come together for our unification and for the wisest direction of our energies.

“We have before us some days of serious and strenuous work. Let us approach it with all the zeal and good will that is in our souls. Amongst us there are women of intellectuality and constructive ability, let them give us the benefit of their ideas, let no gem of thought be lost.

“We may be said to be laying the cornerstone of an edifice that will arise fair and beautiful, strong and proud, before the eyes of the world. Love will be its architect, zeal and devotion its craftsmen. The light of Faith shall shine from its portals and the sun of justice gleam upon its roof, and the wage of the toilers will be paid in gold that will never perish!

“Oh! Catholic women of Canada, let us stand close together – so close – so close that we will hear each other’s heartbeats, that if a sigh or a sob or a call shall stir the air in the most distant part of the North West, it will throb down through us like an electric current, even to the shores of the Atlantic, awakening our sympathy and compelling our aid.

“Shoulder to shoulder, heart to heart, let us go forth from this convention bound by a solidarity that nothing can break, gentlewomen, but brave soldiers holding aloft our banner of patriotism to our beloved country and of inviolable fidelity to our Glorious Faith!”

Address given by Miss Bellelle Guerin, National President, at Dominion Convention, Toronto 1921.

Membership Drive Wrap-Up

The fiscal year, which also constitutes the membership year, begins January 1st. Per capita fees are to be forwarded to national office as early in the new year as possible to ensure that finances are in place to continue the work of the League.

February 28th is the deadline date for all memberships to be received at national office.

Conventions

Annual conventions on all levels are planned to include leadership training, workshops and presentation of resolutions that are of utmost importance to all members. It is an opportunity to witness the scope of the League at another level and it presents the opportunity for members to become actively involved in decision making.

Councils at all levels send voting and accredited delegates to conventions. It is important that each council is represented by the maximum number allowed according to the *Constitution & Bylaws*. Other members should be encouraged to attend as well and assisted financially, if necessary. Perhaps a special fundraising project could be planned to assist in increasing the number of members to attend. Conventions offer motivation to serve and personal growth which is of value to all.

MARKETING

marketing

marketing

marketing

Sept/Oct

marketing

marketing

marketing

Marketing

“To ‘sell’ the League – to be ‘sold’ on the League”

Marketing strategies should be taught at fall provincial and diocesan executive workshops. The excitement that “sold” members on the League is often overlooked as years pass. Reasons may be that members:

- do not fully understand their responsibility to reach out and share their positive experiences
- may not feel marketing is necessary because the League has many members and is functioning fine
- tend to be so busy with daily activities that they do not take time to understand the importance of why every Catholic woman should belong

The key marketing principles for the League are to be focused, to be unique and to be creative. Marketing is simply a matter of doing the right things consistently over time. The difference between success and failure can be the result of marketing ability. We must be proud of the perception others have of the League. Market the League with passion! The world needs to know The Catholic Women’s League of Canada.

Raising the League profile is the responsibility of all members. The diocesan level is largely responsible for marketing in parishes without a council, as well as renewing enthusiasm in existing councils. The goal is to plan and provide positive marketing strategies to gain new members and maintain the interest of present members who are serving the church and community. At fall executive meetings, members should be given the opportunity to develop leadership qualities and receive training to enable them to take active roles in the affairs of their faith, community and society.

Members are guided by the Mission Statement, to be rooted in gospel values and called to holiness through service to the people of God. Motivated by these words, members respond to their call to holiness by serving “For God and Canada.”

Parish visitations are important in the marketing process. The League does have the potential, through personal visits, to keep members and parish communities talking and thinking about the work of the League in a positive way. Through letters and personal visitations, members can share their own spirituality, address the numerous benefits of belonging and dialogue about local, national and international concerns. In order to “sell” the League, one must first be “sold” on the League.

Raising the League Profile

Sample Letter to be sent to the Diocesan Archbishop/Bishop

Your Grace/Excellency;

The Catholic Women's League of Canada respectfully requests your cooperation in launching a national project to reach all parishes across the country. The initiative is to introduce the League in parishes that do not have a council and to generate renewed enthusiasm and interest in existing councils.

The main object of the League is individual and collective spiritual growth of its members. The presence of a council in a parish can be a very positive force for good within the parish community. The dignity of human life from conception to natural death and the preservation of Christian family life continue to be top priorities of the League.

We would like to make a presentation to the parishes in your diocese during the month of October. We would be most grateful if you would give us your blessing in this endeavour and inform the priests/administrators in your parishes. League members will contact parishes directly to make arrangements.

We thank you for your cooperation and support and look forward to your response, questions or concerns.

Sincerely,

“For God and Canada”

Diocesan President

Raising the League Profile

Sample Letter to be Sent to Parish Pastors

Dear Father _____;

On behalf of _____ Diocesan Council of The Catholic Women's League of Canada, I am writing to inform you of a national initiative to reach all parishes across the country. The aim of the initiative is to visit parishes to speak about the purpose of the League, its mission, and the gifts it has to offer members and the parish community.

The main object of the League is individual and collective spiritual growth of its members. The presence of a council in a parish can be a very positive force for good within the parish community. The dignity of human life from conception to natural death and the preservation of Christian family life continue to be top priorities of the League.

We would like to make a presentation to your parish in October after the weekend masses. We are prepared to meet with interested women after mass to answer their questions and provide further information.

We thank you for your cooperation and support, and will contact you shortly to further discuss the possibility and logistics of our visit.

Sincerely,

“For God and Canada,”

Diocesan President

Raising the League Profile

Sample Presentation to Parish

Good morning/evening. My name is _____. I have been a member of The Catholic Women's League of Canada for _____ years and am pleased to have this time with you. Teams all across Canada are visiting parishes and CWL councils during this month.

The Catholic Women's League of Canada recently celebrated 93 years of service, and we have been assisting as volunteers in parishes across Canada since the League's inception in 1920. One of the early activities, which continues to this day, was the welcoming of new citizens across Canada. *[Insert some local CWL history, such as the charter date and some of the ongoing activities. If the parish has no council, mention could be made that the League is active in a number of councils in the diocese.]*

A deep spirituality provides the basis for much League work. League members are dedicated to the preservation of Christian family life, the sanctity of life, and many other social justice issues. We support and are involved in many other activities in our diocese, our province and across Canada as part of our national organization. As members, we also belong to the World Union of Catholic Women's Organizations.

Our Mission Statement says that the League is "rooted in gospel values, calling its members to holiness through service to the people of God." Our patroness is Our Lady of Good Counsel.

Raising the League Profile

Sample Presentation to Parish (cont.)

We are widely known as the largest Catholic women's organization and respected across the country for our values.

- We respect the sanctity of human life from conception to natural death.
- We promote the teachings of the Catholic church.
- We uphold human dignity by working to make life better for all people, especially the disadvantaged.
- We believe women have an important role to play in church and society.
- We strive to set a Christian example in home and family life.
- We work to defend Catholic education and affordable health services.
- We seek social justice, peace and harmony.
- We influence government to effect change to build a better society.

We invite every woman in this parish to join us in prayer, in service and in joy. We invite all women 16 years of age or over to meet with us right after mass. We will be happy to tell you more about the League, its goals and objectives. We would like to meet you and hope that you will want to meet with us too.

Thank you.

[This should be an informal gathering to interact and share information. A more in-depth presentation can be offered at a later date, using the guidelines which follow.]

Renewing a CWL Parish Council Presentation to CWL Parish Councils to Renew Enthusiasm

1. Introduction:

- inform members that you are there to share time with them
- relax and enjoy
- nothing new, but a refresher on why they became members and why they will want to remain members

2. Our organization – review:

- *CWL Flip Kit*
- motto
- Mission Statement
- Insignia/crest
- Objects of the League
- League structure (levels)
- standing committees
- history of the League

3. Gifts and talents – share:

- what the League does for each member
- what each member can do for the League

4. Renewal:

- discuss the difficulties that might cause members to drift away or lose interest
- discuss positive steps toward change

5. Spiritual time:

- reflection
- prayer
- re-commitment (the League promise)

[For additional information for the presentation, refer to the orientation and training sections of the manual, as well as the National Manual of Policy and Procedure.]

Organizing a CWL Parish Council Presentation to Parishes Without a CWL Parish Council

1. Brief history in point form.
2. Review of Mission Statement, motto, crest and Objects of the League.
3. Review the structure of the League, including each level and standing committees.
4. Discuss purpose of conventions at each level and the designation of “voting or accredited delegate.”
5. Explain the steps to organize a parish council:
 - preparation
 - elections
 - membership fees
 - charter members
 - installation of officers
 - application for certificate of organization

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Organizing a CWL Parish Council Presentation to Parishes Without a CWL Parish Council (cont.)

Preparation

A group of Catholic women wishing to form a parish council of The Catholic Women's League of Canada should do so in consultation with their pastor. As a courtesy, the bishop of the diocese should be advised of the wishes of the women and pastor. The League is officially recognized by the Canadian Conference of Catholic Bishops as a national private association of the faithful.

A member of the interested group should consult with the diocesan or provincial president (if no diocesan level exists). The president will provide information and assistance in organizing. The interested group should:

1. Request a copy of the *Application for Certificate of Organization* from the national office.
2. Plan an information/organizational meeting and give it wide publicity through the parish bulletin.
3. Select a chairperson.
4. Open the meeting with prayer.
5. Invite the diocesan/provincial president or her representative to speak on League policy, Objects, history and structure.
6. Allow time during the meeting for discussion and questions/answers.

A motion to organize a council may be adopted by a simple majority of the members present at the initial meeting unless an additional meeting is required.

Elections

The diocesan/provincial president or her representative should be asked to chair the elections procedure. Officers required are: president; president-elect; first vice-president; second vice-president (optional); secretaries (one or two); treasurer; and, chairpersons of standing committees to carry out the work of the council.

Membership fees

The diocesan/provincial president, or her representative, will advise the new council regarding national, provincial and diocesan per capita fees. The membership fee for the year includes the prescribed fees from all three levels. An additional sum for the operation of the parish council is optional. If deemed necessary, the parish council members fee should be established by a simple majority vote of the members present at the meeting.

Organizing a CWL Parish Council Presentation to Parishes Without a CWL Parish Council (cont.)

Charter members

Only those members in attendance at the organizational meeting who sign their name on the reverse side of the *Application for Certificate of Organization* and pay the prescribed membership fee will be considered charter members of the newly organized council.

Installation of officers

The newly elected officers should be formally installed during a parish Eucharistic celebration, preferably on a Sunday. Copies of the ceremony may be found in the *Handbook for Spiritual Advisors* and the *Ceremonies Booklet*.

Having been officially organized, the council is then required to conduct its affairs in accordance with the *Constitution & Bylaws* of the League and is granted voting privileges at the provincial and diocesan conventions.

Application for Certificate of Organization

Upon receipt of the *Application for Certificate of Organization* at national office, a council charter is prepared and sent to the president of the council with a “president’s kit” of information for the council.

FULFILMENT

fulfilment

fulfilment

fulfilment

Nov/Dec

fulfilment

fulfilment

fulfilment

Fulfilment

“To fully realize the League is a gift”

According to Webster’s dictionary, fulfilment means:

- to make full (annual reports)
- to measure up (annual reports)
- to convert into reality (resolutions)
- to put into effect (resolutions)
- to develop the full potential of (nominations/elections)
- to bring to an end (when our earthly mission is fulfilled)

Personal fulfilment deepens the desire to belong, to support, to walk with. League members can experience fulfilment by:

- achieving individual and collective spiritual development
- promoting the teachings of the Catholic church
- exemplifying the Christian ideal in home and family life
- protecting the sanctity of human life
- enhancing the role of women in church and society
- recognizing the human dignity of all people everywhere
- upholding and defending Christian education and values in the modern world
- contributing to the understanding and growth of religious freedom, social justice, peace and harmony

Annual reports bring accountability and credibility to the achievements of each standing committee. Reports reflect the work of all members across Canada as they energetically pursue activities “For God and Canada.”

Policies are established, programs and projects planned, and societal concerns are addressed through resolutions. Since 1974, the League has been privileged to have the opportunity to personally present annual resolutions to the federal government.

All members who have paid their membership fee for the current year, with the exception of associate members, are eligible to hold office at the parish level; therefore, they are encouraged to participate in the parish nomination and elections process.

The Catholic Women’s League of Canada is the organization that has the potential to offer every Catholic woman a true sense of fulfilment.

Annual Reports

Directions for Completing Annual Reports

Annual reports are a compilation of the good works that are ongoing and also those undertaken on a one-time basis. The activity for each standing committee changes according to the goals that a council sets and the talents and gifts of the members.

To simplify the reporting process, all parish councils should use the report form on the next page of this manual.

- Annual report forms are mailed to the parish council presidents by the diocesan chairperson of organization.
- Annual report forms are completed by the parish council executive. As a group, the executive determines the activities for each standing committee during the year. The president chairs the discussion and one member records the responses. The secretary should refer to the minutes of meetings for activities and projects.
- The treasurer prepares a list of charitable donations made by the parish council. These parish amounts are tabulated by the diocesan treasurer for a diocesan total, by the provincial treasurer for a provincial total, and then forwarded by the provincial treasurer to the national secretary-treasurer who calculates the national totals.
- Three copies of the standing committee and treasurer's reports should be made: one copy to be used at your council's annual meeting to report; one copy to be retained for your council files; and, one copy to be sent to the diocesan chairperson of organization.
- The diocesan chairperson of organization distributes the reports to the appropriate diocesan chairpersons to prepare their diocesan reports, which are sent to the provincial counterparts.
- The provincial chairpersons then compile provincial reports, including provincial activities, which are sent to national counterparts.

Parish Annual Reports

Annual Report for the period January 1 to December 31, _____

Council Name: _____

Council Address: _____

Contact Telephone Number: _____

Annual reports are completed by the parish council executive. Included are reports from the president, secretary, treasurer, past president and chairpersons of standing committees. List your activities under each standing committee. Consider the suggestions and questions in the *Executive Handbook*.

Spiritual development:

Organization:

Christian family life:

Parish Annual Reports

Annual Report for the period January 1 to December 31, _____

Community life:

Education and health:

Communications:

Resolutions:

Legislation:

Parish Activities: *(report of this standing committee to be sent to the diocesan president, for information only)*

Resolutions

1. What is a resolution?
 - a formal means of communication
 - a declaration of a group of people
 - a resolve to do things
 - a formal expression of opinion
 - a formal statement of concern
 - a form of motion
 - a set form

2. Why do we need resolutions?
 - to inform members
 - to express views
 - to inform government(s)
 - to establish policy
 - to request action

3. What do resolutions have to do with the League?
 - respond to God's plan to infuse a Christian spirit into the temporal order
 - take sides, when necessary, in the struggle for justice
 - are a means to influence authority
 - educate members
 - bring about change

4. Where should resolutions originate?
 - within parish councils
 - with a chairperson of a standing committee
 - with an individual member
 - with a committee chairperson at other levels who may also submit a resolution at her level

5. How to prepare a resolution?
 - become aware of issues
 - discuss with council
 - form a committee
 - do research
 - contact diocesan and/or provincial level for assistance

Resolutions (cont.)

6. How to formulate a resolution?
 - word the Resolved clauses first
 - word the Whereas clauses next
 - use standard format for all resolutions:
 - Whereas, The..... ; and
 - Whereas, There..... ; and
 - Whereas, It..... ; therefore, be it
 - Resolved, That the members of ; and be it further
 - Resolved, That
7. Prepare a brief to accompany the resolution
 - “brief” is a concise statement of fact, expanding on the resolution and explaining why a resolution is necessary
 - include endnotes
 - include a complete bibliography
8. Presentation, adoption and process of resolutions
 - parish council adopts and presents to
 - diocesan council, which adopts and presents to
 - provincial council, which adopts and presents to
 - national council, which adopts
9. Study and implementation of resolutions
 - resolutions are a large part of the yearly work of members
 - action must be taken on adopted resolutions
 - refer to the *Personal Letter Writing Guide* when writing letters regarding adopted resolutions
 - resolutions adopted at each annual national convention are printed in the fall issue of *The Canadian League*