

Appendix 2: League Protocol



1 **Protocol For Honorary Life/Life Members**

2

	Diocesan	Prov'l	Nat'l
Annual Conventions			
Mail convention information (including tentative agenda)	X	X	X
Notify in advance regarding planned participation in convention liturgies (e.g., gift bearers)	X	X	X
Reserve seating in church for convention opening liturgy – front seats on left side	X	X	X
Issue voting cards	X	X	X
Reserve tables at business sessions/luncheons/banquets	X	X	X
Include in Roll Call of Convention	X	X	X
Issue written invitations to specific convention receptions or include in registration package	X	X	X
National Conventions Only – Formal Opening			
Honorary life members included in liturgical procession following flag bearers			X
HLM reserved seating in church – front seats on left side in front of the life members			X
Convention Closing – honorary life members ushered to reserved seating in church			X
During the Year			
Send parish council mailings			X
Send complimentary newsletters (if applicable)	X	X	
Send convention minutes on request	X	X	X
Life Member Liaisons			
National liaison writes congratulatory letter to new life members			X
National liaison communicates with provincial liaison			X
Provincial liaison communicates with diocesan liaison (if applicable)		X	
Diocesan liaison communicates with local life and honorary life members (if applicable)	X		

- 3
- 4 National President: writes congratulatory letter to new life members each year.
- 5 Executive Director: writes letter to parish council presidents advising member
- 6 has received a life membership.
- 7 Provincial/diocesan presidents are encouraged to write to new life members.

1 Protocol for Deceased Members

2 It is fitting that council members take time to remember deceased members in a special
3 way. Parish councils should discuss, review and set a basic policy for remembering
4 deceased members. It is essential that the spiritual advisor be consulted as customs and
5 requirements vary from parish to parish.

7 Suggestions for CWL Funerals

8 (1) A League member should contact the family to offer assistance. The member should
9 also explain how the CWL can be involved with respect to an honour guard,
10 procession, and vigil prayers. The member should request permission from the family of
11 the deceased in this regard.

12 (2) A situation may arise in which the deceased person has not paid her membership fees
13 for a number of years. She may have been in a personal care home or her health was
14 such that she was unable to be an active member of the League. Whatever the reason,
15 councils are requested to respect that this person supported the League in the past and
16 an honour guard would be appropriate.

17 (3) Members should visit the funeral home/home/church as a group. When signing the
18 guest book, indicate CWL. The president or her delegate (i.e. spiritual development
19 chairperson) should lead the vigil prayers which may be found in the *Handbook for*
20 *Spiritual Advisors*, and the *Ceremonies* booklet.

21 (4) Members should be contacted to form a guard of honour for the funeral. They could
22 wear CWL scarves, stoles, arm bands or crest buttons and their League pin. Honour
23 guard suggestions:

24 a) Members line up on either side of the stairs or entrance to the church. Once
25 the greeting prayers have been said by the priest, the guard of honour follows
26 the casket to the front of the church and usually sits directly behind the
27 pallbearers. The funeral director will direct the members in the guard as to
28 when to enter, where to sit and when to leave.

29 b) Some honour guards sit together, behind the pall bearers without a procession.

30 c) Members sit at the end of the pews lining the aisle of the church, beginning
31 from back to front, depending on the number of members present. Each
32 member stands holding a lighted candle as the funeral procession enters and
33 leaves the church. (in accordance with local fire regulations)

34 d) Line up each side of the sidewalk from the church to the hearse, holding
35 lighted candles (depending on weather), again following the direction of the
36 funeral director.

37 (5) One member should be appointed to be responsible for order during the guard of
38 honour to:

39 a) instruct members where to sit or stand

40 b) distribute, light and collect candles

41 c) communicate with the presider and the funeral director

42 d) ensure that respect and order is maintained by silence and quiet prayer.

- 1 (6) If a funeral luncheon is needed for the family and friends, the following may be
2 considered:
- 3 a) lunch served at the church center or in the home
 - 4 b) council members donating or purchasing and preparing food
 - 5 c) in parishes with numerous funerals, councils purchase, prepare and serve the
6 food, charging a nominal fee
 - 7 d) prepare and serve the food that has been donated by the family
 - 8 e) serve a hot buffet or sandwiches and small cakes may be appropriate
 - 9 f) give the leftover food to the family or charity

10
11 The *New Order of Christian Family* (1990), states that only Christian symbols may rest
12 on or be placed near the coffin during the funeral liturgy. Flags or insignia of associations
13 may be used during the vigil but should not be used during the Resurrection liturgy. In
14 some parishes, the CWL pall is now being used on the ambo, on the side of the altar or on
15 a side table with flowers, folded with only half showing. Where the League flag or
16 banner is used it should be placed discreetly to the side of the sanctuary or place of
17 assembly. If not used in the church, it may be appropriate to place it in the hall or center
18 where the luncheon is being served.

19
20 Members could participate in the liturgy if requested by the presider or the family; i.e.,
21 candle bearer, altar assistant, reader, prayers of the faithful, resurrection choir,
22 welcome/hospitality minister, etc.

23
24 As soon as possible, complete the *Form For Reporting Deceased Members*, signed by the
25 council president and/or spiritual development chairperson. Send the completed form to
26 national office with a copy to provincial and diocesan chairpersons of spiritual
27 development. Provincial and diocesan councils can then update their respective *Book of*
28 *Life*. (See Appendix 3: Forms – *Form for Reporting Deceased Members*)

29
30 Provincial chairpersons of spiritual development will compile a complete list of all
31 deceased members for their province for the current year and forward a copy to national
32 office by December 31st for inclusion in the *Book of Life*.

33
34 (NOTE: the *Book of Life* is used at national, provincial and diocesan conventions as a
35 symbol of those faithful deceased members. Many parish councils have also made a *Book*
36 *of Life* for use at special CWL Eucharistic celebrations or prayer services).

37
38 Some parish councils hold a memorial prayer service for deceased members some time
39 after the funeral, with the next regular meeting, or as a special service once a year in
40 November. They may wish to prepare their own liturgical service or use the service found
41 in the *CWL Prayer Service for A Deceased Member*, the *Handbook for Spiritual*
42 *Advisors*, and the *Ceremonies* booklet.

43
44 Ministering to the bereaved family is the responsibility of the Christian community and is
45 very important in the grieving process. Members have always played an active part by
46 visiting the homes and offering support to families in any way possible.

Book of Life Protocol

Councils on all levels should prepare a Book of Life to record the names of deceased members of The Catholic Women's League of Canada. During the opening ceremonies at convention, the Book of Life is placed on a stand or small table designated by the liturgy committee in the church sanctuary prior to the opening celebration. Following are suggestions to help in preparing a Book of Life:

- 1) Using a sturdy three-ring binder, cover the book with suitable material (e.g. velvet, satin), blue or white in colour with the League crest displayed on the front.
- 2) The title page should include the name of the council.
- 3) Use good quality paper to record the names which can either be printed, calligraphed
- 4) or typed.
- 5) At parish level, enter the name of the deceased member and the date of death, **by year**. At diocesan and provincial level, include the name of the CWL council.
- 6) At parish level, you might wish to include a page of information that contains a short write-up of the deceased member's service to the League. This will be useful when writing historical items.
- 7) The names of national, provincial, diocesan and parish council presidents should be noted.
- 8) It would also be appropriate to include a list of deceased spiritual advisors in the *Book of Life*.

SAMPLE

**The Catholic Women's League of Canada
Anytown, Anyprovince
Our Lady of Good Counsel Parish Council**

1994

NAME

DATE OF DEATH

NAME	DATE OF DEATH
Smith, Mary	January 12 th
Brown, Alice	February 18 th
Jones, Ann (President 1988-90)	March 3 rd

Policy/Protocol for Deceased Members at National Level

In the event of the death of:

1. A member of the current national executive
 - a. National council through national office, shall send a CWL mass card with a letter of sympathy to the immediate family in the name of national council.
 - b. An appointee of the national president shall represent national council at the prayer vigil and/or funeral.
 - c. An appropriate floral arrangement in League colours shall be sent to the funeral home or church.
 - d. Obituary and picture will be published in *The Canadian League* and will include name of charity/organization to which memorial gifts may be sent, if requested by the family.
2. A member of the immediate family of a current national executive member (husband, son, daughter, parent). National council through national office, shall send a CWL mass card with a letter of sympathy to the executive member in the name of national council.
3. An honorary life member
 - a. National council through national office shall send a CWL mass card with a letter of sympathy to the immediate family in the name of national council.
 - b. An appointee of the national president shall represent national council at the prayer vigil and/or funeral, preferably an honorary life member.
 - c. An appropriate floral arrangement in League colours shall be sent to the funeral home or church.
 - d. The diocesan president concerned shall be notified immediately to encourage local members to attend the funeral.
 - e. Obituary and picture will be published in *The Canadian League* and will include name of charity/organization to which memorial gifts may be sent, if requested by the family.
4. A member of the immediate family of an honorary life member (husband, son, daughter, parent)
 - a. National council through national office, shall send a CWL mass card with a letter of sympathy to the honorary life member in the name of national council.
 - b. An appointee of the national president may represent national council at the prayer vigil and/or funeral.
 - c. An appropriate floral arrangement in League colours shall be sent to the funeral home or church.
5. A life member
 - a. National council through national office shall, where possible, shall send a CWL mass card with a letter of sympathy to the immediate family in the name of national council.
 - b. The diocesan president concerned shall be notified immediately to encourage local members to attend the funeral.
 - c. The name of the deceased life member shall be published in an obituary notice in *The Canadian League*.

- 1 6. Special friends of the League
- 2 a. National council, at the discretion of the national president through national
- 3 office, shall send a mass card with a letter of sympathy to the immediate family in
- 4 the name of national council.
- 5 b. An appointee of the national president may represent national council at the
- 6 prayer vigil and/or funeral.
- 7
- 8 In the event of the death of an honorary life member/member, national office shall notify
- 9 honorary life members/life members and the national executive.
- 10

Flag Protocol

General rules to consider in all flag situations:

1. All flags displayed together should be of the same size and displayed at the same height. No one flag should ever be displayed over another.
2. When two flags are displayed together, the highest ranking flag should be to the viewer’s left. This also applies to four or more flags, with the other flags in order of importance, running from left to right.
3. When three flags are displayed together, the highest ranking flag should be displayed in the middle.
4. In procession/parades, as seen by the spectators at the head of the colour party (or group of flags): two flags – highest ranking to the left; three or more flags – highest ranking to the front and centre, with the remainder of the flags in a line behind, running in order of rank from spectators’ left to right.
5. The papal flag is never to be processed in, but placed in the sanctuary prior to procession.

Order of Procession Procedure – Flags:

- Canada
- Ontario
- Quebec
- Nova Scotia
- New Brunswick
- Manitoba
- British Columbia
- Prince Edward Island
- Saskatchewan
- Alberta
- Newfoundland and Labrador
- Northwest Territories
- Yukon Territories
- Nunavut
- CWL flag

6. In any flag situation, no flag should ever be touching the ground.
7. When flown outdoors, flags should be hoisted at sunrise and lowered at sunset. Proper etiquette calls for no flag to be displayed at night.
8. If a flag is to be flown at half-staff, it should first be hoisted to the pole top, then lowered to the half-staff position. When lowered at the end of the day, the flag should be once more hoisted full-staff before it is lowered.
9. Ranking order of commonly used flags:
 - i. Canadian national flag*
 - ii. Provincial flag
 - iii. Papal flag*
 - iv. Organization flag (CWL flag)

