



Catch
the Fire

S'Mores

Development Days

*Enhanced
Empowered
Energized
By the Fire of the Spirit*

**The Catholic Women's League of Canada
2013**

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Agenda

Opening prayer	10 minutes
Introduction of team and plan for the day	10 minutes
Workshop #1	40 minutes
Break	20 minutes
Workshop #2	1 hour 15 minutes
Prayer and lunch	45 minutes
Midday meditation	10 minutes
Workshop #3	50 minutes
Exercise break	10 minutes
Workshop #4	30 minutes
Evaluation	10 minutes
Closing prayer and thanks	15 minutes



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.

For God and Canada

Introduction

Welcome the group and introduce yourself. Say who you are, where you are from and how long you have been a member. What is your present role in the League and what does the League mean to you? Name a few of your interests and hobbies. With joy and gratitude, introduce the facilitating team. Similarly they can introduce themselves.

Today's workshop has evolved over the history of the League. More recently, many members experienced *Catch the Fire!* and it left members yearning for more, hence *S'mores*. The League has a long tradition of teaching leadership skills and offering its members opportunities to use these skills in the church and society as we go about our Christian mandate to build the kingdom of God.

Many of the attendees have chosen their topics for further exploration today and most of these particular workshops can be found on the League website www.cwl.ca under various standing committee sites, under programmes and workshops. Search out these workshops, then customize and enhance them with your personal experience so that you are comfortable presenting them to the members.

Seating the members in small groups at tables would facilitate small group discussion and note-taking.

Have all handout materials punched and ready for distribution; include a cover sheet, agenda, prayer sheets and relevant workshop information sheets. An extra set of distribution sheets is useful to replace any mislaid by members during the day. The cover sheet can be printed on coloured paper. File folders can be provided for members or they can be encouraged to bring a small three ring binder with them.

Check any audiovisual equipment, place any items for display and have a supply of three ring paper and pens ready.

Useful resources include copies of *Breaking Bread*, a bible, reference copies of central League documents and publications, a bulletin board, a flip chart, black or white board and markers. If a PowerPoint projection of song lyrics is wanted for the midday meditation, a laptop, projector and the *Catch the Fire!* memory stick will be needed.

Remember, the time together should include an element of faith, fun and fulfillment. Practice all presentations beforehand so all present can enjoy and profit from the time together.



Workshop Topics & Sources

Select from among the modules noted below those which you feel are most appropriate for your members during this Development Day. The workshops are the gift of members' faith, experience and knowledge and are gratefully received.

1. Discerning a Call to Service

to foster the discernment of gifts and charisms to better serve the League. Approximate run time: 40 minutes

2. Evangelii Gaudium

to explore Pope Francis' call to evangelization in light of Objects of the League and the responsibilities of Standing Committees. Approximate run time: 75 minutes
(*Evangelii Gaudium*)

3. Objects of the League – A Spiritual Perspective

to reflect on the Objects of the League from a spiritual perspective with a view to expanding personal understanding and inspiring action. Approximate run time: 50 minutes
(*Constitution & Bylaws, Catechism of the Catholic Church, Mulieris Dignitatum and Christifideles Laici*)

4. Effective Meetings

to clarify the roles and responsibilities of council members and executive in planning and presenting meetings. Approximate run time: 30 minutes
(*Leadership Development Course Resource Manual, Quebec Provincial Council, 2010, pages 11-20*)

5. Mentoring

to identify, celebrate and encourage mentorship in the League. Approximate run time: 50 minutes

6. Dealing with Conflict in Order to Reach a Win-Win Solution

to promote successful conflict resolution practices within the League. Approximate run time: 50 minutes
(*Handbook for Organization Chairpersons, pages 61-64*)

7. How to Develop a Parish Council Policy and Procedure Manual



to explain the process of establishing and maintaining an effective council policy and procedure manual. Approximate run time: 30 minutes

8. Resolutions

to introduce the resolutions process as practiced in the League. Approximate run time: 75 minutes

(Resolutions Supplement to the Executive Handbook, 2012, Robert's Rules of Order Newly Revised, 2011, MLA Handbook For Writers of Research Papers, 2009)

9. Parliamentary Procedure

to instruct how to conduct efficient business meetings. Approximate run time: 60 minutes

(National Manual of Policy and Procedure, pages 120-2, Robert's Rules of Order Newly Revised, 2011, Leadership Development Course Resource Manual, Quebec Provincial Council, 2010)

10. Hospitality Protocol

to offer information on hosting a League meeting or event and welcoming a guest speaker. Approximate run time: 30 minutes

(National Manual of Policy and Procedure, Leadership Development Course Resource Manual, Quebec Provincial Council, 2010, pages 27-31)

11. Ethical Guidelines

to explore the importance of ethics in all aspects of League and lay service.

Approximate run time: 75 minutes

(National Manual of Policy and Procedure, pages 37-40)



Opening Prayer

Setting the scene: *The focal point is a simulated bonfire, perhaps with lit candles in the centre of it, with a few long sticks as for roasting marshmallows. Need: Leader & two voices; the song lyrics could be on a handout or on PowerPoint.*

Leader: Welcome sisters in the League! As we gather around our “fire” at which S’mores are often made, let us reflect for a while on our togetherness, on the Spirit of God within each of us and on becoming “food” for others and “fire for the world.” Stand and let us sing!

All: Hymn: *Gather Us In* by Marty Hagen (*Breaking Bread* #311)

*Here in this place new light is streaming,
Now is the darkness vanished away.
See in this space our fears and our dreamings,
Brought here to you in the light of this day.
Gather us in the lost and forsaken,
Gather us in the blind and the lame;
Call to us now, and we shall awaken,
We shall arise at the sound of our name.*

Voice 1: Spark of God, Spirit of Life! I remember and celebrate your dwelling within me.

Voice 2: Divine Fire: you never waver in your faithful presence.
Amid the seasons of life, you are my inner illumination.

Voice 1: Ever-present Light, the spark of your inspiration has been with me in every moment of my life, always available to lead and guide me.

Voice 2: Eternal Joy, the dancing flames of your joy are reflected in my happiness and in the many ways that I delight in life.

*We are the young our lives are myst’ry,
We are the old who yearn for your face.
We have been sung throughout all of hist’ry,
Called to be light for the whole human race..
Gather us in the rich and the haughty,
Gather us in the proud and the strong;
Give us a heart so meek and so lowly,
Give us the courage to enter the sound.*

Voice 1: Spirit of God, your fiery presence gives me passion for what is vital and deserving of my enthusiasm.

Voice 2: Blazing Love, the radiant glow of your compassion fills me with awareness, kindness and understanding.

Voice 1: Purifying Flame, your refining fire transforms me as I experience life's sorrow, pain and discouragement.

Voice 2: Radiant Presence, your steady flame of unconditional love kindles my faithful and enduring relationships.

*Not in the dark of buildings confining,
Not in some heaven, light years away,
But here in this place the new light is shining,
Now is the kingdom,
Now is the day.
Gather us in and hold us forever,
Gather us in and make us your own;
Gather us in all peoples together,
Fire of love in our flesh and our bone.*

Voice 1: Luminous One, you breathed love into me at my birthing and your love will be with me as I breathe my last.

All: Thank you for being a shining Spark of Life within me.

Resource: *Out of the Ordinary* ©2000 by Joyce Rupp, page 199. Used by permission of Ave Maria Press. All rights reserved.



Midday Meditation

From *Praying with St. Paul*, Magnificat © 2008, page 329, used with permission

Facilitator:

On Fire for the Lord

By Dale O'Leary

"I remind you to stir into flame the gift of God that you have."

2 Timothy 1.6

We have a house in the country, and behind the garage there is a huge woodpile. At one time we heated our cottage with a wood stove, but then we replaced the cottage with a winterized house with a modern heating system. We had a fireplace, but rarely used it. As the years went by the wood went from dry to rotten. Mushrooms grew in it. Animals lived underneath it. Trees grew out of it. In another decade it will merge with forest from which the wood came.

The gifts of the Holy Spirit can be compared to that woodpile. They were given to us to burn. We don't have to worry about using up our fuel; as we use what God has given us, he will give us more.

Everyone has gifts, and the Church needs everyone's gifts. At our confirmation the bishop anointed us, and the Holy Spirit was supposed to be stirred into flame within us. We were supposed to take the power we had received and go out and set the world on fire, but many of us let our fire go out.

Have we complained about the coldness of the church we attended, never thinking that we were supposed to be providing the warmth? Have we worried about the world situation, never considering the possibility that we have been given the fuel to light a fire that would be a light to the world? Have we prayed that our children will keep the faith, forgetting that we are supposed to supply the spark that lights their fire?

This isn't about hiding our light under a bushel basket. In too many cases our light is only a tiny spark that couldn't be seen if we put it on a lamp stand. We need to pile on the wood and stir the ashes until we burst into flame.

All: Come, Holy Spirit, let the fire from heaven fall on us as it did on the first apostles, we make our prayer through Christ Our Lord. Amen.



All: Song: *Go Light Your World* by Chris Rice

There is a candle in every soul
Some brightly burning, some dark and cold
There is a Spirit who brings a fire
Ignites a candle and makes His home

So carry your candle, run to the darkness
Seek out the helpless, confused and torn
Hold out your candle for all to see it
Take your candle, and go light your world
Take your candle, and go light your world
Frustrated brother, see how he's tried to
Light his own candle some other way
See now your sister, she's been robbed and lied to
Still holds a candle without a flame

So carry your candle, run to the darkness
Seek out the lonely, the tired and worn
Hold out your candle for all to see it
Take your candle, and go light your world
Take your candle, and go light your world
Cause we are a family whose hearts are blazing
So let's raise our candles and light up the sky
Praying to our Father, in the name of Jesus
Make us a beacon in darkest times

So carry your candle, run to the darkness
Seek out the helpless, deceived and poor
Hold out your candle for all to see it
Take your candle, and go light your world
Carry your candle, run to the darkness
Seek out the helpless, confused and torn
Hold out your candle for all to see it
Take your candle, and go light your world
Take your candle, and go light your world
Take your candle, and go light your world

(PowerPoint presentation is available on *Catch the Fire!* memory stick)



Closing Prayer

From: *A Prayer that We Might be Prophets in our Own Times*
www.cwl.ca Spiritual Development Programmes and Workshops

A Prayer that We Might be Prophets in Our Own Times

All:: “Be Not Afraid” (*Breaking Bread* #432)
You shall cross the barren desert, but you shall not die of thirst. You shall wander far in safety though you do not know the way. You shall speak your words in foreign lands and all will understand. You shall see the face of God and live.

Refrain: Be not afraid. I go before you always. Come follow me, and I will give you rest.

If you pass through raging waters in the sea, you shall not drown.
If you walk amid the burning flames, you shall not be harmed.
If you stand before the pow’r of hell and death is at your side,
Know that I am with you through it all.

Refrain

Blessed are your poor, for the kingdom shall be theirs.
Blest are you that weep and mourn, for one day you shall laugh.
And if wicked tongues insult and hate you all because of me,
Blessed, blessed are you!

Refrain

Voice 1: We must pass from a Christian life lived in a fortress to the life of leaven bread;
All: Lord, feed us with Your body and blood as we venture forth.
Voice 2: We must pass from a priority of authority to a priority of service;
All: Lord, show us how to wash the feet of Your beloved.
Voice 3: We must pass from a concern of personal authority to a concern for co-responsibility;
All: Lord, show us the way to bring Your people together.
Voice 4: We must pass from a Christian life for the poor to a Christian life with the poor;
All: Lord, show us Your face.
Voice 5: We must pass from a secretive regime to one of communication;
All: Lord, help us all to understand.

- Voice 6:** We must pass from valuing the strong person to a preference for a sense of community;
- All:** Lord, help us to recognize Your presence among us.
- Voice 7:** We must pass from a formation by transmission to a formation by re-integration;
- All:** Lord, give us the courage to walk with each other; open our ears that we may hear the beat of their hearts.
- Voice 8:** We must pass from a formation in isolation to a formation by contact with everyday living;
- All:** Lord, may we find You in the breaking of the bread.
- Voice 9:** We must pass from a demand for unanimity to a wider acceptance of pluralism;
- All:** Lord, may we see that You are all in all.
- Voice 10:** We must pass from seeking the conversion of individuals to an effort to change social structures;
- All:** Lord, come with us into the world, breathe in our words and touch with our hands.

All: 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 fulfill 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.

Closing Blessing

- Voice 1:** Blessed are You, Lord our God, for You have created a wide and wonderful world.
- Voice 2:** We ask Your blessing upon us as we are about to journey back to our homes.
- Voice 3:** Be our ever-near companion, O Holy Guide of travellers, and spread the road before us with beauty and adventure.
- Voice 4:** May all the highways ahead of us be free from harm and evil.
- Voice 5:** May we be accompanied by Your holy spirits, Your angelic messengers, as were the holy ones of days past.
- Voice 6:** On this trip may we take with us, as part of our travelling equipment, a heart wrapped in wonder with which to rejoice in all that we shall meet.
- Voice 7:** Along with the clothing of wonder, may we have room in our luggage for a mystic map.
- Voice 8:** By which we can find the invisible meanings of the events of this journey –

Voice 9: Of possible disappointments and delays, of possible breakdowns and rainy day troubles.

Voice 10: Always awake to Your sacred presence and to Your divine compassionate love,

Voice 11: May we see in all that happens to us, in the beautiful and the bad, the mystery of Your holy plan.

Facilitator: May the blessing of Almighty God, the Father, Son and Holy Spirit, be upon us throughout this day, and bring us home again in safety and peace.

All: Amen! *Followed by sung triple Amen.*



1. Discerning a Call to Service

Focus: to foster the discernment of gifts and charisms to better serve the League.

Number of Facilitators: one

Materials needed:

Information sheet(s) for distribution: pages 12-15

Approximate Run Time: 40 minutes

Facilitator:

In the League Prayer we ask our Heavenly Father to “Send your Holy Spirit upon us to give light to our minds and strength to our wills ...” and God will ... and God does. The Spirit works within us ... shows us what we are called to do and to be ... the Spirit nudges us ... leads us ... pulls us ...

We have been gifted by God, gifted with charisms, gifts that are given to be used for others ... special gifts for the good of others ... God calls us to recognize, develop and use these gifts ... in our journey with our sisters and with Christ in the League.

You are invited to carefully discern your call to service in The Catholic Women’s League of Canada. There is a process for discernment which will allow you to make the right decision for you. You are invited to follow this process.

All:

Prayer for Discernment

Father, we ask you now to lead us, accompany us, and direct us,
as we affirm our gifts and look to the future.

Grant us perception, faithfulness, and joy
that we may hear your still small voice.

And then, give us the courage to walk with you along the way.

We ask this in the name of Jesus, shepherd and pastor of our souls. Amen.

Facilitator:

Discernment Process

Discernment fits within a broader pattern of ongoing spiritual formation and discipleship development. This pattern is set in motion in our lives when we wake up to our longing for God’s peace and healing and decide to follow Jesus’ way of discerning and doing God’s will. Discernment is one part of spiritually centered discipleship that opens us to God’s movement in our lives. It flows out of a larger commitment to yield our attention, agendas, and actions to God.

Discernment is an ongoing process; a stance toward life. A discerning disciple has the attitude or intention to seek the presence, wisdom and compassion of the Spirit at all times and in all dimensions of life.

Steps

1. Identify the decision that faces us or the issue we need to resolve.
2. Examine the underlying values (human, Christian, spiritual) and personal concerns involved.
3. Take time to pray over the matter, paying attention to how we are being drawn or led.
4. Make a choice based on both the results of our “head work” and our “heart work”. *
5. Discuss the matter with a spiritual companion.
6. Dialogue with those who will be intimately affected by the decision being made.
7. Live out our decision with courage, hope and trust.

** “Head work” includes weighing the matter with our reasoning process: research the relevant information, consult with resource persons when necessary, listen to all the different aspects of our being (needs, wants, desires ...), and consider the pros and cons of the different options. “Heart work” entails sitting with the choice that our reasoning has determined to be the best and check whether our feelings go along with what our mind has decided. If the feelings that surround the choice we have made are predominantly enlivening and positive, we can consider this a sensible way to proceed. If the feelings are predominantly stifling and negative, we must keep the process open until we arrive at a decision that head and heart can both embrace. We and the Spirit are deciding together our will. What we want is what God wants for us: God’s will for us is what we decide.*

Consider carefully the gifts and talents with which we have been blessed by God. Each of us has been gifted by God. We are given these gifts to use them for/with others. The gifts we each have are not the same as the gifts that others have. Each gift is precious; none greater than another. These gifts are a part of God’s plan for us. We need to recognize these gifts and consider how our gifts and talents may best be developed.

Special Gifts

<u>Gift</u>	<u>Explanation</u>
Faith	believing and trusting in God
Wisdom	understanding and accepting God’s will
Love	offering yourself to others with an open heart
Discipleship	walking with others on their spiritual journey
Hope	understanding that the glass is half full
Understanding	knowing and living God’s word
Patience	waiting in hope for God’s call
Forgiveness	letting go and letting God

Humour	seeing the lighter side of life
Gratitude	giving thanks
Discernment	discovering God's will - prayerful reflection
Service	giving to others

How is God calling you to serve?

Please take ten minutes to prayerfully reflect on the following questions and then we will spend a few minutes sharing what you wish to share.

1. Name one thing you do well. When do you do it? Why do you do it? When did you learn to do it? How long did it take you to learn how to do it? Do you enjoy doing it?
2. Have you ever been asked to do something that you had never done before and you said "no"? What was this invitation? How was it given and by whom? What happened? Were you ever asked again? Do you wish you had given it a try?
3. Have you ever been asked to do something that you have never done before and you said "yes"? What was it? Who made the request? How was the invitation given and by whom? What happened?

Encourage members to share their experiences with the group as they are able.

Facilitator and All:

Responsorial Prayer

Response: The gift I have received, I will give as gift.

1. I have received mercy, kindness and unconditional love from our God. **R.**
2. I have many physical, emotional, mental and spiritual abilities that can be used to better the lives of others. **R.**
3. I have the courage in the face of adversity and a willingness to call on the power of God. **R.**
4. I have a heart capable of great compassion, empathy and tenderness. **R.**
5. I have inner strength, the grace of conversion, the gift of hope, the desire for good. **R.**
6. I have the opportunity for spiritual renewal and growth in my relationship with God. **R.**
7. I am able to evangelize through sharing the Gospel story with others so that they can come to know God within and beyond our parish community. **R.**
8. I have people who believe in me when I did not believe in myself; people who stand by me in difficult times. **R.**
9. I have food on my table, clothes in my closet, and a roof over my head. **R.**

All:

Closing Prayer

Father in heaven, you have gifted me with your love.
Help me in my desire to serve you as a member of the League.
Lead me to the best response in my call to service.

The 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 co-operate 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.



2. *Evangelii Gaudium*

Facilitator 1

A Brief Introduction:

Focus: to explore Pope Francis' apostolic exhortation in *Evangelii Gaudium* in the light of the Objects of the League and responsibilities of the Standing Committees.

Number of Facilitators: two

Materials needed: Display pages with Objects and Standing Committees pages 27-39

Information sheet(s) for distribution: pages 23-26

Approximate Run Time: 1 hour – 1 hour 15minutes

At the Second Vatican Council 50 years ago, the Church was described as the people of God and the laity as having an essential role to play in its life and mission. Baptized Catholics continue to be guided by the gospels, the beatitudes and the ten commandments.

Today we have an opportunity to explore a new document written to help people of faith in celebration and discernment. It is titled *Evangelii Gaudium*, a declaration by Pope Francis on the proclamation of the Gospel in today's world.

Facilitator 2

As women of faith and members of the League we are called to work for justice and to promote respect for all. Let's take a closer look at the *Evangelii Gaudium* Information Sheet 1

Introductory Notes for Facilitators' Information and possible use in answering questions

Evangelii Gaudium is a call to missionary action in a modern world. Francis reflects on the challenges of a brutal economy which devalues the person, the family and the real moments of communication. He advocates a joyful connection with the Gospel and with God through the embrace of faith. By reaching out to the poor and disadvantaged, one can live the Gospel values and find fulfillment.

The full text of the document is available at http://www.vatican.va/holy_father/francesco/apost_exhortations/documents/papa-francesco_esortazione-ap_20131124_evangelii-gaudium_en.html

Facilitator 1 and Facilitator 2 alternate reading

1. Find joy in encountering Jesus

“I invite all Christians, everywhere, at this very moment to renewed personal encounter with Jesus Christ, or at least to an openness to letting him encounter them; I ask all of you to do this unflinchingly each day. No one should think that this invitation is not meant for him or her, since “no one is excluded from the joy brought by the Lord” The Lord does not disappoint those who take this risk; whenever we step towards Jesus, we come to realize that he is already there, waiting for us with open arms.” (I.3)

2. Find joy in evangelizing

“Whenever we make the effort to return to recover the original freshness of the Gospel, new avenues arise, new paths of creativity open up, with different forms of expression, more eloquent signs and words with new meaning for today’s world. Every form of authentic evangelization is always “new”. (II.11)

3. Be a church which goes forth

“An evangelizing community gets involved by word and deed in people’s daily lives; it bridges distances, it is willing to abase itself if necessary, and it embraces human life, touching the suffering flesh of Christ in others. [...] An evangelizing community is also supportive, standing by people at every step of the way, no matter how difficult or lengthy this may prove to be.” (I.I.24)

4. Be a mother with an open heart

“If the whole Church takes up this missionary impulse, she has to go forth to everyone without exception. But to whom should she go first? When we read the Gospel we find a clear indication: not so much our friends and wealthy neighbours, but above all the poor and sick, those who are usually despised and overlooked, “those who cannot repay you” (Lk 14:14).” (I.V.48)

5. Face the challenges of today’s world

“The family is now experiencing a profound cultural crisis, as are all communities and social bonds. In the case of the family, the weakening of these bonds is particularly serious because the family is the fundamental cell of society, where we learn to live with others despite our differences and to belong to one another; it is also the place where parents pass on the faith to their children.” (II.I.66)

6. Proclaim the gospel as God’s people

“there is a kind of preaching which falls to each of us as a daily responsibility. It has to do with bringing the Gospel to the people we meet, whether they be our neighbours or complete strangers. [...] Being a disciple means being constantly ready to bring the love of Jesus to others, and this can happen unexpectedly and in any place: on the street, in a city square, during work, on a journey.” (III.I.127)

7. Include the poor in society

“Each individual Christian and every community is called to be an instrument of God for the liberation and promotion of the poor, and for enabling them to be fully a part of society. This demands that we be docile and attentive to the cry of the poor and come to their aid.” (IV.II.187)

8. Work for the common good and peace in society

“People in every nation enhance the social dimension of their lives by acting as committed and responsible citizens, not as a mob swayed by the powers that be. Let us not forget that “responsible citizenship is a virtue, and participation in political life is a moral obligation.” (IV.III.220)

9. Use social dialogue as a contribution to peace

“We must never forget that we are pilgrims journeying alongside one another. This means that we must have sincere trust in our fellow pilgrims, putting aside all suspicion or mistrust, and turn our gaze to what we are all seeking: the radiant peace of God’s face. Trusting others is an art and peace is an art.” (IV.IV.244)

10. Reflect on Mary, mother of evangelization

“At the foot of the cross, at the supreme hour of the new creation, Christ led us to Mary. He brought us to her because he did not want us to journey without a mother, and our people read in this maternal image all the mysteries of the Gospel. The Lord did not want to leave the Church without this icon of womanhood.” (V.II.285)

Facilitator 1

Take ten minutes to reflect on these statements, considering what they mean to you and how they resonate in the various aspects of your life (home, family, work, church...) Do any of these statements call you to a particular action or mission? Do you feel particularly affirmed or challenged by any of these ideas?

For example, let’s look at the first idea: “Find joy in encountering Jesus.” In your life, how do you find joy in God’s word? How do you reach out to God? *Take suggestions from the group.*

Facilitator 2

Let’s explore a more familiar document,

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

Faciliators 1 and 2 alternate reading

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

Facilitator 2

Take five minutes to note which Objects are tied to ideas in *Evangelii Gaudium*. There may be some duplication or overlap.

For example, you might note that the declaration to “include the poor in society” relates strongly to Object 4 “to protect the sanctity of human life.” Are there others as well? *Gather input from group on first point.*

After a period of time, gather ideas on the other points from those assembled.

Facilitator 1

Finally, let's examine the responsibilities of League standing committees. You will find the standing committees and their respective responsibilities on your handout sheet and displayed for reference.

How do they support and promote the Objects of the League? How do they reflect the ideas of *Evangelii Gaudium*?

For example, which standing committees are most active in promoting social dialogue as a contribution to peace? Spiritual Development might be one. Are there others? *Take suggestions.*

Facilitator 1

Gather input from those assembled.

Conclusion:

Facilitator 2

Does examining these documents together change your understanding of them or give you new insight?

Do you feel affirmed or called in a different way?

Do you see any particular challenges or barriers to your call?

Facilitator 1

You are encouraged to spend some reflective and prayerful time with these documents over the coming days. You may find it helpful to journal your thoughts and in time share them with fellow members in your councils.

Facilitator 2

Let us end with Pope Francis' closing words from *Evangelii Gaudium*, a prayer asking for the guidance and grace of Mary.

Facilitator 1

Mary, Virgin and Mother,
you who, moved by the Holy Spirit,
welcomed the word of life
in the depths of your humble faith:
as you gave yourself completely to the Eternal One,
help us to say our own “yes”
to the urgent call, as pressing as ever,
to proclaim the good news of Jesus.

Facilitator 2

Filled with Christ’s presence,
you brought joy to John the Baptist,
making him exult in the womb of his mother.
Brimming over with joy,
you sang of the great things done by God.
Standing at the foot of the cross
with unyielding faith,
you received the joyful comfort of the resurrection,
and joined the disciples in awaiting the Spirit
so that the evangelizing Church might be born.

Facilitator 1

Obtain for us now a new ardour born of the resurrection,
that we may bring to all the Gospel of life
which triumphs over death.
Give us a holy courage to seek new paths,
that the gift of unfading beauty
may reach every man and woman.
Virgin of listening and contemplation,
Mother of love, Bride of the eternal wedding feast,
pray for the Church, whose pure icon you are,
that she may never be closed in on herself
or lose her passion for establishing God’s kingdom.

Facilitator 2

Star of the new evangelization,
help us to bear radiant witness to communion,
service, ardent and generous faith,
justice and love of the poor,
that the joy of the Gospel
may reach to the ends of the earth,
illuminating even the fringes of our world.

Mother of the living Gospel,
wellspring of happiness for God's little ones,
pray for us.
Amen. Alleluia!



Evangelii Gaudium

1. Find joy in encountering Jesus

In my life: _____

Relationship to Objects: _____

Relationship to Standing Committees: _____

2. Find joy in evangelizing

In my life: _____

Relationship to Objects: _____

Relationship to Standing Committees: _____

3. Be a church which goes forth

In my life: _____

Relationship to Objects: _____

Relationship to Standing Committees: _____

Evangelii Gaudium

4. Be a mother with an open heart

In my life: _____

Relationship to Objects: _____

Relationship to Standing Committees: _____

5. Face the challenges of today's world

In my life: _____

Relationship to Objects: _____

Relationship to Standing Committees: _____

6. Proclaim the gospel as God's people

In my life: _____

Relationship to Objects: _____

Relationship to Standing Committees: _____

Evangelii Gaudium

7. Include the poor in society

In my life: _____

Relationship to Objects: _____

Relationship to Standing Committees: _____

8. Work for the common good and peace in society

In my life: _____

Relationship to Objects: _____

Relationship to Standing Committees: _____

9. Use social dialogue as a contribution to peace

In my life: _____

Relationship to Objects: _____

Relationship to Standing Committees: _____

Evangelii Gaudium

10. Reflect on Mary, mother of evangelization

In my life: _____

Relationship to Objects: _____

Relationship to Standing Committees: _____

Evangelii Gaudium

Objects of The Catholic Women's League of Canada

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

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

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Evangelii Gaudium

Standing Committees of The Catholic Women's League of Canada

(1) Spiritual Development

- (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 interfaith endeavours

(2) Organization

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

(3) Christian Family Life

- (a) marriage and family
- (b) sanctity of life
- (c) ministry to:
 - (i) youth
 - (ii) disabled
 - (iii) seniors
 - (iv) widowed
 - (v) separated
 - (vi) divorced

- (d) vocations

(4) Community Life

- (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) developing countries

(5) Education and Health

- (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

(6) Communications

- (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
pornography

(7) Resolutions

- (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

(8) Legislation

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

(9) Parish Activities (parish level only)

- (a) liaison and cooperation with pastoral councils
- (b) parish assistance

(10) Laws (national level only)

- (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 (Article XIX)
- (d) advise on parliamentary procedure

(11) International Relations (national level)

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

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

*Legislation is social
justice in action.*

Standing

Committee

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

3. Objects of the League - a Spiritual Perspective

Focus: to reflect on the Objects of the League from a spiritual perspective with a view to expanding personal understanding and inspiring action

Number of Facilitators: one

Materials needed: (optional for display and reference) bible, *Constitution & Bylaws*, *Catechism of the Catholic Church*, *Mulieris Dignitatum* and *Christifideles Laici*

Information sheet(s) for distribution: pages 42-49

Approximate Run Time: 40 minutes

Welcome members and direct them to gather into eight small groups or tables for this workshop.

Facilitator

Today we will be reflecting on the Objects of the League from a spiritual perspective with a view to expanding our personal understanding and inspiring us to action. You have before you a copy of the Objects and each table has been assigned a more in depth reflection on one in particular.

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

1. to achieve individual and collective spiritual development
2. to promote the teachings of the Catholic church
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6. to recognize the human dignity of all people everywhere
7. to uphold and defend Christian education and values in the modern world
8. to contribute to the understanding and growth of religious freedom, social justice, peace and harmony

I encourage you to share in reading aloud within your group the notes about the Object you have been assigned. Then prayerfully address the discussion questions given.

Allow 20 minutes for small group discussion.

Take time to have groups briefly report on their responses and if time, open the discussion to include general discussion and input.

Thank everyone for participation, enthusiasm and ideas.



Objects of the League - a Spiritual Perspective

1. to achieve individual and collective spiritual development

As Catholic women it is important that we believe we are loved and beloved. We must ensure that our members know they are loved by our most merciful Father. In our knowing that we are the beloved daughters of God, hope rises from our soul.

Our collective spiritual growth needs to be fed first, one on one, one to one. In forgiving our sisters for both the real hurts, and those hurts which are perceived, we begin on the path to peace. As the saying goes, "It begins with me." Am I lovable, do I love in return? How is love defined?

Are we willing to take that huge step forward, to put ourselves second and see what happens? Peace comes from gratitude. As Catholic women are we grateful for all the gifts we have received? Do we care for them in ourselves and in others? Are we willing to want what we have, or are we continually striving to have more, more goods, more power, more prestige?

The League prayer says, "Teach us to share at home and abroad, the good things You have given us..." It is the gift of faith, the grace to love and be loved and the assurance that God will never be outdone in generosity that keeps us focused. Gratitude means acknowledging that all I have and all I am is a gift from God, freely given. It is to be celebrated with joy.

Henry Nouwen writes, "Gratitude as a discipline involves a conscious choice. I can choose to be grateful even when my emotions and feelings are still steeped in hurt and resentment. It is amazing how many occasions present themselves in which I can choose gratitude instead of a complaint. I can choose to be grateful when I am criticized, even when my heart still responds in bitterness. I can choose to speak about goodness and beauty, even when my inner eye still looks for someone to accuse or something to call ugly."

To let gratitude flourish, we sometimes need the courage to trust.

Discuss:

a) Name three ways that gratitude, courage and trust can lead to individual spiritual development.

b) Name three ways that a lifestyle of thanksgiving can enhance collective spiritual development.

Objects of the League - a Spiritual Perspective

2. to promote the teachings of the Catholic Church

How well do we ourselves know and truly understand our church's teaching and the magisterium we always hear about? Are we familiar with the *Catechism of the Catholic Church*? When was the last time you picked it up or referred to it? With so many issues coming at us we need a working knowledge and understanding of church doctrine.

By having a clear understanding and basic ability to explain our faith when called upon, we begin the process for peace. Many people have been misled or misunderstood. There are some who think they cannot attend mass because they are divorced or separated. Even within the League there is confusion over annulments. Think of other areas where we need to be clear about church teaching about sacraments, death and dying, stem cell research. A good working knowledge of the church's teachings will go a long way.

Is bible study a regular part of our prayer life? What do you know about the Great Adventure Bible series or Theology of the Body? There is rich and profound material from Pope John Paul II that puts everything in perspective – who we are; why we were created. What other courses can promote the teachings of the church?

Members are blessed with many opportunities at all levels to learn more about the saints, our faith and sacred scripture.

Discuss:

- a) Have you recently attended a seminar, course or bible study and what did you learn from it?
- b) Discuss ways of promoting the teachings of the church in your own life – how do we share the good news of the gospel?

Objects of the League - a Spiritual Perspective

3. to exemplify the Christian ideal in home and family life.

For many of us, living a life of good example is an everyday occurrence; in fact, it is something we almost expect or take for granted. At least we hope so. Whatever our walk of life or role, we need to be a living testimony to what we believe. To exemplify means “to illustrate by example” Take some time to think about the Christian ideal. It can be as simple as being the face of Christ for, and to, others. It means standing up for the family, for our children and grandchildren in areas of faith and morals. If we are only going through the motions, what can we do to make positive changes? Do we watch the kind of television we want young people to grow up on? Do we say one thing but do another? What does the ideal Christian look like?

The *Catechism of the Catholic Church* states,

“The Beatitudes depict the countenance of Jesus Christ and portray His charity. They express the vocation of the faithful associated with the glory of His Passion and Resurrection; they shed light on the actions and attitudes characteristic of the Christian life; they are the paradoxical promises that sustain hope in the midst of tribulations; they proclaim the blessings and rewards already secured, however dimly, for Christ’s disciples; they have begun in the lives of the Virgin Mary and all the saints.”

We are all called to be saints, to be holy. Mother Teresa notes, “Holiness is not the luxury of the few. It is a simply duty, for you and for me. We have been created for that.”

The Christian family life standing committee provides ample opportunities to be involved in the areas of home and family by promoting marriage, sanctity of life, ministry to all ages and stages of life and vocations.

Discuss:

- a) How can we improve the way we demonstrate our faith and morals at home?
- b) How can we extend a hand of friendship and hope to members of our families and the community at large?

Objects of the League - a Spiritual Perspective

4. to protect the sanctity of human life.

St. Augustine of Hippo, called the Doctor of Grace, said, “By loving your neighbour and caring for your neighbour, you make progress on your journey. Where is your journey, if not to the Lord God, to Him whom we must love with all our heart, and with all our soul, and with all our mind? We have not yet reached the Lord, but we have our neighbour with us. So then, support him with whom you are traveling so that you may come to Him with who you long to dwell.” How better to support the most vulnerable than to make a stand for the sanctity of life in all its stages, throughout its natural journey?

The *Catechism of the Catholic Church* links our faith to the belief in the miracle of life. “Nothing is more apt to confirm our faith and hope than holding it fixed in our minds that nothing is impossible with God. Once our reason has grasped the idea of God’s almighty power, it will easily and without any hesitation admit everything that [the Creed] will afterwards propose for us to believe - even if they be great and marvellous things, far above the ordinary laws of nature.”

We are called to respect life, to honour it and to preserve it. We are called to overcome all forms of discrimination so the face of Christ is seen and respected in all human beings. It is up to each one of us to help others experience again a sense of the sacred dignity of each human person.

Discuss:

- a) What can we do, one person at a time, to ensure that God’s precious gift of human life has a chance?
- b) How do our actions or reactions define us?

Objects of the League - a Spiritual Perspective

5. to enhance the role of women in church and society

To be *Women of Peace and Hope* we must first be women who love and are loved. Remembering who we are in God's eyes and His plan will enable us to reach out, to affect change and to help us believe in ourselves. One of the many aspects of feminine leadership comes in the form of confidence, not necessarily self confidence, but rather the confidence that comes from trusting in God. This quote attributed to Nelson Mandela reminds us to use Jesus as the ultimate model of leadership:

"As we let our own light shine, we unconsciously give other people permission to do the same. As we are liberated from our own fears, our presence automatically liberates other."

We need to lead with our hearts, trust our informed intuition (feminine genius?) and make manifest the glory of God. As *Women of Peace and Hope*, we cross all barriers
a hand of welcome, of friendship, of understanding.

John Paul II in *Christifideles Laici* (Christ's Faithful People) wrote, "If anyone has this task of advancing the dignity of women in the Church and society, it is women themselves, who must recognize their responsibility as leading characters. There is still much effort to be done, in many parts of the world and in various surroundings, to destroy that unjust and deleterious mentality which considers the human being as a thing, as an object to buy and sell, as an instrument for selfish interests or for pleasure only."

We are encouraged to move from words to deeds. Women must mentor one another, teach life skills (remember the old African saying, if one educates a woman, one educates a village). We are called to be the promoters of peace, builders of peace and makers of peace.

Discuss:

- a) As *Women of Peace and Hope* how can we carry break down the mentality that demeans the worth of women and girls?
- b) How do you see the role of women being enhanced in the church, in society?

Objects of the League - a Spiritual Perspective

6. to recognize the human dignity of all people everywhere.

John Paul II who always had a deep passion for the rights of the human person reminded us when he wrote *Mulieris Dignitatum* (On the Dignity and Vocation of Women) that we didn't create ourselves, but rather God did and saw 'it was good', that the human person has absolute value and is loved for him/herself. God loved both equally as he made each in His own image. One is fulfilled not from oneself but in the gift of self to others.

We are blessed to live where there is so much to be thankful for. It is hard to imagine living in the midst of abuse, violence, war, degradation and submission. And yet atrocities against the human person are evident in our own cities and towns. Put yourself in another country where war is a daily occurrence, where children are kidnapped, trafficked or sold, where prostitution and crime seem to be the only means of survival.

Again, in "Christ's Faithful People" John Paul II states. "The lay faithful must bear witness to those human and gospel values that are intimately connected with political activity itself, such as liberty and justice, solidarity, faithful and unselfish dedication for the good of all, a simple life-style, and a preferential love for the poor and the least."

Through our resolutions process, the League addresses injustices and advocates for change. Key issues are addressed at top levels of government; to be the hands, face, feet

this is the key. As a human race we need to stand in solidarity, to try and comprehend what is truly, humanly speaking, incomprehensible. Many examples may be found in the list of current resolutions.

We have ample opportunities through the community life standing committee as we address the dignity and rights of persons, social and economic justice, refugees, immigration and citizenship, Canadian Catholic Organization for Development and Peace (CCODP), and developing countries. We have the tools we need!

Discuss:

- a) Discuss those injustices to the human person we see at home and abroad.
- b) What can we do better to promote the value and dignity of the human person?

Objects of the League - a Spiritual Perspective

7. to uphold and defend Christian education and values in the modern world

Women have a unique vocation to safeguard humanity and bring about peace. We must enable each person to acquire new freedoms proper to Christianity, to appreciate the value of relationships and to rediscover different experiences of culture. Whatever our role in life, we have each been instilled with the desire to support, affirm and teach our women where they live and work of the important issues, to instill the belief and conviction of what we have and hold as Catholic women and to convince our sisters that they (we) hold the key to hope and have the necessary gifts to build peace. Science won't save society, love will, for love convinces more than reason; it convinces deep in our soul.

Edith Stein (St. Benedicta of the Cross) wrote in her discourse on the feminine soul, "To cherish, guard, protect, nourish and advance growth is her natural, maternal yearning."

Edith Stein impacted the church's view of women; she was active in important circles of education and philosophy until deprived of her position. She is known to have had significant influence on John Paul II even in his earliest days as a young priest – the feminine influence indeed!

Saints are concrete models for so many women who long to live their own baptismal identity as lay people with greater depth and awareness while seeking their mission in life. Looking to a greater presence of women in families, education, politics and economics, the cultural sphere and the church, we see a future filled with hope, the hope that springs from Christian education and values consistent with our church teaching.

Discuss:

- a) What do you see as your role, personally?
- b) Give some examples of how we can defend and promote Christian education and values in the world.

Objects of the League - a Spiritual Perspective

8. To contribute to the understanding and growth of religious freedom, social justice, peace and harmony.

Peace is such an overused word in a troubled world. Christian hope unfolds from the beginning of Jesus' preaching in the proclamation of the beatitudes. The beatitudes raise our hope toward heaven as the new promised land; they trace the path that leads through the trials that await the disciples of Jesus. Evangelization through word and example, supporting organizations who do the work in the field, helping women reach their potential in countries where they are not valued – these are but a few ways to contribute on a global scale. As members we are part of the World Union of Catholic Women's Organizations (WUCWO), whose aim is to promote the presence, participation and co-responsibility of Catholic women in society and the Church, in order to enable them to fulfill their mission of evangelization and to work for human development. Its recent theme is self explanatory: *Building a Culture of Peace* – with special attention to education and the elimination of poverty.

Further, the *Catechism of the Catholic Church* points us toward hope:

“But through the merits of Jesus Christ and of his Passion, God keeps us in the ‘hope that does not disappoint.’ Hope is the ‘sure and steadfast anchor of the soul ... that enters ... where Jesus has gone as a forerunner on our behalf.’ Hope is also a weapon that protects us in the struggle of salvation: ‘Let us ... put on the breastplate of faith and charity, and for a helmet the hope of salvation.’ It affords us joy even under trial: ‘Rejoice in your hope, be patient in tribulation.’ Hope is expressed and nourished in prayer, especially in the Our Father, the summary of everything that hope leads us to desire”

Participating in prayer services, such as the World Day of Prayer and other evangelical gatherings that accentuate what we have in common is a good beginning towards unity and is paramount in our growth towards peace and understanding. We are called to be one. Mother Teresa reminds us, “Kind words are short and easy to speak, but their echoes are truly endless.”

Discuss:

- a) Talk about your experiences of other faiths or religions and how you've been affected.

- b) Discuss how you think you affect others in relation to Christian unity.

4. Effective Meetings

Focus: to clarify the roles and responsibilities of council members and executive in planning and presenting meetings.

Number of Facilitators: two

Materials needed:

Information sheet(s) for distribution:

Approximate Run Time: 30 minutes

Facilitator 1

PARTICIPATION AT MEETINGS

Meetings are very much a part of our everyday life and therefore, we spend considerable time attending them. Knowing how to participate and what is expected in the decision-making process will ensure that meetings run smoothly, take less time and leave us all with a greater feeling of satisfaction.

Meetings are forums for generating ideas, sharing information and making group decisions. On the other hand, organizing information, doing research, translating ideas into words and many other tasks are more easily done by individuals outside the meeting.

All members are expected to take an interest in and share the duties of administering the affairs of the group.

Facilitator 2

ROLE OF PRESIDENT/CHAIRPERSON

Much of the preparation falls on the shoulders of the president who usually also serves as the chairperson. To ensure success

1. Know the duties of a chairperson.
2. Prepare for the meeting.
3. Conduct the meeting according to basic rules.

In a nutshell, the duties of a chairperson are to plan and prepare the necessary business,



present it to the meeting, and carry out the policies decided upon. The chairperson must listen carefully to what is being said, combine similar ideas expressed differently, reconcile divergent opinions, clarify statements so they may be understood, and sum up step by step to mark progress to a solution.

The president, has other duties in addition to being chairperson of meetings. They are spelled out in the *Constitution & Bylaws*.

Facilitator 1

PREPARATION FOR THE MEETING

Schedule an executive meeting prior to the general meeting – preferably, one to two weeks in advance. Be sure your spiritual advisor is present if possible; discuss all important business and correspondence and ask his advice. It saves time if the business details are discussed at the executive meeting and definite recommendations brought to the general meeting. Avoid, however, finalizing business, as the general membership should have its share in the decisions made.

1. Prepare an Agenda.
2. See that the meeting place is comfortable, quiet and well ventilated, adequately lit and that the temperature is balanced.
3. Set up a prayer centre. A “sacred space” is traditional at all meetings and will include a picture or statue of Our Lady of Good Counsel, a candle and an open bible. Distribute copies of *League Prayers*.
4. If a guest speaker is invited, appoint someone to look after the common courtesies of reception, minding, introduction, appreciation, transportation and expenses.

Arrange for a social period before, during or after the meeting, to promote "family feeling" among the members and to maintain the group.

Facilitator 2

When AGENDA PLANNING

The president and the secretary should prepare the agenda together before a meeting. Arrange to have the agenda posted in full view of the participants or hand out copies. Your meetings are guaranteed to improve if you do only two things:

- A. Provide an agenda for everyone to follow. Mark "For Information" "For Discussion," "For Decision Making" beside the appropriate item. This way members will know where you are on the agenda and will feel more comfortable.
- B. Make use of a flip chart. Ideas written on a flip chart, overhead projector, black or white board provide a group memory bank; once they see their ideas on the chart they can erase them from their minds. This type of recording gives everyone an opportunity to express their ideas. Then the group can arrive at a consensus of opinion in a democratic fashion.

Facilitator 1

AGENDA DETAILS

There is an excellent outline in the *Handbook for Secretaries* as well as in the *National Manual of Policy and Procedure*. Follow your agenda.

Suggested order is as follows:

1. The meeting is called to order followed by president's remarks.
2. The spiritual advisor or spiritual development chairperson is asked to lead the opening prayers which are to be said in unison.
3. Scripture (or other appropriate) reading and reflection follows.
4. The recording secretary is asked to take roll call or request that members sign an attendance list.
5. The president asks if there are any additions to the agenda and asks for a motion to adopt the agenda.
6. The recording secretary is asked to read
 - minutes of the previous meeting
 - report of the executive meeting

Facilitator 2

7. The corresponding secretary is asked to list the correspondence sent or received since the last meeting and to read highlights of the correspondence as per the president's request.

Facilitator 1

8. The treasurer is asked to present the report of receipts and disbursements since the previous meeting starting with the previous balance and ending with the current balance. The monthly report is not adopted but filed for reference. Only the examined

financial statement at the end of the year is approved by the members at the annual meeting.

Facilitator 2

9. Reports in writing are called for from the standing committee chairpersons.
10. Reports in writing are called for from chairpersons of special committees or events.

Facilitator 1

11. President's Report

The president reports on her activities on behalf of the council since the last meeting and shares information received at diocesan meetings. At this time, she should include any important items omitted by committee reports.

Facilitator 2

12. Unfinished business not included in the above reports is presented.
13. When new business is dealt with, it should be itemized on the agenda. Further items may be added when the president asks for additions in #5 above.

Facilitator 1

14. The spiritual advisor is asked for a message and blessing.
15. Details of program or activity to follow the meeting are announced.
16. The president asks, "Is there any further business to come before this meeting?" If not, then she asks for a motion to adjourn.
17. The meeting closes with a prayer and/or hymn.

Facilitator 2

REPORTS

Preparing a Report

A report should be:

- interesting enough to capture attention , increase knowledge and understanding
- used to communicate, inform, recommend
- long enough to contain pertinent information and short enough to hold an audience.

The Basic Rules

1. Head your report with the name of your council, committee, chairperson and date.
2. Organize material
3. Be **accurate**, **brief** and **clear**
4. State the subject of your report clearly; present the substance in sequence and within the time limit.
5. Limit your subject; don't try to cover too much territory. Stress highlights.
6. Give recommendations, if any. When recommending an action, make a motion.

When making a presentation

1. Address the chair.
2. Give the report.
3. State recommendation(s). Make a motion if required.
4. Presidents asks, "Are there any questions?"
5. Then say: "Respectfully submitted" - or- "End of Report." Hand a copy of report to the secretary.

Follow-up

Often you are not finished with a report when you have presented it. Did you make any recommendations?

Is any follow-up necessary? Who is going to do it?

Facilitator 2

CONDUCTING A MEETING

1. Start and end the meeting on time approximately one hour. Waiting for late-comers is not being fair to those who are on time.
2. Stand when speaking and ask members to stand when speaking, unless it's a problem.
3. Follow meeting guidelines as set out in the *Constitution & Bylaws* (Article XIII), *National Manual of Policy & Procedure* (pp.54-56) and Robert's Rules of Order.
4. Operate as a Leadership team. Encourage all members to participate in discussion, but limit it to a reasonable time. Insist that all questions be addressed to the chairperson; don't allow "across the meeting" conversation or whispering. The chairperson should promptly use her gavel and firmly, but politely, call for order. If the meeting drags, throw out leading questions to stimulate discussion.
5. Speak so everyone can hear.

6. Avoid holding a private conversation with the secretary or with anyone else. Doing this usually results in other private conversations among the members.
7. Help members formulate motions, as required.
8. When committees are appointed for special projects, let them decide the details, but don't permit meetings on the floor of the general meeting. Ask the committee chairperson to bring a report with all the information required for the membership to make an informed decision to the next meeting.
9. Have a motion on the floor before permitting debate.
 - a) Encourage debate, when necessary,
 - b) Avoid having one or two members monopolize the discussion
 - c) During a debate, if ideas are being repeated, ask if there are any new points to be raised; if not, the chairperson may ask "Are you ready for the question?"
 - d) Declare, "The motion is carried/defeated."
10. Be impartial. Allow the membership to determine decisions by following *Robert's Rules of Order* regarding majority votes.
11. Be fair and courteous at all times.
12. Always ask the spiritual advisor for his advice, a message during the meeting, and his blessing at the end.

Facilitators 1 and 2 alternating

CONDUCT OF MEMBERS AT A MEETING

I'm sure you won't be surprised to see there is a code of conduct for members as well.

- 1. Arrive on time.**
2. Eliminate private conversations during the meeting.
3. Be ready and willing to give your opinion during discussion of an issue.
4. When speaking, stand and speak so you can be heard. Begin by addressing the chairperson by saying, "Madam President".
6. Keep remarks pertinent to the subject under discussion.
1. Pay attention to the discussion to avoid repetition.

2. Ask questions if you do not understand, so that you can vote knowledgeably. Often others have not understood either.
3. When a discussion is going nowhere because more information is required, make a motion to refer the business to a committee, or postpone the discussion until a later time.
4. Inform the president well ahead of time if you plan to introduce new business. Unless it is an emergency it should be reviewed at the preparatory executive meetings and sufficient time should be allotted on the agenda.
5. Regrets should be sent to the president if officers are unable to attend any meetings.
6. If you do not like or do not understand the way something is being done, speak out at the time requesting clarification. **Later is too late.**

How many have been to a diocesan, provincial or diocesan convention?

How many have been to a national convention?

How many have been a delegate to a League convention?

Facilitator 1

HOW TO BE A GOOD DELEGATE TO A CONFERENCE OR CONVENTION

1. Be organized. Bring your credentials.
2. Get information from your council executive about matters to be discussed at the convention and how you should vote. If there is no instructed vote, use your own judgment. Make notes on each item on the agenda, how you voted and the result of the vote.
3. Keep an accurate expense record. This will help your council budget expenses for the next convention or meeting.
4. Your main duty is to be present at all business sessions and to participate to the best of your ability. Remember your voice is the voice of your council; you are representing the members of that council.
5. Read the *Constitutions & Bylaws* pages 27-29 regarding voting and non-voting delegates to conventions.

6. Write up your report on the convention quickly and factually from your notes. Include main items of business, summary of discussion, vote and results, evaluation, new ideas and outstanding achievements.
7. Remember that your council should benefit from your attendance at the conference or convention.



5. Mentoring

Focus: **to identify, celebrate and encourage mentorship in the League.** .

Number of Facilitators: one

Materials needed: flip chart or overhead projector and markers

Information sheet(s) for distribution: page 61 (optional)

Approximate Run Time: 50 minutes

Introduction: *Welcome everyone; explain that you would like participants to work in groups of three or four. Have them introduce themselves to each other by saying: Hi, my name is _____ and I am pretty good at _____. Give them a couple of minutes and then continue. Briefly tell a (true) story of a mentoring experience from your past: e.g., grandmother and quilting group (what they shared, what you learned), teaching someone how to drive/knead bread/sing in harmony. Once you have told your brief tale, do the following:*

Activity One: *Have participants, in groups, identify a time when they were mentored. Who mentored them? What did they learn? Allow five minutes and then ask for two or three stories for general sharing.*

Facilitator:

We have all been mentored and all of us, even without knowing it, have probably done some mentoring.

All: *(as written on board or distributed on handout sheet)*

A mentor is an experienced and trusted advisor; the member who is being mentored is one who is seeking guidance, encouragement and knowledge, while maintaining responsibility for her own path.

Mentoring is:

- an opportunity to share and to experience
- an opportunity to teach and to learn
- an opportunity to encourage and to be encouraged
- an opportunity to nurture and to be nurtured
- an opportunity to enable and to be enabled
- an opportunity to develop and share God-given gifts

Facilitator:

In most of our life stories, our mentors were our mothers and fathers, the parish priest and our friends. In the Christian community, the ultimate mentor is Jesus. The old and new testaments are full of stories of mentoring, e.g., Mary and Martha.

Activity Two: *In groups of three or four, have participants identify two specific stories of situations in the bible that demonstrate mentoring. Explain the situation, and what was shared or learned. Allow five minutes, then three minutes for general sharing.*

Facilitator:

The concept of mentoring is best described by the term “discipleship.” A disciple is one who strives to become Christ-like, a servant, a steward, loving and engaged in fulfilling the Great Commission, to make disciples of all nations. Christ calls us to a relationship with himself, but also into relationship with others. God has gifted us, and now asks us to “cast out into the deep,” to be mentors to others. The gifts he has given us enable us to do so. Some of us sing, others dance; some are excellent listeners, and some bake wonderful bread.

Activity Three: *Have participants write down a list of at least five of their gifts. Allow three minutes.*

Facilitator:

I invite you to call out some of the gifts on your lists. These are some of the gifts you have been given by the Creator God, who now asks you to use these gifts – his gifts to you – in service to others.

I am now going to ask you to use some of your gifts by responding to the following requests for help.

Beforehand, select four of the following to use in the next activity. Write the four situations down on the flip chart or display them on an overhead projector...do four and then ask the participants to identify:

- the goals of the relationship
- the time it will take to satisfy the situation
- whether this is mentoring

Please raise your hand:

1. I am looking for someone to teach a young mother to bake bread
2. An elderly woman would like someone to help her write her family history.
3. A young immigrant would like to learn to speak better English.

4. Someone is recovering from cancer surgery, and wonders if anyone would like to walk with her three or four times a week.
5. A family has moved into the parish, and the mom would like to join a woman's group
6. There is a funeral at the church and sandwiches are needed.
7. An elderly gentleman needs a ride to his dentist appointment.
8. The parish needs someone to help with sacramental preparation for seven-year olds.
9. "Ethel" has just accepted the position of Christian family life standing committee chairperson (or other standing committee) and she is a relatively new League member.
10. "Olive" has just been diagnosed with cancer and needs someone to talk to.

What role does trust play in each of the situations? *Have participants discuss for two minutes and then give two minutes for responses to the large group.*

Activity Four: Mentoring in the League (general sharing) *Discuss the following questions, one at a time. Read questions, control time limits, and write appropriate responses on the overhead or flip chart.*

1. Is mentoring a part of the "League Story"? If yes, when? How?
2. How could mentoring be used in parish councils? (new members, new executive positions...)
3. How can mentoring be used at other levels of the League?

Mentoring is a significant role; each of us face, or will face, situations in which we are called on to mentor, that is, to listen, to respond sensitively and to encourage. Jesus has asked us, has invited us, to "go into the vineyard," to "come follow me." Now the League asks us to "cast out into the deep." Mentoring is part of our response. Creator God has gifted us and now we are given opportunity to develop and use that which we have been given. Let us prayerfully consider our response to "being gifted" and our response to Jesus' invitation to "go into the vineyard." *Thank everyone for participating.*

Mentoring Information Sheet

A Mentor is an experienced and trusted advisor; the member who is being mentored is one who is seeking guidance, encouragement and knowledge, while maintaining responsibility for her own path.

Mentoring is:

- an opportunity to share and to experience
- an opportunity to teach and to learn
- an opportunity to encourage and to be encouraged
- an opportunity to nurture and to be nurtured
- an opportunity to enable and to be enabled
- an opportunity to develop and share God-given gifts

6. Dealing with Conflict in Order to Reach a Win-Win Solution

Focus: to promote successful conflict resolution within the League.

Number of Facilitators: one

Materials needed: flip chart, black or white board and markers

Information sheet(s) for distribution:

Approximate Run Time: 50 minutes

Facilitator:

Definition

Webster's Third New International Dictionary defines conflict "as a clash, competition, or mutual interference, of opposing or incompatible forces or qualities (such as ideas, interests or wills)." What words and images come to mind? (All negative?) *Gather input.*

Beliefs or attitudes (often contribute to our idea about conflict)

- "Don't get mad get even."
- "An eye for an eye."
- "If you can't say anything nice, don't say anything at all."

Types of conflict

- **Intrapersonal:** within the person, e.g., want to lose weight
- **Interpersonal:** between two or more people, e.g., one car in the family and two people have planned to use it
- **Intragroup:** between individuals within a group, e.g., individuals divided over responsibilities for an activity with others lined up on sides
- **Intergroup:** between groups, e.g., two groups within the parish that want the hall on a certain night

Conflict occurs when there is a difference or differences within an individual or between individuals or groups. It can be positive when differences are aired and a resolution is reached. Resolving conflict can lead to a greater understanding of oneself and others.



Types of solutions to conflict

- lose /lose
- win/lose
- win/win

Ask the group for examples of each type of solution.

Brainstorm: What conditions would lead to a win/win solution?

Possible answers:

- cooperation
- desire to solve the conflict
- effective listening
- controlled emotions

Brainstorm: What prevents win/win solutions?

Possible answers:

- emotions out of control
- no will to solve the problem
- over-reacting
- power struggle
- making threats
- taking sides

Usually it's not what you say but how you say it

Some nonverbal blockers to conflict resolution:

- crossed arms
- eye rolling
- raised eyebrows
- facial expressions

Points to remember when trying to reach a solution to a problem

- separate the person from the problem
- focus on the problem not the person
- avoid the use of "you" messages
- **use "I" messages**

"You" messages

- blame the other person
- *ask for examples*

“I” messages

- focus on the speaker’s wants
- *ask for examples*

Put this on chart paper or overhead projector

I feel ... (state the feeling)

When you ... (describe the specific behaviour)

Because ... (describe the effect on the others person’s behaviour on you)

Example:

I feel frustrated

When you don’t send in your expenses

Because I can not complete my report on time.

Allow participants an opportunity to practice “I” messages with a partner.

Ask the group:

What opportunities can you see for the use of “I” messages in your interactions with others?

Always remember to focus on the problem not the person. Remember the only person’s behaviour that you can control is your own!!

Ask members to share one thing they will take away from the gathering.

Closing Reflection

The Ninth Century Sufi, Bayazid Bastami, says this about himself: “I was a revolutionary when I was young and all my prayer to God was, ‘Lord give me the energy to change the world. “As I approached middle age and realized that half my life was gone without my changing a single soul, I changed my prayer to, ‘Lord, give me the grace to change all those who come in contact with me. Just my family and friends, and I shall be content.’ “Now that I am an old man and my days are numbered, my prayer now is, ‘Lord, give me the grace to change myself.’ If I had prayed for this right from the start I should have not wasted my life.”

“Everybody thinks of changing humanity. Hardly anyone thinks of changing themselves.”

(Anthony De Mello, *The Song of the Bird*, Anand, India: Gujarat Sahirja Prakash, 1988, pp. 174-175)



7. How to Develop a Parish Council Manual of Policy and Procedure

Focus: to explain how to prepare a policy and procedure manual.

Number of Facilitators: one

Materials needed: samples of existing policy and procedure manuals may be displayed

Information sheet(s) for distribution:

Approximate Run Time: 30 minutes

Why is a policy and procedure manual needed for parish councils?

When new officers and standing chairpersons are elected, a policy and procedure manual will provide them with information that promotes continuity. The manual is a useful tool for all members to clarify established and agreed-upon council practices. Which charities does the parish council support? How many people are sent to annual conventions? Who receives sympathy or mass card? All of these matters can be covered in a policy manual.

What examples of manuals are available?

Diocesan or provincial councils' policy manuals can be useful in determining which items would be most relevant at the parish council level. Review established policy manuals to build a framework for a new manual.

Where to start

A brief history of the council and a statement of goals would be a good introduction.

Procedures

president appoints an ad hoc committee, usually composed of three past presidents; chairperson could be the organization chairperson or a member of the group
minutes of council general meetings for past six years are made available to the committee

date set for completion of task (three to six months)

draft manual presented to parish executive for review/approval followed by presentation to members at a general meeting – requires motion/second/approval; copies should be made available to members

Contents

1. meetings - executive, general (place, time, day)
2. policies as established by motions or long-standing traditions
 - i. on death of CWL member or immediate family members (husband, son, daughter, mother, father, sister, brother)
 - ii. mass intentions (monthly or other)
 - iii. presentation of going-away gifts to CWL members
 - iv. honorariums/travel allowance/gift to guests
 - v. remembrances for members who are ill, hospitalized, celebrating wedding anniversaries or other special occasions
 - vi. presentation of Maple Leaf Service Pins (procedures, criteria, ceremonies)
 - vii. council responsibilities on parish site (altar, kitchen, supplies or other)
 - viii. safekeeping arrangements for council historical records (location/updates)
 - ix. preparation and presentation of council budget
 - x. paid expenses for voting/accredited delegates to diocesan convention (travel, hotel, meals)
 - xi. paid expenses for members or delegates to other conventions (travel, hotel, meals)
 - xii. funeral luncheons
 - xiii. on-going commitments, e.g., diocesan seminarian fund, annual scholarships, gifts (first communion, confirmation), annual parish project, save-a-family plan, etc.
 - xiv. gifts to pastor/associate pastor/parish worker
 - xv. on-going special events sponsored by the council
 - xvi. solicitation of gifts/advertising from outside sources
 - xvii. petty cash or advances for elected officers
 - xviii. travel and/or allowable expenses for other meetings, especially for the council president

All parish councils have unique priorities; what is important to one may not be addressed by others. It is important to address the particular needs of the parish council within the policy and procedure manual. Can you think of other items to add to the list above? *Gather suggestions.*

Regular review and revision will enhance the manual's value and usefulness.

8. Resolutions

Focus: **to introduce the resolutions process as practiced by the League**

Number of Facilitators: two

Materials needed:

Information sheet(s) for distribution: pages 75-80

Approximate Run Time: 75 minutes

Facilitator 1:

Welcome. The resolutions process offers a unique opportunity to work together carefully and prayerfully for the common good and promote the values and Objects of the League.

Facilitator 2:

THE WHY OF RESOLUTIONS

To quote from Barb Dowding's first communiqué as national chairperson of resolutions: "Betty Anne Brown Davidson, in her oral report to the national convention, left a unique legacy when she reminded members that they are "resurrection women," that they know the way to go because they have seen the Lord. She said, "The resolutions standing committee confers on us a responsibility to announce the News." Members are urged to research ways to ease the burdens of those in need, to hear the trials and sufferings of their brothers and sisters and then to do something about it – to become the voice for the voiceless!"

"Putting resolutions into the context of members' baptismal call is brilliant. As Catholic women, we are very well equipped to make this difference. How better to *Love One Another* than to take up another's burden?"

That is the "**why**" of resolutions – that through our resolutions we can bring about change, and the "why" could be a whole separate workshop. Today we will focus on the 'what' and the 'how' of resolutions.



Facilitator 1:

WHAT IS A RESOLUTION? (2 Minutes)

As noted in the *Resolutions Supplement to the Executive Handbook (2012)*, “A resolution, like a motion, is a proposal that introduces new business to the assembly. The new business is introduced in the form of a resolution because of its formality, its length or its complexity. The rules that apply to resolutions are the same as those that apply to motions, i.e. seconded, debated, passed by a majority vote and all secondary motions can be applied to them. (*National Manual of Policy and Procedure*, pages 123-124)

“A resolution may be directed to the League itself at any level, or it may be directed to outside groups or institutions, such as the government, the Canadian Conference of Catholic Bishops, businesses, etc.

“When directed within the League, its purpose is to propose a plan, establish a policy, recommend action or censure. When directed to a group outside the League, its purpose is to influence others to take action that the League itself cannot take, to state the League’s position on an issue, to petition or to express concern. (*National Manual of Policy and Procedure*)”

Facilitator 2:

EXERCISE 1 (5 Minutes)

The simplest kind of resolution is one directed to ourselves. Although, many of you have heard this before it is worth listening to again to gain a better understanding of the “explanation of a resolution”.

Sometimes the word RESOLUTIONS can put fear into our minds. Let’s think about a New Year’s Resolution.

I might say that I have decided that I will exercise every day. If I say “Be it resolved that I will exercise every day to reduce health risks while improving my physical and emotional well-being” then I have said the same thing.

When we make New Year’s Resolutions for ourselves, we don’t necessarily list our reasoning behind it. However, we do have reasons for making those resolutions. Using the EXERCISE RESOLUTION, I might have made that resolution because I believe or heard that daily exercise helps with weight loss or that it increases my self-esteem because I feel better about myself, or that it lowers the risk of heart or lung disease. I don’t usually write these things down, but feel that exercise will make a difference in my life.

If I say WHEREAS instead of saying “the reason I want to do this is”, I am still saying the same thing.

WHEREAS, my doctor indicates that daily exercise will promote weight loss and decrease the risk of heart and lung disease and improve joint function.

WHEREAS, exercise will help me achieve/maintain a healthy weight.

WHEREAS, studies show that daily exercise make me feel at peace with myself and my family. As well, a daily walk with my teenage daughter brings us closer together.

In a CWL resolution, I am not making a plan or suggestion just for myself. The League asks or directs other people to act on this resolution. Just as I would not do something without some knowledge or background data, it is not fair for the League to ask anyone to do something without good reasoning. We need to provide supporting data. This is where the BRIEF comes in. It, along with the WHEREAS clauses, provides the reasoning for doing what the resolution says.

So far, my FIRST (01) New Year’s Resolution of 2009 (09) is sounding pretty official: 09.01 (Facilitator 1’s name) – DAILY EXERCISE

(Note: The 09.01 means that this is the first resolution I have made in the year 2009.)

After the WHEREAS/Reasons, we state the resolution;

THEREFORE BE IT RESOLVED that I will exercise daily to reduce health risks while promoting improvement in my physical and emotional well-being. .

BRIEF: (Insert Facilitator 1’s first name) – DAILY EXERCISE

Being overweight is a condition which triggers complication in many areas of my life.

Dr. _____ has informed me that my overweight condition is causing problems with my knee. Lessening my weight would lessen the stress on my knee. A recent study by _____ indicates that regular daily exercise decreases the risk of heart disease. Studies by _____ indicate that regular exercise, specifically aerobic exercise, three times a week, increase the flow of oxygen to the brain....

Studies indicate that regular exercise is beneficial to emotional health.

(Note, I have made up the BRIEF to show you what might be written if I were to investigate the good things about daily exercise.)

So the next time you read a resolution and think, “Oh, no! I can’t understand what they’re

saying!” think about Lorraine’s New Year’s Resolution to de-mystify the official League resolution. When you do, you’ll be able to take action on it even if it’s just getting the facts on the issue.

Facilitator 2:

WRITING OF A PERSONAL RESOLUTION (10 Minutes)

Note: Handout: “My Personal Resolution” Form

Now take a few minutes to compose a ‘personal resolution’. It can be on anything that you have decided to do. For example, mine would be on establishing a consistent prayer practice throughout this spring and summer.

Please use the form provided, and you will see that the “Resolved” (the decision) is listed first here, and the “Whereas” (the reasons) are listed next.

Would anyone like to share their resolution? (5 Minutes)

#1

BRAINSTORM (5 Minutes)

It’s so easy to turn our personal decisions into a resolution. Why, then, are CWL resolutions so much more difficult? Why is the protocol and all of the rules necessary?

****ASK FOR INPUT

Importance, seriousness of concern

National organization – blue print so that all are the same

CWL reputation for professionalism – our influence and acceptance by government

Need to be taken seriously

Let’s try to simplify the resolution process step by step – as outlined in Appendix I of our National Policy and Procedure Manual. Please note that “pray at every stage” is a basic step in preparing a resolution.

– **Have 2 people read scene of two women having coffee together.** (5 Minutes)

What has happened here? A concern leads to a plan leads to a committee leads to research.....

Facilitator 2:

DEVELOPING A RESOLUTION (40 Minutes)

So, these members have discovered a concern that needs to be addressed. The concern is that large semi trucks without mud guards can be dangerous and cause severe damage to vehicles. These members have now formed a committee, done their research and are now ready to write the resolution. ~ **As we go through this if you have any questions please ask!!**

The first step in writing the resolution is to decide who we want to take action on the issue and what action we want them to take. These things are always stated in our Resolved clauses. (So we are basically starting from the bottom and working our way up the page.) The most important things to remember about the resolved clauses is that they should be positive and when read they need to make sense on their own, explaining the full purpose of the resolution. This clause *must* include: the name of the council requesting the action, the organization the resolution is directed to and the action that is requested.

~ During each step of this process have the members try to come up with the wording ~ Have someone scribing on flip chart paper.

Facilitator 1:

So we say: Therefore be it

Resolved That (insert name here) Parish Council through the national council of The Catholic Women's League of Canada urge the federal government to amend the Canadian Motor Vehicle Safety Standards to require the use of aerodynamic designed mudguards on heavy commercial vehicles.

(Bridging papers) We have bridging clauses to ensure that the action is not taken until the resolution is adopted at the level that it is destined and so that the resolution is properly forwarded to its destination.

And be it further

Resolved That this resolution be forwarded to the (insert name here) Diocesan Council of The Catholic Women's League of Canada for consideration at the 2009 convention.

If this resolution is then adopted at the diocesan convention the above resolved clause would then be changed to state the (insert name here) Provincial Council. And if adopted at the provincial level this bridging clause would then be removed as it goes to national council.

Faciliator 2

Now once we have the Resolved clauses completed we write the Whereas clauses. The first Whereas clause should define the issue and may have some of the same wording that is in the

resolved clause. Again these clauses should be positive, based on documented, accurate facts and be clear and concise.

Whereas, The Canadian Motor Vehicle Safety Standards does not require the use of aerodynamic designed mudguards on heavy commercial vehicles. And

Whereas, Heavy commercial vehicles without aerodynamic mudguards can cause extensive spray onto other vehicles on wet roads, resulting in possible accidents and/or rock damage. And

Whereas Studies have indicated that heavy commercial vehicles that use aerodynamic mudguards reduce the amount of spray projected on wet roads.

So there you are, you now have a resolution! But our work is not quite yet finished, we need to write the brief. A brief is just a concise statement of fact that expands on the resolution and explains why the resolution is necessary. The opening paragraph needs to contain a statement about the issue and it should outline why the specific action is requested in the resolved clause. We usually take this from our first Whereas clause and expand on the statement of facts that it makes. We always need to take our facts straight from the originating source, it cannot be second or third hand information.

So regarding our 1st Whereas clause we would need to find the Canadian Motor Vehicle Safety Standards and confirm that what we are requesting is not already addressed in this document. We would continue by finding reliable examples of accidents that have resulted from truck overspray and stats of rock damage done to vehicles due to this same problem. All of this would then be part of the backup material.

Facilitator 1:

We could begin our brief with:

The Canadian Motor Vehicle Safety Standards (CMVSS) does not require the use of aerodynamic designed mudguards on heavy commercial vehicles. Heavy commercial vehicles that do not use aerodynamic mudguards create large amounts of spray when on wet roads resulting in possible accidents, such as... (examples) and/or rock damage to vehicles. (give statistics)

We would then continue on by citing the studies that have been done that support the positive results of what we are asking for.

End your brief by giving a positive statement on why amending the CMVSS would be a good thing for the people of Canada. ~ ***Have the members come up with this sentence!***

Parenthetical Referencing – **Hand out papers and explain**

Eg: Parenthetical referencing is one way to show where you got the information in your brief.

This is not the same as the bibliography and it's not as complicated as it sounds. Basically, it is the last name of the author followed by the page number: example (Smith 148). See variations in handout.

Facilitator 1:

Explain works cited and/or consulted -- Hand out sheet on Works Cited and/or Consulted

“Along with support material, a brief including a list of works cited and/or consulted, on a separate page, must accompany each resolution. This list supplies sufficient background information and pertinent facts to facilitate study by the resolutions committees at other levels. If the League is to approach a government or other outside group with a resolution, it must be sure that the facts or statistics are accurate and relevant to support its argument, and obtained from reliable sources.”

“The list of works cited and/or consulted identifies all sources used in the preparation of the resolution and brief. Books, articles, papers and letters used in the research and study are listed alphabetically by the author's surname, the name of the book (or article and magazine title), the publisher, the volume or issue number, publishing date and page number. A sample list in the MLA format follows:

WORKS CITED

1. Canadian Breast Cancer Network (2010). “Breast Cancer: Economic Impact and Labour Force Re-entry.” n. pag. <http://www.cbcn.ca/documents/Labour_Force_Re-entry_Report_ENG_CBCN_2010.pdf> Web. 5 February 2013.
2. Canadian Cancer Action Network (CCAN)/Canadian Cancer Society, “*Financial hardship of cancer in Canada – A Call For Action.*” p. 1, 2, 5, 6, 7, 16, 17, 18, 20. Print.
3. Canadian Cancer Society, “Canadians fear financial impact of caring for sick family member
Canadians Cancer Society Calls on Parties to Support a National Caregivers Strategy.” n. pag. <http://www.cancer.ca/ontario/about%20us/media%20centre/od-media/%20releases/caregivers%20release.aspx?sc_lang=en##ixzz2KplEfvrq> Web. 13 February 2013.

Note that all information used in the brief must be highlighted and flagged in the support material.

Draft an action plan (5 Minutes)

What do you want to happen? What is reasonable to expect? ***Have members brainstorm action plan.***

Facilitator 1:

Present for adoption (3 Minutes)

Resolutions must be formally presented to councils. They must be moved, seconded, and adopted by majority vote. They may be debated and amended, and secondary motions can be applied to them. (See *Robert's Rules of Order, Newly Revised*)

The customary method is to present the resolution after the report of the standing committee to which it pertains. The resolution is read either by the resolutions chairperson or a committee member. She then says, "I move the adoption of this resolution." It is seconded, and then opened for discussion. At this time, it may be amended or deferred. A majority vote decides its fate. If adopted, the resolutions chairperson (except at National level) is responsible for

- ensuring that the president and secretary sign it to verify that the resolution was adopted, as required, by a majority vote by the council

- sending sufficient copies of all required documents to the resolutions chairperson at the next level before the deadline date

- including a cover letter verifying the adoption of the resolution by majority vote dated and signed by the president and recording secretary.

- ensuring that a submitting council member is prepared to speak briefly in favour of the resolution at the relevant convention

*****CHECKLIST: You have all been given a copy of the checklist. Please note that it should be completed carefully BEFORE a resolution is sent to the next level.

Pray at every stage

Facilitator 2:

WHAT NOW? (5 Minutes)

Resolutions move from parish to diocesan to provincial to national – unless they are directed to a diocesan or provincial council. If the work is well done at parish level, the process is easier for everyone involved. To ensure the quality, the relevance, the need of a resolution there is a Resolutions Review Committee at the Diocesan, Provincial and National levels. Please note that the fate of a resolution does not rest with one member but with a committee who understands and respects the work and dedication it takes to develop a resolution.

Of course the resolution process does not end once the resolution is passed – government meetings are planned, letters are written, the action plan needs to be implemented which is the responsibility of every member of the League! Without each of you taking the necessary action needed the resolution is only words on paper!

So as you can see resolutions begin at the grassroots parish level, work their way up to the level it is intended to be addressed to, and then it again becomes the responsibility of the members at the grassroots to make the resolution come truly alive!

Resolutions

MY PERSONAL RESOLUTION

I Resolve _____

Whereas, _____

Whereas, _____

Resolutions

RESOLUTIONS WORKSHOP

SKIT RE: Researching the Issue

Two members sitting at a table with a cup of coffee

Member #1

Did you hear on the news last night about that terrible accident on the highway? A mother and baby were killed and they say it was caused by the wet roads, when she got behind a commercial truck that didn't have mudguards and the water sprayed up so bad that she wasn't able to see and ended up going off the road!

Member #2

I know it's an awful situation. The poor family! And in the article I read in the paper this morning it said that the whole thing could possibly have been avoided if the truck had aerodynamic mudguards, but that the Canadian Motor Vehicle Safety Standards doesn't require heavy commercial trucks to use them.

Member #1

It is awful, but what can we do about it? I mean, how can just the two of us change this situation? It's not like we have any control over what the Canadian Motor Vehicle Safety Standards requires!

Member #2

Well, there is a way that we can use the network of the League to help educate people about this situation and maybe make some changes.

Member #1

Why don't we write a resolution about it and that would educate all our members on this issue? And if we ask the federal government to make changes to the Safety Standards then we would have the backing of all the members across Canada, almost 100,000 ladies and their families! The government should listen to us then!

Member #2

Good idea! Why don't we speak to our parish president and see if we can get this topic on the agenda for our next parish council meeting? I will make the motion if you second it, and we can find out if anyone else feels the same way as we do.

Member #1

That's a really good idea. We still have time before the deadline to submit our title – isn't it the end of January? ___(name)___ would you consider chairing the committee? You're so organized.

Resolutions

Member#2

I would really like to do that, and I know that we won't have any trouble getting a committee together, I can already think of some women in our council that have a deep concern for community issues.

Member #1

Great! But first I think we should make sure the CWL hasn't already done a resolution on this topic, so if you like I will double check the National P&P and if there isn't one then I will find us a copy of the Canadian Motor Vehicle Safety Standards

Member #2

That would be wonderful! Hey, why don't we ask Suzie if she will help by trying to find studies that have been done on aerodynamic mudguards? She is really a computer whiz and I know that she likes doing that kind of work. And I will contact our local MP to see if she is aware of the issue and if she has any suggestions for us.

Member #1

Wow, this is exciting! Let's get together with some of the girls next week and pass it by them— see if they want to work with us. We can try to educate every League member; the more people know the greater difference we can make!

Member #2

Do you have any idea of what we should this resolution? What about "Amend Canadian Motor Vehicle Safety Standards"?

Member #1

Sounds great! Let's get that committee together!

Resolutions

WORKS CITED AND/OR CONSULTED

Excerpted from *Resolutions Supplement to Executive Handbook* (2012)

The list of works cited and/or consulted identifies all sources used in the preparation of the resolution and brief. Books, articles, papers and letters used in the research and study are listed alphabetically by the author's surname, the name of the book (or article and magazine title), the publisher, the volume or issue number, publishing date and page number. A sample list in the MLA format follows:

WORKS CITED

1. Canadian Breast Cancer Network (2010). "Breast Cancer: Economic Impact and Labour Force Re-entry." n. pag. <http://www.cbcn.ca/documents/Labour_Force_Re-entry_Report_ENG_CBCN_2010.pdf> Web. 5 February 2013.
2. Canadian Cancer Action Network (CCAN)/Canadian Cancer Society, "*Financial hardship of cancer in Canada – A Call For Action.*" p. 1, 2, 5, 6, 7, 16, 17, 18, 20. Print.
3. Canadian Cancer Society, "Canadians fear financial impact of caring for sick family member
Canadians Cancer Society Calls on Parties to Support a National Caregivers Strategy." n. pag. <http://www.cancer.ca/ontario/about%20us/media%20centre/od-media/%20releases/caregivers%20release.aspx?sc_lang=en##ixzz2KplEfvrg> Web. 13 February 2013.



Resolutions

PARENTHETICAL DOCUMENTATION

A research paper requires two different forms of documentation: a *Works Cited* list, which is placed at the end of the paper, and **parenthetical documentation**, which is embedded within the text of the paper. In both cases, you must give the source of everything that you borrow: direct quotations, passages, information and/or ideas. For parenthetical documentation, **unless otherwise indicated, the author's last name and the page number are enough to identify the source**. More detailed information about the source is found on the *Works Cited* list. Please also note that the period, indicating the end of the sentence, is put AFTER the bracket.

Example: The snow fell "like gobbets of soap froth" (Laurence 76).

Specific examples are given in the following table:

Resolutions

Source: Waterloo regional District School Board http://wci.wrdsb.on.ca/www/library/library_research_help.htm

SOURCE	PARENTHETICAL REFERENCE
<p>BOOK: SINGLE AUTHOR</p> <p>SAME AUTHOR: TWO OR MORE BOOKS/ARTICLES</p> <p>If there are references to two or more works by the same author, include a key word from the book title or the year of the article's publication between the author's last name and the page reference.</p> <p>TWO AUTHORS</p> <p>MORE THAN TWO AUTHORS</p> <p>SHAKESPEARE (ACT. scene. line numbers) Capital roman numerals are used for the Act, small roman numerals are used for the scene, and Arabic numerals are used for line numbers. All are separated only by a period.</p>	<p>(Atwood 57)</p> <p>(Laurence Jest 182)</p> <p>(Munro 1968 23)</p> <p>(Strunk and White 247)</p> <p>(Edens et al. 43)</p> <p>(II.iv.67-68)</p>
<p>NEWSPAPER</p> <p>Author's last name is given as reference</p> <p>NEWSPAPER: NO AUTHOR</p> <p>Title of article is given as reference</p>	<p>(Sumi)</p> <p>("Drunk Driver Charged")</p>
<p>MAGAZINE</p> <p>MAGAZINE: NO AUTHOR</p> <p>Title of article is given as reference, along with page reference.</p>	<p>(Thompson 62)</p> <p>("Viennese Debunk" 25)</p>
<p>TELEVISION/RADIO PROGRAM/DVD</p> <p>The director's last name is given as reference.</p> <p>RECORDING/INTERVIEW</p> <p>The performer's or interviewee's last name is given as reference.</p>	<p>(Polanski)</p> <p>(Garrett)</p>
<p>INTERNET: BOOK, DATABASE, WEBSITE</p> <p>Author's last name is given as reference, followed by an indication that the source is internet based.</p> <p>INTERNET: AUTHOR UNKNOWN</p> <p>Title of article (or site name, if no article title) is given as reference, followed by an indication that the source is internet based.</p>	<p>(Thompson, Internet)</p> <p>("Lovely Planet", Internet)</p>



9. Parliamentary Procedure

Focus: **instruction in how to conduct efficient business meetings**

Number of Facilitators: one

Materials needed: display *Constitution & Bylaws, National Manual of Policy and Procedure* and *Robert's Rules of Order Newly Revised*

Information sheet(s) for distribution: pages 84-85, 87-88

Approximate Run Time: 60 minutes

PURPOSE

Parliamentary procedure refers to the rules or method of conducting business meetings to ensure that the business is completed without bias, with the least amount of antagonism and in as short a time as possible.

AUTHORITY

Constitution & Bylaws – overrules all others

National Manual of Policy and Procedures

Robert's Rules of Order, newly revised, is the authority accepted by the League on parliamentary procedure. All the rules are set out in detail in this book. Become familiar with all three.

Facilitators #1 and #2 read alternately

BASIC PRINCIPLES

- 1. That parliamentary procedure be used of make business meetings flow smoothly and to encourage a spirit of co-operation among the members of the group or assembly.**

Only one motion may be considered at one time; but secondary motions (such as, to amend, to postpone, to refer to a committee, etc.) are used to resolve the main motion, or in the case of privileged motions (that pertain to meeting procedures).

- 2. That all members have equal rights and obligations.**

These rights and obligations include proposing motions, seconding motions, amending motions, expressing a point of view, asking questions, nominating, running for office voting.

- 3. That the majority rules.**

All motions are decided by a majority vote except when the bylaws state otherwise or the rights of the members are involved.

4. That the minority must be heard.

All members have the right to express their views and to have those views respected.

5. That all matters be open to full and free discussion before decisions are made on them.

Members have the right to discuss all matters before the assembly as long as the rules of the organization or the assembly are followed.

6. That all matters before the assembly be explained for the benefit of the members.

Members have the right to be informed of the issue and its effect before voting on it.

7. That fairness and goodwill prevail.

Learning the principles will help to discern the important from the unimportant. In any case, a sense of fairness and goodwill will contribute much to the purpose for using parliamentary procedure.

MOTIONS

Motions are used at meetings to conduct the business in an orderly fashion.

A **Main Motion** introduces new business.

A Resolution is a formal or long and involved main motion. Only one main motion is allowed before the assembly at one time.

A **Secondary Motion** is to amend or to refer to a committee.

Privileged Motions are urgent (e.g. to adjourn or recess the meeting).

To proceed with introducing a motion or resolution –

- 1. A member rises to address the chairperson.**
- 2. Chairperson recognizes the member** by name (and council).
- 3. Member presents a motion or resolution.**
- 4. Another member must second the motion.** This is simply to show that more than one person is interested in discussing the proposal. If there is no seconder, the motion dies.
- 5. Chairperson restates the motion** and opens it for discussion.



6. **Discussion takes place.** Mover usually speaks first. Members must be recognized by the chair before speaking. Discussion must be relevant to the topic. All remarks must be addressed to the chair. Each member has the right to speak and no member should be allowed to speak a second time until all others have had a chance to speak. If necessary, the chair can enforce the two-minute time limit per speaker or the length of the discussion can be set. The member speaking must avoid attacking the motives of other members. It is during this step that subsidiary motions can be made to resolve the main motion. Examples: "I move to amend the motion by..." "I move to postpone the motion until the next meeting;" "I move to vote on the motion immediately."
- 7.
8. **Chairperson restates the motion** when it appears that no one else wishes to speak. This is important, especially if amendments were made. Chairperson asks if they are ready for the amendment first, then the motion or question.
9. **Chairperson takes the vote.** "All those in favour of the motion, please raise your hand." "All those opposed, please raise your hand." A member has the right to change her vote at this stage. The person making motion must vote in favour. The seconder does not have to vote in favour.
10. **The chairperson announces the result of the vote.** "The motion carries;" or "the motion is defeated." A simple majority is half plus one of the number of members voting.
11. **The next item of business is introduced.** Once the motion is resolved, no further discussion should be allowed to take place - unless a motion to reconsider it is accepted and passed.
12. All councils should maintain a current **Motion Book** which includes the dates of all motions.

Parliamentary Procedure

MOTIONS & PARLIAMENTARY PROCEDURE QUIZ

1. Must the president accept every motion which is made?
2. When is the treasurer's report voted on?
3. Is it always necessary to rise when seconding a motion?
4. Who has the floor first after a motion has been seconded?
5. How many times may a member speak to a motion?
6. Must a seconder vote for the motion?
7. Why is "I move that we do not accept the offer" a poorly stated motion? How would you rephrase the motion?
8. What is meant by a majority?
9. Why is this a poorly phrased motion: "I move to hold a banquet and buy new stationary"?
10. What is a quorum?
11. Even if it seems that the motion has carried, must the negative vote be taken?

Why?

12. Instead of the president saying, "You have heard the motion", what should the president say?
13. Why should the term "Old Business" not be used?
14. The meeting is never "turned over" to anyone. Why not?

Parliamentary Procedure

15. Some presidents waste time saying they will “entertain” a motion to adjourn. What procedure is better?
16. When may the minutes be corrected?
17. In reading correspondence, what information does the secretary give before reading the body of the letter?
18. If a budget has been adopted, does the motion still have to be made “that the outstanding bills be paid?”
19. What is meant by “amendments must be germane to the motion?”
20. When a president says, “If there are not objections, we shall...” what kind of vote is really being taken?
21. If there is no quorum and if there is urgent business, members present may choose to take action. What must be done at the next regular meeting?
22. The president often wastes time asking for a motion to approve the minutes. What procedure should be followed?

ANSWERS TO MOTIONS AND PARLIAMENTARY PROCEDURES QUIZ

1. NO. Obstructive, absurd, or frivolous motions are out of order.
2. Annually, when it is audited. Otherwise it is filed.
3. NO. It is wise in large assemblies.
4. The mover of the motion or her representative.
5. Once. Twice, if everyone else who wishes to speak has done so. Three times only by general consent.
6. NO. The seconder just gets the matter on the floor.
7. A negative motion- confusing. "I move that we accept the offer of \$500.0 By Jacobs Flooring to tile the floor."
8. Usually more than one-half of votes cast by members present and voting, except when a 2/3 majority is stipulated.
9. Need for division of the question. Should be two motions, each with more details.
10. The number necessarily present to transact business legally. Executive meetings - one half plus one; General meetings - the members present at an announced meeting.
11. YES. To allow everyone to register a vote.
12. The president should repeat the motion so it will be clear what is being voted upon.
13. Nothing lasts beyond the second meeting. The term is "Unfinished Business".
14. The Chair is occupied at all times.
15. The president may declare, "There being no further business, the meeting is adjourned."
16. Usually at the next meeting, but at any time, even years later by means of the "Motion to Amend Something Previously Adopted." *Vote needed: either 2/3 majority without notice, simple majority with previous notice or majority of the entire membership.
17. The date and name of the sender of the letter.
18. YES. Items to exceed the budgeted amounts should be mentioned specifically.
19. Amendments must be directly related to the subject contained in the motion to which they apply.
20. Vote by general consensus.
21. The actions must be ratified by a motion and a majority vote.
22. President asks: "Are there any errors or omissions? If none, I declare the minutes approved as read/corrected "

Parliamentary Procedure

Parliamentary Procedures						
To Do This	You Say This:	May You Interrupt Speaker?	Must You Be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote is Required?
Adjourn the meeting (before all business is complete)	"I move that we adjourn."	No	Yes	No	No	Majority
Recess the meeting	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temperature, etc.	"Point of privilege."	Yes	No	No	Yes	Chair decides
Suspend further consideration of something	"I move we table it."	No	Yes	No	No	Majority
End debate	"I move the previous question."	No	Yes	No	No	Two-thirds
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Have something studied further	"I move we refer this matter to a committee."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

Parliamentary Procedure

Parliamentary Procedures (continued)						
To Do This	You Say This:	May You Interrupt Speaker?	Must You Be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote is Required?
Object to procedure or to a personal affront	"Point of order."	Yes	No	No	No	Chair decides
Request information	"Point of information."	Yes	No	No	No	None
Ask for a vote by actual count to verify a voice count	"I call for a division of the house."	No	No	No	No	None unless someone objects then a majority vote is required.
Object to considering some improper matter	"I object to consideration of this question."	Yes	No	No	No	Two-thirds vote
Take up a matter previously tabled	"I move we take from the table..."	No	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Yes if the original motion is debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	Two-thirds
Vote on a ruling by the chair	"I appeal the chair's decision."	Yes	Yes	Yes	No	Majority in the negative required to reverse chair's decision

10. Hospitality Protocol

Focus: **to offer tips and information on hosting a guest speakers and League events.**

Number of Facilitators: one

Materials needed:

Information sheet(s) for distribution:

Approximate Run Time: 30 minutes with questions

RECEPTION OF A GUEST SPEAKER

Guest speakers, who usually travel some distance, and who have given up their free time in order to prepare something of interest for your members, and even more time in order to present, should be treated with courtesy and hospitality.

When negotiating a guest speaker, inquire if he/she has a set fee or honorarium. If it is in line with your budget, book the speaker. Arrange to obtain a resume for introduction purposes.

1. Give as much advance notice as you can. Write a letter confirming your arrangements. Give the details, such as:
 - a) the address of the meeting place (include map if necessary);
 - b) the name/number of the room in which the speaker is to assemble with the other guests;
 - c) time meeting starts and time speaker will be presented. Be specific about the length of time for the speaker;
 - d) contact person's telephone number and/or email in case of an emergency and/or the telephone number of the hall.
2. Check a week ahead to make sure all arrangements for travel are adequate.
3. Make sure someone has been delegated to meet the guest speaker on his/her arrival and tend to his/her needs during his/her stay with you.
- 4.
5. Check to ascertain requirements, such as table, lectern, lights, audio-visual equipment, water, blackboard and chalk, etc., and ensure that he/she is properly seated, introduced to members of the executive if conveniently possible and, most important, to the persons sitting on either side of him/her.

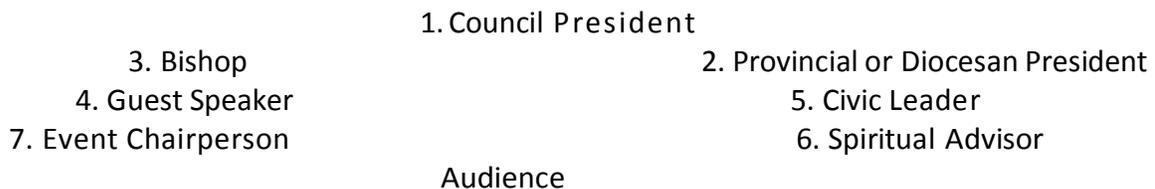
6. When leaving, check regarding transportation, thank him/her personally, and wait with him/her until he/she leaves.
7. If a fee is required, have the cheque ready and signed in an envelope, so that it can be given to the guest immediately. (Note: This is customarily included with a note of appreciation to be presented by the person thanking the speaker),

SEATING OF GUESTS

As in your own home, make sure that someone takes care of the invited guests. Meet them at the door, have them escorted into the room where guests are assembled, introduce them to your executive and other guests, giving their names and the group they represent.

At League functions, the following seating plan is usually:

1. The council president is at the centre of the table.
2. The diocesan or provincial president in attendance is seated at her left.
3. The bishop or his representative is seated at her right.
4. The guest speaker is at the right of the bishop.
5. The civic leader is at the left of the CWL diocesan or provincial president.
6. The parish council spiritual advisor is at the left of the civic leader.
7. The chairperson of the occasion is at the right of the guest speaker.



When the general audience is seated, guests are assembled in order so that when they file behind the head table, they are able to sit down in their proper place. Thus, in the example above, if you enter from the left hand side of the hall, the advisor leads, followed by the civic leader, the provincial or diocesan president, the hostess president, the bishop, the guest speaker and finally the chairperson for the dinner.

FORM OF ADDRESS

ORDER OF ADDRESSING A MEETING OR INTRODUCTION

When addressing an assembly, use the following order:

- (a) Madam Chairperson
- (b) Cardinal (Your Eminence), Archbishop (Your Grace), Bishop (Your Excellency)
- (c) Presidents: National, Provincial, Archdiocesan (Madam President)
- (d) Spiritual Advisors: National, Provincial, Archdiocesan (as above, or Msgr., Fr. ...)
- (e) Special guests
- (f) Members of the League

After the first to speak has addressed all the above, the other speakers only address the Chairperson (“Madam Chairperson ...”)

INTRODUCING THE HEAD TABLE

Turning to your left, you say:

"On my extreme left our Parish Council Spiritual Advisor, Father, the Mayor of, Mr./Ms., our Diocesan President, Ms/Mrs. "

Turning to your right, you say:

"On my extreme right, the event chairperson for this dinner, Mrs., our guest speaker for this evening, Mrs., and His Excellency, Bishop of Diocese.

The highest ranking guest (Bishop/Archbishop) should be introduced last.

It is a good idea to ask your audience to withhold their applause until all at the head table have been introduced.

INTRODUCING A GUEST SPEAKER

The purpose of an introduction is to get the speaker off to a fast start -- on the right foot. Be brief, not more than one minute. Emphasize two points: the subject and the speaker. Guideline: Why this person? At this time? Why this topic? For this group?

Example: (Subject) *"Sister members: It is appropriate that we, as Christian women, consider how we can participate and make our voices heard on the important social issues of today."*

(Speaker) *"Our speaker is one whose opinions on "The Role of Women in Today's World" are well stated in her recent book on that subject; whose knowledge stems from her extensive research and study on the subject. It is a pleasure for me to introduce a well-known contemporary writer, Miss Victoria Palmer."*

Note: Order of addressing the chairperson, etc, is the same as at a meeting.

Be sure not to turn your head away from the microphone/audience until you have spoken the name so that everyone hears it clearly; lead the applause and clap until the speaker is at the rostrum. Then sit down.

THANKING A GUEST SPEAKER

Your salutation can be either directed to the speaker, or through the chairperson.

"Madam Chairperson, Your Excellency, Rev. Father, Members"

Record mentally, or in note form, the reactions of the audience, particularly where they have shown appreciation. Notes are permissible, usually necessary. Be friendly, gracious, and thank the speaker on behalf of the audience. Perhaps mention a highlight or inspiring thought from the talk. Do not reiterate the whole talk.

Be brief.

Example:

"Miss Palmer, the resounding applause we have just heard is truly convincing evidence of the enthusiasm and appreciation your remarks have provoked. We now have a much better understanding of our role in today's world. I am sure that I speak for everyone present when I say that you have assisted us greatly.

On behalf of the members of St. Michael's Council, may I thank you for being our guest today and for your most helpful and instructive address."

Lead the applause again, then shake her hand and present the note of appreciation, which should include the stipend.

PRESENTATION OF A GIFT

Notes should not be used on this occasion. Use the following plan:

1. Make a reference to the occasion;
2. Make a reference to achievements of recipient;
3. Express the goodwill of those for whom you speak;
4. Make the formal presentation.

Make your remarks original, sincere and complimentary. Refer to service given, accomplishments while in office, etc. If moving away, she will be missed, have a well deserved rest, etc. Then pick up the gift, walk to the recipient and hand it to her, concluding,

"... and so, on behalf of all the members of _____ council, please accept this gift with our sincere esteem and appreciation for your years of service, and may this gift remind you of all of us in the years ahead".

ACCEPTING A GIFT

Simply express thanks, your debt to the group, say how useful or what a delightful memento the gift will be and how it will recall happy memories.

SEATING ARRANGEMENTS FOR OFFICERS

At executive meetings, all officers should be seated at/around the same large table.

At general meetings, all officers should be seated at the head table. However, if the executive comprises more than half of those attending the meeting, then perhaps only the president, secretary, treasurer and spiritual advisor would sit at the head table. Other officers should come forward to give their reports.



11. Ethical Guidelines

Focus: to explore the importance of ethics in all aspects of League and lay service.

Number of Facilitators: one

Materials needed: a sheet of plain paper, scenarios copied and cut into strips for distribution and a copy of *National Manual of Policy and Procedure* open to page 37

Information sheet(s) for distribution: page 98-99

Approximate Run Time: 75 minutes with questions

The term ethics is often used interchangeably with morality. In a broader sense ethics are a set of principles that determine what behaviours are helpful or harmful to those around us. Albert Schweitzer defined ethics simply as “reverence for life”. It is often easy to determine the right thing to do; the challenge comes in actually doing it in a way that will do the most good and/or the least harm. It is also easier to see the failings of others before our own.

The *National Manual of Policy and Procedure* states, “Baptism in the life and mission of Jesus Christ involves ongoing faithfulness to the life and the mission of the church. The mission of The Catholic Women’s League of Canada flows from our mission statement as:

a national organization
rooted in gospel values,
calling its members to holiness
through service to the people of God”

Every member is called “to try, as far as humanly possible, to conduct herself, with love and care, in a manner respectful of those whom she serves. ...The League recognizes its responsibility to provide a set of clear ethical guidelines for its members, in keeping with both the Mission Statement and the Objects of the League.”

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

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

Catholic moral and social teachings are founded on recognition of the sacred dignity of every human person (including and especially the ones we have trouble getting along with).

Let's take a few minutes to read these directions together and indicate which Objects most closely relate to them. *Encourage members to call out number of Objects as points are read.*

In all areas of service, members are called upon to:

Speak and act in a manner that is consistent with the common mission of the church. (#2)

Maintain an active relationship and good standing with the Catholic church. (#2)

Seek ongoing faith education and spiritual development. (#1)

Speak and act in ways that respect the equal dignity and worth of every individual. (#6)

Speak and act in ways that reach out to those who are suffering, weak or vulnerable (#6)

Demonstrate respect for diverse cultures. (#8)

Avoid discrimination "based on race, national or ethnic origin, colour, religion, sex, age or mental or physical disability." (*Canadian Charter of Rights and Freedoms*). (#8)

Refrain from and protect others from any form of coercion, intimidation, questionable behaviour or abusive words or actions. (#6)

Take a clean sheet of paper, crumple it and then smooth it out. Trust is like a sheet of paper. Once it is crumpled, it can never be restored to its original form.

Transparency and Trust in Relationships

The National Manual of Policy and Procedure notes, "Christian leaders are called to be 'good shepherds' who care about those whom they serve and who refrain from exploiting their position for their own personal interests or agenda. (*John 10, 1 Peter 5*)"

Where League service involves confidential communication, counseling and trust, members should:

work always to promote the interests and well-being of those being served, refraining from exploiting relationships of trust and authority.

treat all communications from those they serve with confidentiality except when permission for disclosure is granted.

understand the limits of their own competence and make referrals to other professionals when appropriate.

Relationships with Colleagues and the Clergy

"Jesus Christ called His disciples to a new type of servant leadership that sees authority as a form of dedicated service rather than an entitlement or privilege (Mark 7.10)"

These guidelines are relevant to members in leadership roles in the League.

Treat leadership responsibilities as a work of dedicated service rather than as a form of entitlement or privilege.

Foster transparency and accountability to fellow members as well as to those who are served by keeping them informed of policies, procedures and decisions related to their field of service, including any changes affecting them.

Solicit and attend to feedback from members and those who are served.

Exercise good stewardship of resources entrusted to one's care and employ good financial practices.

Recognize that good judgment is achieved through consultation rather than through isolated decision-making.

Follow established rules of fair procedure at meetings, in committees and when making executive decisions.

Seek advice and counsel of clergy, colleagues and other professionals whenever it is in the best interest of those being served.

Promote solidarity, justice and service in a spirit of collaboration.

Refrain from maligning other members or the clergy.

When conflict occurs seek dialogue, reconciliation and counsel, and if necessary, professional mediation.

Take collegial and responsible action when concerns about or direct knowledge of misconduct occur.

Break into small groups. Assign a scenario to each group. Ask them to discern the best course of action. Give ten minutes for discussion then ask for a report from each group for ten minutes and if possible gather comments from the larger group.

Did reviewing the ethical guidelines just before dealing with the scenario help in your discernment?

Did anyone find a simple solution or course of action?

In your small group was there easy agreement or spirited debate?

Does anyone have an example of an ethical challenge they have faced, with names changed to protect privacy?

Personal commitments and responsibilities

"The lay faithful are called to live with integrity and to be strong in their inner selves" (*Ephesians 3:16*). In order truly to love one's neighbours as themselves, members must also care for their own spiritual, physical and psychological needs.

Civic Duties

As a Catholic lay association, the services and activities of the League are important elements of the dynamic civil society life that is so vital to free democracies. Members should strive to be engaged citizens as well as faithful members of the church.

These guidelines also relate strongly to the Objects. *Encourage members to call out which Objects most closely relate.*

The following guidelines apply to all areas of League service.

Speak and act in a manner that is consistent with the “supremacy of God and the rule of law” (*Canadian Charter of Rights and Freedoms*). (#6)

Speak and act in ways that promote a ‘culture of life’ and respect the inviolable right to life of all human beings. (#4)

Speak and act in ways that respect and promote the Catholic vision of marriage and family life. (#3)

Promote justice in relationships with others, especially on behalf of persons in need. (#6)

Encourage informed public debate on issues of social and moral concern. (#7)

Foster responsible and active citizenship in a pluralistic, democratic country. (#8)

We close with words of wisdom. A wise person once said, “Integrity is doing the right thing even if nobody is watching.”

There are also words of affirmation. Anne Franck wrote “A quiet conscience makes one strong.”

These guidelines have been drawn from a document prepared in 2007 by the English-Speaking Catholic Council of Greater Montreal, following an in-depth consultative process involving both lay and clergy input, and they have been adapted for the needs of the League. Used with permission.



Ethical Guidelines

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

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

Which Objects are tied most closely to the directions below?

In all areas of service, members are called upon to:

- Speak and act in a manner that is consistent with the common mission of the 4 church. # ____
- Maintain an active relationship and good standing with the Catholic church. # ____
- Seek ongoing faith education and spiritual development. # ____
- Speak and act in ways that respect the equal dignity and worth of every individual. # _
- Speak and act in ways that reach out to those who are suffering, weak or vulnerable. # _
- Demonstrate respect for diverse cultures. # ____
- Avoid discrimination “based on race, national or ethnic origin, colour, religion, sex, age or mental or physical disability.” (*Canadian Charter of Rights and 14 Freedoms*). # ____
- Refrain from and protect others from any form of coercion, intimidation, 16 questionable behaviour or abusive words or actions. # ____

The following guidelines apply to all areas of League service.

- Speak and act in a manner that is consistent with the “supremacy of God and the rule of law” (*Canadian Charter of Rights and Freedoms*). # ____
- Speak and act in ways that promote a ‘culture of life’ and respect the inviolable right to life of all human beings. # ____
- Speak and act in ways that respect and promote the Catholic vision of marriage and family life. # ____
- Promote justice in relationships with others, especially on behalf of persons in need. # ____
- Encourage informed public debate on issues of social and moral concern. # ____
- Foster responsible and active citizenship in a pluralistic, democratic country. # ____

More detailed ethical guidelines for the League can be found in the *National Manual of Policy and Procedure* pages 37-40.

Ethical Guidelines Copy this sheet, cut and distribute scenarios to small groups

Scenario 1: You are a member who works as the church secretary. In filing church records, it comes to your attention that a member of your council has not been married in the church.

Scenario 2: A member has just confided in you that she has been severely depressed and is contemplating taking her own life. She asks you not to share her confidence with anyone.

Scenario 3: Your parish priest has told your council that your annual rummage sale will no longer take place.

Scenario 4: A sister member has agreed enthusiastically to assist you on a project then sends an e-mail to another member to complain....and inadvertently copies you on the message.

Scenario 5: You have overheard one member spreading a rumour to another that a member is mismanaging the council's money.

Scenario 6: You overhear a couple of members complaining that they would never want a (fill in ethnic slur here) as a council president.

Scenario 7: A member's name has been advanced for special recognition. Those nominating her are unaware that she talks behind peoples' backs and regularly takes credit for work that others have done...plus you find it difficult to love her as you should.

S'Mores Evaluation

Did you participate in the *Catch the Fire!* workshop last year?

Did we touch on something that you wanted to learn? What module was that?

Have you found some new ideas to try in your League work from the exchange of information among one another?

Did you have fun today? Doing what?

Was your faith enriched today? What did you like?

Looking ahead, what other topics might we consider spending time exploring?

Would you like to help us to this sort of thing sometime?

Do you have a theme in mind?

Thank you for your input and participation today.



S'Mores

Development Day

Name: _____

Date: _____

The Catholic Women's League of Canada
2013