

MANUAL OF POLICY AND PROCEDURES



ST. PETER CATHOLIC WOMEN'S LEAGUE

73334 BLUEWATER HWY

ST. JOSEPH, ON N0M 2T0

October 2023

The Manual of Policy and Procedures (Standing Rules) of St. Peter Catholic Women's League (CWL) is compiled from policies and procedures adopted by the Council for use by its members to carry out the provisions of the Constitution and Bylaws.

Policies are the results of adopted motions, which can only be amended by motion of the Council, OR practices that have become acceptable traditions by use or established custom.

Procedures provide an orderly administration of League affairs from term to term and may be amended by motion of the Council as required.

A copy of the Manual of Policy and Procedures shall be made available to each of the Executive members of St. Peter CWL and to all members.

Adopted: November 14, 2023

1. MEETINGS

Executive Meetings (if deemed necessary) are called by the President and are held at a mutual agreed upon location.

General Meetings are held on the 2nd Tuesday of the month at 7 p.m. in St. Peter church hall OR the church sacristy. Approximately eight (8) meetings per year are held.

2. SPIRITUAL ACTIVITIES

On the death of an active CWL member, or member of her family, an announced Mass will be purchased. Member of family is defined as her husband and children.

On the death of a CWL member, the President or appointed member will discuss protocol with the funeral director.

CWL Prayer Service is held at the funeral home at a time confirmed after discussion with the CWL President or appointed CWL member and the funeral director.

A CWL funeral pall will be displayed either on the casket/urn or near it. The funeral pall is kept in a box in the cupboard in the handicap entranceway of the church.

A CWL honour guard, wearing CWL sashes, is arranged for the funeral Mass. The honour guard is comprised of 6 to 8 members, 3 or 4 on each side dressed appropriately. They are seated in the first two rows at the entranceway of the church and stand to form an honour guard for the family at the beginning of the funeral Mass and after the final prayers, or at the funeral home dependent upon final wishes.

The name of the deceased CWL member is sent to the CWL National office by the Membership Coordinator.

3. FUNERAL LUNCHEONS

Arrangements for a funeral luncheon are coordinated through the funeral luncheon Convenor. Once the number of guests has been determined, the funeral luncheon

Convenor is responsible for the preparations, hall set up, and workers.

The funeral luncheon Convenor will ensure all garbage and recycling are placed in appropriate bins and wheeled to the road for pickup. They shall arrange to have the bins brought back into the Parish hall after garbage collection day.

The cost of the funeral luncheon is a *set cost per person* as determined by St. Peter CWL council and is applicable to all funeral luncheons.

4. MASS INTENTIONS

At Christmas time, an announced Mass will be purchased for current members of St. Peter CWL residing in the Blue Water Rest Home, Maple Woods apartments, and other assisted-living residences.

On or near December 6, the feast day of our Lady of Guadeloupe, an announced Mass will be purchased for all deceased and living members of St. Peter CWL.

On the death in the family of the current parish priest, an announced Mass will be purchased. Family is described as parents, brothers, and sisters.

On the death in the family of a previous parish priest, an announced Mass will be purchased *as discerned by the St. Peter CWL Executive*. Family is described as parents, brothers, and sisters.

On the death of a current St. Peter CWL member, an announced Mass will be purchased.

5. CARDS

Cards are purchased and mailed by the **CWL Secretary or appointed member** to *current members of St. Peter parish as discerned by the St. Peter CWL Executive* as follows:

- To the sick and hospitalized members of St. Peter CWL.
- On the death of an immediate family member – immediate family is defined as mother, father, brother, sister, husband, child, grandchild, and in-law.
- Christmas cards to current CWL members in the Bluewater Rest Home, Maple Woods apartments, and other assisted-living facilities.

- Thank you cards regarding donations and services.

6. PRESENTATIONS OF CWL PINS, ANNIVERSARY PINS, & MAPLE LEAF SERVICE PINS

CWL pins are presented to all new members.

Anniversary Service Pins will be given for anniversary dates as determined by the CWL National Office.

Maple Leaf Service Pins – CWL members are invited to submit names in writing of prospective recipients to the council Executive by March 31 (see form Appendix 1). The decision will be made at the discretion of the Executive. The decision will be made by a secret vote. A majority vote is needed.

Presentation of all pins shall be at the discretion of the President and the Membership coordinator. Presentation of all pins shall take place as part of a Mass as determined by the priest, the CWL president, and the membership coordinator.

7. ONGOING CWL COUNCIL FINANCIAL COMMITMENTS

**Based on the financial position of St. Peter CWL*

- COR – \$100.00*
- Development & Peace's CURRENT disaster relief fund – up to \$100.00*.
- Faith in Action award – \$100.00 (see form Appendix 2).
- Kids Help Phone – up to \$100.00*.
- NET (National Evangelization Team) – \$100.00 to the National Team **EXCEPT** if NET team participants are from the clustered parishes of St. Peter & St. Boniface then \$100.00 is given to **each parish** NET member.
- Rosary Apostolate in the Schools – up to \$50.00*.
- Youth Group – upon written request, up to \$150.00*.
- Christmas gift for current priests each year – valued at \$50.00* each.
- Christmas gift for parish deacons and secretaries each year – valued at \$25.00* each.

- First Communion gift and Confirmation gift to be given to each candidate when they receive the sacraments. The cost is shared equally between the CWL's of St. Boniface and St. Peter.
- A crucifix or other suitable gift purchased for each new member of the Catholic faith. The cost is shared equally between the CWL's of St. Boniface and St. Peter.
- Mother's Day Carnations – purchased in May \$150.00*
- Coffee Sundays – \$100.00*
- Quilt supplies – Cost not to exceed \$200.00* for the purchase of the top, the material for the underside, the batting, and the thread.
- Save-A-Family program* – the commitment to this program will be reviewed yearly.
- Membership dues for current St. Peter CWL members residing in Blue Water Rest Home, Maple Woods apartments, and other assisted-living residences will have their yearly membership paid by St. Peter CWL.
- Proceeds from fundraising efforts by St. Peter CWL shall be balanced amongst international, national, and local charities/needs.

8. ONGOING SPECIAL EVENTS

- January – Elections every 2nd year – installation of Officers after the election and in consultation with the priest and CWL president.
- First Friday in March is World Day of Prayer – hosted by area churches on a rotating basis.

9. ONGOING CWL EVENTS

- May – Bake Sale.
- August – Bake Sale.
- September – Raffle draw. CWL Potluck dinner held in church hall.
- October & December – Food drive for Blessings Food Bank. Right-To-Life membership drive. St. Peter CWL Membership Drive.
- November – Christmas Giving Drive.
- December – St. Peter CWL Christmas Dinner.

10. HISTORICAL RECORDS

Records shall be kept in good order in the binders on the church premises by the immediate Past President. The records are found in the totes in the cupboard in the handicap entrance of the church.

11. ALLOWABLE EXPENSES

- NO payment shall be issued without proper receipt(s).
- All receipts are given directly to the Treasurer to pay or the member pays the bill and is reimbursed by the Treasurer.
- The following people are authorized to make expenditures for the Council: the President, the Secretary, and the Treasurer for ongoing expenses associated with their positions.
- Pay Regional Dues annually.
- Gas mileage at the rate established by the Council will be paid for the trip to and from the purchase place of quilt supplies. A store-issued GAS receipt **must** be handed in to the Treasurer for payment.

12. REPRESENTATION AT CWL ANNUAL DIOCESAN CONVENTION

The Council shall provide funding for the President and/or her Designate to attend the Diocesan Convention and monthly Presidents' meetings. ***Funding will NOT be provided for the CWL National Convention.***

Diocesan Convention Expenses:

For the **President and/or her chosen delegate:**

- Registration fees.
- Food costs as per registration form.
- Accommodation costs based on double occupancy.
- \$50.00 per diem.

- Gas mileage at the current rate per kilometre as established by the Council. A store-issued gas receipt must be handed into the Treasurer for payment.

The **Spiritual Advisor** shall have his banquet ticket paid for by the Council on a shared basis by the two parishes in the cluster.

Voting and accredited delegates are to report convention highlights at a general meeting.

Presidents' Meetings Expenses:

Gas mileage at the current rate per kilometre as established by the Council. A store-issued gas receipt must be handed into the Treasurer for payment.

13. Official Correspondence

All letters written in the name of St. Peter Council shall be on official stationery. Such letters shall be sent as authorized by the President and reported at the General Meeting.

14. Elections (Article XV, Sec 3)

The Nominations and Elections Committee shall be appointed by the President. Two appointed members, along with the President, make up the committee. The President serves as the Chairperson of this committee.

Positions voted on are: President, Vice-President, Secretary, Treasurer, and up to four (4) standing committee chairpersons.

If any positions are not filled, they can be appointed at the first Executive meeting by the President.

15. SPIRITUAL ADVISOR

The President shall act as liaison between the Spiritual Advisor and the CWL members fostering open communications with all League members. The President shall notify the Spiritual Advisor of all council meetings, conventions, and special events.

16. REPORTS

- The Council voting and accredited delegates to conventions, at all levels, shall report orally to the members on activities and proceedings at a CWL General meeting.
- As a member of the Regional Committee, the President shall report to members on the Regional Committee's activities at a CWL General meeting.
- Each chairperson is responsible for reports at General meetings and the year-end Annual Report to the National Office.
- The treasurer will present a budget for the upcoming year at the first General meeting of the year.
- The treasurer prepares an Income and Expense report for the past year, which is sent to the CWL National Office and this report **MUST** be made available to all St. Peter CWL members and women of the parish.

APPENDIX 1



St. Peter Catholic Women's League St. Joseph, Ontario

Nomination For CWL Maple Leaf Service Pin

The Maple Leaf Service Pin was introduced in 1971 for members who have served the League in an exceptional or meritorious manner.

The nominee must be:

- An active League member for a minimum of 7 to 10 years.
- Have performed outstanding service for the benefit of St. Peter CWL over several years.

Name of Nominee: _____

Reason why this person should be considered for the Maple Leaf Service Pin:

Please submit completed form to [PRESIDENT'S NAME] at [EMAIL ADDRESS] by [DATE].

APPENDIX 2



St. Peter Catholic Women's League St. Joseph, Ontario

St. Anne's 2024 Faith in Action Award Application

This is your opportunity to apply or nominate a graduating student from St. Anne's Catholic Secondary School, who is an active member of our parish and models the values of Jesus on a daily basis. The award recipient will receive a \$100 bursary. Complete this application or nomination by [DATE] and send to [PRESIDENT] at [EMAIL ADDRESS].

Please print:

NAME OF GRADUATING STUDENT

PARISH

ADDRESS

EMAIL _____ PHONE _____

NOMINATED BY (if applicable)

EMAIL _____ PHONE _____

Please share why you or your nominee is the ideal candidate to receive this award:
