

The Catholic Women's League of Canada

*Guidelines for Parish Councils Hosting Meetings and Events for
the Ottawa Diocesan Council*

The Diocesan Executive does not have a location of their own to hold events. Therefore, it is necessary for parish councils in the diocese to take turns providing facilities and to host the events/meetings. The guidelines in this manual are provided to encourage parish councils to become involved in hosting events/meetings for the Diocesan Council. We hope that by listing the responsibilities for the parish and the diocese that it will make it easier for councils to decide which events they are able to host. It is healthy for the diocese that these events/meetings move around the area to allow easy access to all. Ideally the host council is identified early, so that the host and location can be included in the Diocesan Calendar which is prepared for distribution in September.

Parish presidents are required to complete an **Offer to Host a Diocesan CWL Event/Meeting Form** which must include the signatures of the parish priest/spiritual advisor and parish council president. These completed forms are to be sent to the Diocesan President as early as possible. (The form can be found on the diocesan website.)

THE FOLLOWING EVENTS ARE COVERED IN THIS MANUAL:

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Hosting the Advent Retreat

The Diocesan Advent Retreat Day is held each year on the last Saturday before the beginning of Advent, if possible. The day may begin with mass, celebrated by the diocesan spiritual advisor, if he is available. Otherwise, mass may be celebrated by the spiritual advisor or another priest of the host council. A coffee break and snack follows the mass. Each year the program will have a different speaker/retreat master and the program will reflect the theme chosen by the diocesan spiritual development chair in consultation with the diocesan officers and spiritual advisor. Talks are given in the hall and time for prayer and reflection may be offered in the church (depending on the program that is planned for the day). The diocesan spiritual development chair will work with the speaker/retreat master and the diocesan spiritual advisor to develop the day's program. The retreat is open to all women in the diocese; members or non-members.

The cost of attending the retreat will be set by the diocesan officers. This fee shall cover the costs of the speaker/retreat master, the cost of providing the coffee, tea and snack following mass, the lunch and health break. A paid registration fee is required in advance and will not be accepted at the door. The attendance will be limited to the capacity available in the host council location. Past attendance has ranged between 80 and 150.

A completed **Offer to Host a Diocesan CWL Event/Meeting Form** is to be sent to the diocesan president a year prior to the set date, if possible.

(a) What does a parish council need to consider in hosting the Advent Retreat Day?

- Church availability for the morning mass (if one is to take place). This mass may take place at the time of the regularly scheduled morning mass, if the schedule permits. Discuss this with your spiritual advisor and the diocesan president.
- Hall availability for the retreat (keep in mind the size of the facility and the number that may attend).
- Availability of kitchen facilities to accommodate lunch and break preparation.

(b) What does the hosting council provide?

- Provides the coffee breaks, snacks and lunch. Only the price set by the Diocesan Council to cover these costs will be reimbursed to the hosting council.
- Members to serve the food.
- Sufficient tables and chairs for those registered.
- Members to set up and clean up the retreat space and food serving areas.
- Microphone, lectern (adjustable if possible) and screen (if possible) to be used by the speaker/retreat master.
- Eucharistic Ministers and altar servers for the mass.

(c) What does the diocesan council provide?

- Registration for the Advent Retreat will be looked after by the diocesan spiritual development chair. All registration forms will be sent to her, including the fees for each participant.
- Diocesan spiritual development chair, in consultation with the diocesan spiritual advisor and diocesan officers, will choose a speaker/retreat master and provide them with an outline of the general format for the day.
- Diocesan council is responsible for paying the speaker/retreat master and any printing costs.
- Diocesan council will publicize the retreat to all diocesan parish councils by e-mail.
- The diocesan spiritual development chair will work with the diocesan spiritual advisor to prepare for the mass and write the Prayers of the Faithful. Readers and gift bearers will be chosen from the diocesan officers and life members. The diocesan council will provide the Diocesan Book of Life and the picture of Our Lady of Good Counsel with display stand to be arranged in a special area during mass.
- The diocesan spiritual development chair will prepare a program for the day, in consultation with the speaker/retreat master. Programs will be available the day of the retreat. Evaluation forms may be provided at the discretion of the diocesan spiritual development chair.
- The diocesan spiritual development chair will provide the host council with a set-up plan, seating plan and theme decorations for use in the retreat space.
- The diocesan spiritual development chair will set up a sacred space.
- Diocesan officers will be responsible for looking after the registration table the day of the retreat.
- The diocesan spiritual development chair will provide the final registration numbers to the host council by a pre-arranged date.
- The diocesan treasurer will pay the host council the funds collected that have been designated for the food.
- Diocesan officers will ensure all handouts are given to those who attend the retreat.

Hosting a Diocesan Convention

The Ottawa Diocesan Convention occurs once each year usually on a Saturday in May. The convention program begins with registration in the morning, followed by an Opening Prayer Service and then the business session. The convention usually ends in the late afternoon, followed by a closing liturgy or mass and may have a closing banquet. These events may take place all at the same location (e.g. church and hall) or they may take place in separate locations (e.g. church and school). Parish councils may join together to host a convention.

The cost to attend the convention includes a registration fee set by the diocesan officers to offset the costs of the business session. Fees for lunch and the banquet are set by the convention committee in consultation with the diocesan president to cover the costs incurred for these two meals and three coffee breaks (one during registration in the morning, one mid- morning and one mid- afternoon).

A completed **Offer to Host a Diocesan CWL Event/Meeting Form** is to be sent to the diocesan president.

(a) What does a parish council need to consider when offering to host a diocesan convention?

- Availability of the church for the opening and/or closing mass (this may take place at the time of your parish's regularly scheduled daily or Sunday Mass, if the schedule permits. Discuss this with your spiritual advisor and the diocesan president.
- Availability of meeting space for the business session for a minimum of 120 people.
- Availability of the meeting space the day before convention so it can be set up and ready for early the day of convention.
- Availability of banquet space (when part of the program) for a minimum of 120 people.

(b) What does the hosting council provide?

- Members (hospitality committee) to greet those attending the convention as members, guests, dignitaries etc.
- Provides the two morning coffee breaks (during registration & mid- morning), lunch and mid-afternoon health/coffee break and members to serve and clean up.
- Manages/arranges all details with the caterer for the banquet, in consultation with the diocesan president.
- Will set the price for the lunch and banquet in consultation with the diocesan president.
- Will supply items needed for the liturgy, both during the business session and for the opening and/or closing mass (i.e. candles, flowers, stands, holy water etc.)
- Will supply sufficient tables and chairs for those registered and a head table for the diocesan officers.
- Volunteers to set up the meeting space the day before the convention.

- Volunteers to clean up following the business session and set up for the banquet.
- Will supply tables for diocesan displays and registration.
- Members to collect evaluation forms and plastic nametag holders and ensure these are returned to the diocesan chair of registration following the business session.
- Will provide an emcee for the banquet (usually the hosting council president).
- Supplies two microphones for use during the business session and one microphone for use during the banquet.
- Supplies a lectern (adjustable if possible) for use by the diocesan officers during the business session and by the convention emcee during the banquet.

(c) What does the diocesan council provide?

- The diocesan convention committee, consisting of the diocesan president, diocesan president elect, diocesan corresponding secretary, diocesan spiritual development chair and the diocesan spiritual advisor (when he is available), will meet with the host council convention committee on agreed upon meeting dates for planning purposes.
- Chair of registration for the convention receives all monies associated with the convention, prepares nametags and voting/accredited delegate voting cards and sets up a sub-committee to assist her in the registration process.
- The business program for the convention.
- The liturgy program for the convention.
- The banquet program.
- The mass program booklet.
- Sends electronically to all parish council presidents, diocesan officers and life members the Notification of Convention, Credentials Forms and Registration Forms. Hard copies are mailed to those without e-mail.
- Designates reserved seating in the business session for all voting and accredited delegates as well as life members and guests.
- Works with the convention liturgy committee to choose hymns for the closing mass, prepare Prayers of the Faithful and identify reserved seating and procession protocol.
- Supplies an Annual Report Book to all voting delegates, all life members/honorary life members, diocesan officers and diocesan spiritual advisor.
- Will make the Annual Report Book available to all CWL members who have pre-ordered and paid for it at the time they registered. These will be available the day of the convention.
- Will make the Annual Report Book available in a PDF format the day after convention.
- Will provide the host council convention chair with the number of those who will be attending for the lunch and banquet by a date agreed upon prior to convention. This number will include the diocesan officers, diocesan spiritual advisor, guests of the diocesan council and the Archbishop or his designate.

- Will invite, in writing, the celebrant for the closing mass (usually the Archbishop).
- Determines the recipient of the convention collection and provides collection containers.
- Prints resolutions for distribution at the convention.
- Chooses and invites guest speakers.
- Provides for the needs of the resolutions/elections committees, as required.
- Identifies display space that will be needed.

(d) What happens once the invitation to host the convention is accepted?

- The parish council will receive a copy of “**Guidelines for Hosting the Ottawa Diocesan Convention (with Banquet)**”, which contains detailed instructions on planning and hosting the convention.
- Parish council president chooses a member to be the convention convenor. The convention convenor will then choose members for the convention committees.
- Make sure all members of the committees are given a copy of the handbook instructions that apply to them.
- Will meet with the diocesan convention committee on agreed upon dates for convention planning purposes beginning in January.
- Will meet with the diocesan convention committee for a final planning meeting approximately two weeks prior to the convention.
- In between meetings, the convention convenor will keep in touch with the diocesan president on all issues concerning the convention, keeping in mind that no decisions are made without the consent of the diocesan president.

Diocesan Convention Responsibility Chart

RESPONSIBILITY	DIOCESAN COUNCIL	HOSTING PARISH COUNCIL
LITURGY:		
Preparing Liturgy – Business Session & Mass Booklet	X	
Readers	X	
Choir (if used)	X	X
Gift Bearers	X	
Mass Intentions “For deceased CWL Members & Spiritual Advisors”		X (at time of booking)
Installation/Reaffirmation of Officers	X	X (assist)
Opening Procession for Business Session		X (protocol set)
Closing Mass Procession		X (protocol set)
Recessional		X (protocol set)
Seating in Church (Closing Mass)		X (protocol set)
Eucharistic Ministers		X
Altar Servers		X
Cross Bearer		X
Hymns	X	X
Ushers		X
Taper Candles (if needed for Installation/Reaffirmation Ceremony)		X
Dish of Holy Water (if needed for Installation/Reaffirmation Ceremony)		X
Gavel	X	
President’s Pin	X	
Installation/Reaffirmation Ceremony Booklets	X	
PRINTING:		
Annual Report Book	X	
Mass Booklet	X	
Business Session Agenda	X	
Banquet Program	X	
Liturgy Program for Business Session	X	
Meal Tickets (as required)	X	

DECORATIONS:		
Church, Hall (Business Session & Banquet)		X
Signs, Posters		X
Table Favours (if used)		X
Flags & Stands	X	
Space for Council Banners		X
REGISTRATION:		
Convention Notification	X	
Receive Registration Forms & Monies	X	
Plastic Nametag Holders	X	
Table Identifying Tent Cards for Delegates	X	
Preparation of Nametags	X	
Prepare Credential & Registration Reports	X	
Collection of Nametag Holders after Business Session		X
Voting Cards for Voting & Accredited Delegates	X	
Credential Register Book	X	
PUBLIC RELATIONS:		
Roving Photographer	X	X
Speaking to Media	Diocesan President ONLY	
MEALS & SPECIAL EVENTS:		
Morning Refreshments (during Registration)		X
Coffee Break		X
Lunch		X
Social after Closing Mass (if required)		X
Selection of Caterer & Menu for Banquet	X	X
Meal Prices	X	X
Refund Policy	X	
GENERAL AREAS OF RESPONSIBILITIES:		
Secretary for Committee Meetings		X
Invite Speakers	X	
Chair Banquet (Act as Emcee)		X
Microphones: 2 for Business Session, 1 for Banquet		X
Lectern		X

Hosting the Fall Diocesan Executive Meeting (Pot Luck)

The Fall Diocesan Executive Meeting (Pot Luck) is open to all members and perspective members. There is no registration or cost involved to attend. The day may begin with mass, normally celebrated by the diocesan spiritual advisor. A pot luck lunch is served and the meeting finishes mid-afternoon. The starting and finishing times are decided by the diocesan officers.

A completed **Offer to Host a Diocesan CWL Event/Meeting Form** is to be sent to the diocesan president a year prior to the set date, if possible.

(a) What does a parish council need to consider in hosting the Fall Diocesan Executive Meeting (Pot Luck)?

- Church availability if morning mass is to take place.
- Availability of a hall or other space for holding the meeting; should accommodate a minimum of 70 people.
- Availability of kitchen facilities to accommodate lunch and break preparation.

(b) What does the hosting council provide?

- Sufficient tables and chairs for those expected to attend.
- Members to set up and clean up the area for the meeting space.
- Provides coffee, tea and snacks for coffee break immediately following mass.
- Sets out food brought by members so that the pot luck lunch can begin at noon.
- Provides napkins, plates, cups, milk, sugar, utensils and cold drinks/water for lunch.
- Eucharistic Ministers and altar servers will be provided by the hosting council.
- Microphone, lectern and screen (if needed).

(c) What does the diocesan council provide?

- Floor plan set up for the diocesan officers and parish council presidents.
- Prepares the agenda for the day and e-mails it to the parish council presidents: **Parish council presidents are expected to bring copies for themselves and their members attending.**
- The diocesan spiritual development chair will work with the diocesan spiritual advisor to prepare for the mass and write the Prayers of the Faithful. Readers and gift bearers will be chosen from the diocesan officers and life members.
- Provides the Diocesan Book of Life and picture of Our Lady of Good Counsel with display stand to be used in the sacred space during mass and in the meeting area.
- Registers those attending and provides nametags.
- Publicizes the event to all diocesan parish councils by e-mail and ensures the event information is put on the Diocesan Catholic Women's League website.

Hosting a Diocesan Executive Meeting (other than the pot luck)

The Ottawa Diocesan Executive, composed of elected officers and the parish council presidents, meets four times a year to plan and discuss the business of the diocesan council.

- The Fall Executive Meeting (Pot Luck), held toward the end of September
- The Winter Executive Meeting, held the end of January
- The Pre-Convention Executive Meeting, held two weeks prior to the diocesan convention (or a date agreed upon by the diocesan officers)
- The Post-Convention Meeting, held two weeks after the diocesan convention (or a date agreed upon by the diocesan officers).

These meetings take place on Saturday. The general set-up is tables arranged in a square to seat approximately 40 people (except for the Fall Executive Meeting- Pot Luck). Generally the meetings begin at 9:00 a.m. and conclude by 1:00 p.m.

A completed **Offer to Host a Diocesan CWL Event/Meeting Form** is to be sent to the diocesan president.

(a) What does a parish council need to consider in hosting a Diocesan Executive Meeting?

- Availability of space to seat up to 40 people.
- Access to a kitchen or other facility for making coffee/tea.

(b) What does the hosting council provide?

- A microphone and lectern are useful but not mandatory.
- The hosting council provides coffee, tea, juice, cups, napkins and snacks prior to the start of the meeting and for one coffee break mid- morning.
- The hosting council will provide access to the area to be used 45 minutes prior to the beginning of the meeting.
- Members to make coffee and tea and set out snacks and to clean up afterward.

(c) What does the diocesan council provide?

- The diocesan spiritual development chair will set up a sacred space in the meeting area.
- Agenda for the meeting will be sent to all diocesan officers, parish council presidents, life member liaison and diocesan spiritual advisor by e-mail prior to the meeting date.

Hosting the Feast of Our Lady of Good Counsel

The Feast of Our Lady of Good Counsel is on April 26. It is usually celebrated on that date unless it falls on a Sunday in which case it is celebrated on the Monday. If it falls during the Easter season another appropriate date may be chosen by the diocesan spiritual advisor and spiritual development chair. When the feast day falls on a Saturday the event is celebrated in the morning; when it falls on a weekday it is celebrated in the evening. The event is open to all members and there is no cost to attend. Attendance in the past has ranged from 70 to 100. The event begins with the celebration of mass by the diocesan spiritual advisor, concelebrated by the host council spiritual advisor. A small social follows.

A completed **Offer to Host a Diocesan CWL Event/Meeting Form** is to be sent to the diocesan president.

(a) What does a parish council need to consider in hosting the Feast of Our Lady of Good Counsel?

- Availability of the church for mass.
- Availability of hall or other space for a social for 70 to 100 people.

(b) What does the hosting council provide?

- Members to set up and clean up social space.
- Provides coffee, tea, cold drinks, snacks, napkins, plates, cups, milk and sugar for the social.
- Eucharistic Ministers and altar servers will be provided by the hosting council.

(c) What does the diocesan council provide?

- The diocesan spiritual development chair will work with the diocesan spiritual advisor to prepare for the mass and write the Prayers of the Faithful.
- The diocesan spiritual development chair will prepare a program for the mass in sufficient quantities to hand out to those in attendance; will choose the readers and gift bearers from the members of the diocesan officers and life members; will arrange for music (if not provided by the host council); and will provide the Diocesan Book of Life and the picture of Our Lady of Good Counsel with display stand to be arranged in a sacred space during the mass.
- The diocesan president reads names of deceased members during the Prayers of the Faithful and names of members who have received awards in the past year at the end of mass.

Hosting the League Development Day

The League Development Day is held during the month of March on a Saturday. Depending on the League Development Day program, it may be a half or whole day event as decided by the diocesan officers. When a full day event is planned lunch will be provided by the host council for a fee decided by the diocesan officers, or to simplify, the participants may be asked to provide their own brown bag lunch.

Development days are provided as a training opportunity for members across the diocese. The subject of the program(s) will be publicized in advance along with the program for the day. There is no cost for registration, unless lunch is being provided. **Members are expected to register through their parish council presidents by the registration deadline date. If there are insufficient registrations, the event may be cancelled, as decided by the diocesan officers.** Attendance in the past has been between 50 and 80.

Half day sessions will have coffee prior to the beginning of the session, a coffee break during the morning and will begin at 9:00 a.m. and end by 12:30 p.m. Full day sessions will include coffee prior to the beginning of the session, a mid- morning coffee break and a lunch break and will begin at 9:00 a.m. and end by 3:00 p.m., unless otherwise publicized.

A completed **Offer to Host a Diocesan CWL Event/Meeting Form** is to be sent to the diocesan president.

(a) What does the parish council need to consider in hosting the League Development Day?

- Availability of space to hold a minimum of 50 people and sufficient space to divide the participants into groups, if necessary.

(b) What does the hosting council provide?

- Sufficient tables and chairs for those expected to attend (diocesan organization chair will provide the numbers received through advance registration).
- Members to set up and clean up the space(s) used.
- If a half-day session the host council provides coffee/tea, cold drinks/water and snacks for all attending prior to the beginning of the event and for one coffee break.
- If a full day session with lunch being served by the host council, the host council will be responsible for providing food for the lunch, napkins, plates, cups, milk, sugar, utensils, tea, coffee and cold drinks/water. The host council will be reimbursed for costs associated with

providing the lunch by the diocesan council from predetermined fees collected at the time of registration. If diocesan council chooses to have a “brown bag” lunch (members bringing their own lunch), the host council is responsible for making coffee/tea etc. available during the lunch break, as well as for the two other scheduled breaks during the day.

(c) What does the diocesan council provide?

- Facilitator(s) for workshop(s) and any handouts associated with the workshop(s).
- Set up of workshop area.
- For a full day session, collection of monies received through registration, to cover cost of lunch (if a brown bag lunch is not being used).
- Advise the host council of the numbers registered by the requested date, agreed upon by the host council and diocesan council.
- Receives registrations from parish council presidents.
- Assigns members to workshops based on preferences stated in registrations (when space is available in these workshops).
- A set deadline for registration.
- Provides officers to register those attending and provide them with an evaluation form if one is used.
- The diocesan spiritual development chair will set up a sacred space.

Hosting the Leadership & Public Speaking Course

The diocesan council Leadership & Public Speaking Course may be held every year, when there is a registration of at least 10 participants to attend the course. A maximum of 20 participants will be accepted. The course runs for six consecutive weeks, one evening each week from 7:00 to 9:00 p.m. The day of the week is determined by the facilitators and host council.

A completed **Offer to Host a Diocesan CWL Event/Meeting Form** is to be sent to the diocesan president. **If there are insufficient registrations (less than 10), by a date set by the diocesan organization chair, the course will be cancelled.**

(a) What does a parish council need to consider in hosting the Leadership & Public Speaking Course?

- Space available for up to 20 people, for six consecutive weeks from 6:30 p.m. to 9:30 p.m. (class is from 7:00 p.m. to 9:00 p.m., but time for set up and clean-up is necessary).
- Access to facility to make coffee and tea for the participants.

b) What does the hosting council provide?

- Tables, chairs, microphone (for at least 2 nights) and a lectern.
- Access to a microphone for two nights for use by the participants in their exercises. (This does not need to be in the same location as the course. Using a microphone in the church is acceptable.)
- Representative of the host council in attendance each night of the course to open up and lock up the facility and provide access to the microphone.

(b) What does the diocesan council provide?

- Facilitators for the course.
- Set up and clean-up of facility.
- Participants Handbook which includes the course materials, the Constitution and By-laws Booklet, the League Prayers pamphlet and other support material.
- Takes attendance weekly of all participants.
- Publicizes the course to all parish councils by e-mail.
- Receives registrations from parish councils.
- Gifts for “most improved speaker” and “best leadership qualities” among the participants.
- Appreciation gifts for facilitators.

Hosting a Diocesan Holy Hour

The diocesan executive established Holy Hours as an opportunity for members to come together in a spiritual activity, to pray together and to get to know each other better.

A parish council wishing to host a Diocesan Holy Hour is asked to propose a date to the diocesan council. The Holy Hour may consist of a mass, adoration of the Blessed Sacrament, rosary, or other means of prayer which can be done within the hour time frame. A small social usually follows.

A completed **Offer to Host a Diocesan CWL Event/Meeting Form** is to be sent to the diocesan president.

(a) What does a parish council need to consider in hosting a Diocesan Holy Hour?

- Availability of the church for mass or other prayer services. Discuss this with your spiritual advisor and the diocesan president.
- Availability of a space/hall for the social.

(b) What does the hosting council provide?

- Provides coffee/tea/cold drinks/water and snacks for the social following the Holy Hour.
- Set up and cleanup of the social space.
- The parish spiritual development chair works with the diocesan spiritual development chair to prepare for the Holy Hour.
- Eucharistic Ministers and altar servers are provided by the host council.

(c) What does the diocesan council provide?

- Diocesan spiritual development chair will work with the diocesan spiritual advisor to prepare for the mass and write the Prayers of the Faithful.
- The diocesan spiritual development chair will prepare a program for the Holy Hour, choose the readers and gift bearers from the diocesan officers and life members and provide the Diocesan Book of Life and the picture of Our Lady of Good Counsel with display stand for a sacred space during the service.
- Publicize the Diocesan Holy Hour to all parish councils by e-mail.