



## 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:

EVENT	PAGE NO.
ADVENT RETREAT	2, 3 & 4
DIOCESAN CONVENTION	5,6,7,& 8
DIOCESAN CONVENTION RESPONSIBILITY CHART	9 & 10
DIOCESAN FALL EXECUTIVE MEETING (POTLUCK)	11 & 12
DIOCESAN EXECUTIVE MEETING (OTHER THAN POTLUCK)	13 & 14
FEAST OF OUR LADY OF GOOD COUNSEL	15 & 16
LEAGUE DEVELOPMENT DAY	17 & 18
LEADERSHIP & PUBLIC SPEAKING COURSE	19
"FIND YOUR VOICE" PUBLIC SPEAKING COURSE	20 & 21
DIOCESAN HOLY HOUR	22 & 23



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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.

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 president.

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 president to develop the day's program. The retreat is open to all women in the diocese: members and 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 a morning refreshment break, lunch and an afternoon refreshment 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 must be sent to the diocesan president as far in advance as possible.*

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

- Handicap accessibility preferred.
- 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 the parish spiritual advisor, parish council president, and the diocesan president.
- Discuss possibility of CWL inclusion in the Mass.



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- Eucharistic Ministers and altar servers will be provided by the hosting council (when it is a CWL Mass).
- Availability of a hall or other space for holding the meeting and should accommodate a minimum of 80 people and a maximum of 150.
- Sufficient tables and chairs for those expected to attend. Set up should be ready one hour prior to the beginning of the event.
- Table for sacred space. (Set up by the diocesan spiritual development chair.)
- Area for the picture of Our Lady of Good Counsel. (Stand to be provided if possible.)
- Table for electronics, e.g., projector.
- Screen preferred.
- Microphone, lectern, and screen (if possible) to be used by the speaker/retreat master.
- WI-FI preferred.
- Availability of kitchen facilities to accommodate lunch and break preparation.
- Light refreshments are needed when ladies arrive, for morning break, lunch and mid-afternoon for break. Only the price set by the diocesan council to cover these costs will be reimbursed to the hosting council.
- Coffee, tea, milk, cream, sugar, juice, cold drinks and water. Necessary plates, utensils and napkins to be provided for all breaks and lunch.
- Members to serve the food.
- Members to set up and clean up the retreat space and food serving areas.

#### (b) 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 president, in consultation with 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.
- The diocesan spiritual development chair will work with the 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, in consultation with the diocesan president and the speaker/retreat master, will prepare a program for the day.
- Programs will be available the day of the retreat. Evaluation forms may be provided.
- The diocesan spiritual development chair, in consultation with the diocesan president, will provide the host council with a set-up plan, seating plan and theme. Decorations for use in the retreat space may be provided.
- The diocesan spiritual development chair will set up a sacred space.



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- 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.
- Publicize to all parish councils by email and post it on the CWL Ottawa Diocesan website.



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### Hosting a Diocesan Convention

The Ottawa Diocesan Convention occurs once annually 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 must be sent to the diocesan president a year prior to the set date if possible.*

- (a) What does a host parish council need to consider and provide in holding a diocesan convention?
- Handicap accessibility preferred
  - 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 the parish spiritual advisor and the diocesan president.
  - Availability of meeting space for the business session for a minimum of 120 people.
  - Availability of banquet space (when part of the program) for a minimum of 120 people.
  - Sufficient tables and chairs for those expected to attend.
  - Availability of the meeting space the day before convention so it can be set up and ready early on the day of convention.
  - Volunteers to set up the meeting space the day before the convention.
  - Will provide an emcee for the banquet (usually the hosting council president).
  - Obtains three separate quotes from three different caterers. Quotes should include all food, linens, plates, cutlery etc. Service may be requested.
  - Once a caterer is chosen, 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 committee and approval by 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.)



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- Will supply sufficient tables and chairs for those registered and a head table for the diocesan officers.
- Will supply tables for diocesan displays and registration.
- Will supply a table for Our Lady of Good Counsel/sacred space.
- Will supply a table for electronics and projector.
- Flag stands if possible.
- Ironing board and iron/steamer.
- Table for electronics, e.g., projector.
- Screen preferred.
- 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, to be used by the guest speaker(s) and by the convention emcee during the banquet.
- WI-FI preferred.
- Members to be assigned to assist as runners for National and Provincial representatives and for the diocesan president.
- Members (hospitality committee) to greet those attending the convention as members, guests, dignitaries etc.
- Availability of kitchen facilities to accommodate lunch and break preparation.
- Refreshments at three coffee breaks (one during registration in the morning, one mid-morning and one mid-afternoon). Members are needed to serve and clean up.
- Members to collect evaluation forms and plastic nametag holders and ensure these are returned to the diocesan chair of registration following the business session.
- Volunteers to clean up following the business session and set up for the banquet.
- Provide a post event report to be submitted to the diocesan president by the end of June.

(b) What does the diocesan council provide?

- The diocesan convention committee, consisting of the diocesan president, diocesan president elect, diocesan recording secretary (first meeting only) and treasurer as required, 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, usually the diocesan treasurer, for the convention receives all monies and handles all disbursements 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.



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- 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 after the January executive meeting.
- 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 a hard copy 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.
- Annual financial report to be sent to all parish council presidents, the life member liaison, diocesan officers and the diocesan spiritual advisor 21 days minimum prior to the event.
- 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, in consultation with the diocesan president and diocesan spiritual advisor.
- 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 and the attending members.
- Canada flag, CWL flag and Province of Ontario flag.
- Will invite, in writing, the celebrant for the closing Mass (usually the Archbishop).
- At the diocesan January executive meeting determines the recipient of the convention collection and provides collection containers.
- Prints resolutions for distribution at the convention.
- Provides for the needs of the resolutions/elections committees, as required.
- Chooses and invites guest speakers.
- Identifies display space that will be needed.
- Identifying vests for volunteers are available.

(c) 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*, which contains detailed instructions on planning and hosting the convention.
- Make sure all members of the committees are given a copy of the *Guidelines for Hosting the Ottawa Diocesan Convention* that apply to them.



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- Parish council president chooses a member(s) to be the convention convenor/co-convenors. The convention convenor will then choose members for the convention committees.
- Budgets will be discussed and determined by convention convenor and diocesan president once quotes are provided.
- Will meet with the diocesan convention committee on agreed upon dates for convention planning purposes beginning in early fall.
- 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.



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**Diocesan Convention Responsibility Chart**

<b>RESPONSIBILITY</b>	<b>DIOCESAN COUNCIL</b>	<b>HOSTING PARISH COUNCIL</b>
<b>LITURGY</b>		
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	
<b>PRINTING</b>		
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	



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**Diocesan Convention Responsibility Chart (cont'd)**

<b>RESPONSIBILITY</b>	<b>DIOCESAN COUNCIL</b>	<b>HOSTING PARISH COUNCIL</b>
<b>DECORATIONS</b>		
Church, Hall (Business Session & Banquet)		X
Signs Posters		X
Table Favours (if used)		X
Flags & Stands	X	X
Space for Council Banners		X
<b>REGISTRATION</b>		
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	
<b>PUBLIC RELATIONS</b>		
Roving Photographer	X	X
Speaking to Media	<i>Diocesan President ONLY</i>	
<b>MEALS &amp; SPECIAL EVENTS</b>		
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	
<b>GENERAL AREAS OF RESPONSIBILITIES</b>		
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
Evaluation Forms to be picked up at the end of the day		X



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### ***Hosting the Fall Diocesan Executive Meeting (Potluck)***

The Fall Diocesan Executive Meeting (Potluck) is **open to all members**, but only members of the diocesan executive or their representative are eligible to make motions or vote.

There is no registration or cost involved to attend.

These meetings take place on Saturday. The day may begin with Mass which is normally celebrated by the diocesan spiritual advisor. A potluck lunch is served and the meeting finishes mid-afternoon. The starting and finishing times are decided by the diocesan president who prepares the agenda but generally the meetings begin at 9:00 a.m. and conclude by 3:30 p.m. (Times may change if there is a morning mass.)

*A completed Offer to Host a Diocesan CWL Event/Meeting Form must be sent to the diocesan president as soon as possible.*

(a) What does a host parish council need to consider and provide in holding the Fall Diocesan Executive Potluck Meeting?

- Handicap accessibility preferred.
- Church availability if morning mass is to take place. Discuss possibility of CWL inclusion.
- Eucharistic Ministers and altar servers will be provided by the hosting council (when it is a CWL Mass).
- Availability of a hall or other space for holding the meeting which should accommodate a minimum of 70 people.
- Availability of kitchen facilities to accommodate lunch and break preparation.
- Sufficient tables and chairs for those expected to attend. Set up should be ready 45 minutes prior to the beginning of the event.
- Table for sacred space. (Set up by the diocesan spiritual chair).
- Area for the picture of Our Lady of Good Counsel. (Stand to be provided if possible.)
- Table for electronics, e.g., projector.
- Microphone, lectern, and screen (if available).
- Screen preferred.
- WI-FI preferred.
- Light refreshments are needed when members arrive, for morning break, and for mid-afternoon break. Members will bring lunch items.
- Sets out food brought by members so that the potluck lunch can begin at noon.
- Coffee, tea, milk, cream, sugar, juice, cold drinks and water. Necessary plates, utensils, and napkins to be provided for all breaks and lunch.



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(b) 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 of the agenda for themselves and their members attending.*)
- In consultation with the diocesan president, the diocesan spiritual development chair will work with the parish council spiritual chair and 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 (when it is a CWL Mass).
- The *Diocesan Book of Life* and picture of Our Lady of Good Counsel (display stand if required) to be used in the sacred space during Mass and in the meeting area.
- Nametags for those who do not have CWL name tags.
- Sign in sheets for participants.
- Publicize the event to all diocesan parish council presidents by email and post on the CWL Ottawa Diocesan website.



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#### ***Hosting a Diocesan Executive Meeting (Other than the potluck)***

The Ottawa Diocesan Executive, composed of the officers of the diocesan council and the parish council presidents, (*CWL Constitution & Bylaws*, Part VIII: Section 1b), meet four times a year to plan and discuss the business of the diocesan council. These meetings are:

- The Fall Executive Meeting (potluck) held toward the end of September
- The Winter Executive Meeting held at 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 Executive Meeting held two weeks after the diocesan convention (or a date agreed upon by the diocesan officers)

Diocesan executive meetings, with the exception of the potluck meeting, are for diocesan executive members only.

These meetings take place on a Saturday. The preferred set up is to arrange tables in a square to seat approximately 40 people (except for the Fall Executive Meeting, Potluck). Generally, the meetings begin at 9:00 a.m. and conclude by 1:00 p.m. (10:00 a.m. to 2:00 p.m. if there is a morning Mass.)

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

(a) What does a host parish council need to consider and provide in holding a Diocesan Executive Meeting?

- Handicap accessibility preferred.
- Availability of space and tables to seat up to 40 people.
- Access to a kitchen or other facility for hospitality.
- Table for sacred space.
- Table for electronics, e.g., projector.
- A microphone and lectern are recommended.
- Wi-Fi access preferred.
- The hosting council will ensure complete set up and access to the area to be used 45 minutes prior to the beginning of the meeting.
- If other electronic equipment is available at the parish, please advise the diocesan president.
- Members to make coffee and tea, set out snacks and to clean up afterward.



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- Light refreshments are needed prior to the start of the meeting (when members arrive) and mid-morning during the break. Coffee, tea, milk, cream, sugar, juice, cold drinks and water. Necessary plates, utensils and napkins to be provided.

(b) 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 and diocesan spiritual advisor by e-mail prior to the meeting date. (Parish council presidents are expected to bring their own copies.)



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#### *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 may be celebrated on the Monday.

If it falls during the Easter season, another appropriate date may be chosen by the diocesan spiritual advisor and diocesan spiritual development chair in consultation with the diocesan president.

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, friends, families, and guests. 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 must be sent to the diocesan president.*

(a) What does a host parish council need to consider and provide in holding the Feast of Our Lady of Good Counsel?

- Handicap accessibility preferred.
- Availability of the church for Mass.
- Availability of hall or other space for a social for 70 to 100 people.
- Members to set up and clean up social space. Set up should be ready 45 minutes prior to the beginning of the event.
- Table for sacred space. (Candles and vases etc.)
- Table(s) for two large vases (diocesan council will provide the flowers) and the parish books of life.
- Area for the picture of Our Lady of Good Counsel. (Stand to be provided if possible.)
- Two parish members to act as guides and hand out programs.
- Eucharistic ministers and altar servers will be provided by the hosting council.
- The social following the Feast of Our Lady of Good Counsel to include light refreshments: coffee, tea, milk, cream, sugar, juice, cold drinks and water. Necessary plates, utensils, and napkins to be provided.



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(b) What does the diocesan council provide?

- The diocesan president will send an e-mail to all parish presidents requesting them to invite the families of the deceased members to the event. A sample letter for parish presidents to send will be included in that email.
- In consultation with the diocesan president, the diocesan spiritual development chair will work with the parish spiritual development chair and the diocesan spiritual advisor to prepare for the Mass and write the Prayers of the Faithful.
- In consultation with the diocesan president, the diocesan spiritual development chair will: prepare a program for the Mass in sufficient quantities to hand out to those in attendance; choose the readers and gift bearers from the members of the diocesan officers and life members; arrange for music (if not provided by the host council); and provide the *Diocesan Book of Life* and the picture of Our Lady of Good Counsel (display stand if required) to be arranged in a sacred space during the Mass.
- The diocesan president reads out the names of deceased members after the Prayers of the Faithful and the names of those members who have received awards in the past year.
- Publicize to all parish councils by e-mail and post on the CWL Ottawa Diocesan website.



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#### *Hosting the League Development Day*

The League Development Day is usually held on 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 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 president. Attendance in the past has been between 50 and 80.

Half day sessions will begin at 9:00 a.m. and end by 12:30 p.m. Light refreshments will be made available prior to the beginning of the session.

Full day sessions will begin at 9:00 a.m. and end by 3:00 p.m., unless otherwise publicized. Light refreshments will be made available prior to the beginning of the session, at the mid-morning break, and at lunch.

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

(a) What does a host parish council need to consider and provide in holding the League Development Day?

- Handicap accessibility preferred.
- Availability of space to hold a minimum of 50 people and sufficient space to divide the participants into groups, if necessary.
- Sufficient tables and chairs for those expected to attend (diocesan organization chair will provide the numbers received through advance registration). Set up should be ready 45 minutes prior to the beginning of the event.
- Table for sacred space. (Set up by the diocesan spiritual chair.)
- Area for the picture of Our Lady of Good Counsel. (Stand to be provided if possible.)
- Table for electronics, e.g., projector.
- Screen preferred.



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- Wi-Fi preferred.
- Availability of kitchen facilities to accommodate lunch and break preparation.
- Members to set up and clean up the space(s) used.
- For a half-day session, light refreshments are needed prior to the start of the meeting when members arrive and at mid-morning during the break. Coffee, tea, milk, cream, sugar, juice, cold drinks and water. Necessary plates, utensils and napkins to be provided.
- For a full day session, lunch is to be provided. 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 light refreshments for the two other scheduled breaks during the day.

#### (b) 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.
- Publicize to all parish council presidents by email and post on the CWL Ottawa Diocesan website.



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#### *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 seven 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 must 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 host parish council need to consider and provide in hosting the Leadership & Public Speaking Course?

- Handicap accessibility preferred.
- Sufficient tables and chairs for up to 20 people, for seven consecutive weeks from 6:30 p.m. to 9:30 p.m. (Course is from 7:00 p.m. to 9:00 p.m., but time for set up and cleanup is necessary.) Diocesan organization chair will provide the numbers received through advance registration.
- Table for electronics, e.g., projector.
- Access to a microphone (for at least 2 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.)
- A podium or lectern.
- Access to a facility to make coffee and tea for the participants.
- 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 cleanup of facility.
- Participants' handbook which includes the course materials, the *CWL Constitution and Bylaws* 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 and by posting it on the CWL Ottawa Diocesan website.
- The diocesan organization chair receives registrations from parish councils.
- Gifts for "most improved speaker" and "best leadership qualities" among the participants.
- Appreciation gift for facilitators or will receive some compensation for their travel.
- Publicizing to all parish councils by e-mail and posting on the CWL Ottawa Diocesan website.



## The Catholic Women's League of Canada

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

#### *"Find Your Voice" Public Speaking Course*

The diocesan council "Find Your Voice" 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 15 participants will be accepted.

The course is a one day workshop. It is held on a Saturday. When a full day event is planned, the participants are expected to provide their own brown bag lunch.

There will be a charge of \$10.00 to cover the cost of material for the workshop.

This event is for CWL members, parishioners, and reaches out to women over the age of 16 in the larger community.

*A completed Offer to Host a Diocesan CWL Event/Meeting Form must 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 with the diocesan president's approval and consent.

(a) What does a host parish council need to consider and provide in hosting the "Find Your Voice" Public Speaking Course?

- Handicap accessibility preferred.
- Sufficient tables and chairs for up to 20 people for the day. Diocesan organization chair will provide the numbers received through advance registration. (Set up should be ready 45 minutes prior to the beginning of the event. Tables to be set up in a large square.)
- Workshop class begins at 9:00 a.m. and ends by 3:30 pm.
- Table for sacred space.
- Table for electronics, e.g., projector.
- Screen, if available.
- Microphone.
- Podium or lectern.
- Wi-Fi access.
- Extension cord(s).
- Equipment required (if the host council cannot provide, please advise the diocesan president):
  - Laptop computer
  - Mouse
  - Projector and associated cords
  - Speakers



## The Catholic Women's League of Canada

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

- Time for set up and cleanup is necessary.
- Access to facility to make coffee and tea for the participants.
- Coffee, tea, milk, cream, sugar, water, cups and necessary dishes.

#### (b) What does the diocesan council provide?

- Facilitators for the course and someone to operate the PowerPoint presentation.
- The diocesan president will attend the course to introduce the facilitators and the parish council president or chairperson(s), and hand out the certificates to the successful participants.
- *Participants Lesson Plan* (for facilitator) which includes the course materials, the *Constitution and Bylaws* booklet, the *League Prayers* pamphlet, and other support material.
- Receives registrations from parish councils and from individuals.
- PowerPoint presentation on USB flash drive.
- Course materials & supplies:
  - Flip chart paper
  - Coloured markers - (one per participant)
  - Index cards - (one per participant)
  - Pens - (one per participant)
  - Lined paper or pad for participants to draft their assignments
  - Survey & evaluation - (one per participant)
  - Folders
- Appreciation gift for facilitators.
- Publicize to all parish councils by email, posting on the CWL Ottawa Diocesan website, parish bulletin(s), and the Archdiocese Friday Facts.



## The Catholic Women's League of Canada

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

#### *Hosting a Diocesan Holy Hour*

The diocesan executive established Holy Hour as an opportunity for all members, perspective members, and guests 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, worship 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 must be sent to the diocesan president.*

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

- Handicap accessibility preferred.
- Space available for up to 40 people.
- Availability of the church for Mass or other prayer services.
- Discuss mass or other prayer services with the diocesan spiritual development chairperson, diocesan spiritual advisor, and the diocesan president.
- Availability of a space/hall for the social.
- Set up should be ready 45 minutes prior to the beginning of the event.
- Table for sacred space.
- Table(s) for the books of life.
- Area for the picture of Our Lady of Good Counsel. (Stand to be provided if possible.)
- Set up and cleanup of the social space.
- In consultation with the diocesan president, the parish spiritual development chair works with the diocesan spiritual development chair to prepare for the Holy Hour.
- Eucharistic Ministers and altar servers, if required, are provided by the host council.
- The social following the Holy Hour to include light refreshments: coffee, tea, milk, cream, sugar, juice, cold drinks and water. Necessary plates, utensils and napkins to be provided.

(b) What does the diocesan council provide?

- In consultation with the diocesan president, the Diocesan spiritual development chair will work with the parish president and diocesan spiritual advisor to prepare for the Mass and write the Prayers of the Faithful.



## The Catholic Women's League of Canada

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

- In consultation with the diocesan president, 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 to all parish councils by e-mail and post on the CWL Ottawa Diocesan website.

#### Appreciation to Committee Members:

Ottawa Diocesan President Lynn Lavictoire  
Ottawa Diocesan President-Elect Claudette Langdon  
Ottawa Diocesan 1<sup>st</sup> Vice President Teresa Psutka  
Ottawa Diocesan Treasurer Diana Baines  
Ottawa Diocesan Life Member Liaison Moira Matthews  
St. Bernard Council President Patricia Chaplinsky  
St. Mary (Almonte) Council President Cindy Zorgel

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