



THE CATHOLIC WOMEN'S LEAGUE OF CANADA ST. PETER'S PARISH COUNCIL, CALGARY

POLICIES & PROCEDURES



St. Peter's
Roman Catholic Church

**THE CATHOLIC WOMEN'S LEAGUE OF CANADA
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INTRODUCTION

The national executive has approved the *National Manual of Policy and Procedure (P&P)* for use by councils and members to ensure an orderly administration of League affairs. This council manual is supplementary to the *National Manual of Policy and Procedure* and to the *Constitution and Bylaws (C&B)* and must be used in conjunction with these documents. This is a living document, and may be updated as per Section 10.

SECTION 1: GENERAL INFORMATION

1. HISTORICAL BACKGROUND – ST. PETER’S PARISH COUNCIL, CALGARY (“ST. PETER’S CWL”)

- 1978 St. Peter’s CWL is formed on May 5, 1978 with 30 Charter members, one year after the parish was established. The first president is Frances Frey, with Father Stan Henke as first Spiritual Advisor.
- 1981 Monthly cake raffle begins which has supported many foster children since its inception.
- 1984 First Mass in church on January 28, 1984. Sunday school program and Mother’s support group begins.
- 1989 St. Peter’s CWL Banner completed
- 1992 First Ladies (Italian) Dinner
- 1996 Rosary Program for Grade 2 students begins
- 2003 St. Peter’s CWL celebrates its 25th Anniversary
- 2004 Formation of St. Peter’s CWL Prayer Chain and creation of St. Peter’s CWL website
- 2007 Education Bursary is established
- 2010 Project Warmth is established
- 2012 St. Peter’s CWL participates in the Hike for Life every year, and beginning in 2012 wins the Bishop Fred Henry Trophy for 7 years straight, which is awarded for having the most participants.
- 2012 Resolution to Increase Employment Insurance Benefits to Adoptive Parents from 35 weeks to 52 weeks is adopted at Diocesan, Provincial and National Conventions.
- 2013 Donation of \$20,000 towards the renovation of the hall kitchen
- 2014 St. Peter’s Council wins the Alberta Mackenzie Walter Krewski Award at Provincial Convention for greatest number of new members in 2013 – Madonna Stained Glass
- 2015 St. Peter’s Council wins the Alberta Mackenzie Walter Krewski Award at Provincial Convention for greatest increase in membership in 2014 –Our Lady of Good Council Image
- 2018 St. Peter’s Council celebrates its 40th Anniversary with a gala dinner and luncheon.
- 2019 St. Peter’s Council wins the Alberta Mackenzie Walter Krewski Award at Provincial Convention for greatest number of new members in 2018 – Madonna Stained Glass
- 2020 COVID-19 pandemic spreads throughout the world, however St. Peter’s CWL keeps the spirit of the League alive!

SECTION 2: DEFINITIONS

- 1. **The League** - is The Catholic Women's League of Canada (“the CWL”)
- 2. **Executive (Officers)** - are elected or appointed and include the President, Past President, President-Elect, Treasurer, Secretary, and standing committee chairs.
- 3. **Shall** - is obligatory; **May** - is discretionary

SECTION 3: ORGANIZATION

1. **COMPOSITION** – St. Peter’s CWL is composed of the individual members (C&B, Part VIII, Section 1a), and their Spiritual Advisor, who is appointed by the pastor.
2. **EXECUTIVE OF ST. PETER’S CWL** shall consist of: (C&B, Part XI, Section 1)
 - a. The Executive Officers:
 - i. President
 - ii. President-Elect
 - iii. Secretary
 - iv. Treasurer
 - v. Past President
 - b. Standing Committee Chairpersons (which the council shall endeavor to fill):
 - i. Spiritual Development
 - ii. Organization & Membership
 - iii. Christian Family Life
 - iv. Community Life
 - v. Education & Health
 - vi. Communications
 - vii. Resolutions
 - viii. Legislation
3. **DUTIES OF EXECUTIVE (C&B, Part XII)** In addition to the duties of the executive listed in the *Constitution & Bylaws* (Part XII, Sections 1-5, 7, 8, and Part XIII, Sections 1-8) and in the *National Manual of Policy and Procedure*, St. Peter’s executive shall mentor new officers to ensure effective succession planning and continuity. They shall update and pass on their committee binder to their successor, and perform the specific duties outlined below.
 - a. **THE PRESIDENT** shall:
 - i. prepare Agendas for all meetings in consultation with executive and membership;
 - ii. be the official spokesperson for the CWL in consultation with the communications standing committee chair and/or the president-elect;
 - iii. be the only authorized liaison with the pastor and parish office or appoint a delegate to act in her place;
 - iv. direct all communication to the general membership;
 - v. be one of two executive members, in addition to the treasurer, who have signing authority for banking records and documents;
 - vi. be an advisory member of all other committees except the nominations and elections committee;
 - vii. appoint an elections chair (generally the past president);
 - viii. attend or send a delegate to all Calgary Regional meetings, Annual Calgary Diocesan Fall Meeting/Workshop and Annual Calgary Diocesan Conventions;
 - ix. prepare an annual Calendar of Events (*see Appendix “A”*); and
 - x. set aside an annual planning session for all events in consultation with the parish office.
 - b. **THE PRESIDENT-ELECT** shall:
 - i. become president automatically after serving her term as president-elect;
 - ii. perform the duties of the president in her absence or inability to serve;

- iii. perform other duties as may be delegated to her by the president; and
- iv. where possible, be the Organization Standing Committee Chair, enabling her to become acquainted with the membership and the running of the organization.

c. **THE SECRETARY shall:**

- i. record and file all reports with minutes of meeting, maintaining both hard copies and electronic backup records (*see Appendix "H"*);
- ii. be one of two officers, in addition to the treasurer, who have signing authority for banking records and documents;
- iii. distribute copies of the minutes from every executive and general meeting;
- iv. keep an up-to-date list of all substantive motions in the motion binder;
- v. take the attendance at every meeting;
- vi. communicate with membership when the communication chair is unavailable; and
- vii. manage correspondence.

d. **THE TREASURER shall:**

- i. have basic bookkeeping skills;
- ii. have signing authority for banking records and documents, with a second signature by either the president or secretary;
- iii. in consultation of the executive, create a budget each year; (*See Appendix "B"*)
- iv. arrange for an annual examination of the accounting books;
- v. be responsible for ensuring that the bank statements be sent to the examiner; and
- vi. provide all financial documents, electronic records to her successor and explain associated processes (*see Appendix "H"*).

e. **THE PAST PRESIDENT shall:**

- i. support and mentor the president;
- ii. be responsible for the council archives and history, including photos, minutes, financial records, and physical items, which shall be stored in a plastic storage bin in the designated storage room (*see Appendix "H"*). The framed Charter of 1978 shall be stored in the parish display cabinet; and
- iii. upon appointment by the president, act as nominations and elections chair;

f. **THE SPIRITUAL DEVELOPMENT STANDING COMMITTEE CHAIR shall:**

- i. prepare all spiritual programs for every executive and general meeting, incorporating the national theme and diocesan sub-theme;
- ii. maintain the Book of Life (list of deceased members) in consultation with organization chair;
- iii. provide Diocesan Spiritual Development Chair with information when a member passes away;
- iv. send Mass cards, with the approval of the president, on the following occasions:
 - a. death of a family member
 - b. death of a current member; and
- v. promote Rite of Christian Initiation (RCIA)

g. **THE ORGANIZATION STANDING COMMITTEE CHAIR shall:**

- i. recruit members and maintain membership;

- ii. compile and maintain an up-to-date list of all members;
 - iii. liaise with national office to ensure all memberships are registered;
 - iv. keep up-to-date status of members to receive their years of service pins; and
 - v. keep the president, president-elect, secretary and communications chair current on all changes to the mailing list
- h. **THE CHRISTIAN FAMILY LIFE STANDING COMMITTEE CHAIR** shall promote:
 - i. marriage and family;
 - ii. sanctity of life, from conception to natural death;
 - iii. ministry to
 - a. youth
 - b. disabled
 - c. seniors
 - d. widowed
 - e. separated
 - f. divorced
 - iv. vocations
- i. **THE COMMUNITY LIFE STANDING COMMITTEE CHAIR** shall promote:
 - i. dignity and rights of persons;
 - ii. social and economic justice;
 - iii. refugees, immigration and citizenship;
 - iv. Canadian Catholic Organization for Development and Peace (CCODP); and
 - v. Care for Our Common Home, fostering an understanding of environmental issues, and those related to emerging technologies, eg. Genetics.
- j. **THE EDUCATION & HEALTH STANDING COMMITTEE CHAIR** shall:
 - i. support Catholic education;
 - ii. promote literacy and continuing education;
 - iii. foster understanding of wellness and disease prevention; and
 - iv. administer the Education Bursaries and strike an ad hoc committee to review applications (*See Appendix "C" for Application and Evaluation Rubric*)
- k. **THE COMMUNICATIONS STANDING COMMITTEE CHAIR** shall:
 - i. in conjunction with the president, prepare advertisements and information for the parish bulletin;
 - ii. in consultation with the president, and with input from other members, prepare a semi-annual newsletter;
 - iii. in conjunction with the president, prepare emails to membership;
 - iv. coordinate a phoning committee to ensure all members are informed of council events, especially those who do not have email;
 - v. in conjunction with the secretary, keep up-to-date mailing and e-mail lists;
 - vi. maintain the website st-peterscwl.ca/ with the assistance of the council webmaster; and
 - vii. delegate an administrator to maintain Gmail accounts.
- l. **THE RESOLUTIONS STANDING COMMITTEE CHAIR** shall:
 - i. research and prepare resolutions; and
 - ii. study and implement resolutions adopted at provincial and national levels

- m. **THE LEGISLATION STANDING COMMITTEE CHAIR** shall:
 - i. monitor and study legislation at all levels of government; and
 - ii. prepare briefs and position papers on proposed legislation.

4. THE SPIRITUAL ADVISOR:

- a. shall be appointed by the pastor of the parish;
- b. shall be the liaison between the pastor and the executive;
- c. shall provide advice and guidance to the president, when requested;
- d. may attend meetings to provide advice and guidance;
- e. shall be invited to attend diocesan convention (parish council shall pay his travel, meals and accommodation expenses to these conventions);
- f. shall officiate at all major ceremonies and rites, as requested (example installation of executive, new member ceremony); and
- g. shall advise the spiritual development standing committee chair in preparing spiritual programs for meetings, if requested.

5. TERM OF OFFICE

- a. The president, past-president, president-elect, treasurer and secretary shall serve a two year term of the calendar year.
- b. The treasurer may be elected to a second consecutive term. (C&B, Part XVI, Section 2)
- c. Each standing committee chair shall serve a two- year term, and
 - i. if elected for a second term, be assigned to a different standing committee, unless appointed by the President; and
 - ii. be eligible for any other position on the executive.

6. ELIGIBILITY FOR OFFICE

- a. Only paid-up general members shall be eligible for office by election or appointment (C&B, Part XVI, Section 1a).

SECTION 4: MEETINGS AND QUORUMS

1. MEETINGS

- a. St. Peter's CWL Executive shall meet prior to each regular meeting (traditionally 2nd Wednesday).
- b. St. Peters CWL Executive shall hold a separate budget meeting in November.
- c. St. Peter's CWL Council shall meet monthly (except July and August), normally on the 3rd Wednesday of the month.
- d. The elected (appointed) officers shall meet for the assignment of standing committees in January of each year.

2. QUORUMS

- a. St. Peter's CWL Executive – a majority of the executive shall constitute a quorum for executive meeting. (C&B, Part XIV, Section 2a).
- b. St. Peter's CWL Council - due notice having been given of the meeting, ten percent of the voting members shall constitute a quorum. (C&B, Part XIV, Section 2e).

SECTION 5: REPRESENTATION AT DIOCESAN MEETINGS/CONVENTIONS

1. DELEGATES TO FALL MEETING/WORKSHOP AND ANNUAL DIOCESAN CONVENTION

- a. **Voting Delegates** - the president or her designate.
- b. **Accredited Delegates** - two accredited delegates to diocesan convention.

2. DELEGATES TO PROVINCIAL CONVENTION

- a. The president or her designate shall be an accredited delegate to provincial convention.

3. DELEGATES TO NATIONAL CONVENTION

- a. The president may attend one National Convention during her term, if the funds in the treasury permit.

4. SPIRITUAL ADVISOR

- a. The spiritual advisor shall be invited to attend all diocesan conventions and meetings and may be invited to attend provincial and/or national conventions if the funds in the treasury permit. Distance and availability of funds will be determining factors.

5. VOTING POWERS

- a. Executive Meetings:
 - i. At meetings of the Executive, all officers shall have the power to vote on all questions.
- b. General Meetings:
 - i. All paid up members shall have the power to vote on all questions, with the exception of Chair.

SECTION 6: NOMINATIONS AND ELECTIONS

1. Nominations and elections shall follow the nominations and elections procedure as outlined in Section 7 in the *National Manual of Policy and Procedure*.
2. A nominations and elections committee shall be appointed by the president in consultation with the spiritual advisor. The chairperson of this committee shall not be a candidate for office, and will typically be the past president.
3. Any member may nominate eligible members for office.
4. The past president shall organize the installation ceremony.
5. Any vacant positions after the elections will be filled by appointment by the president, in consultation with the spiritual advisor and the executive officers, and confirmed by a motion at the next general meeting.

SECTION 7: FINANCIAL

- 1. SIGNING OFFICERS** shall be the president, treasurer and secretary. (C&B, Part XII, Section 9a). A 4th signatory may be designated by the president.
- 2. BANK ACCOUNTS**
 - a. A single operating bank account shall be maintained to receive all funds, including membership fees, donations, and fundraiser proceeds. The same bank account shall be used for all disbursements, including per capita fees, expenses, and donations.

- b. Every effort should be made to maintain the operating account at a minimum of \$5,000.00.
- c. In the event of excess funds, these may be placed in an interest bearing account that is easily accessible upon short notice at the discretion of the executive council, provided interest earned outweighs cost savings from maintaining a minimum balance in the main operating account.
- d. A float of \$120.00 will be maintained by the treasurer, and kept in the cash box
- e. A "*Money Receipt Report*" will be made available to members (in the CWL mailbox & in the cash box), to be completed and submitted with all monies collected. (See Appendix "D") The monies and completed report shall be provided to the treasurer for deposit.
- f. Bank statements will be made available upon request, and a bank reconciliation shall be performed by the treasurer in preparation of her monthly financial report to the general membership.
- g. The use of online banking services (such as electronic payment of memberships or purchase of ticketed events) should be considered in consultation with the executive, provided transactions may be tracked adequately, and that the cost of this convenience be passed on to the user.

3. FEES

- a. Annual membership fees are \$30.00 and shall be due on January 1.
- b. Annual membership fees include diocesan, provincial and national per capita fees.
- c. Liability Insurance shall be paid directly to national office in conjunction with membership fees.
- d. All per capita fees (national, provincial and diocesan) and liability insurance shall be paid directly to national office by February 28th. Late memberships will be accepted, but may affect members' receipt of The Canadian League magazine.
- e. If a change of membership fee is considered, the National Policies & Procedure Manual shall be followed.

4. BUDGET

- a. The treasurer shall prepare a draft Budget based on previous year's financial records to be presented to the Executive at the budget meeting in November.
- b. The draft Budget shall then be presented to the general membership at the January general meeting.
- c. The budget shall cover projected operating expenses, anticipated charitable fund raising and donations, and education & developments of the members through workshop, speakers, conventions, and fellowship events.
- d. The disbursement of funds not covered by the annual budget will require a specific Motion and approval by the general membership.

5. AUDIT YEAR shall be the period beginning January 1 and ending December 31.

6. EXPENSES

- a. A Motion is required for financial matters that involve an expenditure of greater than \$100 outside budgeted expenses.
- b. The president or her delegate shall have her transportation, accommodation and meals paid by the council for every Calgary diocesan meeting and convention. If the meeting is held in the City of Calgary, transportation and accommodation will not be covered.
- c. If the council sends more than one delegate, whenever possible, the delegates shall share transportation and rooms. Should she require single accommodation, only one-half of the cost of the room will be paid by the council.
- d. Where the diocesan president is invited to attend parish council meetings and functions, the parish council shall pay all her expenses.
- e. Transportation expenses for the president attending diocesan meetings and conventions shall

be covered at \$0.40 per km as per the Calgary Diocesan CWL P&P (subject to change). Where distances are extreme, and with prior approval of the members, on the basis of that year's budget, airfare may be substituted.

- f. Transportation for the president attending national conventions may be by air when necessary. The lesser amount for travel will be paid. All airfares are to be obtained by booking early to take advantage of the less expensive package rates frequently offered by airlines.
- g. Delegates attending diocesan, provincial and national conventions as voting and/or accredited delegates shall have their registration, transportation, accommodation and meals paid for by the council treasury. Any sight-seeing trips, shows or other events made available by the hosting council shall be borne by the delegate officer herself. Guidelines for meals outside those covered under convention registration are \$10.00 for breakfast, \$15.00 for lunch and \$25.00 for dinner with receipts. At the National Convention, the Tuesday Night Provincial Dinner will also be paid by the Council Treasury. Alcoholic beverages are not covered.
- h. Standing committee chairs contemplating extraordinary projects, i.e., printed booklets, etc., shall submit the projected costs to the executive. Prior approval must be obtained before the standing committee chair may continue on with the project or incur the expense.
- i. The council treasurer shall make available the "*Claim for Reimbursement*" form to all members. (See Appendix "E") Receipts for all expenses must be attached to the completed expense form and submitted to the council president for approval before such expenses are paid. Expense claims by the President shall be approved by the council Secretary.
- j. Guest honoraria, gifts & expenses
 - i. An honorarium of \$50.00 (for up to 4 hours) or \$100.00 (for a full day) is suggested, in addition to speaker expenses such as fees, travel costs, accommodation and meals.
 - ii. Alternatively, a small token such as flowers or gift card may be given, along with a charitable donation to the presenter's organization.
- k. Monetary gifts will be given to the clergy at Father's Day and Christmas. Recognition will also be gifted upon a milestone anniversary upon approval of the council.
- l. Funeral Lunches –Grocery cards shall be purchased by the treasurer and provided to the funeral luncheon coordinator for the purchase of funeral supplies. Receipts for purchases shall be accounted for by funeral luncheon coordinator.

7. AD HOC COMMITTEES

- a. **Discretionary Donations Committee** shall be struck in October following the year's fundraising efforts, to review charity requests and make recommendations to the membership for discretionary donations not previously committed to or disbursed (eg. Chalice, targeted fundraisers, or Education Bursary).
 - i. The committee will be chaired by the treasurer and will consist of at least two additional members
 - ii. After reviewing the financial status of the council, the treasurer will make a recommendation of the amount available for the discretionary donations.
 - iii. Committee recommendations will be reviewed at the executive meeting prior to being presented to the general membership for approval, typically at the December Christmas social.
 - iv. See Appendix "F" for example Discretionary Donations Budget
- b. **Education Bursary Committee** shall be struck in May to review applications.
 - i. The committee will be chaired by the Education & Health Portfolio Chair and will consist of at least two additional members.
 - ii. Two bursaries may be available to be awarded each year in the amounts of \$1,500.00 and

\$1,000.00.

- iii. In the event the Education Bursary is not awarded in a particular year, the funds will be used to consider alternative requests for funding of education programs.

SECTION 8: PROTOCOL

1. PINS

- a. The outgoing president shall transfer the president's pin to the new president upon her installation.
- b. After the new president is installed, she shall present the outgoing president with a past president's pin.
- c. A Spiritual Advisor's pin shall be presented to each new Spiritual Advisor.

2. SERVICE AWARDS

- a. **Years of Service** pins shall be presented to members reaching 10, 25, 40, 50, 60, 70 membership anniversaries, at the Christmas social in December.
- b. **Prestigious awards** such as the Maple Leaf Pin and Bellelle Guerin Pin shall be considered in recognition of extraordinary service. These awards must be applied for in advance of purchasing the pins pursuant to the application form found on the National website. These awards shall be presented ceremoniously, in a manner befitting the accomplishment.

3. LETTERS

- a. All correspondence, except greeting cards, shall be sent on St. Peter's CWL letterhead.

4. PROMOTION OF ACTIVITIES

- a. With the assistance of the parish communications director, all promotion shall have parish logo and CWL Logo.

5. ROSTER

- a. The roster of council members shall not be given to any other organization. If shared with the executive, it shall only be used for CWL purposes.

6. GIFTS

- a. Gifts shall be given at the discretion of the president, in consultation with the president-elect and treasurer and, where possible, the council executives.
- b. A gift of appreciation shall be presented to the outgoing president by the incoming president on behalf of members of the council and shall be paid by the council treasury.
- c. Funds permitting, outgoing members of the executive shall also be recognized.

7. CWL SPIRITUAL ADVISOR'S STOLE

- a. The CWL Spiritual Advisor's Stole shall be purchased and owned by the parish council for use by the current Spiritual Advisor.
- b. The name and date of term of the spiritual advisor shall be permanently placed on the inside of the stole.

SECTION 9: COUNCIL ACTIVITIES

1. EVENTS

The following events constitute the current activities of the Council; they may however be subject to change as circumstances warrant:

- a. Funeral Lunches – As requested
- b. Ministry Masses – Regularly during Saturday 5 pm, Sunday 9:30 or 11:30 Masses.
- c. Cake Raffle – 2nd Sunday of each month, September – June, except Lent
- d. January – Installation of Officers
- e. February – Cookie Walk
- f. April – New Member Reception and Group Photo
- g. April – April Showers
- h. May – Rosary Program for Grade 2 student
- i. May – Education Bursary
- j. Spring Fling (April or May)
- k. June – Wind-Up Social
- l. September – Annual Spiritual Retreat at Mount St. Francis
- m. October – Project Warmth
- n. October – Harvest Supper
- o. November – Memorial Service for deceased members
- p. November – Advent Wreaths and Candles
- q. December – 1st Sunday in Advent – Bake Sale
- r. December – Christmas Social

2. PLANNING MANUAL

- a. A planning manual or binder shall be created, with a working copy stored in accessible archives when not in actual use. A second, electronic copy shall be stored.
- b. Depending on the scope or complexity of the event or project, the planning manual may include some or all of the following (*see Appendix “G” Event Planning Template*):
 - goal or purpose of the activity
 - projected timelines
 - sample bulletin announcements or examples of other advertising
 - contact information
 - task list, or volunteers required
 - photos of setup, decoration
 - committee meeting minutes, or reports to the membership
- c. Following an event, the organizer shall update the procedure online, and place an updated copy in each planning manual.

SECTION 10: AMENDMENTS AND EFFECTIVE DATE

1. UPDATES

- a. All references to the National Policy and Procedures will be automatically updated when the National Policy and Procedure Manual is updated.
- b. All references to the National Constitution and Bylaws will be automatically updated when the National Constitution and Bylaws are updated.

2. AMENDMENTS

- a. All amendments to these policies and procedures shall be made by giving 60 day's written notice of the proposed amendments to all council members.
- b. Council executive members shall discuss the proposed amendments prior to the general meeting at which the amendments will be voted on.
- c. All council members in good standing are eligible to vote on the amendments to these policies and procedures.
- d. Voting on amendments to the policies and procedures shall be at a general meeting, at which time the majority of eligible voters present shall determine the acceptability of the amendment.

3. EFFECTIVE DATE

- a. These policies and procedures and any amendments to them shall come into effect immediately following the council general meeting where they have been approved by majority vote.

Appendix “A”
Sample of St. Peter’s CWL Calendar
September, 2019 – June, 2020

Date	Event	Location
September		
Wednesday, Sept. 11 th	Executive Meeting 7:30 PM	Boardroom
Saturday/Sunday Sept. 14/15 th	Cake Raffle	Narthex
Wednesday, Sept. 18 th	General Meeting after 7 PM Mass	Hall
Saturday, Sept. 21 st	Ministry Mass 5 PM	Church
Wednesday, Sept. 25 th	Twilight Retreat 6 PM	St. Peter’s
Saturday, Sept. 28 th	Diocesan Fall Workshop	St. Catherine’s Picture Butte
October		
Monday, Oct. 7 th	Calgary Regional Meeting 7:30 PM	Holy Trinity, 1514 – 44 St. SE (Hall)
Wednesday, Oct. 9 th	Executive Meeting 7:30 PM	Boardroom
Saturday/Sunday Oct. 12/13 th	Cake Raffle	Narthex
Wednesday, Oct. 16 th	General Meeting after 7 PM Mass	Hall
Saturday/Sunday Oct. 19/20 th	Project Warmth	Narthex
November		
Sunday, Nov. 3 rd	Harvest Supper	Hall and Conference Room C
Saturday/Sunday, Nov 9/10 th	Cake Raffle	Narthex
Wednesday, Nov. 13 th	Executive Meeting 7:30 PM	Boardroom
Saturday/Sunday Nov. 16/17 th	Advent Wreath & Candle Sale	Narthex
Sunday, Nov 17 th	Ministry Mass 9:30 AM	Church
Wednesday, Nov. 20 th	General Meeting after 7 PM Mass	Hall
Saturday/Sunday Nov. 23/24 th	Advent Wreath & Candle Sale	Narthex
Wednesday, Nov 27 th	Budget Meeting 7:30 PM	Hall
Saturday, Nov. 30 th	Diocesan Advent Retreat	St. Mark’s Church
December		
Saturday/Sunday Nov 30/Dec 1 st	Advent Wreath & Candle Sale	Narthex
Saturday/Sunday Nov 30/Dec 1 st	Bake Sale	Narthex
Monday, Dec 2 nd	Calgary Regional Meeting 7:30 PM	St. Mary’s 219 – 18 th Ave SW
Wednesday, Dec 4 th	Christmas Social after 7 PM Mass	Hall
Saturday/Sunday, Dec 7/8 th	Cake Raffle	Narthex
January		
Wednesday, Jan 8 th	Executive Meeting 7:30 PM	Boardroom
Saturday/Sunday Jan 11/12 th	Membership Drive & Cake Raffle	Narthex (2 tables booked)

Wednesday, Jan 15 th	General Meeting after 7 PM Mass	Hall (installation of executive)
Saturday/Sunday Jan 18/19 th	Membership Drive	Narthex
Sunday, Jan 19 th	Ministry Mass 11:30 AM	Church
February		
Saturday Feb 1 st	Diocesan Winter Meeting (add on)	Holy Name Church
Monday, Feb 3 rd	Calgary Regional Meeting 7:30 PM	St. Pius X
Saturday/Sunday Feb 8/9	Cookie Walk	Hall After 5, 8, 9:30 & 11:30 Mass
Saturday/Sunday Feb 8/9	Cake Raffle	Narthex
Wednesday, Feb 12 th	Executive Meeting 7:30 PM	Boardroom
Wednesday, Feb 19 th	General Meeting after 7 PM Mass	Hall
Wednesday, Feb 26 th	Ash Wednesday	
March		
Wednesday, Mar 11 th	Executive Meeting 7:30 PM	Boardroom
Friday, Mar 13 th	Stations & Lenten Retreat 7 – 9 PM	Church
Wednesday, Mar 18 th	General Meeting after 7 PM Mass	Hall
April		
Saturday, Apr 4 th	Ministry Mass 5 PM	Church
Monday, Apr 6 th	Calgary Regional Meeting	TBA
Wednesday, Apr 8 th	Executive Meeting 7:30 PM	Boardroom
Friday, Apr 10 th	Good Friday Hot Chocolate	Hall
Saturday, Apr 11 th	Easter Vigil	Church
Wednesday, Apr 15 th	General Meeting after 7 PM Mass	Hall (new member reception/photo)
Saturday/Sunday Apr 25/26 th	April Showers	Narthex
May		
Friday May 1 st – Sunday May 3 rd	Calgary Diocesan Convention	Calgary
Saturday, May 9 th	Hike for Life	Prince's Island Park
Saturday/Sunday May 9/10 th	Cake Raffle	Narthex
Wednesday, May 13 th	Executive Meeting 7:30 PM	Boardroom
Wednesday, May 20 th	General Meeting after 7 PM Mass	Hall
Friday, May 29 th	Ladies Dinner	Hall and Conference Room C
June		
Monday, June 1 st	Calgary Regional Meeting	St. Michael's 800 – 85 St SW
Wednesday, June 3 rd	Executive Meeting 7:30 PM	Boardroom
Wednesday, June 10 th	Year-End Social after 7 PM Mass	Hall
Saturday, June 13 th	Corpus Christi & Parish Year End (Add-on)	Church, Neighborhood, Patio
Saturday/Sunday, June 13/14 th	Cake Raffle	Narthex

Appendix "B"

Sample of Budget Worksheet

2020 BUDGET Worksheet				
	2019	2019	2020	
	Proposed	Actuals	Proposed	
NET REVENUES				Comments
Advent Wreaths	\$500.00	-\$607.74	\$1,000.00	Actuals 2018 = \$2043.00
April Showers	\$0.00	\$0.00	\$0.00	Donated items/any monies go directly to KARA
Bake Sales=Cookie Walk	\$800.00	\$835.50	\$1,000.00	Suggested proceeds go to Clergy Benefit Society
Bake Sales=Christmas	\$2,400.00	\$2,973.60	\$2,500.00	2-3 charities served by this after Donation budget is passed
Cake Raffle	\$1,200.00	\$1,282.80	\$1,200.00	All monies raised goes to Chalice children & community
Chinese Dinner(for Clergy meals)	\$50.00	\$36.33	\$0.00	No Chinese dinner planned for 2020
Convention Rebate from donations X 2 yrs		\$1,796.00	\$0.00	One time rebate= money not used by National convention
Donations Received	\$0.00	\$325.00	\$0.00	Mostly for prayer shawls
Fall Harvest Dinner	\$4,500.00	\$5,464.55	\$5,000.00	All monies raised go to ROOF
Father's Day Flowers	\$500.00	\$711.62	\$0.00	Not in Calendar this year(see Bake Sales=Cookie Walk)
Funerals	\$2,000.00	\$6,506.97	\$5,000.00	
K of C Raffle Ticket Sale Proceeds		\$1,775.00	\$0.00	One time 2019?
Ladies Dinner	\$8,000.00	\$6,196.68	\$6,500.00	Major fund raiser for Bursary and Donations Budget
Memberships=2019	\$1,075.00	\$1,421.00		
Memberships=2020			\$1,625.00	250 members at \$6.50/member
Square Charges		-\$155.22	-\$150.00	
TOTAL NET REVENUE	\$21,025.00	\$28,562.09	\$23,675.00	
EXPENDITURES				
Operating:				
Bank Charges/electronic	\$50.00	\$2.85	\$50.00	
Bishop's Dinner	\$400.00	\$0.00	\$400.00	not used in 2018 as dinner away but will use this year
Conventions	\$3,000.00	\$1,380.34	\$1,000.00	Special allotment \$3000, for Calgary National Convention 2019
Discretionary	\$500.00	\$36.21	\$500.00	Moved from Donations to have it accessible if needed
Flowers, Gifts, Cards	\$400.00	\$10.55	\$100.00	
Meeting Socials	\$300.00	\$264.88	\$400.00	
National Supplies	\$500.00		\$500.00	
Photocopy/stationery/postage	\$200.00	\$9.45	\$200.00	
Priest Gifts	\$2,500.00	\$2,499.75	\$2,000.00	Based on 4 Clergy
Program Speakers	\$500.00	\$71.79	\$500.00	
Regional Dues	\$40.00	\$40.00	\$40.00	
Twilight Retreat	\$500.00	-\$338.39	\$500.00	
CWL Website for 2019 & 2020	\$367.22	\$367.22	\$0.00	Website paid up until 2021
Subtotal Operating:	\$9,257.22	\$4,344.65	\$6,190.00	
Ministries:				
Altar Cloths	\$500.00	\$0.00	\$500.00	Not used in 2019=may still be used
Chalice (2 Foster Children)	\$1,311.70	\$1,311.70	\$1,282.80	Proceeds from Cake Raffles 2019, payment made Jan 8, 2020
Clergy Benefit Society	\$500.00	\$711.62	\$1,000.00	Proposed to use proceeds from Cookie Walk
Community Outreach/Backpack Projects	\$600.00	\$200.00	\$600.00	Original planned project did not go forward but keep for future needs
Donations from Christmas Bake Sale	\$2,400.00	\$3,000.00	\$2,500.00	Proceeds to be delegated to 2 or 3 charities for Christmas
Mass Cards	\$100.00	\$100.00	\$100.00	
Parish Special Events	\$750.00	\$596.59	\$750.00	
Prayer Shawl Ministry	\$450.00	\$500.03	\$500.00	
RCIA Recognition	\$400.00	\$180.00	\$200.00	
ROOF		\$8,714.02	\$5,000.00	Actuals include 2018=Harvest Dinner+KofC Raffle+2019=Harvest Dinner proceeds
St. Peter's Young Women's Group	\$650.00	\$150.47	\$650.00	Kateri says parish is paying expenses/Rose to look into with Fr.&Kateri
School Gifts	\$300.00	\$88.30	\$200.00	
Subtotal Ministries:	\$7,961.70	\$15,552.73	\$13,282.80	
Donations (CWL annual donations)	\$12,100.00	\$11,100.00	\$11,100.00	
TOTAL EXPENDITURES	\$29,318.92	\$30,997.38	\$30,572.80	
NET INCOME	-\$8,293.92	-\$2,435.29	-\$6,897.80	
Opening Funds Available Balance	\$11,098.40	\$12,572.87	\$10,137.58	
Closing Funds Available Balance	\$2,804.48	\$10,137.58	\$3,239.78	

Appendix "C"
Education Bursary & Rubric



ST. PETER'S CATHOLIC WOMEN'S LEAGUE
EDUCATION BURSARY APPLICATION
2020

The St. Peter's Catholic Women's League Education Bursary will consist of a \$1,500.00 award to one female student from St. Peter's Parish in Calgary who has graduated high school in the last two years and wishes to pursue post-secondary education at an accredited institution. A second scholarship in the amount of \$1000.00 will also be awarded to whomever applies and is ranked 2nd by the Scholarship Committee. The successful candidate for each award will be a female student who has balanced her academic achievement, along with parish involvement and participation in community/school activities and ministries. **Application Deadline: Friday, May 22, 2020**

Applicants must submit the following:

- application form
- 1-2 page personal letter in your own words describing personal goals and aspirations as well as plans to achieve these goals;
- A copy of your most recent transcript from Grade 12, including interim marks (current semester marks). Due to COVID-19, marks from Semester 1 are sufficient
- a provisional letter of acceptance from the educational institution that you will be attending
- 2 letters of reference: one from a person (not a family member) familiar with your activities and achievements and one from a current school principal, counselor, **or** teacher giving information about your school performance and involvement
- resume that includes achievements, interests, activities in school, parish and community, as well as extent of volunteer work

To view Frequently Asked Questions health.education.cwl.stpeters@gmail.com

COMPLETE APPLICATION MUST BE SUBMITTED by Friday, May 22, 2020 to the following:

By Mail to:

The Education Bursary Committee
St. Peter's CWL
c/o St. Peter's Church
541 Silvergrove Dr NW
Calgary, AB T3B 4R9

OR

Upload documents and email to:

health.education.cwl.stpeters@gmail.com

I certify that to the best of my knowledge the above information is correct. (Signature mandatory)

Signed: _____ Date: _____

Signature of Parent of Guardian: _____



ST. PETER'S CWL EDUCATION BURSARY APPLICATION 2020

Name: _____

Address: _____

Telephone: (h) _____ (c) _____ Postal Code: _____

Date of Birth (mm/dd/yyyy) _____

Are you a current member of St. Peter's Parish: Yes _____ No _____

Name of parent(s) or guardian as it appears on parish registry (unless you are registered under your own name): _____

How long have you been a member of St. Peter's Parish? _____

Which of the following sacraments have you received?

Baptism Parish: _____

Reconciliation Parish: _____

Communion Parish: _____

Confirmation Parish: _____

Graduating High School: _____ Year: _____

Program of Study Being Pursued: _____

Institution: _____

Length of time required to complete field of study: _____

When do you plan to begin your post-secondary education?

Sept 2020 _____ Jan 2021 _____ Summer 2021 _____

Will you be a full time student? _____

The successful applicant will be announced by June 30, 2020. The cheque will be made payable to the institution. Further information is available by email at health.education.cwl.stpeters@gmail.com, or by calling Sue Robichaud @ 403-819-7018. **Please submit completed application package by Friday, May 22, 2020**

Information gathered on this document is for the sole use of St. Peter's CWL Education Bursary Committee and will not be given to any other party for any other uses. Further consent will be obtained prior to public release of names/photos of award winners.

In the event no applications are received or the applicant(s) do not meet the criteria set out in the guidelines, the bursary will not be awarded for that year.

September 15, 2021



ST. PETER'S CWL EDUCATION BURSARY 2020
FREQUENTLY ASKED QUESTIONS (FAQ's)

* * * * *

1. **Does my mother or do I have to be a member of the CWL?**
No
2. **We no longer actually live inside the boundaries of St. Peter's parish, but we continue to attend mass here. Can I still apply?**
Yes, as long as you remain registered with St. Peter's you will be eligible.
3. **How can I tell if we're actually registered with St. Peter's parish? And if we're not, how do we go about doing so?**
You have to be registered to receive a tax receipt, but you can call the parish office (403-286-5110) to find out for sure. If you are not registered, your family may do so in person, or by phone.
4. **Do I need to submit copies of my (or my parent's) financial records?**
No. Financial need is NOT a criterion for the bursary at this time.
5. **I graduated from high school last year and have been working since to save enough money to start college. Can I still apply?**
Yes, as long as you are a recent grad (2019 or 2020), and will begin your post secondary studies within the next year.
6. **Is the scholarship only for university or college, and does it have to be in Alberta?**
The scholarship may be applied towards study in any accredited university, college, or technical school in Canada or the United States, at the discretion of the committee. In any case the award is \$1,500 in Canadian funds.
7. **I'm entering my third year of university, am I eligible?**
At this time the scholarship is only for students entering their first or second year of post-secondary study.
8. **Can I use the scholarship money to pay for my utilities or other expenses?**
The scholarship is only intended for tuition and/or other education expenses, at the discretion of the committee, to include items such as books, lab supplies, journeyman tools, etc. The cheque will be made payable to the institution.
9. **I don't attend a Catholic high school and my volunteering experience is with a secular organization. Will I still be considered?**
Yes, as long as the volunteer work is consistent with the values of the Catholic faith.

ANY FURTHER QUESTIONS MAY BE DIRECTED TO:

St. Peter's CWL Bursary Award Committee, c/o

health.education.cwl.stpeters@gmail.com or by calling Sue Robichaud at (403) 819-7018

Evaluation Rubric

Applicant Name: _____

Does Applicant meet all the Required Criteria in the Following Areas?

Personal Information Complete: Yes____ No ____

Education Information Complete: Yes____ No ____

Transcripts Attached: Yes____ No ____

References Attached: Yes____ No ____

Member of St. Peter's Parish Yes____ No ____

EVALUATION POINTS

Ranked 1 to 5

1 = lowest

5 = highest

Academic Achievement _____

Parish Activities _____

Community Activities _____

Personal Letter _____

Total _____

MONEY RECEIPTS REPORT FOR CWL TREASURER

DATE _____

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Appendix "E"
Sample of Claim for Reimbursement of Expenses

St. Peter's CWL
Claim for Reimbursement of Expenses

*Please submit your claim within 30 days of receipt date

Name: _____ **Phone:** _____

Email: _____ **Date:** _____

Please attach all receipts to this form

Name of Event/Ministry	Expense Details	Amount	Total on Receipt
		\$	\$

For Treasurer Use Only:

Cheque #

Date Issued:

Appendix "F"

Sample of Discretionary Donations Budget

ST. PETER'S CWL - PROPOSED 2019 DONATION BUDGET AS OF 11/04/2019

	2018 <u>Proposed</u>	2018 <u>Actual</u>	2019 <u>Actual</u>	2019 <u>Proposed</u>
CWL				
National Voluntary Fund:	\$ 500.00	\$ 500.00		
Coady International Institute				\$ 100.00
Canadian Catholic Organization Dev't & Peace				\$ 100.00
Catholic Missions in Canada				\$ 100.00
Euthanasia Prevention Coalition (until Aug 2020)				\$ 100.00
Catholic Near East Welfare Association				\$ 100.00
Subtotal CWL	\$ 500.00	\$ 500.00	\$ -	\$ 500.00
Spiritual Development				
Net Ministries	\$ 100.00	\$ 100.00		\$ 200.00
St Joseph Seminary (Edm)	\$ 200.00	\$ 200.00		\$ 200.00
Society of St Peter	\$ 200.00	\$ 200.00		\$ 200.00
Catholic Missions in Canada	\$ 200.00	\$ 200.00		\$ 200.00
Catholic Christian Outreach	\$ 200.00	\$ 200.00		\$ 200.00
Deacon Toms Outreach	\$ 300.00	\$ 300.00	\$300.00	\$ 300.00
St. Francis Retreat Centre	\$ 200.00	\$ 200.00		\$ 200.00
Subtotal Spiritual	\$ 1,400.00	\$ 1,400.00		\$ 1,500.00

Christian Family Life				
Kara Teen Ministries		\$ 200.00	\$ -	\$ 200.00
Forty Days for Life	\$ 200.00	\$ 200.00		\$ 200.00
Campaign Life Coalition	\$ 200.00	\$ 200.00	\$ -	\$ 200.00
Project Rachel	\$ 200.00	\$ 200.00	\$ -	\$ 200.00
Calgary Pro-Life	\$ 200.00	\$ 200.00	\$ -	\$ 400.00
Calgary Catholic Family Services.	\$ 200.00	\$ 200.00	\$ -	\$ 400.00
Silent Children's Mission				\$ 200.00
Subtotal Christian Family	\$ 1,000.00	\$ 1,200.00	\$ -	\$ 1,800.00

ST. PETER'S CWL - PROPOSED 2019 DONATIONS BUDGET AS OF 10/06/19

	2018 <u>Proposed</u>	2018 <u>Actual</u>	2019 <u>Actual</u>	2019 <u>Proposed</u>
Community Life				
Justice Centre	\$ 200.00	\$ 200.00	\$ -	\$ 200.00
Catholic Near East Welfare Association				\$ 200.00
Calgary Women's Shelter	\$ 200.00	\$ 200.00	\$ -	\$ 200.00
The Mustard Seed	\$ 200.00	\$ 100.00	\$ -	\$ 200.00
Inn From the Cold	\$ 200.00	\$ 200.00	\$ -	\$ 200.00
Elizabeth House	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
Our Lady Queen of Peace Ranch	\$ 500.00	\$ 500.00	\$ -	\$ 500.00
Calg.Catholic Immigration Services	\$ 500.00	\$ 500.00	\$ -	\$ 500.00
St. Vincent de Paul	\$ 500.00	\$ 500.00	\$ -	\$ 1,000.00
Discovery House	\$ 200.00	\$ 300.00	\$ -	\$ 300.00
Subtotal Community Life	\$ 2,700.00	\$ 2,700.00	\$ 200.00	\$ 3,500.00

Education & Health				
Catholic Education Foundation	\$ 600.00	\$ 600.00	\$ -	\$ 600.00
St. Peter's CWL Bursary	\$ 1,500.00	\$ 1,500.00	\$ 2,500.00	\$ 2,500.00
Palliative Care (Agape Hospice)	\$ 200.00	\$ 200.00	\$ -	\$ 300.00
Father Lacombe Care Society	\$ 200.00	\$ 200.00	\$ -	\$ 200.00
Mater Care International				\$ 200.00
Subtotal Education & Health	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 3,800.00

TOTAL DONATIONS	\$ 8,100.00	\$ 8,300.00	\$ 4,200.00	\$ 11,100.00
SUMMARY BY COMMITTEE	Proposed 2018	Actual 2018	Actual 2019	Proposed 2019
CWL	\$ 500.00	\$ 500.00	\$ -	\$ 500.00
Spiritual Development	\$ 1,400.00	\$ 1,400.00	\$ 1,500.00	\$ 1,500.00
Christian Family Life	\$ 1,000.00	\$ 1,200.00	\$ -	\$ 1,800.00
Community Life	\$ 2,700.00	\$ 2,700.00	\$ 200.00	\$ 3,500.00
Education & Health	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 3,800.00
TOTAL DONATIONS	\$ 8,100.00	\$ 8,300.00	\$ 4,200.00	\$ 11,100.00

Appendix “G”
St Peter’s CWL Event Planning Template

Event: APRIL SHOWERS

Since 2010 St Peter’s CWL has had an annual diaper/baby food collection to help meet the needs of young families in our parish through St Vincent de Paul, &/or the baby room at the Calgary Food Bank. Cash donations are accepted on behalf of Kara, which supports young pregnant and parenting teens in both the public and separate school systems.

Time line:

December/January – confirm dates as part of planning for the year; it is convenient to choose a cake raffle weekend, but these are not held during Lent so may not be an option if Easter is late. The president will confirm availability of the narthex, and permission to set up a table display for after each of the masses.

March general meeting – ask for 1-2 volunteers to organize the event 6-8 weeks ahead:

- Contact St Vincent de Paul to see what their needs are (svdp@st-peters.ca)
- Contact the President of KARA, Meghan Burgos at megan.burgos@albertahealthservices.ca and ask where cheques should be sent
- 4 weeks ahead: **ADVERTISE!**
- Prepare bulletin and overhead announcements – sample:
St. Peter’s CWL will be collecting baby food, diapers, wipes, and other infant supplies for our young St Vincent de Paul families. Donation may be left in the narthex after each of the masses on _____. Cash donations will accepted on behalf of Kara.
Note: if anyone asks, tax receipts can be issued by Kara (not CWL) if contact info is provided ie by personal cheque.
- Prepare photo of suitable donations for parish facebook page
- Confirm delivery to SVDP pantry (in case there’s more than will fit in narthex box)

April general meeting:

- Ask for volunteers in the narthex following each of the masses to smile, say thank you, and in particular to accept any donations for Kara.
- Confirm with treasurer use of cash box, which is kept in the CWL footlocker; no float is needed.

Weekend of the Event:

- Saturday afternoon – (confirm what time the church is open with the office) set up display on table in the narthex; play pen optional depending on space and availability. Dollar store tablecloth and decorations are a nice touch, and large gift bags make good holders for signs since we can NOT tape anything to the walls.
- Leave instructions in cash box re Kara donations; cash box will be returned to CWL locker between masses, at least one volunteer at each mass should know how to get into the locker.
- Following the final mass on Sunday (typically the 11:30 mass) transfer items to SVDP box (or pantry, as pre-arranged), and take down display.
- The treasurer will pick up donations from the cash box, and forward to Kara at address above; she will of course deposit any cash and prepare a cheque to cover this.

Following the Event:

- Prepare a very brief report for the next general meeting
- Prepare a thank you note for the bulleting and perhaps a photo for the parish face book page.

Appendix “H” Archived Materials

1. Archives should be kept in a locked filing cabinet on church property.
2. A review of all archival materials should be undertaken by the immediate past president, or by a member with archival interest, appointed by the president, who could serve as on-going archivist for the council.
3. Every two years, an index of archived items in safekeeping should be updated and submitted to the president and noted in the minutes.

Parish archives should include

- original charter framed and displayed, if possible;
 - contact national office regarding charters
- minutes of executive/general meetings are the **permanent** record of council activities and should be kept in dated binders;
- the recording secretary should retain minutes from the previous two terms only; all other minutes should be transferred to the archival binders;
- the recording secretary should retain motion books from the previous two terms only; all other motion books should be transferred to the archival binders;
- all accounting records (including cheques and receipts) should be kept for five years; and
- separate binder for other important information related to the life of the parish council
 - list of parish presidents/spiritual advisors with names and term of office
 - list of recipients of maple leaf service pins/ League pins, with names and dates of presentations
 - a record of anniversary dates of all members; excellent reference for awards research (refer to annual per capita lists)

Other

- written histories;
- scrapbooks and/or albums labeled by date and event;
- annual reports;
- special project file with financial statements;
- sample of newsletters, if applicable;
- each past president should be encouraged to write a two to three page story of highlights of her term as president (a valuable resource)