



**Annex to the  
Blessed  
Sacrament  
Amherstview  
CWL Policy  
Manual**

# ANNEX OF PROCEDURES

## For the Blessed Sacrament Catholic Women's League Council

The procedures detailed in this Annex related to specific policies found in this Policy Manual. Changes may be made to procedures by the Executive, without requiring full review and approval by the membership.

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## Sample of Statement of Revenues and Expenditures

**RELATES TO: Policy #1.2.5 Treasurer**

The Catholic Women's League of Canada  
 Blessed Sacrament Parish Council  
 Statement of Revenues and Expenditures  
 January 11 to February 18, 20\_\_

Balance at January 11, 20__		\$ 3,137.00
Revenues		
Membership Fees (12 x \$25.00)	\$ 300.00	
Sale of CWL scarves	50.00	
Donation	<u>30.00</u>	\$ 380.00
Expenditures		
Per capita fees to national (44 x \$20.00)	\$ 880.00	
General liability insurance (44 x \$0.50)	<u>22.00</u>	
Donations:		
Maison Refuge	\$ 200.00	
Native Women's Shelter	200.00	
Chalice Canada	450.00	
City Drop-In Centre	200.00	
Refuge for Women/Children in Need	200.00	
Food for the Homeless	100.00	
National Voluntary Funds:		
Coady International Institute	100.00	
CNEWA Canada	100.00	
Catholic Missions in Canada	<u>100.00</u>	
		\$ 1,650.00
Bank fees for January	2.50	(2,554.50)
Balance at February 18, 20__		\$ 962.50

## Sample Bank Reconciliation

**RELATES TO: Policy #1.2.5 Treasurer**

The Catholic Women's League of Canada  
 Blessed Sacrament Parish Council  
 Bank Reconciliation January 31, 20\_\_

Balance per books January 31, 20__		\$ 2,265.00
Less bank charge of January 31		(2.50)
Adjusted book balance January 31, 20		<u>\$ 2,262.50</u>
Balance per bank statement January 31, 20_		\$ 2,762.50
Plus outstanding deposits		
Deposit of January 31 not recorded by bank until February 3		\$ 50.00
Less outstanding cheques		
#263 Chalice Canada	\$ 450.00	
#269 Native Women's Shelter	\$ <u>100.00</u>	
		(550.00)
Adjusted bank statement balance January 31, 20__		<u>\$ 2,262.50</u>

**Note:** When reconciling council books to the bank statement, start with the balance in the books at month end and adjust for items contained on the bank statement not included in the books. When these adjustments are made, you will have a new month-end book balance. Then, take the bank statement balance at month-end and adjust for items recorded in the books but not yet recorded by the bank. When these adjustments are made, you will have a new month-end bank statement balance.

The new month-end book balance and the new month-end bank statement balance should be identical.

The bank reconciliation is not presented to members but is kept with the financial reports of the council. The treasurer should follow up on all outstanding cheques that are more than one month old.

## Sample Treasurer's Annual Report

**RELATES TO: Policy #1.2.5 Treasurer**

The Catholic Women's League of Canada  
 Blessed Sacrament Parish Council  
 Treasurer's Annual Report

January 1 to December 31, 20\_\_ (current year)

Balance January 1, 20__		\$ 3,185.75
<b>Revenues</b>		
Memberships 20__ (current year)	1,125.00	
Memberships 20__ (upcoming year)	475.00	
Bazaar	2,621.80	
Donations	136.50	
Sale of 7 CWL scarves	168.00	
Sale of diocesan convention tickets	<u>100.00</u>	4,626.30
<b>Expenditures</b>		
Memberships 20__ (current year)	1,100.00	
Memberships 20__ (upcoming year)	340.00	
General liability insurance	36.00	
Diocesan convention tickets	120.00	
Donations	3,082.00	
Diocesan raffle prizes	52.65	
Subscription League magazine for spiritual advisor	8.00	
Purchase of CWL supplies	375.63	
Rosaries for first communicants	74.42	
Christmas gifts for clergy and staff	90.00	
Bank charges	<u>30.00</u>	(5,308.70)
Balance December 31, 20__		<u>\$ 2,503.35</u>

## Sample Budget

**RELATES TO: Policy #1.2.5 Treasurer**

The Catholic Women's League of Canada  
 Blessed Sacrament Parish Council  
 Annual Budget

January 1, 20 \_\_\_ to December 31, 20\_\_

**Estimated Receipts**

Membership fees	\$ 1,500	
Sale of CWL items	100	
Fundraising events Bazaar	3,000	
Card party	900	
Bake sale	300	
Sale of calendars	100	
Interest on bank balance	<u>10</u>	
		<u>\$ 5,910</u>

**Estimated Expenditures**

Per capita to national	\$ 1,300	
Hall rental	250	
League supplies	400	
Cards and gifts for shut-ins	35	
Stationery	25	
Postage	50	
Kitchen supplies	100	
Christmas gifts	150	
Convention expenses (president and spiritual advisor)	500	
Honoraria	200	
Donations to voluntary funds		
Coady International Institute Fund	200	
National Pro-Life Fund	200	
Canadian Catholic Organization for Development and Peace	200	

**Other Donations:**

Meals on Wheels	100	
Breakfast program	100	
Women's shelter	75	
Birthright	150	
Elementary school prize	50	
High school leaving bursary	100	
First communicants	100	
New tables and chairs for the church hall	600	
Bank charges	25	
New initiatives if revenue allows	1,000	
		<u>5,910</u>

**Net Revenue****\$ 0**

Membership Preauthorized Debit Plan

**RELATES TO: Policy #1.2.5 Treasurer**

**THE CATHOLIC WOMEN'S LEAGUE OF CANADA**

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**Please complete the Pre-Authorized Debit (PAD) Plan agreement for businesses below.**

The Parish Council authorizes The Catholic Women's League of Canada, (League) and the financial institution designated (or any other financial institution the Parish Council may authorize at any time) to begin deducting as per these instructions for payments from time to time, for all fees arising from the processing of annual membership fees as indicated on completed membership remittance information forms provided by the Parish Council. The League will obtain authorization for any one-time or sporadic debits by provision of an invoice e-mailed to the authorized database administrator.

This authority is to remain in effect until the League has received written notification from the Parish Council of its change or termination. This notification must be received at least ten (10) business days before the next debit is scheduled at national office. The Parish Council may obtain a sample cancellation form, or more information on its right to cancel a PAD agreement at its financial institution or by visiting [www.cdnpay.ca](http://www.cdnpay.ca).

The League may not assign this authorization, whether directly or indirectly, by operation of law, change of control, or otherwise, without providing at least 10 days prior written notice to the Parish Council.

The Parish Council has certain recourse rights if any debit does not comply with this agreement. For example, it has the right to receive reimbursement for any PAD that is not authorized or is not consistent with the Pad Agreement. To obtain a form for a Reimbursement Claim, or for more information on recourse rights, the Parish Council may contact its financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).

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**PLEASE PRINT**

Date: \_\_\_\_\_

Parish Council Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Financial Institution (FI): \_\_\_\_\_

FI Account Number: \_\_\_\_\_ FI Transit Number: \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Authorized Signatures: \_\_\_\_\_

\_\_\_\_\_

**The Catholic Women's League of Canada • C-702 Scotland Avenue • Winnipeg, MB R3M 1X5  
Tel: (204) 927-2310 • E-mail: [accounting@cwl.ca](mailto:accounting@cwl.ca)**

New Member Form

**RELATES TO: Policy #1.2.6 Membership Convenor**



**Blessed Sacrament Parish Catholic Women's League  
MEMBERSHIP FORM (new / transferred members)**

**ANNUAL DUES: \$30.00 (please pay by cheque)**

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Birthday month: \_\_\_\_\_

Type of Membership (check one):

Renewal  Rejoining  New Member  Transfer in

If you are transferring from another parish council:

Previous parish (name and city): \_\_\_\_\_

Membership number: \_\_\_\_\_

Do you wish to receive the Canadian League magazine? YES  NO

**Please contact Shirley McDonald at 613-389-9810 for more information.**

Cheques should be made payable to "Blessed Sacrament CWL."

Mail completed form with your cheque to:

Shirley McDonald  
4759 Taylor-Kidd Blvd.  
Bath, ON K0H 1G0

*[replace with current Membership Convenor's contact information]*



## Membership Lists

**RELATES TO: Policy #1.2.6 Membership Convenor**

The following lists are maintained by the Membership Convenor and shared with the members of the Executive as required. Templates for lists may be found in the Membership Convenor's electronic files.

- 1. Listing of all members with membership #, address, phone, email, date joined and years of membership.**
  - Available as a PDF report from the electronic registration system.
  - An Excel spreadsheet with all information may also be downloaded from the electronic registration system.
- 2. Listing of all members with phone numbers**
  - Template is available with Membership Convenor's electronic files.
  - Provide this list to all executive members.
  - Provide this list to the phone tree coordinator.
- 3. Listing of all members with addresses**
  - Template is available with Membership Convenor's electronic files.
  - Provide this list to the Secretary and to those who send cards to members (e.g., sympathy cards).
  - Provide this list to anyone else who mails information to members.
- 4. Listing of all members with email addresses**
  - Template is available with Membership Convenor's electronic files.
  - Provide this list to the Secretary.
- 5. Listing of all members with birthday month and address.**
  - Template is available with Membership Convenor's electronic files.
  - Provide this list to the member who sends birthday cards to members.

Sample Elections Letter to Membership

**RELATES TO: Policy #2.1 Elections**

Dear Sister in the League,

This year our CWL Council's executive and standing committee chair positions are due for election. This includes the following positions: Vice-President, President, Secretary, Treasurer, Membership Convenor, and the Chairs of the Faith, Service and Social Justice Standing Committees.

A CWL Council is made up of individuals with different strengths and different weaknesses; the whole moves forward, not the individuals. A Council shines when the whole works together. At Blessed Sacrament, we have a very strong and committed Council that works and journeys together. Our standing committees and special event committees now carry out most of the work of the Council...as a member of the executive, you will not be working alone!

The standing committees are a way to group the activities that we do under one umbrella, so that one or more individuals may work together on projects under the guidance of a chairperson. The Chair will then report on these various activities at our meetings. It is not the Chair's role to necessarily do the work of the standing committee herself, but to recruit or maintain volunteers from among the members. This helps to involve everyone in the good work of our Council and does not place an unfair burden of work on anyone.

Enclosed you will find a brochure describing the duties of our local Council's executive and a nomination form. A list of eligible members may be found on the back of this letter. First and foremost, you are asked to pray and discern the future of the League in our parish and then nominate women whom you feel would best fill a particular role. You may nominate an individual for more than one office and you may also nominate (or re-nominate) yourself. All nominations are anonymous.

Please return your completed nomination form in a sealed envelope to the church by **[insert date]**. You may place the envelope in the collection box at any Mass, leave it in the designated box in the church vestibule, or mail to the following address:

Blessed Sacrament Catholic Women's League (Elections)  
Chair, Nominations/Elections Committee  
3 Briscoe Street, Amherstview, ON K7N 1X2

Once the nominations have been received, nominees will be contacted and asked if they will let their name stand for election at our November meeting. If you are nominated, please pray and consider accepting. A fellow sister has seen in you gifts that are needed to support our Council.

Thank you!

Sample Nomination Form

**RELATES TO: Policy #2.1 Elections**



**BLESSED SACRAMENT CATHOLIC WOMEN'S LEAGUE  
NOMINATION FORM FOR EXECUTIVE POSITIONS**

As a member of Blessed Sacrament Catholic Women's League, I nominate the following individuals for Executive positions:

PRESIDENT: \_\_\_\_\_

VICE-PRESIDENT: \_\_\_\_\_

SECRETARY: \_\_\_\_\_

TREASURER: \_\_\_\_\_

MEMBERSHIP CONVENOR: \_\_\_\_\_

FAITH STANDING COMMITTEE CHAIR: \_\_\_\_\_

SERVICE STANDING COMMITTEE CHAIR: \_\_\_\_\_

SOCIAL JUSTICE STANDING COMMITTEE CHAIR: \_\_\_\_\_

Please return this nomination form in a sealed envelope, or folded in half and stapled, by **[insert date]**. You may place the envelope in the collection box at any Mass, leave it in the designated box in the church vestibule, or mail the envelope to the following address:

Blessed Sacrament Catholic Women's League (**Elections**)

3 Briscoe Street

Amherstview, Ontario K7N 1X2

Thank you for taking the time to support our League!

## Executive Position Descriptions

**RELATES TO: Policy #2.1 Elections**

This is a summary of main duties of each position. All positions have a two-year term.

**PRESIDENT**

- Keeps membership informed about the League's activities
- Chairs local council meetings
- Is a signing officer for official documents
- Is the official spokesperson for the council
- Appoints committees/subcommittees as required

**VICE-PRESIDENT**

- Becomes President automatically after serving term as Vice-President
- Performs duties of the President in her absence or inability to serve
- Assumes duties of Membership Convenor or delegates these to an alternate
- Is responsible for League development and leadership training
- Performs such other duties as may be delegated to her by the President

**MEMBERSHIP CONVENOR (may be assumed by Vice-President or appointed by VP)**

- Initiates annual membership drive
- Registers members with the national office
- Maintains membership records

**SECRETARY**

- Assists the President in preparing the agenda for meetings (executive and general meetings)
- Notifies members about the time and place of the meeting
- Records the minutes of meetings
- Is a signing officer for official documents
- Keeps an updated list of motions made at all meetings

**TREASURER**

- Maintains the financial records of the Council
- Receives all League monies
- Pays all accounts as authorized
- Is a signing officer for official documents
- Presents a report of revenues and expenditures at meetings
- Prepares and monitors annual budget

### **FAITH STANDING COMMITTEE CHAIR**

- Organizes prayers for meetings and other events as required
- Updates deceased members' plaque annually
- Coordinates gift presentations for First Communion, Confirmation and Grade 8 Religious Life Award
- Organizes and/or coordinates faith activities for CWL members

### **SERVICE STANDING COMMITTEE CHAIR**

- Promotes and ensures services are provided from our Council to our members, the parish and the community annually, including support for local charities/non-profit organizations
- Ensures the provision of birthday cards, sympathy cards, get well cards etc. to members and others
- Ensures that the Helen Henderson Birthday Party is held annually
- Ensures the provision of funeral luncheons

### **SOCIAL JUSTICE STANDING COMMITTEE CHAIR**

- Reports on National and Provincial resolutions at meetings
- Advises members about CWL voting issues in Parliament
- Enlists members' assistance in writing to their local MP/MPP when required
- Promotes and leads opportunities for social justice including *12 Hours of Prayer for Palliative Care*, support of Birthright, annual *Pornography Hurts* campaign

Sample Discernment Flyer for Mailout

**RELATES TO: Policy #2.1 Elections**

**DISCERNMENT: HOW IS GOD CALLING YOU TO SERVE?**

We are all gifted in different ways. When making the decision whether to undertake a position on our CWL Council, we should first take stock of our gifts, what we can do for our sisters, and how we can do it. The discernment process will guide us in this decision making.

**Steps on the Discernment Process:**

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

***“The gift I have received, I will give as gift.”***

Installation Ceremony for Officers and Executive

**RELATES TO: Policy #2.1 Elections**

[Revised 2024Jan13]

NOTE: This ceremony may be done at a CWL meeting after mass, or at a regular weekly mass.

**Spiritual Advisor:** In the name of the Father, and of the Son, and of the Holy Spirit.

**All: Amen**

**Spiritual Advisor:** The grace of Jesus Christ and the love of God and the companionship of the Holy Spirit be with you all.

**All: And with your spirit.**

Opening Prayer

**Spiritual Advisor:** Let us pray: Blessed are You, loving God, You have made a covenant with Your people: You called us to be Your holy people, to sing Your praises at all times. Bless us in our work and our prayer, “For God and Canada,” and bless the officers we have chosen to lead us in the Catholic Women’s League. We give You praise through Jesus Christ, our Redeemer, in the communion of Your Holy Spirit, one God forever and ever.

**All: Amen**

**Spiritual Advisor:** Dear people of God, through baptism we are called to work together as members of the Body of Christ. Jesus promises to send the Holy Spirit, to bestow upon us gifts of many kinds to complete God’s work on earth and bring us the fullness of grace. The Catholic Women’s League of Canada calls its members to grow in faith, and to witness to the love of God through ministry and service. As a League member, each woman uses her gifts and talents to share the good news of her Christian calling to love and serve God and neighbour in her parish, diocese, province and country. These women are your elected officers of the Blessed Sacrament CWL executive. In your presence and with your prayers, we now install them in their respective offices for the coming year.

Commitment

**New Past President:** N..., as past president it is my privilege to present you with this gavel as a sign of your office as president. Will you continue to be faithful to your call, and help all League members through your faith, love and prayers?

**New President: I will, with God’s help.**

*The new past president presents the president’s pin to the new president.*

*The new president then presents the past president pin to the new past president.*

**Retiring Past President:** As retiring past president, it is my privilege to install you as the new executive officers. You have been chosen by the members of The Catholic Women’s League of Canada because they recognize in you the gifts of service to the League. We thank you for your willingness to accept your office. Will you be faithful to your call and help all League members, through your faith, love and prayers?

**Officers: I will, with God’s help.**

**New President:** For the glory of God and the good of God's people, I promise as a Catholic woman to honour, invoke and imitate our patroness, Our Lady of Good Counsel. I promise to be a loyal member of The Catholic Women's League of Canada and to promote its interest and growth in every way. I promise to cooperate with officers in all programs under their direction and to conform to the best of my ability to the bylaws of the organization in all League activities.

**Retiring Past President:** May God keep you faithful to these promises and bring them to fulfilment.

**Spiritual Advisor:** Members of the League, at this time, I affirm my commitment to assist the executive and members of the League in their work "For God and Canada."

**Candle:** *The new president lights individual candles from the Pascal Candle and passes one to each officer, saying:*

**President:** Bring Christ's light to the world.

**Each Officer: Amen**

*The officers extinguish their candles and return to their seats (may also remain for a group photo at the end).*

**Spiritual Advisor:** May our Creator God bless us and keep us. Amen May Jesus Christ, our Redeemer, graciously smile upon us. Amen

May the Holy Spirit, Giver of life, grant us peace. Amen



Checklist for Annual Report Booklet

**RELATES TO: Policy #2.3.3 Annual General Meeting**

The Annual General Meeting (AGM) is a celebration of the work accomplished by the Council in the past year. An AGM booklet is prepared by the Secretary (or Alternate) for members of the Council and for posting on the Council’s website. This is an historical record of the previous year’s activities that should be kept with the council’s archives. Copies of previous booklets are available on the CWL website for reference.

The AGM booklet contains:

Item	Prepared By...	Notes
<input type="checkbox"/> Agenda for current AGM	President, Secretary	
<input type="checkbox"/> Minutes of previous year’s AGM	Secretary	AGM minutes may be recorded by someone other than the Secretary. It is the Secretary’s duty to obtain those minutes and incorporate them into the AGM booklet.
<input type="checkbox"/> Annual reports	Executive	A summary of the year’s highlights and goals achieved by each member of the Executive.
<input type="checkbox"/> Awards and pins	Membership Convenor/VP	Listing of awards and pins presented during the previous year.
<input type="checkbox"/> Membership information	Membership Convenor/VP	Summary chart or graph demonstrating membership growth/decline in membership over previous years.
<input type="checkbox"/> Financial summary	Treasurer	Information relating to the council’s finances for the year, including Fundraising, Charitable organizations that were supported and a final financial statement for the year.
<input type="checkbox"/> Year in Review	President / Secretary	A month-by-month summary of council activities for the previous year. Reviewing meeting minutes will be helpful in developing this area.

Quick Summary of Auction Procedure

**RELATES TO: Policy #2.4.2 Silent Auctions**

- Determine start and end date/time of auction
- Solicit items to auction (CWL members, parishioners, local businesses)
- Assign value to items, including minimum bid
- Determine how successful bidders will receive items (pickup/delivery)
- Send out promotional information to advertise the auction (e.g., posters, bulletin announcements, posting on social medial sites and chat groups)
- For a Virtual Auction:
  - Create online account and auction site if a virtual auction is to be held (*see Appendix B*).
  - Photograph items
  - Prepare description of items
  - Post items on auction website – changes may be made up to start of auction
  - Obtain volunteers to deliver items to winners after the auction
- For a Live Auction:
  - Set up Hall for an in-person auction
  - Print out item bid sheets for an in-person auction
  - Obtain volunteers to assist at in-person auction
- Launch auction
- Deliver items to winners and collect payment
- Review auction statistics and prepare summary report

## Setting Up a Virtual Auction

**RELATES TO: Policy #2.4.2 Silent Auctions**

1. Go to the auction website: <https://www.32auctions.com/> and click on GET STARTED.
2. Choose enhanced options (for a fee):
  - a. For 20 or fewer auction items, the website is free. To add more items, there is a fee. If this is desired, click on “Add More Items” and choose the amount you wish to add (usually up to 100 items).
  - b. Ads are displayed throughout the auction site. To eliminate ads, click on “No 3<sup>rd</sup> Party Ads”.
  - c. The total amount owed will be provided at the end of the setup.
  - d. Create an administrator account with your name and email address. Log in to the account.
3. Follow the prompts for setting up the rest of the auction site:
  - a. Auction Information: Clearly state the purpose of the silent auction and how the funds will be used.
  - b. Organization Information: Provide information about the CWL and our Council.
  - c. Add Items: Log into your auction and click the “Add An Item” button in the bottom right corner of any auction page. Set the starting bid at (or above) the minimum amount you wish to sell the item.
  - d. Set Bidding Options: To allow bidding on an item, you need to provide a Starting Bid Amount and a Minimum Bid Increment. You can also choose the bid types to allow for the auction (e.g., Proxy Bids). A **proxy bid** allows a bidder to enter the maximum amount they are willing to spend with the goal of winning the item at the lowest possible price. The system will bid for them, up to their maximum proxy bid amount, as additional bids are entered on the item.
  - e. Pickup/Shipping Instructions: Explain how successful bidders may pickup and pay for their items. These instructions will be displayed on every auction item page and emailed to winning bidders with their invoices.
4. A link to the site will be generated and provided. This link may be shared on promotional materials and emailed to potential participants.
5. At the close of the auction, an invoice will be generated for each successful bidder and emailed to them, detailing the item(s) they have won, the amount of payment that is due, and the instructions for pickup/shipping. Copies of these invoices may also be printed by the administrator.
6. Throughout the auction, the administrator may view the list of participants and a summary of the bidfeed (updated in real time). Following the auction, a summary of all sales may be downloaded and printed to prepare for delivery.

## Snowflake Bazaar To-Do List

**RELATES TO: Policy #2.4.4 Snowflake Bazaar****OVERALL**

- Determine date and time for bazaar
- Obtain a convenor to act as a contact person and general organizer
- Decorate hall → Tuesday prior to bazaar
- Set up tables → Wednesday prior to bazaar

**PROMOTION/ADVERTISING**

- Develop media information and sent to Journey, bulletin, St. Linus, OLMC, Whig Standard, EMC, Kingston This Week, diocesan website, CWL diocesan website, Blessed Sacrament website, other churches, social media sites
- Develop and print posters
- Distribute posters locally → after Thanksgiving
- Develop and print information flyers for parish
- Hand out information flyer at masses → Thanksgiving weekend

**RAFFLES**

- Obtain 2-3 items for raffle
- Develop and print raffle tickets
- Coordinate with the parish to use their license (profits must go to the parish as part of our donation from the Bazaar)
- Sell raffle tickets 3-4 weeks prior to bazaar at Blessed Sacrament Church masses
- Sell raffle tickets at the bazaar
- Winner is drawn at the close of the bazaar

**LUNCHEON ROOM**

- Obtain a convenor
- Convenor to obtain volunteers to assist with luncheon room
- Purchase food for luncheon
- Prepare sandwiches and food → Friday evening
- Set up luncheon room tables and chairs → Friday evening

**CHRISTMAS SHOPPE**

- Obtain a convenor
- Convenor to obtain volunteers to assist with sales at the bazaar
- Hold craft group sessions during the year prior to the bazaar to develop items for sale
- Prepare craft items for sale at least one week prior to bazaar (pricing, packaging etc.)
- Set up Christmas Shoppe on Wednesday prior to the bazaar (cover with sheets)
- Include a Religious Articles section in the Christmas Shoppe
- Sell craft items after mass on Saturday and Sunday after bazaar
- Unsold items may be packaged and stored to sell the following year or sold at masses

### BAKE TABLE

- Obtain a convenor
- Convenor to obtain volunteers for Friday evening preparation and Saturday sales
- Hold a pie-making bee prior to the bazaar
- Call members to request baking, asking them to bring it in Friday night and specify if it is to go to the bake table or the luncheon room
- Obtain supplies for packaging baked goods (e.g., plates, plastic wrap)
- Obtain sufficient pricing sheets and price labels
- Prepare baked goods for sale Friday evening (wrap and price items)
- Sell baked goods during the bazaar and price any additional items that arrive that day
- Sell baked goods after mass on Saturday and Sunday at half price
- Unsold items may be frozen to sell at subsequent masses or used for meetings, pot luck

### CHILDREN'S ACTIVITIES

- Obtain a convenor
- Convenor to obtain volunteers for Friday evening setup and Saturday games
- Acquire prizes for games
- Games might include:
  - Ring toss
  - Bowling
- Acquire craft supplies for children
- Prepare children's grab bags

### OTHER AREAS

- Greeters' table
- Knights of Columbus table
- Doorprizes x 4 → draw each hour
- Raffle Table
- Frozen Pie Table
- Fundscrip table

### FINANCES

- Proceeds from bazaar to go to CWL
- Treasurer will provide floats, cash boxes and calculators to all areas prior to the bazaar
- Convenor of each area is responsible for finances in that area
- Treasurer will provide a written summary report on the bazaar finances for the November meeting

Maple Leaf Service Pin Nomination Form

**RELATES TO:** Policy #3.2 Recognition Awards



**THE CATHOLIC WOMEN'S LEAGUE OF CANADA  
NOMINATION FOR MAPLE LEAF SERVICE PIN**

**NAME OF NOMINEE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**CITY:** \_\_\_\_\_

**POSTAL CODE:** \_\_\_\_\_

**PARISH:** Blessed Sacrament

**DIOCESE:** Kingston

The Maple Leaf Service pin was introduced in 1971 for members who have served the League in an exceptional or meritorious manner. This pin must be ordered by a council as a presentation item. **It is the responsibility of the council to determine criteria for the awarding of the pin.**

Suggested criteria:

- be an active League member for a minimum length of service of seven years
- have performed specific outstanding League service **on a one-time basis or over several years**

Council President / Other Executive Member: (Print Name) \_\_\_\_\_

(Signature) \_\_\_\_\_

Council Spiritual Advisor: (Print Name) \_\_\_\_\_

(Signature) \_\_\_\_\_

Date: \_\_\_\_\_

Sample Spiritual Bouquets

RELATES TO: Policy #3.3 Spiritual Support

*A Spiritual Bouquet for you...*



*A spiritual Bouquet  
Is being sent your way  
To let you know we care.  
  
You are in our thoughts,  
You are in our hearts,  
And especially in our prayers.*

*Sent to:* \_\_\_\_\_

*Sent by:* \_\_\_\_\_

*Your spiritual bouquet consists of:* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



## *A Spiritual Bouquet... A Gift of Prayer*

*For:* \_\_\_\_\_

*The following are offered up for you and your intentions:*

\_\_\_\_\_ *The Rosary*

\_\_\_\_\_ *Adoration of the Blessed Sacrament*

\_\_\_\_\_ *Novenas*

\_\_\_\_\_ *Stations of the Cross*

\_\_\_\_\_ *Remembrance at Mass*

\_\_\_\_\_ *Remembrance in Prayer*

\_\_\_\_\_ *Acts of Penance*

*Others:* \_\_\_\_\_

*From The Catholic Women's League*





## Guide to the Prayers of the Rosary for the Deceased

**RELATES TO: Policy #6.1 Rosary for the Deceased at Funeral Vigils**

**Step 1. Start with the Sign of the Cross.**

**Leader:** “In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

In times of sickness and death, prayers are the best means of consolation, comfort, and help that people can give. Let us now begin this Rosary by calling on our Blessed Mother Mary to pray for us now as we pray for **[Name of Deceased]**.

God of heaven, You called **[Name of Deceased]** from this life. God of Mercy, fulfill her faith and hope in You. Lead **[Name of Deceased]** safely home to heaven to be with You forever, filled with joy and peace in Your presence. We ask this through Christ, our Lord. Amen.”

**Step 2. Recite the *Apostles’ Creed*.**

**Leader:** “I believe in God, the Father Almighty, Creator of heaven and earth, and in Jesus Christ, His only Son our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried. He descended into hell; on the third day, He rose again from the dead. He ascended into heaven, and is seated at the right hand of God the Father Almighty; from there He will come to judge the living and the dead.”

**All:** “I believe in the Holy Spirit, the Holy Catholic Church, the communion of Saints, the forgiveness of sins, the resurrection of the body, and the life everlasting. Amen.”

**Step 3. Recite *The Lord’s Prayer*.**

**Leader:** “Our Father, who art in heaven, hallowed be Thy name; Thy kingdom come, thy will be done, on earth as it is in heaven.”

**All:** “Give us this day our daily bread and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.”

**Step 4. Recite *Hail Mary* (Repeat this 3 times).**

**Leader:** “Hail Mary, Full of Grace, the Lord is with thee. Blessed art thou among women, and blessed is the fruit of thy womb, Jesus.”

**All:** “Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.”

**Step 5. Recite *Glory Be*.**

**Leader:** “Glory be to the Father, and to the Son, and to the Holy Spirit.”

**All:** “As it was in the beginning, is now, and ever shall be, world without end. Amen.”

**Step 6. First Decade.**

**FIRST MYSTERY: Resurrection**

**Leader:** “A person’s life is patterned on the life of Jesus. Jesus was conceived, born, grew in grace, wisdom, and age. As an adult, He worked at a trade, carried on His ministry with difficulty. He suffered, died, and was buried. In the First Decade of the Rosary, let us reflect on the mystery of suffering. Jesus suffered a bitter agony and the cruel scourging to lead us on the way to the Father. Let our prayer intention be that [**Name of Deceased**], having accepted the suffering of life, may be at peace with the Lord.”

**Step 7. Recite *The Lord’s Prayer*.**

**Step 8. Recite *Hail Mary* (Repeat this 10 times).**

**Step 9. Recite *Glory Be*.**

**Step 10. Recite Fatima and Eternal Rest Prayers:**

**Leader:** “O my Jesus,”

**All:** “Forgive us our sins, save us from the fires of hell, lead all souls to Heaven, especially those in most need of Thy mercy.”

**Leader:** “Eternal rest grant unto [**Name of Deceased**], O Lord.”

**All:** “And let perpetual light shine upon her.”

**Leader:** “May she rest in peace.”

**All:** “Amen.”

**Step 11. Second Decade.**

**SECOND MYSTERY: Ascension**

**Leader:** “In the Second Decade, we will consider how Jesus willingly bore our sins when He was crowned with thorns, carried His cross to Calvary and was then crucified on the cross in a supreme act of love. Let our intention be that [**Name of Deceased**] having carried her cross, may now share the glory of a true disciple.”

**Step 12. Recite *The Lord’s Prayer*.**

**Step 13. Recite *Hail Mary* (Repeat 10 times).**

**Step 14. Recite *Glory Be*.**

**Step 15. Recite Fatima & Eternal Rest Prayers.**

**Step 16. Third Decade.****THIRD MYSTERY: Descent of the Holy Spirit**

**Leader:** “In the Third Decade, we will reflect on the Glorious Mystery of Jesus rising from the dead. Jesus said: “I am the Resurrection and the life, whoever believes in Me, though he should die, will come to life.” This is the glory of Easter and of our faith; that we too will be raised to glory. Let our intention be that **[Name of Deceased]**, having believed in the Lord is now with Him in glory.”

**Step 17. Recite *The Lord’s Prayer*.**

**Step 18. Recite *Hail Mary* (Repeat 10 times).**

**Step 19. Recite *Glory Be*.**

**Step 20. Recite Fatima & Eternal Rest Prayers.**

**Step 21. Fourth Decade.****FOURTH MYSTERY: Assumption of the Blessed Virgin Mary**

**Leader:** “In the Fourth Decade, we contemplate the Ascension of Jesus into heaven and His sending us the Holy Spirit. Before Jesus returned to the Father, He promised the Apostles and all disciples present and future, that He was returning to the Father to prepare a place for them, that He would send His Spirit to guide them and that He would be with them until the end of time. Let our intention be that **[Name of Deceased]’s** family and all others who mourn loved ones, be assured that they have reached the place that Jesus prepared for them.”

**Step 22. Recite *The Lord’s Prayer*.**

**Step 23. Recite *Hail Mary* (Repeat 10 times).**

**Step 24. Recite *Glory Be*.**

**Step 25. Recite Fatima & Eternal Rest Prayers.**

**Step 26. Fifth Decade.****FIFTH MYSTERY: Coronation of the Blessed Virgin Mary**

**Leader:** “In the Fifth Decade, we reflect on the role of the Blessed Virgin Mary in our Christian life by considering the meaning of her Assumption into Heaven and her Coronation as Queen of Heaven. Mary is honored by God and all humankind. She was the most perfect disciple and the model of all the saints. Because of her perfect faith and obedience, her standing at the foot of the cross of Jesus; all Catholics believe she was assumed into Heaven, and was honored not only by God, but by all the angels and saints as well. We don’t know exactly what her reward was but in our finite way, we say she was crowned with Glory and honor. Her crown of sparkling jewels is a symbol of her reward. Let our intention be that **[Name of Deceased]** also receives the reward of her faith.”

**Step 27. Recite *The Lord’s Prayer*.**

**Step 28. Recite *Hail Mary* (Repeat 10 times).**

**Step 29. Recite *Glory Be*.**

**Step 30. Recite Fatima & Eternal Rest Prayers.**

**Step 31. Concluding Prayers.**

**Leader:** "Hail Holy Queen."

**All:** "Mother of Mercy, our life, our sweetness, and our hope. To thee do we cry, poor banished children of Eve, to thee do we send up our sighs, mourning and weeping in this valley of tears. Turn then, most gracious Advocate, thine eyes of mercy towards us, and after this, our exile, show unto us the blessed fruit of thy womb, Jesus. O clement, O loving, O sweet Virgin Mary. Pray for us, O Holy Mother of God, that we may be made worthy of the promises of Christ."

**Leader:** "O God,"

**All:** "Whose only begotten Son, by His life, death and resurrection, has purchased for us the rewards of eternal life; grant, we beseech Thee, that while meditating upon these mysteries of the most Holy Rosary of the Blessed Virgin Mary, we may imitate what they contain and obtain what they promise, through the same Christ our Lord. Amen."

**Leader:** "Eternal rest grant unto **[Name of Deceased]**, O Lord,

**All:** "And let perpetual light shine upon her."

**Leader:** "May she rest in peace."

**All:** "Amen"

**Leader:** "May her soul and all the souls of the Faithful Departed through the Mercy of God, Rest in Peace."

**All:** "Amen."

**Leader (Sign of the Cross):** "In the name of the Father, and of the Son, and of the Holy Spirit.

**All:** "Amen."

Procedure for Crowning of the Statue of the Blessed Virgin Mary  
Celebrating May, the Month of Our Lady

**RELATES TO: Policy #6.3 Crowning of the Statue of the Blessed Virgin Mary**

**Procession**

At five minutes before the beginning of Mass, all who are part of the Entrance Procession assemble at the back of the church. Catholic Women's League members and ladies of the parish assemble as well, preparing to join in the procession two by two immediately following the Cross and the candle bearers. The crown of flowers is carried by the President or a delegate as chosen by the Leader.

Immaculate Mary is sung during the procession. The procession only begins following the first verse. Three verses are sung. The Cross and candle bearers go to their usual place and the League members with lighted tapers process down the aisle in two lines, then branch off to the right and left in front of the first pew on each side of the Church and stand facing the altar. The President moves slightly to the side. Once Father is in place at his ambo, the President places the crown of flowers on the head of the statue of the Blessed Virgin Mary.

Hymn: Immaculate Mary

1. Immaculate Mary, your praises we sing; You reign now in heaven with Jesus our King. Ave...
2. Most blessed of women, to whom was revealed; The plan of salvation for ages concealed. Ave...
3. O perfect disciple, you cherished God's word; Proclaimed by your virtue, the good news you heard. Ave...

Following the crowning Father prays:

*Father, you have given us the Mother of Your son to be our Queen and Mother.  
With the help of her prayers, may we come to share the glory of Your Son,  
who lives and reigns with You and the Holy Spirit, one God, forever and ever. AMEN"*

The hymn continues: Immaculate Mary

4. O Mother of mercy, the cross of your Son; has brought us to new life, in Him we are one. Ave...
5. So now with the saints and the angels above, we join you in praising our God who is love. Ave...

At the beginning of verse five, all members turn and process to the back along the side aisles. The tapers are extinguished and ladies return to their seats.