

Each council is unique with their established norms and practices. Hence, this template is intended as a **guideline only**. Councils can modify the template based on their needs any area **except** those related to the Constitution & Bylaws (C&B) and the National Manual of Police and Procedure (P&P).



Council Name
Manual of Policy and Procedure
2023

Council Name
Region
Parish Address
Toronto Diocese

XYZ Council Manual of Policy and Procedure "Manual" is to be used in conjunction with the current League Constitutional & Bylaws, National Manual of Policy and Procedure and should not conflict with them. Also, other League resources (i.e., handbooks, toolkits, newsletters, The Canadian League and manuals from the diocesan and provincial levels, etc.) are used to support the operation of the council.

This manual reflects policies and practices that are unique to our parish council. It provides guidance on the handling of the council's affairs based on established practices, lets members know what is expected of them and other members, ensures that meetings and events run smoothly, provides consistency and serves as a training resource. See the National Manual of Policy and Procedure for the duties and responsibilities of the executive and members.

This manual is reviewed every two years by a committee appointed by the president and includes past presidents. New and updated polices are presented to members for approval at a general meeting with a quorum of a minimum of 10% of membership in attendance. A motion with a mover, seconder and majority vote of members is required for approval to adopt updates to the manual.

TABLE OF CONTENTS	
Section 1: General Information	
XYZ Council Historical Background and the League	
Land Acknowledgement	
Section 2: Positions and Responsibilities	
Spiritual Advisor (C&B Part IX)	
Officers (C&B Part XI)	
Duties of Officers and Standing Committees (C&B Part XI)	
President	
Vice President	
Secretary	
Treasurer	
Past President	
Chairpersons of Standing Committees (3) (C&B PART XIII)	
Faith	
Service	
Social Justice	
Spiritual Advisors (C&B PART IX)	
Section 3: General Membership	
Council Membership Fees	
Complimentary memberships	
Council Membership	
New Members Welcome	
Special Awards	
- Service Pin Presentation	
- Maple Leaf Pin	
League Development (assistance for Dev. Days, conventions, special workshops, etc.)	
Member Personal Milestones	
Friendly Visiting	
Parish Screening Procedures (Vulnerable/Police Checks)	
Mass Intentions	
Section 4: Executive and General Meetings	
- In-person, Virtual or Hybrid	
- Mass Times (before or after)	
- Notice of Meetings (i.e., phone tree, emails, church bulletin, website, pulpit announcement)	
- Pre-meeting Circulation Resources (i.e., previous minutes, agenda)	
- Meeting supports (i.e., rides to meetings), Room set-up and clean-up	
Refreshments (what and who is responsible)	

TABLE OF CONTENTS	
Land Acknowledgement	
Section 5: Financial	
Signing officers (i.e., treasurer, president, secretary)	
Banking Institution (General operating account, lottery account)	
General Operation Budget Planning	
Financial Meeting Reports and Statements Annual Financial Reviews	
Fundraising Events (i.e., chairs, budgets, floats, receipts, reports including financial)	
Guest Honorarium	
Diocesan Conventions/Annual Meetings of Members	
- Full paid or subsidized for voting/accredited delegates)	
- Members	
Petty Cash, Floats, Mileage	
Donations	
- League Voluntary Funds (diocesan, provincial, national)	
- Council Supported Organizations	
Section 6: Funeral Sub-Committee	
Deceased Members (see National Manual of Policy and Procedure)	
- Present and Former Members	
- Funeral Honour Guard (confirm with family)	
- Reception (council, member donations or family paid)	
- Mass Intensions	
- Individuals Responsible for Organizing	
- Other: League Reporting (online), Books of Life (i.e., Council, Diocesan; Provincial)	
Family Members	
- Spouses, children, parents, other relatives	
- Receptions (council or family paid)	
Section 7: Council Fundraising and Social Events	
- Christmas Bazaars	
- Garage Sales	
- Bake Sales	
- Breakfast Dinners Luncheons	
- Teas	
- Potlucks	
- Clergy Appreciation	
- Raffles (50/50, door prizes)	
- Liquor License	
Section 8: Council Archives	
- Location, photos, albums, Book of Life, etc.	

TABLE OF CONTENTS	
Section 9: Appendix	
Copy of Council's Charter	
Meeting Agenda and Minute Templates	

TEMPLATE

Section 1: General Information

Council Historical Background

XYZ Council of the Catholic Women's League of Canada was organized on month-day-year. The first president was name and the spiritual advisor was name. There were XX charter members. Indicate reorganization dates and president(s) and spiritual advisor (s) if applicable.

For the notable events and anniversaries since the council was organized, within the parish, League and broader community are (see appendix).

Our council is in xyz Region of the Toronto Diocese. The council represents the parish (grassroot) in a national organization which is The Catholic Women's League of Canada. The national level was established in Montreal and placed under the patronage of the Hierarchy of Canada and founded on June 17, 1920. Bellelle Guerin was the first president. The Ontario Provincial Council of The Catholic Women's League of Canada received their charter on January 31, 1948. The Toronto Diocesan Council of the Catholic Women's League of Canada was formed during the First National Convention, held in Toronto on June 3, 1921. Mary McMahan was elected the first president. His Grace Archbishop Neil McNeil was the spiritual director.

The regional councils were established in the Archdiocese of Toronto in 1955.

Land Acknowledgement

"We acknowledge that XYZ council is on treaty (#) territory and the traditional homeland of the (insert first nation) and the Metis nation, where applicable.

Write in full

Section 2: Duties of Officers

Reference C&B PART XI: Duties of Officers

Optional duties of officers as they are in the C&B

Preamble: The duties of the officers must align with the C&B and are not to be changed.

President

The president, as the chief officer, shall:

- a) inform the membership of the position of the League on current issues and priorities and new programs
- b) foster open communication with the spiritual advisor on all League matters
- c) preside at all meetings and conventions of the council concerned
- d) be a signing officer for all official documents
- e) provide active leadership
- f) initiate policy, in consultation with the officers of the council concerned
- g) keep fully informed on the operation of the League and report annually to the membership
- h) be an advisory member of all committees except the nominations and elections committee
- i) be the official spokesperson for her council
- j) perform such other duties as may be incumbent upon her office
- k) appoint committees

Examples of Council Specific Duties	
-------------------------------------	--

Vice-President

The vice-president shall:

- 1) become president automatically after serving her elected term as vice-president
- 2) perform the duties of the president in her absence or inability to serve
- 3) recruit members and maintain membership
- 4) develop League resource material
- 5) ensure annual reports are completed
- 6) oversee life membership
- 7) be responsible for League development and leadership training
- 8) perform such other duties as may be delegated to her by the president

Examples of Council Specific Duties	
-------------------------------------	--

Secretary

The secretary shall:

- a) record the minutes of all meetings of the council concerned and retain them as a permanent record
- b) be a signing officer for all official documents
- c) have charge of all papers and records of the council concerned
- d) be responsible for reports as required (e) attend to correspondence as required
- e) be responsible for communications to council members

Examples of Council Specific Duties	
-------------------------------------	--

Treasurer

The treasurer shall:

- a) maintain the financial records of the council concerned and have them appropriately audited or examined annually
- b) receive all League monies and pay all accounts as authorized
- c) be a signing officer for all official documents
- d) present a report of revenues and expenditures at meetings
- e) prepare and monitor annual budget

Examples of Council Specific Duties	
-------------------------------------	--

Past President

The past president shall:

- a) serve in a consultative capacity
- b) be responsible for archives and history
- c) facilitate the study and implementation of the Constitution & Bylaws
- d) perform other duties as assigned by the president

Examples of Council Specific Duties	
-------------------------------------	--

Standing Committees

Reference: C&B PART XIII: Standing Committees

Optional duties of standing committees are in the C&B

Preamble: The duties of the standing committees must align with the C&B and are not to be changed.

Faith: Chairperson

The Chairpersons of Faith shall evangelize, promote spiritual growth, and encourage all levels to.

- a) pray, individually and communally
- b) uphold the sanctity of life
- c) study Catholic teachings
- d) stress the importance of the role of women in the church
- e) foster vocations
- f) advance ecumenism and interfaith endeavours

Examples of Council Specific Duties	Retreats (Advent, Lent, etc.), Lift Jesus Higher Rally, World Day of Prayer, Rosary Sunday, Pro-life causes (March for Life, Campaign Life, 40 Days for Life, Life Chain, Ordinandi Dinner, 12-Hours of Prayer for Palliative Care, Spiritual Bouquets, Birthright/Vita Centre, Rosary Sunday
-------------------------------------	---

Service: Chairperson

The Chairpersons of Service shall encourage all levels to

- a) promote activities in service to members, the parish and the community
- b) advocate for and support services that include but are not limited to homelessness, human trafficking, poverty, bullying and racism
- c) educate members about charitable needs, especially mission assistance at home and abroad

Examples of Council Specific Duties	St. Vincent de Paul, Knights Table, Catholic Missions in Canada, Catholic Family Services, Canadian Food for Children, Human Trafficking, Pornography Hurts Campaign, Mary Matthews Public Speaking Contest, Mary Dobell Pro-Life Essay & Poetry Contest, Jean McCann Service Award for Youth Ages (15 - 18),
-------------------------------------	---

Social Justice: Chairperson

Chairpersons of Social Justice shall be guided by Catholic social teaching, shall encourage all levels to

- a) uphold the life and dignity of the human person

- b) advocate for the poor and the vulnerable and their inclusion in society
- c) advocate for the dignity of work and the equal rights of workers
- d) care for God’s creation
- e) educate members and keep them informed of relevant social justice issues (f) initiate resolutions on relevant issues

Examples of Council Specific Duties	Catholic Near East Welfare Association (CNEWA), Canadian Catholic Organization for Development and Peace (CCODP), Environment, Bioethics, Earth Hour (Day),
-------------------------------------	---

The Term of Office (Part XVI, Section 2)

The term of office for the Officers and Standing Committee shall be two years in accordance with provisions in Part XVI, Section 2.

Nominations and Elections (C&B PART XVI) and National Manual.

C&B PART IX: Spiritual Advisor

Role

- i. The spiritual advisor, in cooperation with the chairperson of spiritual development, shall provide advice and guidance for the spiritual program. (Part VI)
- ii. The spiritual advisor shall receive due notice of all executive and council meetings and conventions and shall attend and participate in all such meetings and conventions, when possible, in an advisory capacity.

Appointment

- iii. The spiritual advisor of the parish council shall be the pastor of the parish. Where this is not possible, Part X 12 the pastor, in consultation with the council executive, shall appoint a spiritual advisor.

Examples of Council Specific Duties	
-------------------------------------	--

Section 3: Council Membership

The council membership fee is xx which includes the current regional, (\$x) diocesan (\$4), provincial (\$3), national \$25, liability insurance (\$0.5). Note membership may change with notice provided by all levels of the League. The remaining fees are retained by councils and included in the council's operating budget. The Canadian League (hard copy or online) is included with the membership fee.

Reference: Membership (C&B Part VII)

Complimentary Memberships

New Members Welcome

- Letters from council, diocesan, provincial and national presidents)
- Copy of C&B, council P&P

Special Awards and Member Recognition

- Service Pin Presentation
- Maple Leaf in addition to criteria set by national, council may want add additional criterion.

Member Personal Milestones

Friendly Visiting

***Note: Councils, be aware of below.**

Council Screening Procedures

Appendix 2: Ethical Guidelines, Screening Procedures (page184) - Councils may avail themselves of the screening procedures offered by their dioceses or the local police department.

The Archdiocese of Toronto

Parishes are not responsible for and will not screen lay association members and volunteers to serve in their associations. Lay associations as CWL are not a parish ministry but separate entities that have and are responsible for their own leadership, governance, members, volunteers, mandates, insurance, and screening.

League Development (assistance for Dev. Days, conventions, special workshops, etc.)

Member Mass Intentions

Section 4: Executive and General Meetings

Reference Quorums, Meetings (C&B PART XIV)

Executive and General

In-person, Virtual or Hybrid

Mass Times (before or after)

Notice of Meetings (i.e., phone tree, emails, church bulletin, website, pulpit announcement)

Pre-meeting Circulation Resources (i.e., previous minutes, agenda)

Meeting supports (i.e., rides to meetings), Room set-up and clean-up

Refreshments (what and who is responsible)

Land Acknowledgement

Section 5: Financial

Signing officers (i.e., treasurer, president, secretary)

Banking Institution (General operating account, lottery account)

Suggestions only so include and expand if applicable to your council.

General Operating Budget Planning

Financial Meeting Reports and Statements and Annual Financial Reviews

Fundraising Events (i.e., chairs, budgets, floats, receipts, reports including financial)

Guest Honorarium

Diocesan Conventions/Annual Meetings of Members

- Full paid or subsidized for voting/accredited delegates)
- Members

Petty Cash, Floats, Mileage

The executive is given the authority to approve expenditure of up to **\$100.00 (or amount stipulated by the council)** without prior consent of the general membership.

Members to receive pre-approval from the executive including the president and the treasurer before making purchases on behalf of the council

No pre-assigned cheques

Donations

- Council Supported Organizations
- Donations to organizations indicate funds permitting and that may be needed. Also, indicate what expenses are covered for the president, executive and members and that pre-approval required before event, meeting, etc. and that a motion is needed.

Section 6: Funeral Sub-Committee

Deceased Members (see National Manual of Policy and Procedure)

- Present and Former Members

Individual(s) Responsible for Organizing

Funeral Honour Guard (confirm with family)

Reception (council, member donations or family paid)

Mass Intensions / Memorial Services

League Reporting (online), Books of Life (i.e., Council, Diocesan; Provincial)

Family Members

- Spouses, children, parents, other relatives
- Receptions (council or family paid)

Suggestions only so include and expand if applicable to your council.

Section 7: Council Fundraising and Social Events

Consideration

- Assigned members as lead (convener), special committee, budget allotted, donations, event date and time, pricing as appropriate, distribution of proceeds,
- Determine as a council, the number of fundraising events so that members are not overwhelmed

Christmas Bazaars

Garage Sales

Bake Sales

Breakfast, Dinners, Luncheons

Teas

Potlucks

Clergy Appreciation

Raffles (50/50, door prizes)

Liquor License

Silent Auctions

Walkathons

Suggestions only so
include and expand if
applicable to your council.

Section 8: Council Archives

Examples: Location of council charter, anniversary and other certificates, photos, albums, Book of Life, etc.

Suggestions only so include and expand if applicable to your council.

Archives

- Albums and Scrapbooks
- History Book and Anniversary Programs
- Council Resolutions and notes on level of the League adopted
- List of Council Presidents and Spiritual Advisors
- Membership Lists
- Recipients and dates of Special Awards (i.e., Maple Leaf*, milestone service pines anniversaries, League Anniversary Certificates, etc.)

Section 9: Appendix

Copy of Council's Charter with names of chartered members

List of Notable Council Events and Anniversaries

Templates

- Meeting Agenda and Minute
- Special Events (i.e., Bazaars, Bake Sales, etc.)

Funeral Supplies

- Candles
- Pall
- Sashes
- Lighters

Inventory

- Council Banner
- Dishes
- Linens
- Albums
- Stationery
- Cabinet, Storage Bins, etc. and labelled contents

Suggestions only so include and expand if applicable to your council.

Back Cover Page

TEMPLATE