

**London Diocesan Council**  
**Of**  
***The Catholic Women's League of Canada***

**GUIDE TO HOSTING A  
LONDON DIOCESAN  
CONVENTION**



**JANUARY 2018**

## Preamble

This guide replaces all previous London Diocesan *Convention Guidelines* in its entirety. It follows the format and protocol of *The Guide to Hosting the Annual National Convention, Constitution and Bylaws* and incorporates those activities specific to the London Diocesan Convention.

This document has five distinct sections. Part I sites the specific sections of the *London Diocesan Council Manual of Policy and Procedure (2016)*. Part II references the roles and responsibilities of members of the diocesan executive with respect to convention planning as contained in *London Diocesan Guidelines (2013)*. Part III outlines specific duties of the host diocesan executive and convention committee. Part IV is the liturgy program supplement entitled *Spiritual Program for Convention*. Part V provides examples of forms / templates that can be used. These forms / templates are not to be “etched in stone; they can be changed as required by the host council.

Host councils must start with Part I and Part II to ensure they are very familiar with general / overall expectations. The chart following this first page is a snap-shot of who’s who and what’s what. It is taken directly from the *London Policy and Procedure Manual 2013*. Part III provides details and a list of jobs that must be accomplished when hosting a diocesan convention. The section is divided into important committees and convention committees with a list of tasks to be completed. These can be combined to best suit your committee’s needs. Part IV contains the spiritual program for conventions. It outlines both the opening and closing masses, including the official protocols. Finally, Part V provides samples of forms / templates used at convention. These are also on the registration memory stick that is part of the package handed over to the next hosting council at the end of a convention.

## Diocesan Convention Responsibility Chart

Diocesan Convention Responsibilities Chart		Host	Diocesan
<b>1</b>	<b>REGISTRATION:</b>		
	Supplies	X	
	Plastic name tag holders (expense of diocesan council)		X
	Setting fees		X
	Collecting fees	X	
<b>2</b>	<b>PRICES/TICKETS:</b>		
	Prices for meals, bus, special events, coffee breaks	X	
	Ticket sales to delegates	X	
	Tickets for Diocesan executive, appointees, guests		X
	Host convention committee	X	
<b>3</b>	<b>ROOMS &amp; EQUIPMENT:</b>		
	Diocesan executive, appointees, guests		X
	Convention committee	X	
	All meeting rooms	X	
	AV & Sound Equipment, sound system & microphones	\$500	Over \$500
	Convention Photographer	X	
	Cost of Photographer (**new 2018 – meals, breaks, \$50)		X
<b>4</b>	<b>FEES, GIFTS, HONORARIA</b>		
	Diocesan speakers, guests		X
<b>5</b>	<b>CONVENTION PROGRAM, LITURGY BOOKLET AND</b>		
	Content		X
	Booklet set up		X
	Printing arrangements	X	
	Cost of printing	X	
<b>6</b>	<b>ANNUAL REPORT BOOK:</b>		
	Sale of books (including pre-ordered)	X	
	Receipts from sales	X	
	Cost of printing	X	
	Printing (if requested by Organization Chair)	X	
<b>7</b>	<b>RESOLUTIONS PACKETS</b>		
	Content and cost of printing		X
	Printing (if requested by Resolutions Chair)	X	
<b>8</b>	<b>FLOWERS AND DECORATIONS:</b>		
	Church banners, head table, shrine, crown for statue, flowers for Crowning of Mary, banquet	X	
<b>9</b>	<b>KITS, FAVOURS, SOUVENIRS:</b>		
	For Delegates	X	
<b>10</b>	<b>GENERAL HOSPITALITY:</b>		
	Expenses, supplies, signs	X	
<b>11</b>	<b>MUSIC FOR MASSES; OTHER ENTERTAINMENT</b>	X	
<b>12</b>	<b>RECEPTIONS/ HOSPITALITY</b>		
	Supplies for presidents' & spiritual advisors' rooms cost		X
	Fun Night costs	X	
	Pre-convention Diocesan Executive Meeting cost		X
	All arrangements for above in consultation w/ Dioc. Pres.	X	
<b>13</b>	<b>PROGRAM EVALUATION</b>		
	Printing cost and distribution	X	
	Content compiled by Communications Chairperson		X

## **Part I**

### ***London Diocesan Council Manual of Policy and Procedure (2016)***

Refer to:

- Section 10 of the pages 16 - 20
- Privacy Policy Chart A1.6.2 – 05 #6
- London Diocesan Convention Checklist A4.1 – 01

## **Part II**

### ***London Diocesan Council Guidelines (2013)***

Refer to:

- Spiritual Advisor page 9
- Diocesan President page 11
- Diocesan Recording Secretary page 15
- Diocesan Administrative Assistant page 17
- Diocesan Treasurer page 20
- Diocesan Spiritual Development Chair page 23
- Diocesan Organization Chair page 26
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- Diocesan Resolutions Chair page 36



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**Request for Convention**

It is recommended that a region plan 5 – 7 years in advance to host a convention in their area. A motion at the regional level must be made before a letter can be submitted to the London diocesan council for consideration. The letter should contain the name of the region and the year (and dates) being applied for. The motion number of the originating motion should be mentioned in the letter, signed and dated by the Regional Chairperson(s).

**Facilities**

Facility requirements are determined in conjunction with the Diocesan President. These may include:

- Meeting Room for Business Sessions to accommodate
  - 300-400 people (preferably at rounds)
  - Head table for officers plus 7 Regional Chairpersons in two tiers, center podium on top tier, long side of room (if possible) and 1 or 2 Life Member Tables (dependent on #'s attending), on main floor, front row in front of head table (if possible)
  - An altar (preferably opposite the head table and left up for the duration of the convention), if possible
  - A table for the statue of Mary, the Book of Life a vase of flowers, and the Vocations Cross.
  - two large screens with projection facilities (if possible).

- Finance & Pre-Executive Meeting Room to accommodate 25 people
- Breakout Rooms for Workshops as requested by Diocesan President
- Registration Area – a space that is technology friendly and to accommodate
  - 5 – 7 tables
  - space for delegates to register
  - bulletin board for messages
- Pre Banquet marshalling area to accommodate 60 to include some seating and water stations away from entrance to banquet hall, if possible
- Bedrooms
  - 30 rooms to accommodate executive and guests (charged to the Diocese)
  - 100 – 125 rooms to accommodate attendees
- Hospitality room (Optional) for use of convention committee
- Prayer Room / Vesting Room for Clergy
- Display Space (as determined by Diocesan President)
- Vendors Space (as approved by Diocesan President)
- Hospitality/Information Desk (near registration area).

### **Diocesan President and Executive Responsibilities**

Refer to Section 10 Convention Policy *London Diocesan Council Manual of Policy and Procedure (2016)*.

### **Convention Chairperson(s) Responsibilities**

The convention chairperson(s) ensures that the convention runs in a seamless manner. This includes the orchestration of all events as agreed upon by the planning committee in consultation with the diocesan president. Establish early contact with the diocesan president for exchange of necessary information. If possible, the Regional Chairperson should not be the convention chairperson as she is required to be in-sessions.

Refer to Section 10 Convention Policy *London Diocesan Council Manual of Policy and Procedure (2016)*. Refer to the *Canadian Centre for Occupational Health and Safety* ([www.ccohs.ca](http://www.ccohs.ca)) to review environmental sensitivity policies regarding large group gatherings.

### **Secure a facility**

At least two years prior to convention date make initial contact with possible convention site(s).

When possible prepare proposals for two or three sites, and send to the diocesan president for consideration and in preparation for her site visit.

The diocesan council is responsible for insurance coverage at the hotel and the hosting Convention Chairperson will sign the contract with the hotel.

It is recommended that the convention center and the main hotel be in the same area

whenever possible. The current president should approve the facility. The plenary session should hold a minimum of 300 with break out rooms whenever possible. The banquet area must seat a minimum of 600 (if possible) with room to maneuver mobility devices.

All facilities must be handicap accessible. Remember to allow for room in all sessions for mobility devices, and plan meals accordingly.

To set up a block of rooms with the hotel, use these guidelines:

- General Block: CWL members & guests – allow for a day before and day after in the rate: 100-125 two bed rooms for a negotiated price (not per person / per room)
- Executive Block: Diocesan executive, Life Members, Guests: A block of 30 rooms, including 2 suites (1 – President; 1 – Convention Committee), and the remainder two bed rooms. These rooms should be in the same general area of the hotel, and as close to the meeting rooms as possible. These rooms will be assigned by the diocesan president or her delegate and paid for by the diocesan treasurer.

When negotiating with the hotel, some concessions to negotiate for, **where possible**, include:

- One complimentary one bedroom suite over the conference dates for the diocesan president
- One complimentary room per fifty paid guestrooms
- Complimentary meeting space(s) (negotiate with the hotel for these rooms)
- Group room rate available a day before and after the convention
- Complimentary Internet access
- Determine whether reservations and confirmations will be handled directly through the hotel or via an accommodations and reservations committee.

Consult with the convention site manager on a monthly basis beginning one year prior to the convention and weekly beginning six weeks prior to convention. The diocesan person assigning rooms should confer with the hotel three weeks before the event.

### **Special Events**

Traditionally, a Monday tour(s) and Fun Night are planned for delegates. As a planning committee, decide on events that will best capture the ambiance of your region. Select individuals to organize the planned activities.

### **OPTIONAL Reception following the Opening Ceremonies if there are no resolutions**

Although this event is listed as optional, in most recent years there has been a reception following the opening ceremonies should there not be a resolution dialogue meeting. The reception is an ideal time for the host regional council to showcase its hospitality and welcoming spirit. The reception need not be elaborate. As a committee set the budget and select individuals to organize the reception.



## **Budget**

Set up an accounting process for hosting the convention in conjunction with diocesan president, diocesan treasurer and convention treasurer. Use the information from the preceding two conventions as a guide. Each committee should have their own budget line.

At least one year prior to the convention, submit a proposed budget to the diocesan president and treasurer with a request to receive up to \$2000 as a diocesan loan. It is customary that the request be submitted for the Fall Meeting (September) of the previous year (Example: September 2016 for the April 2017 convention).

## **Select the planning committee**

- Choose committee chairpersons, seeking the best possible person to lead each committee.
- Ensure that each committee chairperson and co-chairperson is well aware of her job description and receives copies of minutes of all meetings as soon as possible after each meeting.
- Encourage each committee chairperson to appoint a co-chairperson and to invite other members to be on her committee.
- Ensure that all committee chairpersons and/ or co-chairpersons attend all meetings. It is important that all sub-committees be well informed on all aspects of the convention arrangements.
- As a group, determine a specific identifier (example: scarf, colour, badge, vest, etc).

## **Set up bank account with treasurer and recording secretary:**

After receiving the approval to host a convention, the first step is to set up a bank account. All accounts should be set up as “the Catholic Women’s League of Canada” and sub named London Diocesan Convention 20\_\_ (year)

## **Important**

- Facilitate a meeting at least one year prior to convention dates with the diocesan spiritual advisor to provide the proposed liturgical plans and confirm church site selections. Use this meeting as an opportunity to hear the spiritual advisor’s expectations for the convention. This is a time for the diocesan president, convention committee chairperson and the diocesan spiritual advisor to talk about the convention, work involved, and the expectations for the convention.
- When preparing booklets and signage posters include statements for scent awareness / scent free as required. There should also be regular announcements to this effect.
- In November before the convention, send a list of names and addresses of local dignitaries, who could be invited to the convention, to diocesan president so she can ready invitations.
- Any request for display / vendors received by the convention chair shall be forwarded to the diocesan president who will determine which ones will be approved

- All details needed for the program booklet such as meeting rooms, names, greetings, photos and acknowledgements must be received from convention committee by January 31 of the convention year to allow time for preparation, viewing by diocesan president and printing.
- Following the convention and prior to June 30 cooperatively prepare a final report with input from all committees for submission to diocesan president. A copy should be forwarded to the next year's host council and a copy kept in your own files.

## **Convention Secretary Responsibilities**

### ***Important to note:***

*The diocesan recording secretary has specific duties relating to the convention. Refer to London Diocesan Council Manual of Policy & Procedures (2016) Sec 9.2 page 16.*

- Take minutes at all committee meetings.
- Distribute minutes in a timely manner. Ensure copies are sent to both the diocesan and council presidents and life members.
- Keep all parish councils aware of the upcoming convention.
- Send out thank you letters following convention, in accordance with list obtained from each convention committee chairperson.

## **Convention Treasurer Responsibilities**

The convention treasurer helps to prepare the budget and is one of the signatories for the convention account. The treasurer must provide a report of receipts and expenses at every convention committee meeting.

The convention treasury is responsible for:

- Registration costs, such as name tags, stationary, postage, printing, photocopying and telephone charges
- Costs related to the promotion of convention, such as advertising, publicity and other costs agreed upon by the committee
- Printing costs for menus, tickets, signs
- Decorations, including flowers for the Crowning of Mary
- Hotel and meal costs for committee members, as decided by the committee
- Coffee breaks, if appropriate
- Cost of committee identifiers or use hostess sashes
- Cost regarding liturgies for wine and hosts
- Costs regarding liturgies, gratuities for organist, choir leader, copyright fees, SOCAN fees
- Costs related to hospitality room
- Local transportation to and from events
- Reception following the Opening Eucharistic Celebration and Opening Ceremonies (Optional)
- Costs related to entertainment, tours and other special events which are not recoverable by ticket sales including SOCAN fees
- Table favours and souvenir gifts at the discretion of the host council.

## Registration and Credentials Committee Responsibilities

This committee sets up the facilities and procedure necessary for registration as follows:

- Plan a budget for convention needs / supplies; submit to treasurer to be included in final budget.
- Prepare a *Meals and Special Events Form* once the planning committee finalizes menus, special events, transportation and prices for each (sample in part V)
- Prepare a registration form (sample in part V).
- Prepare credential forms for voting and accredited delegates including honorary life members / life members.
- Ensure the above-mentioned forms are ready for the London Diocesan website and convention package for distribution in January of the convention year.
- Create a *Registration, Meals and Special Events* tracking sheet (sample can be found in part V; a registration memory stick should be handed over at the end of the convention to the next host regional council).
- Prepare name tags for all registrants.
- Decide on the times prior to and during the business sessions that the registration desk will be open ensuring registration is open before tours and after tours and mass the first day of convention.
- Decide on the set-up for the registration table, including how many members will be needed to staff it.
- Prepare envelopes with the name tag and tickets for each delegate.
- Post a bulletin board in a prominent place for messages/ ticket sales / information.

### Name Tags

Name tags are prepared by the registration and credentials committee who may delegate to the League Lingo editor.

Use plastic pocket type name tags (part of materials turned over to League Lingo Editor at end of each convention).

Name tags should include:

- First and last name
- Parish Council and city/town of residence
- Delegate status (if applicable)
- Office of Diocesan executive members Life Members and guests

(Sample found in Part V).

A new ticketing / name tag concept is being considered that would put all tickets and name tags on one 8.5 x 11 perforated stock card. sample of a one sheet form is attached.

### Tickets (if applicable)

- Colour code for each separate event if using separate tickets.
- Use *Registration, Meals and Special Events* tracking sheet to obtain number of tickets required.
- Inform the printing committee of the number of tickets for each event and check with

them for a date to have them ready to print. Sample of a one sheet form is attached.

- Establish a procedure for collecting tickets and recruit members for the task.

### **Registration**

- Recruit members to work on registration and prepare a schedule for them to work. It is important that registration be convenient for our members. Registration should be open all day and in the evening of Day 1, early morning Day 2, and morning Day 3.
- One registration form must be completed for/by each person attending convention, including visitors.
- As completed registration and special events forms are received, number and date them; then ensure that the amount of money is correct and all the necessary information is provided. Enter the information on the tracking sheet; then file in designated categories.
- When a member who has pre-registered arrives at the registration table, the worker will need to find her registration, hand her the envelope with tickets and name tag and ask her to verify that these are correct including designation. If correct, the member will be asked to sign the registration book. If there is an error in the member's package, the chair of the registration committee will resolve it before the member signs the registration book.
- If she has voting status, she will need to sign the credential booklet for her category and be given a voting card.
- Those who have not pre-registered will have to complete a registration form and pay the fee. A name tag will be hand made for them to include information in previous section.
- File the signed registration forms separating them by category to expedite the count for the Registration Report.

### ***Important to Note:***

*The diocesan treasurer pays the registration fees, meals and special events for the diocesan executive, life members and others as per policy 10.4 page 17 of the London Diocesan Policy and Procedure Manual (2016).*

### **Credentials**

- Prepare a credential booklet for each category of delegate with the name printed in one block and a space beside it for the signature of the delegate.
- Prepare voting cards. Use RED cards for voting delegate and BLUE for all accredited delegates (sample in part V).
- The registration chairperson must forward a list of eligible voting delegates to the diocesan treasurer by a mutually agreed to date so that the financial statements can be sent. The information sent must the name of the council, city and region that the voting delegate represents
- The registration chairperson must arrange to meet with the diocesan recording secretary prior to the opening of registration, for review and signing of credential cards if required.

- The registration chairperson must meet with the recording secretary prior to the opening of the convention for review of the voting and accredited delegates count.
- All voting and accredited delegates who register at convention are given a voting card when they sign their name in the appropriate Credentials Booklet.

***Important to Note:***

*Only those who register prior to the first credential report to convention will be included in the credential report.*

**The categories of delegates are:**

Voting Delegates:	Parish Council Presidents or their delegate
Accredited Delegates:	Officers of the Diocesan Council
	Regional Chairpersons
	Parish Accredited Delegates (two)
	Honorary Life and Life Members of the Diocese

***Important to Note:***

*A member may fit into two categories of voting delegates. For example, a life member may be a diocesan officer, or she may be representing her council as their delegate. She must sign the credential booklet in only the category that she represents. She has only one vote and can only be counted in one place.*

**The Credentials Report**

- The credentials report showing the number of delegates eligible to vote and signed in under each category is completed by the registration and credentials chairperson and reported at the beginning of the business sessions each day. (Sample form is found in Part V).
- If the chairperson giving the report has voting status, she may make the motion to adopt the report. Otherwise, the diocesan president will ask someone else to make the motion.
- At the beginning of business each day, the diocesan president will ask for the credential report. If the number of voting and/or accredited delegates has changed since the last report, the registration and credentials chairperson will present a revised credential report with the new numbers. This report will need a motion to adopt it. If numbers have not changed, inform the diocesan president of this.
- For elections, a roll call and a final credential report must be given before the elections begin.
- A completed and signed credentials report must be given to the diocesan recording secretary for inclusion in the minutes.

## **Final Registration Report**

- The chairperson of the registration and credentials committee will be called upon by the diocesan president to give the final registration report at the end of the business sessions (Sample found in Part V). This report is not voted upon but placed in the minutes after necessary signatures are obtained.
- This report will include the numbers in each category, voting and non-voting members, spiritual advisors and guests, with the grand total of all in attendance at the convention.

### ***Important to Note:***

*This report does not include those who pre-registered for the convention, but did not attend.*

- This report is for information only and does not need a motion to accept it.
- A copy of this report is given to the diocesan recording secretary.

## **Liturgy Committee Responsibilities**

The Liturgy Committee works alongside the diocesan spiritual development chairperson to facilitate the spiritual program. Foremost are the procedures surrounding the Eucharist celebrations (3). The *Spiritual Program for Conventions* Part IV of this guide outlines the spiritual programs for the convention.

- Work with the diocesan spiritual advisor to ensure the mass area at the facility is set up and ready for masses. This must include all vessels, cloths, adequate hosts and wine, cross and candles.
- Plan with diocesan spiritual advisor and diocesan spiritual development chairperson for communion distribution.
- Secure a vesting area for clergy.
- Select greeters for the Opening and Closing Masses.
- Select commentators.
- Arrange for a choir and musicians (instruments as required).
- Select hymns (in consultation with diocesan spiritual development chair).
- Obtain copyright(s) for all music used in all liturgies (including convention prayer services) as required.
- Prepare the opening and closing mass leaflets (if applicable). Send to printer group at least two weeks in advance.
- In conjunction with the planning committee choose charities for the collection at one of the masses. Submit selection to the diocesan president by October of the year before the convention. In conjunction with the planning committee ensure there are adequate ushers for collection when taken
- Arrange for cross bearers / acolytes / altar servers.
- Arrange for Eucharistic ministers (if required).
- Choose a sub-committee chairperson to be responsible for the prayer room.
  - This person works in conjunction with decorations committee chairperson to decorate the prayer room.
  - Provide prayer leaflets / books etc for use while in the prayer room.
  - Works in liaison with the diocesan spiritual development chairperson

- Send letter to the parish priest requesting his permission to have the Diocesan Spiritual Advisor or Bishop say Mass in his parish (this is a courtesy).

## Convention Committees

### **Budget and Fund Raising**

*The chairperson of this committee is the Convention Treasurer*

- Prepare a budget with the convention chair and treasurer in consultation with committee chairpersons / members. Add 10% for possible price increases. Send the draft budget to the diocesan president and diocesan treasurer for review the year preceding the convention.
- Formulate fundraising plans as soon as possible. All councils in the host region should be encouraged to participate.
- Funds might be raised by donations, raffles, sales of specially designed mementos (e.g., pins, mini-plaques) etc.
- Along with the convention committee, establish a policy on ticket refunds for planned special events.
- Keep a record of all receipts and disbursements by the various committees and make monthly reports in writing to the convention committee meetings.
- Prepare a final financial statement of convention bank accounts after the convention and submit it to the convention chair.

### **Public Relations and Publicity**

#### **Important:**

- The diocesan president is the official spokesperson for the League in the diocese of London.
- Work in consultation with diocesan communications chairperson.
- Prepare a budget and submit to Budget & Fundraising Committee Chairperson
- Review *London Diocesan Council Guidelines* page 35 to acquaint yourself with communication chair's responsibilities.
- The task is:
  - To promote the convention to gain maximum attendance
  - To publicize the convention locally.

General promotion and publicity for a diocesan convention begins one year in advance across the diocese and parishes. This can be done with posters and online information via the diocesan website / Facebook.

### **One Year Prior to Convention**

- Prepare a list of the names, addresses, email addresses and telephone/fax numbers for all media contacts.
- In consultation with the planning committee, begin early to prepare the convention package to include:
  - hotel reservation information
  - a list of restaurants, directions to, and transportation available for diocesan dinners or meals outside the facility
  - convention registration form
  - credential forms



- special events ticket form
- picture for the front and back cover
- letters of welcome from committee chairperson(s) and others
- poster for distribution to all regions announcing the convention.
- Prepare an article about the convention for use in diocesan / parish newsletters (upon request).
- Prepare poster / parish bulletin announcements for distribution to all councils in the diocese to encourage attendance.
- Forward poster to diocesan communications chair to post onto diocesan website.
- In consultation with the planning committee, choose the official convention photographer. Submit proposal to treasurer for budgeting purposes.

### **Two Months Prior to Convention**

- Meet with the official photographer to discuss plans for covering the convention and special needs.
- Prepare reminder poster / bulletin announcements for distribution across the diocese.

### **Media Relations**

- Ensure that contact with media has been established – local newspapers, television and radio stations – to provide good public relations and to ensure good media coverage for the convention. Some discussion should involve protocols for photos / videos. The diocesan communications chairperson will provide you with media release(s) and general information sheets to forward to all local media. These must be pre-approved by the diocesan president.
- About two months prior to convention contact local and Catholic press with dates and location of the convention.
- Invite a representative to cover the convention, indicating that further material will be forthcoming.

### **Requirements at Convention**

- A clearly identified table for press in the assembly room at the rear of the room with a clear view of proceedings.
- Press Kits prepared by the diocesan communications chair for media.
- Additional items on the table to view could include:
  - the annual convention program and report book clearly labelled “Press Table – Please Do Not Remove”
  - pads of paper / pencils / pens.
- Have a committee member at the press table at all times, responsible for welcoming the media, ensuring that all questions or concerns are directed to the person responsible for public relations and publicity.

### **Press at Convention**

- The diocesan president is the official spokesperson on all League matters.
- Ensure that all members of the press sit at the press table.

- Media interviews with the diocesan president must be arranged in conjunction with the diocesan communications chair, for a time convenient with the schedule of the diocesan president.
- No audio or video recording is permitted at any time during the convention without the permission of the diocesan president.
- A press conference should be held after the adoption of resolutions. It must be coordinated with the diocesan president and the diocesan communications chair.
- Arrange to have copies of local newspapers publishing convention coverage available.

### **Protocol**

- **Liturgies**
  - Line up those who will process into the opening and closing masses.
  - Arrange for the seating of diocesan officers, regional chairpersons, national and provincial representatives (as outlined in Part IV *Spiritual Program for Conventions*).
  - Arrange for seating for dignitaries / special guests.
  - Determine number of pews required ensuring all can be seated comfortably.
  - Hand over flags to designated individuals for procession at opening mass.
- **Convention Room**
  - Room to place name plates for diocesan executive at the head table with sticky notes for each place as designated by the diocesan president.
  - Place designations on the appropriate tables for delegates including honorary life members, diocesan past president, life members and voting delegates and accredited delegates. The voting and accredited delegate tables should be at the front of the room in front of the head table so it is easier to see who is making the motion and who is the seconder.
  - Arrange for a table for media. The communications chairperson supplies the press packages.

### ***Important to Note:***

*Name plates for the above mentioned individuals are held by the each diocesan chairperson. Each executive member is responsible to bring her own.*

- **Banquet**
  - From the list provided by the diocesan president, set up reserved tables / seating. It is preferable to have an elevated head table.
  - Plan route to reserved tables in the banquet room with adequate room to process
  - Meet with piper (if applicable) to discuss route to bring guests to their tables.
  - Line up reserved table guests for procession into banquet in designated area with seating and water stations available.

### **Transportation**

- Secure quotes from bus companies well in advance of the convention, if using school buses ensure the schedules will be compatible and that the bus has stools for easy

access. Ensure two-way transportation. At least one bus with handicap boarding and seating.

- Prepare a budget and submit to Budget & Fundraising Committee Chairperson
- In consultation with the registration chair, prepare a list of arrival and departure dates of those attending the convention. Share lists as required.
- Have committee members at the airport or train station, if possible, to welcome all incoming delegates or guests, and arranging transportation to the convention site, or to direct them to shuttle services.
- Arrange transportation for special guests as required.
- Arrange special assistance for senior or disabled members (e.g., transportation to special events). Knee able busing is preferred; or provide transportation for those with mobility issues.
- Arrange transportation for all out of convention site events.
- Provide a car for unexpected errands or emergencies.
- Provide bus departure times for activities and functions listed on the convention program, and away from the convention site.
- Arrange for members of the committee to collect bus tickets and assist people on and off the buses.

### **Hospitality**

- Prepare a budget and submit to Budget & Fundraising Committee Chairperson
- Set up the hospitality / information table to include:
  - local maps / attractions in the area
  - medical / dental emergency information and
  - emergency supplies.
- Welcome everyone attending the convention.
- Greeters should be familiar with all aspects of the convention program.
- Set up hospitality room (if applicable).
- Provide a list of restaurants near the facility for breakfasts, lunches and dinners including the number of guests that can be accommodated (to be included with registration package).
- Provide greeters at all entrances to the main meeting room.
- Assist with distribution of materials as requested in the convention room.

### **Decorations**

#### ***Important to Note:***

*There is a need to be scent aware when planning.*

- In conjunction with planning committee choose a colour scheme to match the diocesan theme.
- Prepare a budget and submit to Budget & Fundraising Committee Chairperson
- Designate members for set up and take down at all venues.
- Speak to the hotel contact committee person to arrange for storage of decorations.
- Decorate general meeting room with:
  - flags / banners / flowers / centre pieces on tables, etc

- statue of Mary for crowning – decorate table as required; provide flowers for Crowning of Mary
  - table favours (if applicable).
- Decorate registration / hospitality areas and / or gathering spaces in consultation with the committees.
- Decorate church(es) and prayer room in consultation with liturgy group (decide on floral arrangements / decorations / flags / banners).
- Decorate banquet room and rooms for social functions (as required) with:
  - centre pieces for tables (small to invite conversation)
  - arrange for table favours (if applicable) and
  - corsages (if applicable) for special events.

### **Printing**

- Determine printing costs for budget purposes.
  - Prepare a budget and submit to Budget & Fundraising Committee Chairperson
- Printing will include:
- All liturgy programs
    - Diocesan spiritual development chair provides the print ready copy which has been approved by the diocesan president.
  - Official convention program
    - The diocesan president provides the print ready copy.

*(In recent years the liturgy programs and official convention program have been printed in the same booklet). Ideally the booklet is printed two weeks prior to the convention.*

- Diocesan resolutions for dialogue (if requested)
  - The diocesan resolutions chair provides a print ready copy at least three weeks prior to convention or will provide printed materials for distribution
- Tickets as required by committees.
- Directional signs / posters as requested by committees.
- Liturgy leaflets / menus as required.

### **Vendors / Displays Task**

All vendors / displays are pre-approved by the diocesan president in conjunction with space available at the facility.

- Ensure facility has the desired floor plan.
- Designate a time for vendors to set up and take down, and have their booths open
- Ensure area is secure at all times.
- A nice touch of hospitality is to provide refreshments for vendors (coffee, etc, water, juice; if able a sandwich tray for lunch. Booths should be open for full lunch hour, vendors should not participate in lunches)

## **Part IV**

### **Spiritual Program for Convention**

#### **Masses and Prayer Services during the Convention**

All masses and prayer services are prepared by the diocesan spiritual development chairperson in consultation with both the diocesan president and diocesan spiritual advisor. Traditionally, one mass is dedicated to Mary, Our Blessed Mother and one is dedicated to our country, Canada. Some themes that have been used include: Our Patroness, Our Lady of Good Counsel, Respect and Dignity of and for Human Life, Finding Peace in a Troubled World, Intentions of Newly Elected Officers or any particular focus / project that is on-going.

This includes:

- Celebrants / homilists (diocesan spiritual advisor will name)
- Intentions for masses (unless specified)
- Readers (unless named).

The diocesan spiritual development chair will consult with the host council to ensure that:

- music is chosen and all copyright has been obtained by the hosting regional committee
- musicians and choir are on hand as needed
- other items required are provided for services.

#### ***Important to Note:***

*Once all the planning is complete, the diocesan spiritual development chair ensures that the masses and prayer services are reviewed by the diocesan president. The copy ready print version is sent to the host council committee chairperson to be printed (adhere to deadlines).*

*Past practice has been that the liturgies and prayer services in the convention room are printed with the program booklet. Opening and Closing masses may have separate leaflets if decided on by the host council. All printing is completed by host council.*

#### **The Opening Mass**

##### **Atmosphere**

Church is decorated by host council committee(s). Present in the sanctuary are:

- London Diocesan Council Banner
- Host Regional Council Banner (if available)
- Diocesan Book of Life (placed on a table opened to the year)
- Flag stands placed in sanctuary for:
  - Papal flag (if present) remains in sanctuary – is not processed
  - Canadian Flag
  - Provincial Flag
  - Catholic Women's League Flag

Ushers are very useful in escorting and seating people as they arrive (List provided by host council protocol person). Seating signage is beneficial. Reserved signs are made / provided by the host council liturgy committee.

### **Seating Prior to Mass (left side facing altar)**

- Dignitaries
- Honourary Life, Life Members and Past Presidents

### **Procession with the Flags (lined up by protocol person)**

- Canadian flag is carried by National President / designate (if in attendance) or person designated by the diocesan president.
- Provincial flag is carried by Provincial president / designate or person designated by the diocesan president.
- Catholic Women's League flag is carried by diocesan president.
- Diocesan Executive Officers
  - Standing committee chairpersons (alphabetical order with Spiritual Development Chairperson on the outside of the pew as she reads the Prayer of the Faithful)
  - Past President (unless a Life Member)
  - Treasurer
  - Corresponding Secretary
  - Recording Secretary
  - Second Vice President
  - First Vice President
  - President Elect

### ***Important to Note:***

*Line up individuals from the last reserved pew to the first reserved pew on the right side of the church facing the sanctuary. Standing Committee chairs are lined up alphabetically by position and diocesan officers as listed above. When processing in, walk in pairs if the aisle will allow for two people abreast.*

The congregation is invited to stand.

Music begins (usually a March).

Procession begins.

Flags are processed to where stands are to be placed and flag bearers remain standing with flags.

All others sit in their pews as they reach them (as per seating arrangement listed below).

Once all are in place:

- O Canada is played / sung

- Canadian flag is held upright / Provincial and CWL flags are lowered slightly so that it is not as high as the Canadian flag

At the conclusion of O Canada, flags are placed into stands and flag bearers are seated.

### **Seating for Diocesan Officers (right side facing sanctuary)**

Beginning in Pew One (sit in order as many as will fit comfortably in each pew):

- Diocesan President, President Elect, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Past President, Standing Committee Chairs (5)

### ***Important to Note:***

*Diocesan executive are seated from the last reserved pew to the first reserved pew. Have ushers assist with seating.*

### **The Liturgy**

**Celebrant / Homilist** Diocesan Spiritual Advisor for the opening Mass

**Con-celebrants** All clergy present

**Intention** **For all living and deceased members of the Catholic Women's League and Spiritual Advisors**

**Commentator** (host council) – as is the norm for the church

**Musicians / Choir** (host council)

**Music selections** (host council)

In consultation with diocesan spiritual development chairperson, diocesan president and the diocesan spiritual advisor

### **Liturgical Procession**

Cross Bearer (host council)

Acolytes (usually 2) (host council)

Altar Servers (usually 2) (host council)

Lectionary (if carried, diocesan past-president, or deacon if present)

Con-celebrants

Celebrant

**Liturgy of the Word** (Readings of the day)

**First Reading** Proclaimed by diocesan president

**Psalm** Usually led by cantor

(ensure any leaflets contain the correct refrain words)

**Second Reading** Proclaimed by host convention chairperson

**Acclamation** usually led by cantor

**Gospel** Celebrant or his designate

**Homily** Celebrant

**Prayer of the Faithful** (prepared by diocesan spiritual development chairperson) Read by diocesan spiritual development chairperson, Deacon or past president

**Offertory Procession** (Honourary Life Members, Life Members, Past Diocesan Presidents) Selected by diocesan spiritual development chairperson in consultation with the diocesan president

### **Ministers of the Eucharist**

Celebrant will choose from among con-celebrants

If others are required host council will provide

### **Rite of Dismissal**

Congregation is asked to remain in place following the closing hymn

## **Official Opening**

**Mistress of Ceremonies** (host council)

### **Welcome and greetings**

At this time the mistress of ceremonies will give formal salutations which then allows speakers to only address the chair.

### **Invites speakers to come forward in the following order:**

- Host parish council president
- Host parish council spiritual advisor
- Government representatives
  - Federal
  - Provincial
  - Municipal
- Knights of Columbus representative
- National president or her delegate (if in attendance)
- Provincial spiritual advisor (if in attendance)
- Provincial President or her delegate (if in attendance)
- Diocesan Corresponding secretary reads the *Call to Convention*

### **Closing comments and announcement**

### **Reception to follow (if applicable)**



### **At the conclusion of the Opening Mass and Official Opening**

Decorations committee will ensure that the flags, banners and Book of Life are moved to the convention meeting room and set up there as required.

### **Crowning of Mary**

The crowning usually takes place on Tuesday after lunch. The diocesan spiritual development chairperson prepares the service in consultation with the diocesan president. In consultation with the diocesan spiritual development chair, the host convention committee sets the atmosphere as required and obtains items that may be used for the prayer service. Musicians and choir are on hand if needed as well.

### **Masses during the Convention**

All liturgies are prepared by the diocesan spiritual development chairperson in consultation with the diocesan spiritual advisor. Traditionally one mass is dedicated to Mary, Our Blessed Mother and one is dedicated to our country, Canada. Some themes that have been used include: Our Patroness, Our Lady of Good Counsel, Respect and Dignity of and for Human Life, Finding Peace in a Troubled World, Intentions of Newly Elected Officers or any particular focus / project that is on-going.

At the closing mass, a collection is taken up for a charity as chosen by the host convention committee and approved by the diocesan council. If mass does not take place at a church, bags (small gift bags work) are placed on the tables prior to mass and then collected at the conclusion of the mass.

### **Important:**

- Mass materials are provided by the host convention committee council (host spiritual development chairperson works in consultation with diocesan spiritual advisor to ensure all is made ready).  
Gluten-free hosts should be available.
- Celebrants / homilists are chosen by the diocesan spiritual advisor if the Bishop is not in attendance.
- Liturgy procession including cross bearer, acolytes, altar servers are selected by the host liturgy committee or the host parish.
- Readers are selected by diocesan spiritual development chair in consultation with diocesan president.
- Prayer of the Faithful is prepared by diocesan spiritual development chairperson
- Ministers of the Eucharist are chosen by the diocesan spiritual advisor (if more are required the host convention committee will choose them).
- Distribution of Communion is decided upon by diocesan spiritual advisor in consultation with the diocesan spiritual development chairperson.

## **Closing Mass with Re – affirmation / Installation of Officers**

### **Atmosphere**

- Church is decorated by host convention committee.
- Items brought from the convention room and placed in the sanctuary:
  - London Diocesan Council Banner
  - Host Regional Council Banner (if available)
  - Diocesan Book of Life (placed on a table opened to the year)
  - Flags in their stands (as at Opening Mass)
    - Papal flag (if present) remains in sanctuary – is not processed
    - Canadian Flag
    - Ontario Flag
    - Catholic Women’s League Flag

Ushers are very useful in escorting and seating people as they arrive (list provided by protocol person).

### **Seating Prior to Mass (left side facing altar)**

- Honourary Life and Life Members

### **Lining up for Closing Mass (host convention committee protocol person lines up)**

Line up individuals from the last reserved pew to the first reserved pew on the right side of the church facing the sanctuary. Regional Chairpersons are lined up alphabetically by Region. Standing Committee chairs are lined up alphabetically by position and diocesan officers as follows:

- Regional Chairpersons
- Standing committee chairpersons (alphabetical order)
- Past diocesan president (must be on the outside of a pew)
- Treasurer
- Corresponding Secretary
- Recording Secretary
- Second Vice President
- First Vice President
- President Elect
- President

When processing in, walk in pairs if the aisle will allow for two people abreast.

### **Seating for Diocesan Officers and Regional Chairpersons (right side facing sanctuary)**

Beginning in Pew One (sit in order as many as will fit comfortably in each pew).

- Diocesan President, President Elect, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Past President, Standing Committee Chairs (5) (alphabetical order by committee)
- Regional Chairpersons (alphabetical order by region)

**Important to Note**

*Ensure standing committee chairpersons are seated in the order they will be called forward during the re – affirmation / installation ceremony.*

**The Liturgy**

**Celebrant / Homilist** Bishop or Diocesan spiritual advisor / incoming diocesan spiritual advisor

**Con-celebrants** All clergy present

**Intention** Designated by the diocesan president

**Commentator** (host council) – as is the norm for the church

**Musicians / Choir** (host council)

**Music selections** (host council)

- in consultation with diocesan spiritual development chairperson, diocesan president and diocesan spiritual advisor

**Liturgical Procession**

- Regional Chairpersons (alphabetical order by region)
- Diocesan Executive Officers
- Cross Bearer (host council)
- Acolytes (usually 2) (host council)
- Altar Servers (usually 2) (host council)
- Lectionary (if carried president elect or newly elected president or deacon if present)
- Con-celebrants
- Celebrant

**Liturgy of the Word (Readings of the day)**

**First Reading** Proclaimed by president elect or newly elected president

**Psalm** Usually led by cantor  
(Ensure any leaflets contain the correct refrain words)

**Acclamation** Usually led by cantor

**Gospel** Celebrant or his designate

**Homily** Celebrant

**Important to Note:**

*When the closing mass falls on a feast day, there could be a second reading. Should this occur, the diocesan spiritual development chairperson, in consultation with the diocesan president will choose a second reader. Host council protocol chairperson would then have to ensure the reader is on the outside of the pew when seated.*

**Re – affirmation / installation of Officers**

- Refer to *Ceremonies Booklet 2016 (or most recent)* on the National website [www.cwl.ca](http://www.cwl.ca)
- Copies of London's ceremonies are at the end of this document.
  - Scripts provided by the diocesan spiritual development standing committee chairperson to individuals requiring them.
- Choice of ceremony (water or candles) is at the discretion of the diocesan president.
- All items required are gathered and placed in the sanctuary by host council decorations committee which includes:
  - water or candles
  - gavel
  - pins in an election year
  - stole and spiritual advisor pin in an election year

**Prayer of the Faithful (prepared by diocesan spiritual development chairperson)**

Read by: diocesan council spiritual development chairperson

**Offertory Procession (As designated by Diocesan President or Life Members)**

Diocesan spiritual development chair will inform the life members before the mass begins. Ensure each has something to present.

**Ministers of the Eucharist**

Celebrant will choose from among con-celebrants.  
If others are required host council will provide.

**Closing Ceremonies****Retiring of the Flags**

Prior to the closing hymn the flag bearers will come forward to remove flags from their stands.

- Canadian flag is carried by national president/ her delegate (if in attendance) or person designated by diocesan president.
- Ontario flag is carried by the provincial president/her delegate or the past diocesan president.

- Catholic Women's League flag is carried by the diocesan president.

Commentator invites the congregation to stand.

Closing hymn begins and procession starts.

- Liturgy procession
- Flags in the order as listed above
- Diocesan officers
- Honourary Life Members, Life Members, Past Diocesan Presidents
- Regional Chairpersons

## **Reaffirmation of Catholic Women's League Executive Including De-Commissioning of Retiring Past President**

The reaffirmation ceremony usually takes place right after the homily during the Closing Eucharistic celebration of the diocesan convention. There have been special circumstances where it has taken place at the Opening Mass and / or at the end of the mass. The diocesan spiritual development chairperson will review the ceremony with the diocesan officers so that they do not need to bring papers with them as their names are called. A copy of the ceremony should be placed on the podium by a member of the liturgical committee. The diocesan spiritual advisor should have copy given to him prior to the mass beginning.

***The retiring past president, comes to the podium and speaks to all present***

### **Retiring Past President**

Dear people of God,  
through baptism we are joined to Jesus Christ  
in the work of sanctifying our world.  
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  
is an organization rooted in gospel values  
calling its members to holiness  
through service to the people of God.

As a member of the League  
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 duly elected officers  
of the London Diocesan executive.

In your presence and with your prayers,  
we now reaffirm them  
in their respective offices for the coming year.

***The retiring past president invites each of the following to come forward and stand in a line facing the people***

President	named
President – Elect	named
First Vice President	named
Second Vice President	named
Recording Secretary	named
Treasurer	named
Past President	named
Chairpersons (5)	named

***The past president, then speaks to the President, saying***

**Past President**

Name, as past president, it is my privilege to present you once again with this gavel as a sign of your office as president.

***Past President gives her the gavel in silence and says***

**Past President**

Will you continue to be faithful to your call, and help all the members of the League through your faith, love and prayers?

**President**

I will, with God's help.

***Retiring Past President speaks to the other officers, saying***

**Retiring Past President**

As retired past president, it is my privilege to reaffirm you as the 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 at the diocesan level. We thank you for your willingness to accept your office.

Will you continue to be faithful to your call and help all the members of the League, through your faith, love and prayers?

**All officers answer together:**

I will, with God's help.

**Retiring Past President**

For the glory of God and the good of God's people, do you promise as a Catholic woman to honour, invoke and imitate our Patroness, Our Lady of Good Counsel?

**All officers:** I do.

**Retiring Past President**

Do you promise to be a loyal member of The Catholic Women’s League of Canada and to promote its interest and growth in every way?

**All officers:** I do.

**Retiring Past President**

Do you promise to cooperate with League officers in all programs under their direction and to conform to the best of your ability to the bylaws of the organization in all League activities?

**All officers:** I do.

**Retiring Past President**

May God, who has begun this work in you, keep you faithful to these promises and bring them to fulfillment.

**Diocesan Spiritual Advisor speaks to the League members**

Members of the League, at this time I reaffirm my commitment to assist the executive and members of the League in their work for God and Canada.

***At this point one of two rituals will happen***

**Candle**

***Important to Note:***

*The Easter Candle must be lit before the mass begins.*

*A member of the host liturgical committee hands out candles to each of the diocesan officers.*

Diocesan Spiritual Advisor will light his candle from the Easter Candle and then will light the President’s candle. She will then light each executive officer’s candle saying the following words as she does... “Be the Light of Christ in the world”

**OR**

**Water**

A member of the host liturgical committee brings a bowl of water over to the Diocesan Spiritual Advisor who then blesses the water. The bowl is then given to the Diocesan Spiritual Advisor who carries it to the president. She takes the bowl blesses herself then processes down the line of executive officers, beginning with the Spiritual Advisor, inviting them to make the sign of the cross as she lifts the bowl and says.... “May the grace given to each of us in our baptism be shared with all God’s people through Jesus Christ.”



**Retiring Past President**

I ask that the administrative assistant, (name), who is appointed by the president, join the executive as part of the diocesan team for the final blessing.

**Blessing of the Officers**

**Diocesan Spiritual Advisor says the prayer of blessing with arms outstretched over the group (He might ask the congregation to also stretch out their right hand).**

**Diocesan Spiritual Advisor**

Blessed are you, O God, ruler of the universe  
and healer of a broken world;  
we praise you for your love for all people.

Look with kindness on these women.  
They have been chosen to serve  
as officers of the London Diocesan executive of  
The Catholic Women's League of Canada.  
In your love and mercy,  
Bless + all their works.  
May your glory be manifested in all they do  
for you and for your church.

All praise and glory to you, God,  
through Jesus Christ,  
in the love of your Holy Spirit,  
one God, for ever and ever.

**All answer:** Amen.

***Retiring Past President invites the people to show their approval saying:***

**Retiring Past President**

Dear sisters and brothers,  
These women have reaffirmed their commitment to serve the church through the London Diocesan executive of The Catholic Women's League of Canada.

I ask you to welcome their recommitment of themselves, their faith and trust in God, and their love for the church, the League, and Canada.

Please show your support and appreciation by your applause.

**All applaud**

Executive Officers extinguish their candles (if used).

## **De-Commissioning of Retiring Past President**

*The President steps forward and says*

### **President**

Name, (retiring past president) thank you for responding to your call to service by sharing with us your gifts and talents. You have put faith into action through living the gospel values. As you continue to respond to the call of service in the League, may you be guided by Our Lady of Good Counsel. May you be protected, blessed and made stronger in faith, hope and love.

*President invites the executive officers and all those present to then stand and together offer to Name (retiring past president) the following blessing by extending hands over her and singing:*

May the blessing of the Lord be upon you.

We bless you in the name of the Lord.

May the blessing of the Lord be upon you.

We bless you in the name of the Lord.

*All return to their seats and the Eucharistic celebration continues.*

## **Installation of the Diocesan Executive Officer Of the Catholic Women's League of Canada**

The installation of officers usually takes place right after the homily during the Closing Eucharistic celebration of the Diocesan convention. The diocesan spiritual development chairperson will review the ceremony with the diocesan officers so that they do not need to bring papers with them as their names are called. A copy of the ceremony should be placed on the podium by a member of the liturgical committee. The Diocesan Spiritual Advisor should have copy given to him prior to the mass beginning.

***The Retiring Past President, speaks to all present, using these words.***

### **Retiring Past President**

Dear people of God,  
through baptism we are joined to Jesus Christ  
in the work of sanctifying our world.  
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 fullness of grace.

The Catholic Women's League of Canada  
is an organization rooted in gospel values  
calling its members to holiness  
through service to the people of God

As members of the League  
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 duly elected officers of the London Diocesan executive.

In your presence and with your prayers, we now install them in their  
respective offices for the coming year.

***Retiring Past President invites each of the following to come forward and stand in a line facing the people:***

President	named
Spiritual Advisor	named

President - Elect	named
First Vice- President	named
Second Vice-President	named
Recording Secretary	named
Treasurer	named
Past President	named
Chairpersons (5)	named

***The Past President, then speaks to the president saying:***

**Past President**

(Name of president), as past-president, it is my privilege to present you with this gavel as a sign of your office as president.

***As the past president gives the president the gavel and says:***

**Past President**

Will you be faithful to your call, and help all the members of the League through your faith, love and prayers?

**President responds**

I will with God's help.

***(A member of the host liturgical committee assists with the presentation of the pins, if asked)***

***The Past President presents the president's pin to president.***

***The President then presents the Past President with the past president's pin.***

***The President then gives the Diocesan Spiritual Advisor his spiritual advisor's pin.***

***The Retiring Past President asks the executive to turn and look at the Diocesan Spiritual Advisor as she says to him:***

**Retiring Past President**

(Name of Diocesan Spiritual Advisor) you have been invited to serve the London Diocesan Council of the Catholic Women's League of Canada as spiritual advisor.

May you be inspired by the Holy Spirit in offering support, encouragement and guidance to the officers and members of the League.

The Catholic Women's League of Canada is an important work in the mission of Christ's church in Canada. May your collaboration in League activities bring growth and blessing to the members and their communities.

***The Retiring Past President continues***

**Retiring Past President**

As retiring past-president, it is my privilege to install you as the new Spiritual Advisor and the executive officers.

The members of The Catholic Women's League of Canada have chosen you because they recognize in you the gifts of service to the League at the Diocesan level. We thank you for your willingness to accept your office.

Will you be faithful to your call and help all the members of the League through your faith, love and prayers?

**Diocesan Spiritual Advisor and the executive officers answer together:**

I will, with God's Help.

**Retiring Past President**

For the glory of God and the good of God's people, do you promise as a Catholic woman to honour, invoke and imitate our patroness, Our Lady of Good Counsel?

**All officers respond:** I do.

**Retiring Past President**

Do you promise to be a loyal member of The Catholic Women's League of Canada and to promote its interest and growth in every way?

**All officers respond:** I do.

**Retiring Past President**

Do you promise to cooperate with League officers in all programs under their direction and to conform to the best of your ability to the bylaws of the organization in all League activities?

**All officers respond:** I do.

**Retiring Past President**

May God, who has begun this work in you, keep you faithful to these promises and bring them to fulfilment.

**Diocesan 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.

***At this point one of two rituals will happen.***

## **Candle**

### ***Important to Note:***

*The Easter Candle must be lit before the mass begins. A member of the host liturgical committee hands out candles to each of the diocesan officers.*

Diocesan Spiritual Advisor will light his candle from the Easter Candle and then will light the President's candle. She will then light each executive officer's candle saying the following words as she does... "Be the Light of Christ in the world".

**OR**

## **Water**

A member of the host liturgical committee brings a bowl of water over to the Diocesan Spiritual Advisor who then blesses the water. The bowl is then given to the Diocesan Spiritual Advisor who carried to the president. She takes the bowl blesses herself then processes down the line of executive officers, beginning with the Spiritual Advisor, inviting them to make the sign of the cross as she lifts the bowl and says.... "May the grace given to each of us in our baptism be shared with all God's people through Jesus Christ".

## **Retiring Past President**

May the grace given to each of us in our baptism be shared with all God's people through Jesus Christ.

**All answer:** Amen

## **Retiring Past President**

I ask that the administrative assistant, (name), who is appointed by the president, join the executive as part of the diocesan team for the final blessing.

## **Blessing of the Officers**

**Diocesan Spiritual Advisor says the prayer of blessing with arms outstretched over the group:  
(He might ask the congregation to also stretch out their right hand)**

Blessed are you, O God, ruler of the universe,  
and healer of a broken world:  
we praise you for your love for all people.

Look with kindness on these women.  
They have been chosen to serve as officers

of the London Diocesan executive of  
The Catholic Women's League of Canada.

In your love and mercy, Bless + all their works.  
May your glory be manifested in all they do  
for you and for your church.

All praise and glory to you, God, through Jesus Christ,  
in the love of your Holy Spirit, one God, forever and ever.

**All answer:** Amen.

**Retiring Past President**

Dear sisters and brothers,  
These women have been chosen to serve the church through the London Diocesan executive  
of The Catholic Women's League of Canada.

I ask you to welcome their gift of themselves, their faith and trust in God and their love for the  
Church, the League and Canada.

Please show your support and appreciation by your applause

**All applaud.**

***Executive extinguish their candles (if used)***

***All return to their seats and the Eucharistic celebration continues***

## **Part V**

### **Sample Forms / Templates**

*As per London Diocesan Council Manual of Policy and Procedure (2013)*

- Credential Form
- Registration Form

Sample forms for:

- Meals and Special Events
- Voting Card
- Name Tag
- Tentative Program
- Full Registration Report
- Daily Credentials Report

#### **Guidelines, Guide and Policy Review Committee (2014 – 2016)**

Chairperson: Rebecca McCarrell  
Angela Pellerin, Mary Lappan, Cam Cadotte  
Mary Jean Horne, Patricia Rivest, Lee Levergood  
*Ex-officio: Marie-Theresa Lamphier*

#### **Guidelines, Guide and Policy Review Committee (2016 – 2018)**

Chairperson: Rebecca McCarrell  
Mary Lappan, Cam Cadotte, Theresa Ryan,  
Mary Jean Horne, Patricia Rivest, Lee Levergood  
*Ex-officio: Angela Pellerin*



**Credential Form – Diocesan Accredited Delegate**

*This contact information will be used by the registration committee and diocesan recording secretary for checking credentials, preparing voting cards and the credential record. Information will be destroyed once the convention is over.*

Please check one:

Diocesan Officer and Life Member

Diocesan Officer

This is to certify that:

Name **(please print)**: \_\_\_\_\_

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

is an Accredited delegate of the London Diocesan Council.

Signature of Diocesan President: \_\_\_\_\_

Signature of Diocesan Recording Secretary: \_\_\_\_\_

**Return this form with your completed registration form.**

**Credential Form – Life Member Accredited Delegate**

*This contact information will be used by the registration committee and diocesan recording secretary for checking credentials, preparing voting cards and the credential record. Information will be destroyed once the convention is over.*

Please check one:

Honorary Life Member

Past Diocesan President & Life Member

Life Member

Name **(please print)**: \_\_\_\_\_

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

Diocese: \_\_\_\_\_

Signature of Honorary/Life Member: \_\_\_\_\_

Copy of convention minutes: YES NO (circle one)

**Return this form with your completed registration form.**

**Credential Form –Parish Council Voting Delegate**

*This contact information will be used by the registration committee and diocesan recording secretary for checking credentials, preparing voting cards and the credential record. Information will be destroyed once the convention is over.*

This is to certify that:

Name **(please print)**: \_\_\_\_\_

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

is the Voting delegate of the Parish Council of: \_\_\_\_\_

Signature of Diocesan President: \_\_\_\_\_

Signature of Diocesan Recording Secretary: \_\_\_\_\_

**Return this form with your completed registration form.**

**Credential Form – Parish Accredited Delegate (2)**

*This contact information will be used by the registration committee and diocesan recording secretary for checking credentials, preparing voting cards and the credential record. Information will be destroyed once the convention is over.*

This is to certify that:

Name **(please print)**: \_\_\_\_\_

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

is an Accredited delegate of: \_\_\_\_\_ Parish Council.

Town/City: \_\_\_\_\_ Diocese: \_\_\_\_\_

Signature of Parish Council President: \_\_\_\_\_

Signature of Parish Council Recording Secretary: \_\_\_\_\_

**Return this form with your completed registration form.**

**Credential Form – Parish Accredited Delegate (2)**

*This contact information will be used by the registration committee and diocesan recording secretary for checking credentials, preparing voting cards and the credential record. Information will be destroyed once the convention is over.*

This is to certify that:

Name **(please print)**: \_\_\_\_\_

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

is an Accredited delegate of: \_\_\_\_\_ Parish Council.

Town/City: \_\_\_\_\_ Diocese: \_\_\_\_\_

Signature of Parish Council President: \_\_\_\_\_

Signature of Parish Council Recording Secretary: \_\_\_\_\_

**Registration Form**  
\_\_<sup>th</sup> Annual London Diocesan Convention  
The Catholic Women's League of Canada  
\_\_\_\_\_ Diocese

April \_\_\_\_, 20\_\_, Hotel, City

**REGISTRATION DEADLINE March 31, 20\_\_**  
**(REFUNDS NOT GUARANTEED AFTER April 10 \_\_,20\_\_)**  
**One person per registration form (photocopy forms as needed)**

Name (please print) \_\_\_\_\_ Council / Region \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Postal Code \_\_\_\_\_ Parish \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

- This is my first diocesan convention

I am attending this convention as a: (Please check only one item in this section.)

**Voting and Accredited Delegates...** please attach credential form

- Voting Delegate (Parish Council President or designate)
- Diocesan – Accredited
- Parish – Accredited
- Honorary Life Member
- Life Member

**Non voting attendees**

- Diocesan Spiritual Advisor
- Parish Spiritual Advisor
- Catholic Women's League Member
- National Officer/National Spiritual Advisor
- Provincial Officer/Provincial Spiritual Advisor
- Member of the Hierarchy
- Guest

**Registration fee: \$ \_\_\_\_\_ per day OR \$ \_\_\_\_\_ for all three days...One Annual Report Book included**  
**Per council**

- Monday**
- Tuesday**
- Wednesday**
- Full Convention**

- \$10 late fee if registering after April 1, 20\_\_**

The personal contact information provided will be used by the convention registration committee for registration, preparing name tags, assigning workshops and will be destroyed once the convention is adjourned.

**Make all cheques payable to: The Catholic Women's League of Canada**

**Memo Line: 20\_\_ Convention**

**Mail to:** Jane Doe  
1800 London Avenue  
City, ON A#A #A#

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**SAMPLE Form**

\_\_<sup>th</sup> Annual London Diocesan Convention  
**The Catholic Women's League of Canada**  
 April \_\_\_\_\_, 20\_\_, Hotel, City  
**MEALS AND SPECIAL EVENTS**

**ONE FORM PER PERSON**

**Name** (please print): \_\_\_\_\_ **Council:** \_\_\_\_\_

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

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Please specify any special needs – food allergies/mobility issues:/ environmental allergies**

**Best time to contact with respect to special needs:** \_\_\_\_\_

Monday, April 23	Tour A - see description [ ]	\$55.00	
	Tour B - see description [ ]	\$75.00	
	Bus – opening liturgy	\$5.00	
Tuesday, April 24	Breakfast (hot)	\$15.00	
	Refreshment break, morning	\$5.00	
	<b>Choose One:</b> Life Members Luncheon Spiritual Advisors Luncheon Attendees Luncheon	\$25.00	
	Refreshment break, afternoon	\$5.00	
	Fun Night Dinner & Entertainment	\$45.00	
Wednesday, April 25	Breakfast (hot)	\$15.00	
	Refreshment break, morning	\$5.00	
	Closing Luncheon	\$25.00	
	Refreshment break, afternoon	\$5.00	
	Banquet	\$45.00	
	Bus – closing liturgy	\$5.00	
ALL INCLUSIVE Package	Includes all meals, breaks, buses mentioned above – A savings of \$50 per person	\$150.00	
	Extra Annual Report Books	\$5.00	
	<b>TOTAL ENCLOSED</b>		<b>\$</b>

REFUNDS NOT QUARANTEED AFTER April 10, 20\_\_

Hotel Reservations must be made directly with the Hotel  
 (Rooms will be held until \_\_\_\_\_) 1 – 4 people \$ + HST  
 Please identify yourself as a CWL Member when booking

**Make all cheques payable to: The Catholic Women's League of Canada**  
**Memo line: 20\_\_ Convention**

**Mail to:** Jane Doe  
 1800 London Avenue  
 City, ON A#A #A#

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

London Diocesan Council  
Of the Catholic Women's League of Canada  
Diocesan Convention



July \_ - \_, 201\_

City, London

## VOTING DELEGATE

**JOAN DOE**

\_\_\_\_\_Initial of Recording Secretary

201\_ London Diocesan Council 6<sup>th</sup> Annual Convention

**JOAN**

Doe

**President**

Diocese

Voting Delegate

London Diocesan Council  
Of the Catholic Women's League of Canada  
Diocesan Convention



July \_ - \_, 201\_

City, London

## ACCREDITED DELEGATE

**JOAN DOE**

\_\_\_\_\_Initial of Recording Secretary

201\_ London Diocesan Council 6<sup>th</sup> Annual Convention

**JOAN**

Doe

**Member**

Parish, Diocese

Accredited Delegate

**SAMPLE Form**

**SAMPLE Form**  
**London Diocesan Convention (year)**  
 Theme Noted Here  
 Tentative Program

Monday, April \_\_\_\_, 20\_\_

12:00 pm - 5:00 pm Registration  
 12:00pm - 4:30 pm Administration Meeting  
 5:00 pm - Opening Mass

Sunday, July \_\_, 20\_\_

8:00 am - 4:00 pm Registration  
 9:30 am - 2:00 pm Tours  
 9:00 am - 2:00 pm Pre Convention Executive Meeting (includes diocesan officers, diocesan presidents and diocesan spiritual advisors)  
 2:30 pm - 4:30pm Resolutions Dialogue  
 Dinner on own  
 6:00 pm Buses to Mass  
 7:00 pm Opening Eucharist  
 9:00pm Opening Ceremony/Reception  
 Buses return to hotel  
 10:00pm Evening Prayer Service

Monday, July \_\_, 20\_\_

7:00 am - 8:15 am Breakfast  
 7:30 am - 4:00 pm Registration  
 8:00 am - 4:00 pm Supplies & Vendors (open at non-sessions)  
 8:30 am Morning Prayer Service  
 8:45 am Business Session  
 10:15am Refreshment Break  
 10:30am Keynote Speaker

12:00 pm Delegates Luncheon  
 Life Members Luncheon  
 Spiritual Advisors Luncheon  
 1:30 pm Crowning of Mary  
 1:45pm - 2:45pm Speaker:

3:00 pm Refreshment Break  
 3:15 pm - 4:00pm Business resumes  
 4:00pm Announcements  
 4:30 pm Eucharistic Celebration  
 5:30 pm Diocesan Dinners  
 8:30 pm Entertainment:

Tuesday, July \_\_, 20\_\_

7:00 am - 8:15 am Breakfast  
 7:30 am - 3:30 pm Registration  
 8:00 am - 4:00pm Supplies & Vendors (open at non-sessions)  
 8:30 am Eucharistic Celebration  
 9:15 am Business Session Resumes  
 National President Report  
 Refreshment Break  
 Business Session Resumes  
 Resolutions  
 Luncheon Presentation: (Speaker or Entertainment)  
 Opening Prayer  
 Business Session Resumes  
 Report of the Spiritual Advisor  
 Refreshment Break  
 3:15 pm - 5:00 pm Business Session Resumes/  
 Workshop  
 Announcements  
 5:00 pm Symposium  
 6:30 pm Banquet/Entertainment  
 7:00pm Cash Bar

Wednesday, July \_\_, 20\_\_

7:00 am - 8:15 am Breakfast  
 8:00 am - 10:00 am Supplies & Vendors (open at non-sessions)  
 8:00 am - 10:00 am Registration  
 8:30 am Opening Prayer  
 8:45 am Business Session Resumes  
 9:00 am President's Report  
 9:15 am Invitation to next Convention  
 9:45 am Refreshment Break  
 10:00 am Business Resumes  
 Registration /Credential Report  
 Election of Officers – every other year  
 11:00 am Announcements  
 11:30 am Closing Prayer  
 12:30 pm Buses to Mass  
 Closing Eucharist

1:45 pm Buses return to hotel  
 2:00pm Closing Luncheon

2:45 pm - 4:15pm Post Convention Executive Meeting (includes diocesan officers, diocesan presidents and diocesan spiritual advisors)

Times, programs could be changed, as per Diocesan President

**\_\_ Annual London Diocesan Convention, April \_-\_\_, 20\_\_, City, London**

**Final Registration Report – Wednesday, April \_\_, 20\_\_**

Number of **Voting Delegates** (council presidents)..... \_\_\_\_\_

Number of **Accredited Delegates** comprising of:

Diocesan Officers.....

Regional Chairpersons.....

Parish Council Accredited Delegates.....

Honorary Life Members.....

Life Members.....

**Total Number of Accredited Delegates**..... \_\_\_\_\_

**Total Voting and Accredited Delegates**..... \_\_\_\_\_

**Others in Attendance:**

CWL Members..... \_\_\_\_\_

National Representative..... \_\_\_\_\_

Provincial Representative..... \_\_\_\_\_

Diocesan Spiritual Advisor..... \_\_\_\_\_

Parish Spiritual Advisors..... \_\_\_\_\_

Bishops..... \_\_\_\_\_

Guests..... \_\_\_\_\_

**Total Others**..... \_\_\_\_\_

**Total Number Registered**..... \_\_\_\_\_

\_\_\_\_\_  
**(signed) Chair – Registration & Credentials**

\_\_\_\_\_  
**Date**

**For information only and does not need a motion**

**Copies to: Diocesan President  
Diocesan Recording Secretary (along with a list of all attending )  
Registration & Credentials Chair**

\_\_\_\_<sup>th</sup> Annual London Diocesan Convention, April \_\_\_\_\_, 201\_, place, London

**Credential Report – Completed form required *for opening of business meeting* on Monday and Tuesday and Wednesday of annual convention. Any time there is a change in number of voting and accredited delegates an amended report must be given.**

1. Number of **Voting Delegates** (council presidents)..... \_\_\_\_\_

2. Number of **Accredited Delegates** comprising of:

- Diocesan Officers ..... \_\_\_\_\_
- Regional Chairpersons..... \_\_\_\_\_
- Parish Council Accredited Delegates..... \_\_\_\_\_
- Honorary Life Members..... \_\_\_\_\_
- Life Members..... \_\_\_\_\_

**Total Number of Accredited Delegates**..... \_\_\_\_\_

**Total Voting and Accredited Delegates ( add 1 +2)**..... \_\_\_\_\_

**As of: \_\_\_\_\_ am/pm**

Respectfully submitted,

\_\_\_\_\_  
(SIGNED) Chair – Registration & Credentials Committee

\_\_\_\_\_  
Date

(Motion is required to accept the report.)

Copies to: Diocesan President  
Diocesan Recording Secretary  
Convention Registration Chairperson



<p><b>London Diocesan Council Of the Catholic Women's League of Canada Diocesan Convention April _ - _, 201_ City, London</b></p> <p><b>VOTING DELEGATE</b></p> <p><b>JOAN DOE</b></p> <p>_____ Initial of Recording Secretary</p>		<p><b>201_ London Diocesan Council 9<sup>th</sup> Annual Convention</b></p> <p><b>JOAN Doe</b></p> <p><b>President Council, Location</b></p> <p><b>VOTING DELEGATE</b></p>					
<p><b>Ticket</b></p> <p><b>Tour, Monday April _____</b></p>		<p><b>Ticket</b></p> <p><b>Lunch Tuesday April ____</b></p>					
<p><b>Ticket</b></p> <p><b>Dinner Tuesday April ____</b></p>		<p><b>Ticket</b></p> <p><b>Lunch Wednesday April ____</b></p>					
<p><b>Ticket</b></p> <p><b>Banquet, Wed April ____</b></p>		<p><b>Ticket</b></p> <p><b>Morning Break Tuesday</b></p>	<p><b>Ticket</b></p> <p><b>Afternoon Break Tuesday</b></p>				
<p><b>Bus Opening Mass</b></p>	<p><b>Bus Closing Mass</b></p>	<p><b>Ticket</b></p> <p><b>Morning Break Wednesday</b></p>	<p><b>Ticket</b></p> <p><b>Afternoon Break Wednesday</b></p>				
<p style="text-align: center;">Tentative Agenda</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%; vertical-align: top; padding-right: 10px;"> <p>Mon Tour Opening Mass Fun Night</p> </td> <td style="width: 25%; vertical-align: top; padding-right: 10px;"> <p>Tue 8 am Registration 8:30 am Mass 9:30 am Opening convention 11 am Speaker 12 - 1 Lunch 1:15 pm Convention resumes 2:00 speaker 2:45 pm break 3 pm Reports 4:30 Closing 7 pm Entertainment</p> </td> <td style="width: 25%; vertical-align: top; padding-right: 10px;"> <p>Wed 8 Registration 8:30 am Opening Prayers 9 am Convention 10 am break 10:15 am Workshop 11: 00 am Elections 12:00 - 1 pm lunch 1;15 convention resumes 2:00 Workshop 3:00 closing words 4:30 pm buses to church 5:15 pm Closing Mass 7pm Banquet</p> </td> <td style="width: 25%;"></td> </tr> </table>				<p>Mon Tour Opening Mass Fun Night</p>	<p>Tue 8 am Registration 8:30 am Mass 9:30 am Opening convention 11 am Speaker 12 - 1 Lunch 1:15 pm Convention resumes 2:00 speaker 2:45 pm break 3 pm Reports 4:30 Closing 7 pm Entertainment</p>	<p>Wed 8 Registration 8:30 am Opening Prayers 9 am Convention 10 am break 10:15 am Workshop 11: 00 am Elections 12:00 - 1 pm lunch 1;15 convention resumes 2:00 Workshop 3:00 closing words 4:30 pm buses to church 5:15 pm Closing Mass 7pm Banquet</p>	
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