



## The Kingston Diocesan Council of The Catholic Women's League of Canada

Past President/Historian

*One Heart, One Voice, One Mission*

### Directive #3

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Date: October 22, 2016

To: Parish Council Past Presidents/Historians

From: Stephanie Spinelli, Diocesan Past President

CC: Diocesan Executive, Provincial Past President

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**Attachments:** How to Prepare a Parish Council Manual of Policy & Procedure

***"Great occasions for serving God come seldom,  
but little ones surround us daily."***

Saint Francis de Sales

Greetings Past Presidents,

The beauty of fall is upon us and what glorious colours we have been gifted with this year!

### Parish Council Elections

Fall is also election time at the parish level and as past presidents you are the most likely candidates to be assigned by the president to chair the nominations and elections committee. The **Parish Council Elections Procedure, A Short Exercise in Discernment** and the **Nomination form** are available on the Kingston diocesan website [www.kingston.cwl.on.ca](http://www.kingston.cwl.on.ca) to guide you through the process. Do not be alarmed if your council has not yet begun the process, there is still time. Prepare members to give prayerful consideration to accepting nomination to the council executive with presentation of *A Short Exercise in Discernment* at your October meeting or at another fall get together. Every effort should be made to include the entire membership in the nominations and elections procedure with distribution of membership lists and the nomination form before and after masses with a final mail out of remaining packages. Be sure to include clear instructions as to the procedure. Please call if you require support or assistance of any kind.

### Constitution & Bylaws – Parish Manual of Policy & Procedure

One of the duties of the past president is to facilitate and encourage the study and implementation of the Constitution & Bylaws. ***The Catholic Women's League of Canada Constitution & Bylaws 2013*** is the current League "Rule Book" that outlines the basic rules of our organization as adopted by members. Each level of the League has a complimentary Manual of Policy and Procedure that provides more detailed information on how to best implement League policies at that level. The *National Manual of Policy &*

*Procedure* and the *Kingston Diocesan Manual of Policy & Procedure* are important resources for every council. Parish councils also benefit from having a Parish Manual of Policy & Procedure specific to their council's operation. I urge all past presidents to work with their president and organization chair to ensure the creation of a manual for your council. Make it an enjoyable task with a social get together to review your minutes and motions and discuss your annual events. It will be like taking a walk down memory lane as you revisit memorable moments. **"How to Prepare a Parish Council Manual of Policy & Procedure"** is attached as a guide to assist with your efforts. It is also available on the Kingston diocesan website.

I look forward to reading annual reports to see how you are doing in this regard.

May Our Lady of Good Counsel bless and guide you in all of your endeavours.

Respectfully submitted.