



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

Past President

*Catholic and Living It!
Go Make a Difference
Reconnect*

Directive #1

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Date: October 21, 2023

To: Parish Council Past President

From: Nancy Richer, Diocesan Past President

CC: Parish Presidents, Diocesan Executive, Provincial Past President

There is no place for selfishness, and no place for fear! Do not be afraid, then when love makes demands. Do not be afraid when love requires sacrifice.

Saint Pope John Paul II

We have received numerous comments that parish council don't have a policy and procedure manual, below is what should be in the manual. This gives you a start for your own, with the changes at National and some councils have switched to the new format, it is a great time to update/start your council's manual!

How to Prepare a Parish Council Manual of Policy and Procedure Procedures

- The president appoints an ad hoc committee, usually composed of three past presidents; the chairperson could be the vice-president or another member (may vary from level to level)
- Minutes of council general meetings for the past six years should be made available to the committee
- Date set for completion of task (three to six months)
- Draft manual presented to parish executive for review/approval followed by presentation to members at a general meeting—requires motion/second/approval; copies should be made available to members

Contents

- Meetings—executive, general (place, time, day)
- Policies as established by motions or long-standing customs
- On death of League member or immediate family members, which should be defined
- Mass intentions (monthly or other)
- Preparation and presentation of council budget
- Paid expenses for voting/accredited delegates to diocesan annual meetings of members/conventions (travel, hotel, meals)
- Paid expenses for members or delegates to other annual meetings of members/conventions (travel, hotel, meals)

- Travel and/or allowable expenses for other meetings, especially for the council president
- Safekeeping arrangements for council historical records (location/updates) • Petty cash or advances for elected officers
- Presentation of special pins; e.g., maple leaf service (procedures, criteria, ceremonies)
- Presentation of going-away gifts to members
- Honoraria/travel allowance/gifts to guests
- Remembrances for members who are ill, hospitalized, celebrating wedding anniversaries or other special occasions
- Council responsibilities on parish site (altar, kitchen, supplies, other)
- Funeral luncheons
- Ongoing commitments: e.g., diocesan seminarian fund, annual scholarships, gifts (first communion, confirmation), annual parish projects, save-a-family plan, etc.
- Gifts to pastor/associate pastor/parish worker
- Ongoing special events sponsored by the council
- Solicitation of gifts/advertising from outside sources

Respectfully submitted.