



**Ontario Provincial Council  
The Catholic Women's League of Canada  
Administrative Assistant**

***Inspired by the Spirit, Women Respond to God's Call***

**Directive #3**

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**October 18, 2018**

To: Diocesan Corresponding Secretaries,  
Diocesan Presidents, Provincial Officers,  
Spiritual Advisor, Archbishop B. O'Brien, and National Secretary Treasurer  
From: Stephanie Spinelli, Administrative Assistant  
Ontario Provincial Council

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*"How can it be that it is not a news item when an elderly homeless person dies of exposure, but it is news when the stock market loses two points?" Pope Francis*

Greetings everyone,

The heat of summer has come to an end as crisp fall days arrive on the scene. Fall means a return to meetings and planning for the upcoming year.

Diocesan conventions this year included elections and the subsequent installment of four new executive councils for the 2018-19 term. Welcome to new Diocesan Corresponding Secretaries; Aleida Sturkenboom, Alexandria-Cornwall; Nancy Bouvier, Hearst and Elisabeth Duggan, London. Peterborough Diocese has yet to appoint a corresponding secretary. We look forward to welcoming her. Thank you for saying "yes" to the call to serve your council in this capacity.

You will be receiving directives from me periodically. Please report on the information at your meetings and urge parish presidents to share it with their parish corresponding secretaries. I suggest you consider creating an email contact list for parish counterparts so you can pass it on directly.

Your past corresponding secretary will provide you with Administrative Assistant Directives #1 and #2 that include details regarding your responsibilities as corresponding secretary. The directives are posted on the OPC website <http://www.cwl.on.ca> as well. Included is a list of important resources that are essential to ensuring that you fulfill those responsibilities accurately and efficiently. I urge you to read them and refer to them often. Your council may provide you with hard copies, if not they can be accessed on the national website [www.cwl.ca](http://www.cwl.ca). Your other key resource, of course, is your predecessor and mentor. Do not hesitate to call on her whenever you are puzzled or looking for guidance.

I would ask that you alert me to any changes to your Diocesan Executive List. It is important to maintain correct and current contact lists for effective communication.

I will be forwarding the most recent version of the *Contact List for Corresponding Secretaries* in a separate email. Be aware that the personal information on the list may be used for Provincial business only and may not be shared without the expressed consent of that individual.

### **Benefits of Using BCC**

BCC allows you to hide recipients in email messages. Addresses in the "To:" field and the CC (carbon copy) field appear in the message, but users cannot see addresses of anyone you include in the BCC (blind carbon copy) field. Why is this important?

- 1) Privacy – so you are not sharing the email address with others therefore protecting the privacy of the recipients.
- 2) You may not want everyone to be aware of others receiving the same message.
- 3) Emails are often forwarded without removing the address of previous recipients. As a result, messages repeatedly sent to many recipients may contain a long list of email addresses. Spammers and email-borne viruses may collect and target those addresses.

To reduce risk, encourage people who forward messages to you to use BCC so that your email address is less likely to appear in other people's inboxes and be susceptible to being harvested. To avoid becoming part of the problem, in addition to using BCC if you forward a message, take time to remove all existing email addresses within the message. The additional benefit is that people you are sending the message to will appreciate not having to scroll through large sections of irrelevant information to get to the actual message.

To use BCC enter the list of email addresses in the BCC field usually located below the "To:" field. You may leave the "To:" field blank or insert your email address making it easy to track the message. The goal is to use BCC: when sending bulk messages to protect the privacy of your recipients and to safeguard their address.

In keeping with the provincial theme of *homelessness*, I have sourced another prayer dedicated to those without a place to lay their heads. There is much that we can do to help those in such dire straits...please consider the gift of daily prayer. Here is one to add to your collection.

May we be strengthened by the Holy Spirit and guided by Our Lady of Good Counsel.

*Stephanie*

**Prayer for Those Seeking Shelter**

Today we pray for those among us who seek shelter every day.  
Home is gone for them for many reasons;  
addiction, mental illness, violence, or they just couldn't pay the rent.  
Evicted or just drifting, they wander.  
Some live in their vehicle, holding on to suit cases of possessions.  
Others have left it all behind, and with a bag or two,  
go to shelters for a meal or a bed.  
Others sleep rough, under bridges, or in hedges around the city.  
People of no address, they are forgotten by every social safety net.  
No healthcare, no safety, few options.  
These are the ones who are precious and loved in your sight.  
You don't lose track.  
We see them sitting on park benches,  
or avoiding the cold in stairwells or subway cars.  
God of miracles, can you change this "us and them"?  
Can we call each other by name; Jason, Mike, Emma, Rick, Carol?  
As your children, can we meet and hear stories?  
Instead of only a handout, can we sit together,  
lamenting what is lost, acknowledging resourcefulness?  
From those with homes, take away the smugness and superiority,  
and every hero complex of wanting to rescue those  
we objectify into "the homeless".  
Open those who have plenty, to share it.  
For those who are seeking shelter, give courage and stamina.  
When hope is hard to find, help them find it.  
For safety, for friends, for community on the way, we give thanks.  
You identify with all who have nowhere to lay their head.  
You are with them this night,  
You are with them every night. Amen.

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