

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

**GUIDE TO HOSTING
PROVINCIAL CONVENTION**



February 2020

Preamble

This guide replaces the current *Ontario Provincial Council Convention Guidelines (2015)* 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 Ontario Provincial Convention.

This document has five distinct sections. Part I sites the specific sections of the *Ontario Provincial Council Manual of Policy and Procedure*. Part II references the roles and responsibilities of members of the provincial executive with respect to convention planning as contained in *Ontario Provincial Guidelines*. 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 *Ontario Policy and Procedure Manual*. Part III provides details and a list of jobs that must be accomplished when hosting a provincial 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

Provincial Convention Responsibility Chart

Provincial Convention Responsibilities Chart		Host Council	Provincial Council
1	REGISTRATION:		
	Supplies	X	
	Plastic name tag holders (expense of provincial council)		X
	Setting fees and retaining 50% of the fees		X
	Collecting fees and retaining 50% of the fees	X	
2	PRICES/TICKETS:		
	Prices for meals, bus, special events, coffee breaks	X	
	Ticket sales to delegates	X	
	Tickets for provincial executive, appointees, guests		X
	host convention committee	X	
3	ROOMS & EQUIPMENT:		
	Provincial executive, appointees, guests		X
	Convention committee	X	
	All meeting rooms	X	
	AV & sound equipment, sound system & microphones (maximum \$3000)		X
	Convention photographer	X	
4	FEES, GIFTS, HONORARIA		
	Provincial speakers, guests		X
	Cost of photographer (\$100 as per P & P)		X
5	CONVENTION PROGRAM, LITURGY BOOKLET AND BANQUET PROGRAM:		
	Content may be compiled by either/both Liturgy book prepared print ready by provincial spiritual dev. chair		X
	Booklet set up	X	
	Printing arrangements	X	
	Cost of printing		X
6	ANNUAL REPORT BOOK:		
	Sale of books (including pre-ordered)	X	
	Receipts from sales		X
	Cost of printing		X
	Printing (if requested by organization chair)	X	
7	RESOLUTIONS PACKETS		
	Content and cost of printing		X
	Printing (if requested by resolutions chair)	X	
8	FLOWERS AND DECORATIONS:		
	Church banners, head table, shrine, crown for statue, flowers, flags, poles and stands	X	
9	KITS, FAVOURS, SOUVENIRS:		
	For delegates	X	
10	GENERAL HOSPITALITY:		
	Expenses, supplies, signs	X	
11	MUSIC FOR MASSES; OTHER ENTERTAINMENT	X	
12	RECEPTIONS/ HOSPITALITY		
	Supplies for presidents' & spiritual advisors' rooms cost		X
	Opening Mass Reception cost	X	
	Pre-convention Provincial Executive Reception cost		X
	All arrangements for above in consultation w/ provincial president	X	
13	Program Evaluation		X

From: Ontario Provincial Council of Policy and Procedure – A4.2.8

Ontario Provincial Council of The Catholic Women’s League of Canada

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Part I

Ontario Provincial Council Manual of Policy and Procedure

Refer to:

- Section 4 of the pages 401 – 409
- Privacy Policy Chart A1.6.2 – 04 #6
- Ontario Provincial Convention Checklist A4.1 – 01

Part II

Ontario Provincial Council Guidelines

Refer to:

- Spiritual Advisor page 9
- Provincial President page 11
- Provincial Recording Secretary page 15
- Provincial Administrative Assistant page 17
- Provincial Treasurer page 20
- Provincial Spiritual Development Chair page 23
- Provincial Organization Chair page 26
- Provincial Communications Chair page 32
- Provincial Resolutions Chair page 3

PART III

Host Diocesan Executive and Convention Committee

Facilities

Facility requirements are determined in conjunction with the provincial president. These may include:

- meeting room for business sessions to accommodate:
 - 300-400 people (preferably at rounds)
 - head table for officers plus 13 diocesan presidents (either one or two tiers)
 - an altar (preferably opposite the head table and left up for the duration of the convention)
 - two large screens
- pre & post executive meeting room to accommodate 30 people
- breakout rooms for workshops as requested by provincial 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 reception room to accommodate 60
- bedrooms
 - 30 rooms to accommodate executive and guests
 - 100 rooms to accommodate attendees
- hospitality room (Optional)
- prayer room / vesting room for clergy
- display space (as determined by provincial president)
- vendors space (as approved by provincial president)
- hospitality/information desk (near registration area)

Diocesan President and Executive Responsibilities

Refer to Section 4 Convention Policy *Ontario Provincial Council Manual of Policy and Procedure*.

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 provincial president. Establish early contact with the provincial president for exchange of necessary information.

Refer to Section 4 Convention Policy *Ontario Provincial Council Manual of Policy and Procedure*. Refer to the *Canadian Centre for Occupational Health and Safety* (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 provincial president for consideration and in preparation for her site visit.

The provincial council is responsible for insurance coverage at the hotel and the provincial president or the hosting diocesan president will sign the contract with the hotel.

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

- one complimentary one bedroom suite over the convention dates for the provincial president
- one complimentary room per fifty paid guestrooms
- complimentary meeting space(s)
- group room rate available two days before and one day 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 one month prior to convention.

Special Events

Traditionally, a Saturday evening activity and Sunday tour(s) are planned for delegates. As a planning committee, decide on events that will best capture the ambiance of your diocese. Select individuals to organize the planned activities.

Reception following the Opening Ceremonies

Although this event is listed as optional, in most recent years there has been a reception following the opening ceremonies. The reception is an ideal time for the host diocesan 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.

The year prior to the convention, submit a proposed budget to the provincial president and treasurer with a request to receive the \$2000 provincial grant. It is customary that the request be submitted for the Winter Meeting (February) of the previous year (Example: February 2016 for the July 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 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).

Important

- Facilitate a meeting, at least one year prior to convention dates, with the local bishop and the diocesan spiritual advisor, to provide the bishop with the proposed liturgical plans and confirm church site selections. Use this meeting as an opportunity to hear the bishop's expectations for the convention.
- When preparing booklets and signage posters include statements for scent awareness as required. There should also be regular announcements to this effect made during the convention.
- In January of the convention year, send a list of names and addresses of local dignitaries, who could be invited to the convention, to provincial president.
- Any request for display / vendors received by the convention chair shall be forwarded to the provincial 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 May 31 of the convention year, to allow time for preparation, viewing by provincial president and printing.
- Following the convention and prior to August 31 cooperatively prepare a final report with input from all committees for submission to provincial 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:

Both the provincial recording secretary and administrative assistant have specific duties relating to the convention. Refer to Ontario Provincial Council Guidelines pages 15 – 19.

- Take minutes at all committee meetings.
- Distribute minutes in a timely manner; ensure copies are sent to both the diocesan and provincial presidents.
- Keep all parish councils aware of the upcoming convention.
- Send out thankyou 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
- hotel and meal costs for committee members, as decided by the committee
- travel, meals and hotel costs for local guests, if applicable
- liability insurance, if applicable
- coffee breaks, if appropriate
- cost of planning committee identifiers
- costs regarding liturgies, gratuities for organist, choir leader, copyright 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
- table favours and souvenir gifts, at the discretion of the host council

Registration and Credentials Committee Responsibilities

Refer to *Ontario Provincial Council Policy and Procedure Manual* to review the privacy table (A1.6.2 – 05).

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

- Plan a budget for convention needs / supplies.
- 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 Ontario provincial

website and convention package as distributed by the host council's diocesan president at the Winter Provincial Executive Meeting in February.

- Create a *Registration, Meals and Special Events* tracking sheet (sample can be found on the registration memory stick that is handed over at the end of the convention to the next host diocesan 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.
- 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/diocesan dinners.

Name Tags

Name tags are prepared by the registration and credentials committee.

Use plastic pocket type name tags (part of materials turned over to host diocesan council at end of each convention).

Name tags should include:

- first and last name
- city/diocese of residence
- delegate status (if applicable)
- office of provincial executive members
(Sample found in Part V).

Tickets (if applicable)

- Colour code tickets for each separate event.
- 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.
- 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.
- One registration form must be completed for/by each person attending convention, including visitors.
- As completed registration and special events forms are received, number them; then ensure that the amount of money is correct and all the necessary information is provided. Enter the information on the tracking sheet; 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. 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 have to be made up for them.
- File the signed registration forms, separating them by category to expedite the count for the Registration Report.

Important to Note:

The provincial treasurer pays the registration fees, meals and special events for the provincial executive and others as per policy 4.2.4 (page 406) of the Ontario Provincial Policy and Procedure Manual.

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 with the names and status of the delegates. Use white cards for voting delegate and another colour for all accredited delegates (sample in part V).
- The registration chairperson must arrange to meet with the provincial recording secretary prior to the opening of registration, for review and signing of credential cards.
- All voting and accredited delegates who register at convention are given a voting card when they sign their name in the appropriate Credentials Booklet.

The Categories of Delegates

Voting Delegates: Presidents of the Diocesan Councils

Accredited Delegates: Officers of the Provincial Council

Diocesan Accredited Delegates (two) Parish Accredited Delegates (one)

Honorary Life and Life Members of the Province

Important to Note:

A member may fit into two categories of voting delegates. For example, a life member may be a provincial 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 provincial president will ask someone else with voting status to make the motion.
- At the beginning of business each day, the provincial 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 provincial president of this.
- A completed credentials report must be given to the provincial recording secretary for inclusion in the minutes.

Final Registration Report

- The chairperson of the registration and credentials committee will be called upon by the provincial president to give the final registration report prior to adjourning the convention (Sample found in Part V).
- 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 provincial recording secretary.

Liturgy Committee Responsibilities

The Liturgy Committee works along side the provincial spiritual development chairperson to facilitate the spiritual program. Foremost are the procedures surrounding the Eucharist celebrations four (4). 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 provincial spiritual development chair for communion distribution.
- Secure a vesting area for clergy.
- Select greeters for the opening and closing masses.
- Select commentator.
- Arrange for a choir and musicians (instruments as required).
- Select hymns (in consultation with provincial 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 a charity for the collection at one of the masses in the convention room. Traditionally, bags (small gift bags work) are placed on the tables prior to mass and then collected at the conclusion of the mass.
- Arrange for cross bearers / acolytes / altar servers.
- Arrange for Eucharistic ministers (if required).
- In conjunction with the planning committee ensure there are adequate ushers for collection when taken.
- 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.
 - Prepare and facilitate night prayer services (if applicable).

Convention Committees

Budget and Fund Raising

- 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 provincial president and provincial treasurer for review the year preceding the convention.

- Formulate fundraising plans as soon as possible. All councils in the host diocese 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 provincial president is the official spokesperson for the League in the province of Ontario.
- Work in consultation with provincial communications chairperson.
- Review *Ontario Provincial Council Guidelines* page 35 to acquaint yourself with communication chairperson's responsibilities.
- The task is:
 - to promote the convention to gain maximum attendance
 - to publicize the convention locally

General promotion and publicity for a provincial convention begins two years in advance across the province through dioceses and parishes. This can be done with posters and online information via the provincial 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 dioceses 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 provincial communications chair to post onto provincial website.
- In consultation with the planning committee, choose the official convention photographer.

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/Press Requirements at Convention

- 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 provincial 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 provincial 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.
- Ensure there is a clearly identified table for press in the assembly room, at the rear of the room, with a clear view of proceedings.
- Press Kits will be prepared by the provincial 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, who will be responsible for welcoming the media and ensuring that all questions or concerns are directed to the person responsible for public relations and publicity.
- The provincial 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 provincial president must be arranged in conjunction with the provincial communications chair, for a time convenient with the schedule of the provincial president.
- No audio or video recording is permitted, at any time during the convention, without the permission of the provincial president.
- A press conference may be held after the adoption of resolutions. It must be coordinated with the provincial president and the provincial 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 provincial officers and diocesan presidents (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

- Place name plates for provincial executive at the head table (as provided by the provincial president).
- Place designations on the appropriate tables for delegates including honorary life members, provincial past president, life members and accredited delegates.
- Arrange for a table for media.

Important to Note:

Name plates for the above mentioned individuals are held by the provincial administrative assistant. She will hand these over at least 24 hours prior to the start of convention.

These same name plates must be gathered and packed for the administrative assistant at the conclusion of the convention.

Banquet

- From the list provided by the provincial president, set up reserved tables / seating.
- Plan route to reserved tables in the banquet room.
- Meet with piper (if applicable) to discuss route to bring guests to their tables.
- Line up reserved table guests, for procession into banquet.

Transportation

- Secure quotes from bus companies well in advance of the convention.
- Prepare a budget.
- 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, if possible, to welcome all incoming delegates, and arrange 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).
- 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

Important Note: when checking off names for people boarding special events trips, have 2 committee members at the bus – one to check the name and one to take the ticket and keep count.

Hospitality

- Set up the hospitality / information table to include:
 - local maps / attractions in the area
 - medical / dental emergency information
- Make available personal need and first-aid 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 diocesan night 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.

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.
- 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
 - 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
 - arrange for table favours (if applicable) and
 - corsages (if applicable) for special events.

Printing

- Determine printing costs for budget purposes.
Printing will include:
- all liturgy programs
 - provincial spiritual development chair provides the print ready copy which has been approved by the provincial president
- official convention program
 - the provincial 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.

- provincial resolutions for dialogue (if requested)
 - The provincial resolutions chair provides a print ready copy at least three weeks prior to convention
- 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 provincial 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.
- Ensure area is secure at all times.

Should the planning committee decide to sell national items, refer to *Guide to Hosting the Annual National Convention* page 33 for instructions.

Part IV

Spiritual Program for Convention

Masses and Prayer Services During the Convention

All masses and prayer services are prepared by the provincial spiritual development chairperson in consultation with both the provincial president and provincial 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 (provincial spiritual advisor will name)
- intentions for masses (unless specified)
- readers (unless named)

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

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

Important to Note:

Once all the planning is complete, the provincial spiritual development chair ensures that the masses and prayer services are reviewed by the provincial 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:

- Ontario Provincial Council Banner
- Host Diocesan Council Banner
- Provincial 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
 - Ontario Flag
 - The 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
- honorary life and life members

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 provincial president.
- Provincial flag is carried by past provincial president.
- The Catholic Women's League flag is carried by provincial president.
- Diocesan presidents (alphabetical order by name of diocese)
 - Host diocesan president needs to sit on the outside of pew (brings greetings).
- Provincial executive officers:
 - standing committee chairpersons (alphabetical order by position with spiritual development chairperson on the outside of the pew, as she reads the Prayer of the Faithful)
 - treasurer
 - administrative assistant
 - 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. Diocesan presidents and provincial officers are lined up as listed above. When processing in, walk in pairs, if the aisle will allow for two people abreast.

The congregation is invited to stand. Procession begins in silence with flags and the music begins with liturgical procession.

Discussion should take place with the main celebrant to determine the final decision.

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 / Ontario 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 Provincial Officers and Diocesan Presidents (right side facing sanctuary)

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

- provincial president, past president, president elect, first vice-president, second vice-president, recording secretary, administrative assistant, treasurer, standing committee chairs (5)
- diocesan presidents (13)

Important to Note:

Diocesan presidents and provincial executive are seated from the last reserved pew to the first reserved pew. Have ushers assist with seating. Provincial appointees sit with the congregation.

The Liturgy

Celebrant / Homilist	Ordinary of the Diocese (if not the provincial spiritual advisor)
Con-celebrants	All clergy present
Intention	For all living and deceased members of The Catholic Women's League and Spiritual Advisors
Commentator	(host diocesan council) – as is the norm for the church
Musicians / Choir	(host diocesan council)
Music selections	(host diocesan council) In consultation with provincial spiritual development chairperson

Liturgical Procession

cross bearer (host council)
acolytes (usually 2) (host council)
altar servers (usually 2) (host council)
lectionary (if carried, host council president)
con-celebrants
celebrant

Liturgy of the Word (Readings of the day)

First Reading	proclaimed by provincial president
Psalm	usually led by cantor use CBW III unless other hymnals are used (ensure any leaflets contain the correct refrain words)
Second Reading	proclaimed by host diocesan president
Acclamation	usually led by cantor
Gospel	celebrant or his designate
Homily	celebrant

Prayer of the Faithful (prepared by provincial spiritual development chairperson)
Read by provincial spiritual development chairperson

Offertory Procession (honourary life members / past provincial presidents)
Selected by provincial spiritual development chairperson in consultation with the provincial 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 diocesan president
- host diocesan spiritual advisor
- government representatives
 - federal
 - provincial
 - municipal
- Knights of Columbus representative
- national president (if in attendance)
- provincial spiritual advisor
- provincial President
- provincial administrative assistant 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 Monday after lunch. The provincial spiritual development chairperson prepares the service in consultation with the provincial president. In consultation with the provincial spiritual development chair, the host council sets the atmosphere as required and obtains items that may be will be used for the prayer service. Musicians and choir are on hand, if needed.

Masses During the Convention

All liturgies are prepared by the provincial spiritual development chairperson in consultation with the provincial 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 one of the masses, a collection is taken up for a charity as chosen by the host council committee during planning sessions. Traditionally, 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 council (host spiritual development chairperson works in consultation with diocesan spiritual advisor to ensure all is made ready). Gluten-free hosts should be available if required.
- Celebrants / homilists are chosen by the provincial spiritual advisor.
- Liturgy procession including cross bearer, acolytes, altar servers are selected by the host council.
- Readers are selected by provincial spiritual development chair in consultation with provincial president.
- Prayer of the Faithful is prepared by provincial spiritual development chairperson who also selects readers.
- Ministers of the Eucharist are chosen by the provincial spiritual advisor (if more are required the host council will choose them).
- Distribution of Communion is decided upon by diocesan spiritual advisor in

Closing Mass with Re – affirmation / Installation of Officers

Atmosphere

- Church is decorated by host council committee(s).
- Items brought from the convention room and placed in the sanctuary:
 - Ontario Provincial Council Banner
 - Host diocesan council banner
 - Provincial 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
 - The 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)

- honorary life and life members

Lining Up for closing Mass (host council 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. Diocesan presidents are lined up alphabetically by diocese. Standing committee chairs are lined up alphabetically by position and provincial officers as follows:

- standing committee chairpersons (alphabetical order)
- past provincial president (must be on the outside of a pew)
- treasurer
- administrative assistant
- 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 Provincial Officers and Diocesan Presidents (right side facing sanctuary)

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

- provincial president, past president, president elect, first vice-president, second vice- president, recording secretary, administrative assistant, treasurer, standing committee chairs (5) (alphabetical order)
- Diocesan presidents (13)

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 provincial spiritual advisor / Incoming provincial spiritual advisor

Con-celebrants All clergy present

Intention Designated by the provincial president

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

Musicians/Choir (host council)

Music selections (host council)

- in consultation with provincial spiritual development chairperson

Liturgical Procession

- diocesan presidents (alphabetical order)
- provincial 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)
- con-celebrants
- celebrant

Liturgy of the Word (Readings of the day)

First Reading president elect or newly elected president

Psalm usually led by cantor
use cbw iii proclaimed unless other hymnals are used
(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 provincial spiritual development chairperson, in consultation with the provincial 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* on the National website www.cwl.ca
- Copies of Ontario's ceremonies are at the end of this document.
 - scripts provided by the provincial spiritual development standing committee chairperson to individuals requiring them

- Choice of ceremony (water or candles) is at the discretion of the provincial 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 provincial spiritual development chairperson)

Read by: Host council spiritual development chairperson

Offertory Procession (new life members who are present)

Provincial spiritual development chair will inform the new 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

Passing of the Banner to Next Host Council

After the final blessing, the commentator invites the host council president and the next host diocesan president to come forward, to pass on the convention banner.

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 (if in attendance) or person designated by provincial president.
- Ontario flag is carried by the past provincial president.
- The Catholic Women’s League flag is carried by the provincial president.

Commentator invites the congregation to stand.

Closing hymn begins and procession starts.

- flags in the order as listed above
- provincial officers
- diocesan presidents
- liturgy procession

Reaffirmation of The Catholic Women's League Executive

Including De-Commissioning of Retiring Past President

The reaffirmation ceremony takes place after the final blessing usually during the closing Eucharistic celebration, of the provincial convention. The provincial spiritual development chairperson will review the ceremony with the provincial 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 liturgy committee. The provincial 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:

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 Ontario Provincial 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
Administrative Assistant	named

The past president, then speaks to the president, saying:

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:

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:

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 provincial 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.

Provincial 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 provincial officers.

Provincial 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 provincial spiritual advisor who then blesses the water. The bowl is then given to the provincial 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 provincial team for the final blessing.

Blessing of the Officers

**Provincial 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 Ontario Provincial 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:

Dear sisters and brothers,
These women have reaffirmed their commitment to serve the church through the
Ontario Provincial 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:

(Name of 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 of 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 Provincial 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 provincial convention. The provincial spiritual development chairperson will review the ceremony with the provincial 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 provincial spiritual advisor should have copy given to him prior to the mass beginning.

The retiring past president speaks to all present, using these words.

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 Ontario Provincial 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
Administrative Assistant	named

The past president, then speaks to the president saying:

(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 she says:

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 provincial spiritual advisor his spiritual advisor's pin.

The retiring past president asks the executive to turn and look at the provincial spiritual advisor as she says to him:

(Name of provincial spiritual advisor) you have been invited to serve the Ontario Provincial 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:

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 provincial 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?

Provincial 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.

Provincial 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 provincial officers.

Provincial 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 provincial spiritual advisor who then blesses the water. The bowl is then given to the provincial 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 provincial team for the final blessing.

Blessing of the Officers

Provincial 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 Ontario Provincial 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 Ontario Provincial 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 Ontario Provincial Council Manual of Policy and Procedure

- Credential Form
- Registration Form

Sample forms for:

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

Credential Form – Provincial Accredited Delegate

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

Please check one:

Provincial Officer and Life Member

Provincial Officer

This is to certify that:

Name **(please print)**: _____

Address: _____

is an Accredited Delegate of the Ontario Provincial Council.

Signature of Provincial President: _____

Signature of Provincial 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 provincial 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 Provincial 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 – Diocesan Voting Delegate

This contact information will be used by the registration committee and provincial 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 Diocese of: _____

Signature of Diocesan President: _____

Signature of Diocesan Recording Secretary: _____

Return this form with your completed registration form.

Credential Form – Diocesan Accredited Delegate (1)

This contact information will be used by the registration committee and provincial 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 the Diocese of: _____

Signature of Diocesan President: _____

Signature of Diocesan Recording Secretary: _____

Return this form with your completed registration form.

Credential Form – Diocesan Accredited Delegate (2)

This contact information will be used by the registration committee and provincial 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 the Diocese of: _____

Signature of Diocesan President: _____

Signature of Diocesan Recording Secretary: _____

Return this form with your completed registration form.

Credential Form – Parish Accredited Delegate (1)

This contact information will be used by the registration committee and provincial 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.

Registration Form

7th Annual Ontario Provincial Convention
The Catholic Women's League of Canada
_____ Diocese

July _____, 20____, Hotel, City

REGISTRATION DEADLINE June __, 20__ (REFUNDS NOT GUARANTEED AFTER June __, 201__)
One person per registration form (photocopy forms as needed)

Name (please print) _____

Parish _____ **Diocese** _____

Address _____

City/Town _____ **Postal Code** _____

Telephone (_____) _____ **E-mail** _____

- This is my first provincial 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 (Diocesan President)
- Provincial Officer
- Diocesan – Accredited
- Parish – Accredited
- Honorary Life Member
- Life Member

Non voting attendees

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

Registration fee: \$20.00 per day OR \$50.00 for all three days...Annual Report Book included with registration

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

- \$10 late fee if registering after June , 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: _____

Mail to: Jane Doe
1800 Hamilton Avenue
City, ON P7E 4X9

Phone: _____ E-mail: _____

**7th Annual Ontario Provincial Convention
The Catholic Women's League of Canada
Diocese
July _____, 20____, Hotel, City
MEALS AND SPECIAL EVENTS**

ONE FORM PER PERSON

Name (please print): _____

Address: _____

Telephone: _____ E-mail: _____

Please specify any special needs – food allergies/special diet, etc.:

Best time to contact with respect to special needs: _____

Saturday, July _	St. Anthony's Famous Pasta Dinner Quiz Night....get your team of eight and be ready to test your collective talents Bus transportation to and from event	\$___.00	
Sunday, July _	Tour A - see description []	\$___.00	
	Tour B - see description []	\$___.00	
	Bus – opening liturgy	\$___.00	
Monday, July _	Breakfast (hot)	\$___.00	
	Refreshment break, morning	\$___.00	
	Choose One: Life Members Luncheon []		
	Spiritual Advisors Luncheon []	\$___.00	
	Attendees Luncheon []		
	Refreshment break, afternoon	\$___.00	
Tuesday, July _	Breakfast (hot)	\$___.00	
	Refreshment break, morning	\$___.00	
	Refreshment break, afternoon	\$___.00	
	Banquet	\$___.00	
Wednesday, July _	Breakfast (hot)	\$___.00	
	Refreshment break, morning	\$___.00	
	Bus – closing liturgy	\$___.00	
	Closing Luncheon	\$___.00	
Report Books	Number of books required @ \$5.00 each	\$___.00	
	TOTAL ENCLOSED		\$

REFUNDS NOT GUARANTEED AFTER JUNE __, 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: _____

Mail to: Jane Doe
1803 Hamilton Avenue
City, ON P7E 4X9 Phone: _____ E-mail: _____

**Ontario Provincial Council
Of the Catholic Women's League of Canada**



Provincial Convention

July _ - , 20__

City, Ontario

VOTING DELEGATE

JOAN DOE

Initial of Recording Secretary

**20__ Ontario Provincial Council 6__th Annual
Convention**

JOAN

Doe

President

Diocese

Voting Delegate

**Ontario Provincial Council
Of the Catholic Women's League of
Canada**



Provincial Convention

July _ - , 20__

City, Ontario

ACCREDITED DELEGATE

JOAN DOE

Initial of Recording Secretary

**20__ Ontario Provincial Council 6__th Annual
Convention**

JOAN

Doe

Member

Parish, Diocese

Accredited Delegate

Sample Program

Ontario Provincial Convention (year)

Theme Noted Here

Tentative Program

Saturday, July __, 20__		Tuesday, July __, 20__	
12:00 pm - 5:00 pm	Registration		
2:00pm - 4:30 pm	Administration Meeting	7:00 am - 8:15 am	Breakfast
5:00 pm -	Special Event and Dinner	7:30 am - 3:30 pm	Registration
		8:00 am - 4:00pm	Supplies & Vendors (open at non-sessions)
		8:30 am	Eucharistic Celebration
Sunday, July __, 20__		9:15 am	Business Session Resumes
8:00 am - 4:00 pm	Registration	10:00 am	National President Report
9:30 am - 2:00 pm	Tours	10:15 am	Refreshment Break
9:00 am - 2:00 pm	Pre Convention Executive Meeting (includes provincial officers, diocesan presidents and diocesan spiritual advisors)	12:00 pm	Business Session Resumes Resolutions
2:30 pm - 4:30pm	Resolutions Dialogue	1:15 pm	Luncheon Presentation: (Speaker or Entertainment)
	Dinner on own	1:30pm	Opening Prayer
6:00 pm	Buses to Mass	2:45 pm	Business Session Resumes
7:00 pm	Opening Eucharist	3:00 pm	Report of the Spiritual Advisor
		3:15 pm - 5:00 pm	Refreshment Break
	Opening Ceremony/Reception		Business Session Resumes/ Workshop
9:00pm	Buses return to hotel	5:00 pm	Announcements
10:00pm	Evening Prayer Service	6:30 pm	Symposium
		7:00pm	Banquet/Entertainment
			Cash Bar
		Wednesday, July __, 20__	
Monday, July __, 20__		7:00 am - 8:15 am	Breakfast
7:00 am - 8:15 am	Breakfast	8:00 am - 10:00 am	Supplies & Vendors (open at non-sessions)
7:30 am - 4:00 pm	Registration	8:00 am - 10:00 am	Registration
8:00 am - 4:00 pm	Supplies & Vendors (open at non-sessions)	8:30 am	Opening Prayer
8:30 am	Morning Prayer Service	8:45 am	Business Session Resumes
8:45 am	Business Session	9:00 am	President's Report
10:15am	Refreshment Break	9:15 am	Invitation to next Convention
10:30am	Keynote Speaker	9:45 am	Refreshment Break
		10:00 am	Business Resumes
12:00 pm	Delegates Luncheon		Registration /Credentia Report
	Life Members Luncheon	11:00 am	Election of Officers – every other year
	Spiritual Advisors Luncheon		Announcements
1:30 pm	Crowning of Mary	11:30 am	Closing Prayer
1:45pm - 2:45pm	Speaker:	12:30 pm	Buses to Mass
			Closing Eucharist
			Installation or Reaffirmation of Officers
3:00 pm	Refreshment Break	1:45 pm	Buses return to hotel
3:15 pm - 4:00pm	Business resumes	2:00pm	Closing Luncheon
4:00pm	Announcements	2:45 pm - 4:15pm	Post Convention Executive Meeting (includes provincial officers, diocesan presidents and diocesan spiritual advisors)
4:30 pm	Eucharistic Celebration		
5:30 pm	Diocesan Dinners		
8:30 pm	Entertainment:		

Times, programs could be changed, as per Provincial President

**7_th Annual Ontario Provincial Convention, July __-__, 20__, City,
Ontario**

Final Registration Report – Wednesday, July , 20__

Number of **Voting Delegates** (diocesan presidents) _____

Number of **Accredited Delegates** comprising of:

Provincial Officers..... _____

Diocesan Accredited Delegates..... _____

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 Spiritual Advisor..... _____

Diocesan Spiritual Advisors..... _____

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:Provincial President

**Provincial Recording Secretary (along with a list of all
attending) Registration & Credentials Chair**

