



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

Recording Secretary



Care for our
Common Home

Directive #4

November 28, 2021

To: Diocesan Presidents and Diocesan Recording Secretaries
From: Joanne Hough, Ontario Provincial Recording Secretary
Cc: Archbishop Marcel Damphousse, Ontario Provincial Council Executive and National Secretary-Treasurer

Come to The Manger of My Heart

This Advent, Lord, come to the manger of my heart. Fill me with Your presence from the very start. As I prepare for the holidays and gifts to be given, remind me of the gift You gave when You sent Your Son from Heaven. The first Christmas gift, it was the greatest gift ever. You came as a baby born in a manger. Wrapped like the gifts I find under my tree, waiting to be opened, to reveal Your love to me. Restore to me the wonder that came with Jesus' birth, When He left the riches of Heaven and wrapped Himself in rags of earth. Immanuel, God with us, your presence came that night. And angels announced, "Into your darkness, God brings His Light." "Do not be afraid," they said to shepherds in the field. Speak to my heart today, Lord, and help me to yield. Make me like those shepherds, obedient to Your call. Setting distractions and worries aside, to You I surrender them all. Surround me with Your presence, Lord, I long to hear Your voice. Clear my mind of countless concerns and all the holiday noise. Slow me down this Christmas, let me not be in a rush. In the midst of parties and planning, I want to feel Your hush. This Christmas, Jesus, come to the manger of my heart. Invade my soul like Bethlehem, bringing peace to every part. Dwell within and around me, as I unwrap Your presence each day. Keep me close to You, Lord. It's in Your wonderful Name I pray.



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Welcome to new Recording Secretaries

Thank you for saying yes to serving on your Diocesan Council. You are the keeper of the books that hold the history of the council. This is no small task. Please make sure your minutes are maintained in an orderly manner. The most common missing item in minutes is the date! (Who knew!) If you are producing your minutes electronically, you are advised to maintain a paper record as well. The newest laptops and technologies now need

adaptors to use a data stick. This may signal a change in how information is stored in the future.

Annual Reports

Thank you in advance for all your efforts and time spent completing the annual reports.

A good number of you will have already completed your online reports. You made my job so much easier when all the Diocesan recording secretary reports were received last year. You will be preparing a full report for your Diocesan Annual Report in the new year as well.

Proofing Tips

There are many tasks to keep track of in the process of producing good writing. Having a proofreading checklist on hand for that “last look” can help catch errors you otherwise miss. I have attached a reference list *Proofreading Tips*. It is always a challenge to find corrections within your own work. I have a few friends who love proofing and I call on them often to have a different pair of eyes on the writing and overall intent of the report. You may be called upon to proofread for someone or to guide someone who is proofing work. I have found these trips helpful.

Proofreading Tips

- Read your report/letter aloud. Sometimes writing sounds different in your head than it sounds on paper.
- Make a list of errors that you commonly make and keep an eye out for them.
- Read the text backwards. ...
- Proofread for only one type of error at a time.
- Double check everything: ...
- Read slowly and carefully.

Kindle Our Hearts by Your Spirit

Almighty God, fulfill our desire and kindle our hearts by your Spirit, that being filled with the oil of your grace, we may shine as bright lights at the coming of your Son Jesus Christ; who lives and reigns with you and the Holy Spirit, one God, now and forever.



Wishing each of you joy, peace and love during this time of preparation and celebration,

Joanne Hough

Ontario Provincial Council Recording Secretary